



# European Security & Defence College

## 61<sup>st</sup> Implementation Group Meeting

---

Christoforos CHRISTOFOROU  
Training Manager – Military Erasmus Coordinator

4 February 2024



# CONTENTS

- 01. | General Information
- 02. | Administrative Instructions
- 03. | Co-Finance Activities
- 04. | Strategic Bonus
- 05. | General Data Protection  
Regulation (GDPR)
- 06. | Questions



# 01. General Information



# How EMILYO is connected to the ESDC

**EU MoD  
Declaration -  
November  
2008**



# How EMILYO is connected to the ESDC

1<sup>st</sup> Meeting  
took place  
under the  
auspices of the  
ESDC



## ESDC Implementation Group

Doc.: IG/2009/ 002  
Date : 26 February 2009  
Origin: SECRETARIAT

**1st MEETING OF THE IMPLEMENTATION GROUP (IG)  
FOR EUROPEAN INITIATIVE FOR THE EXCHANGE OF YOUNG OFFICERS  
(INSPIRED BY ERASMUS)**

**On, 19 February 2009 in Brussels**



# How EMILYO is connected to the ESDC

## EMILYO in Numbers 2022-2023



# How EMILYO is connected to the ESDC

## IG Members are by default EAB Members

ADVISES  
**EXECUTIVE  
ACADEMIC  
BOARD**



DECIDES  
**STEERING  
COMITTEE**

PROPOSES  
**HEAD OF  
ESDC**

## ESDC Administrative Structure



**Executive  
Academic  
Board**

Quality  
Coherence

**ESDC  
Secretariat**

Assistance

**Head of  
the ESDC**

Management  
Support

**Steering  
Committee**

Coordination  
Direction

Doctoral School

**Military Erasmus**

Cyber ETEE

SQF-MILEG

SSR DDR

WG-MOT

EUMSSF

War Colleges

Climate Change



## 02. Administrative Instructions



# ESDC Administrative Instructions II /2024

## Changes from AI II/2023



REF: A+G(2023)710093 - 19/12/2023

EUROPEAN SECURITY AND DEFENCE COLLEGE

Brussels, 15 December 2023

### Administrative Instruction II/2024 DRAFT

**Subject:** Financial and staff support for ESDC training activities

**References:**

- 1) ESDC Budget, Document ESDC/2022/174 dated 30 June 2023
- 2) Council Decision (CFSP) 2020/1515 of 19 October 2020 and Council Decision (CFSP) 2022/1964 of 17 October 2022
- 3) Prioritisation Exercise – ESDC/2022/153 dated 27 June 2022
- 4) Staff Regulations – Title II, art. 21, 21a, 22, 22a, 22b (OJ 45, 14.6.1962, p. 1385)
- 5) Financial Regulation applicable to the general budget of the Union, (FR) 2018/1046 – Title IV Budget Implementation – Chapter 4 & 5 (OJ L 193, 30.7.2018)
- 6) Grant Agreement ESDC 2024 and annexes

#### 1. General

1.1 This new Administrative Instruction (AI) is based on the prioritisation exercise for 2024. It revokes and replaces the Administrative Instruction 2023 for all training activities taking place after 01 January 2024.

1.2 "Training Institution" refers to the members of the network of the ESDC as they are defined in Art. 5 of Council Decision (CFSP) 2020/1515.

#### PART I: PROCEDURES, RELEVANT DOCUMENTS, ACTORS INVOLVED, AND DEADLINES FOR REIMBURSEMENTS

#### 2. Procedural rules

2.1 All expenditure requires a prior budgetary commitment (Financial Plan) authorised by the Head of the ESDC. The reimbursement of any expenditure co-financed by the ESDC must also be authorised by the Head of the ESDC (Reimbursement Form). All payments will be based on the provisions of the ESDC Budget.

2.2 To allow proper planning and budgeting, Training Institutions shall inform the ESDC in good time as regards the training activities that they plan to run under the aegis of the ESDC. In

1. Common Modules will co-finance with €2000 instead of €1500

2. Strategic Bonus: extra co-finance up to 100% of the initial amount for each module.

3. New Financial Plan, New Payment Request, New Evaluation Report



## 03. Co-Financing Military Erasmus Activities

# ESDC Co-finance CM on CSDP

Act. No. ▾	Title ▾	From ▾↑	To ▾	City ▾	Country ▾	Amout ▾
23-24/4/1	Common Module on CSDP	02/10/2023	06/10/2023	Athens	Greece	€4,000
23-24/4/4	Common Module on CSDP	18/12/2023	21/12/2023	Marin	Spain	€4,000
23-24/4/6	Common Module on CSDP	04/03/2024	08/03/2024	Torino	Italy	€4,000
23-24/4/7	Common Module on CSDP	18/03/2024	22/03/2024	Lanvéoc	France	€4,000
23-24/4/5	Common Module on CSDP	15/04/2024	19/04/2024	Salon de Provence	France	€4,000
	Common Module on CSDP	16/09/2024	20/09/2024	Lisbon	Portugal	€4,000
	Common Module on CSDP	30/09/2024	04/10/2024	Athens	Greece	€4,000
	Common Module on CSDP	21/10/2024	26/10/2024	Wiener Neustadt	Austria	€4,000
	Common Module on CSDP	09/12/2024	13/12/2024	Marin	Spain	€4,000
	Empty				TBD	€4,000
	Empty				TBD	€4,000
	Empty				TBD	€4,000

# ESDC Co-finance Common Modules

Act. No.	Title	From	To	City	Country	Amount
23-24/EMILYO/01	CM on Space Applications for Security and Defence	11/12/2023	15/12/2023	Athens	Greece	€1,500
23-24/EMILYO/12	CM on Problem Solving and Critical Thinking	26/02/2024	01/03/2024	Torino	Italy	€2,000
23-24/EMILYO/13	CM on Biosafety and Bioterrorism	11/03/2024	15/03/2024	Thessaloniki	Greece	€2,000
23-24/EMILYO/02	CM on Interoperability	11/03/2024	22/03/2024	Sibiu	Romania	€2,000
23-24/EMILYO/03	CM on Train the English Language Trainers Workshop	18/03/2024	21/03/2024	Lisbon	Portugal	€2,000
23-24/EMILYO/10	CM on Biosafety and Bioterrorism	18/03/2024	22/03/2024	Torino	Italy	€2,000
23-24/EMILYO/04	CM on Comprehensive Approach	25/03/2024	05/04/2024	Athens	Greece	€2,000
23-24/EMILYO/07	CM on Maritime Security	01/04/2024	05/04/2024	Athens	Greece	€2,000
23-24/EMILYO/05	CM on Electronic Warfair	08/04/2024	12/04/2024	Athens	Greece	€2,000
23-24/EMILYO/08	CM on Law of Armed Conflict	15/04/2024	19/04/2024	Athens	Greece	€2,000
23-24/EMILYO/11	CM on Law of Armed Conflict	06/05/2024	10/05/2024	Torino	Italy	€2,000
23-24/EMILYO/06	CM on CyberSecurity	27/05/2024	31/05/2024	Athens	Greece	€2,000
23-24/EMILYO/14	CM on Aviation English Part 1	17/06/2024	25/06/2024	Deblin	Poland	€2,000
23-24/EMILYO/09	CM on Military Leadership B	26/08/2024	31/08/2024	Larnaca	Cyprus	€2,000
24-25/EMILYO/01	CM on Aviation English Part 2	16/09/2024	27/09/2024	Deblin	Poland	€2,000
23-24/EMILYO/16	CM on Unmanned Aerial Systems			Athens	Greece	€2,000
23-24/EMILYO/15	CM on Gender Perspectives			Athens	Greece	€2,000
	CM on Space Applications for Security and Defence			Athens	Greece	€2,000
	Empty					€2,000
	Empty					€2,000
	Empty					€2,000



# Most common mistakes in Financial Plans

NEW  
TEMPLATE



Financial plan of activity number 22-23/XX/X

<b>1. Activity information</b>			
<b>Name of the activity</b>	<b>Location</b>	<b>Date (from)</b>	<b>Date (to)</b>
E.g. CSDP Orientation Course	Vienna, Austria	12/10/2023	13/10/2023
<b>2. Main organising institute(s) - (may only be ESDC Network Members)</b>			
National Defence College – Rome			
<b>3. Co-organising institutes (potential Associate Network Partners)</b>			
e.g. German Police Academy – Berlin, IHEDN- Paris			
<b>4. Name(s) of Course Director and supporting staff</b>			
e.g. Olivia SMITH			
<b>5. Name of ESDC Training Manager</b>			
e.g. John BROWN			
<b>6. Overall course budget (incl. organising institute(s)'s contribution) + human and other non-quantifiable resources</b>			
XX.XXX EUR			
<b>7. ESDC Co-Funding Limit (as per annex A)</b>			
e.g. 3500 EUR			
<b>8. Strategic Bonus (indicate corresponding priority / priorities – as per Annex E)</b>			
e.g. FIMI			

The Strategic Bonus is subject to the availability of the funds, justification of the outcomes (PR) and approval of the Head of the ESDC.

# Most common mistakes in Financial Plans

Check point 8 of the  
Administrative  
Instruction II / 2024

11. Description of costs		
No.	Description / type of costs	Estimated amount
1.	e.g. coffee breaks	1000
2.	Ice Breaker	2000
3.	Lunch	500
4.	e.g. rent	1000
5.	e.g. other costs	500
TOTAL ESTIMATED COSTS		5000 EUR

*The indicated expenses must be in line with the eligible costs according to the administrative instructions. The amounts are tentative and are intended to indicate the type of costs and not necessarily the exact amounts to be spent.*

Name	
Date	
Place	
Signature of the Course Director	

## ESDC Training Manager assessment on the eligibility of the strategic bonus

e.g. The course, as resulting from the draft agenda, is in full correspondence with the SB item n.12.

# Most common mistakes in Payment Requests

NEW  
TEMPLATE



## PAYMENT REQUEST FORM

Organisation of activity number **23-24/xx/xx**

From	<i>Training Institution (name, city and country)</i> e.g. NATIONAL DEFENCE COLLEGE, ROME - Italy
Date	__/__/2024
To	EEAS / European Security and Defence College (ESDC)

1. Activity information			
Name of the activity	Location	Date (from)	Date (to)
E.g. CSDP Orientation Course	Vienna, Austria	12/10/2023	13/10/2023
2. Organising institute(s)			
National Defence College – Rome; German Police Academy – Berlin; IHEDN – Paris			
3. Name(s) of Course Director and supporting staff			
e.g. Olivia SMITH			

# Most common mistakes in Payment Requests

<b>4.Name of ESDC Training Manager</b>	
e.g. John BROWN	
<b>5. Number of the EVALUATION REPORT</b>	
Course: ESDC/2021/001 or other training activity: N/A	
<b>6.Information on the participants</b>	
Total number of registered participants	67
Present during the residential course:	60
Received certificate:	60
Gender info	Male: 23, Female: 27; other: 10
Background	30 civilians, 20 military, 10 Police
Nationality	50 from EU member states, 10 from EAP countries
<b>7.Description of the input of the training provider</b>	
(Rent of the venue, one social event, coffee breaks, two staff members for 16 working days, 30 notebooks, printouts and stationary, cleaning services)	
<b>8. Operational budget (overall cost of the training activity)</b>	
e.g. 5800 EUR	
<b>9. Information on VAT</b>	
The institution is not exempted from VAT <input type="checkbox"/>	or The institution is exempted from VAT <input type="checkbox"/>
<b>10. Declaration on original documents</b>	
<input type="checkbox"/> We have understood the obligation of our institution to archive the hardcopies of the documents for a period of five years and we acknowledge the obligation to submit them as soon as possible via post should the ESDC or another institution require them.	
<input type="checkbox"/> We acknowledge the obligation to return the co-financed amounts of money if we are unable to provide the originals in case of an official request from the ESDC or another institution.	











# Most common mistakes in Payment Requests

Especially if  
not indicated  
on the invoice

Use the  
correct month

12. Description						
No.	Description and type of activity	Supplier	Invoices (number and date of issue)	Cost (local currency)		
1.	e.g. Coffee breaks for xx people for x days (xx,xx Euros/ person/ day)	Catering by Louise	22298702 of 14/10/2024	NA		
2.	e.g. Social event / icebreaker for xx people (xx,xx Euros/ person)	Vienna Restaurant	888923 of 12/10/2024	NA	980.26	980.26
3.	e.g. Rent of venue for two days	Hotel Vienna	303031 of 14/10/2024	4095,28 NIS	1000	1000
4.	e.g. Flights tickets from Athens to Brussels and vice-versa for Foteini Asderaki, course lecturer	AEGIS	237690 of 19/09/2024	NA	326.66	326.66
5.	e.g. Accommodation for two nights (breakfast included) for Julia SMITH, course lecturer (no breakfast); Ceiling 148 EUR/night; 148 x 2 = <b>264 EUR</b>	Hotel Vienna	303028 of 13/10/2024	NA	400	264
6.	e.g. daily allowance for Julia SMITH, course lecturer (to be deducted 2 breakfasts and one social event meal)	ESDC	MIPS SIMULATION on 07/11/2024	NA	249.9	249.9
TOTAL COSTS					3276.97	3140.97

# Most common mistakes in Payment Requests

-  00\_PR Act. No 23-24-1-2 (Module 2 - 19th CSDP HLC) final
-  1\_Venue NH Hotel
-  2\_Coffee CESEDEN
-  4\_FP\_23-24 1 2\_asking approval
-  5\_VAT not exempted
-  6\_Evaluation Report Module 2\_19th HLC\_CC\_mrp
-  Journal Transaction 2414\_PR Reimb to CESEDEN, Madrid, Spain, Activ no ...
-  Print-out Transaction 2414\_PR Reimb to CESEDEN, Madrid, Spain, Activ n...

 19.12.  
255 K

 EJ253  
101 K

# Evaluation Report



European Security and Defence College  
Doc: ESDC/2023/105  
Date: 31 January 2018  
Origin: ESDC Secretariat

## EVALUATION REPORT

<b>1. Activity information</b>			
Activity number	23/24/64/1		
Name of the activity	Location	Date (from)	Date (to)
Diplomatic Skills for CSDP	Laxoaga Cyprus	16/10/2023	19/10/2023
Organised by	Name of the institution(s)		

<b>2. General organisation</b>	
Type of course	regular <input type="checkbox"/> Pilot <input type="checkbox"/> Single Shot <input type="checkbox"/>
Organisers	Federal Academy for Security Policy
Support from ESDC	- Participation of two training managers
Secretariat	- Course venue in GGA - Co-financing amount of 4000 EUR

<b>3. Name(s) of Course Director and supporting staff</b>
Prof. Constantinos ADAMIDES

<b>4. Name of ESDC Training Manager</b>
Mr Georgica PANFIL

<b>5. Information on the participants</b>	
Total number of registered participants	67
Present during the residential course:	60
Received certificate:	60
Gender info	Male: 23, Female: 27, other: 10
Background	30 civilians, 20 military, 10 Police
Nationality	50 from EU member states, 10 from EAP countries

<b>6. Invested resources</b>	
Venue	Aula Mages of the National Defence Academy
Personnel / time	- 5 staff members from the National Defence Academy - 2 ESDC staff - 20 hours invested in preparing the activity
Budget	Total budget
	Total costs
	Costs details
Other resources	Study visit expenses covered by "Mihai Viteazul" National Intelligence Academy

<b>7. Course details</b>	
eLearning part - details & comments	AKU 01, 06, 232, 300
Residential part	The residential part took place over 3 working days
Methodology	Lecture <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Q&A <input type="checkbox"/> Working Group <input type="checkbox"/> Workshop <input type="checkbox"/> Field visits <input type="checkbox"/> Other <input type="checkbox"/>

<b>8. Learning outcomes</b>	
The Summer University agenda was organized along two major pillars: (1) examining the current and future challenges in the security environment so as to bring the latest and more relevant information regarding the developments in this field to the junior researchers whose PhD topics revolve around these issues; (2) developing research methodology skills that the PhD fellows need in their research. Each panel was comprised of a lecture as well as a questions and answers section which gave the audience the chance to benefit from the lecturers' experience and to draw important lessons and information for their specific research topics.	
Were all course objectives been attained?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Additional comments	The course participants appreciated that the objectives were all attained and most of them course found the Summer University activity very relevant and useful for their PhD theses development.

<b>9. Strengths (what to keep)</b>	
<input type="checkbox"/> Lecturers, seminars and group exercises <input type="checkbox"/> Research methodology applied exercises <input type="checkbox"/> Networking opportunities <input type="checkbox"/> Excellent gender balance <input type="checkbox"/> Social events	

<b>10. Weaknesses (what to improve)</b>	
To have more working groups especially in the afternoon in order to have more time to share experiences and expertise with the other course member.	

<b>11. Feedback from participants examples</b>	
<input type="checkbox"/> Participants enjoyed the lectures and the friendly atmosphere <input type="checkbox"/> Overall excellent positive feedback	

<b>12. Any other information or comment necessary or useful</b>	
Both participants and speakers appreciated the highly interactive character of the Summer University, the many formats of interaction designed to foster interactive communication and to help translate academic knowledge and perspective into actionable points for the PhD students' research endeavours in the field of peace, security and defence.	

<b>13. Comments from the ESDC Training manager</b>	
The course was well organised and was a successful activity. The staff of the ANU Academy was proficient in managing all details of the course.	

<b>13. Overall recommendations</b>	
To transform this activity into a standard ESDC course To continue improving the course curriculum To extend the programme with one more day for the future	

<b>14. Assessment of the Strategic Bonus - Training Manager (to be deleted if no Strategic Bonus was requested)</b>	
To transform this activity into a standard ESDC course To continue improving the course curriculum To extend the programme with one more day for the future	

SIGNATURES

Course director,

Training Manager,

ANNEXES

- a. Programme (as really executed) ☐
- b. List of participants ☐
- c. Statistics - survey results ☐



## 04. Strategic Bonus



# Strategic Bonus

- **A tool for extra co-financing its Training Activities**
- **The ceilings for expenses maybe increased by up to 100%**
- **The strategic interests are listed in Annex F of the Administrative Instructions II /2024.**
- **Should be asked went apply the Financial Plan**
- **The approval of requests is subject to the availability of funds.**

## **Additional funding (Strategic Bonus) may be granted to courses focus:**

- 1. On Human rights**
- 2. On EU capability development and planning**
- 3. On Linked to hybrid threats, maritime security, space and climate change**
- 4. On Crisis management**
- 5. On Intelligence at EU level**
- 6. On Counter-terrorism**
- 7. On SSR / DDR**
- 8. On Tackling Disinformation, Foreign Information Manipulation and Interference (FIMI)**
- 9. On Leadership and management training**
- 10. On Joint mission preparation**
- 11. On Women, Peace and Security (WPS)**

## **Additional funding (Strategic Bonus) may be granted to courses focus:**

- 12. On Gender-sensitive and inclusive course design**
- 13. That directly contribute to the implementation of the Strategic Compass or Civilian Compact**
- 14. That incorporate innovative teaching and working methods (with a focus on hybrid and e-Learning)**
- 15. On Pooling and sharing of resources (courses organised by several institutions on a rotation basis)**
- 16. On Ukraine (support for Ukrainian staff)**
- 17. On Eastern partnership, Western Balkans, MENA, Gulf and Sahel region, Gulf of Guinea, Horn of Africa, Latin America, EUs Indo-Pacific Strategy**
- 18. Co-organised with or supported by UN, ASEAN, NATO, OSCE, AU**



# 05.General Data Protection Regulation (GDPR)



# Data protection breach in the ESDC Course

01

## When

It took place recently in an ESDC Course where, during the course some attendees received emails from an external company, with related invitations to interviews on the course topics.

03

## How

The Course Director of this course, forwarded to the external company the attendees list with name, surname, ID numbers, nationality, job description, belonging institution.

02

## What

The trainees contacted were interviewed in person outside the course venue with questions relating to the national posture on the subject of the course

04

## Lessons Learnt

According to the GDPR, we are not allowed to exchange personal data beyond, Name , Surname and email. How to work in the future?



## 6. Questions



# Thanks

---