



Brussels, 18 September 2017

## EUROPEAN SECURITY AND DEFENCE COLLEGE

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### Administrative Instruction I/2018

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

#### **References:**

- 1) Council Decision 2013/189/CFSP of 22 April 2013
- 2) Administrative Instruction I/2017 of the Head of the ESDC dated 24 October 2016
- 3) Document ESDC/2017/113 dated 13 June 2017

#### **General**

1. This new Administrative Instruction (AI) is based on the prioritisation exercise for 2018, conducted by the Steering Committee as reflected in Ref 3. It revokes and replaces the AI in Ref 2 for all training activities taking place after 01 January 2018.

#### **Part I: Co-financing**

##### **Principles**

2. Financial support for the organisation of training activities in the ESDC budget 2017 is limited to EUR 170 000. This support will make it possible to provide co-financing for about 85 different training activities.

3. The budgetary limit for the support for each of the training activities is determined in accordance with the priority of the course as assigned by the Member States.

Financial support will not be considered as an assumed financial benefit, but rather as an optional one. Member States and/or training institutes shall, when announcing a course offer, make it clear whether they want to receive financial support or not. This will facilitate the financial planning of the ESDC budget.

The co-financing is limited to:

- a. EUR 5 000 for the 4 residential modules of the CSDP High-Level Course;
- b. EUR 3 000 for training activities in quartile 4 (the 25% of types of training activities with the highest priority) and for pilot activities approved by the Steering Committee;
- c. EUR 1 750 for training activities in quartile 3;
- d. EUR 500 for training activities in quartiles 2 and 1;
- e. EUR 500 for common modules not linked to traditional ESDC curricula with at least 1/3 civilian participants;

f. Alumni events targeted at the former participants from EaP countries and from SAP partners organised in the margins of the Reflection Seminars are eligible for an additional EUR 500.

The division into quartiles can be found in Annex A.

4. For the organisation and conduct of training activities in Brussels which no network member has volunteered to host, the budget will be limited to a maximum of EUR 3 500. This can include financial support for courses or seminars conducted by the ESDC Secretariat together with the EEAS or relevant Commission services. However, financial support from the training units of the institutions should first be examined.

5. To allow proper planning and budgeting, Member States and/or training institutes should announce in good time the courses they plan to run under the ESDC, ideally before the summer break in the year prior to the planned activity. Late announcements may result in reduced or no financial contribution owing to budgetary limitations.

**During the planning phase of a training event, the training institutes can check through their appointed training manager if money has been committed to the event. Commitments will be made on a first come, first served basis if the budget doesn't cover all the planned training events. Money will be allocated as funds become available throughout the year.**

6. The following types of cost may be covered:

- coffee breaks;
- travel expenses (economic option) incurred by the course director and/or supporting staff if courses are held at a location other than his or her institute;
- travel expenses (economic option) incurred by lecturers, experts and trainers if they do **not** come from one of the EU institutions or agencies;
- per diems which cover accommodation, meals, local travel and sundry expenses incurred by the course director and/or supporting staff and/or lecturers **not** coming from one of the EU institutions or agencies; the applicable rates of the per diems must not exceed the scales detailed in Annex C;
- one networking event (e.g. ice-breaking event or official course dinner);
- costs of conference facilities;
- bus transport costs related to the course;
- on an exceptional basis, the fees of external specialised mentors or facilitators whose services are needed to ensure that the course is conducted in its entirety (i.e. not for a single day), subject to the prior, written consent of the Head of the ESDC;
- VAT: only if the requesting training institute can show that it is **not** tax-exempted and that it **cannot** recover taxes under the applicable national law.

7. The following costs cannot be reimbursed:

- any extras/tips;
- cultural/guided visits;
- salaries;
- lecturers'/experts' fees (except in the case specified above);
- penalties or administrative costs linked to the administrative procedures of the organising training institute;
- Currency exchange losses.

8. The **payment request (template in Annex B)** shall include:

- a short description of the training activity;
- the training activity's purpose and objectives (see curriculum);
- the final programme, marked 'as executed' and with the names of all the speakers;
- the number of participants and the location of the activity;
- a declaration on honour by the lecturer in case of a per diem request;
- a general description of the specific input from the training providers, including the number of staff involved and the overall operational budget established for this training activity;
- details of the co-financing costs to be reimbursed, together with the information stipulated under paragraph 6 of this Administrative Instruction;
- name, address and bank account of the Member State/training institute/training provider.

### Procedures

9. The **Member State/hosting institute**,

- when announcing the course in the ESDC academic program, shall indicate whether a request for co-financing will be submitted after the course;
- during the preparation of the course and before the course starts, shall contact the relevant training manager in the ESDC Secretariat in order to obtain a 'provisional agreement' on the eligibility of the costs they are planning to claim, and shall establish a financial plan for the reimbursement request;
- after completion of the training activity, and as soon as possible:
  - shall submit a payment request to the ESDC Secretariat using the template letter attached (see Annex B);
  - shall ensure that the payment request includes all relevant **original** invoices and travel tickets (boarding passes, train tickets, etc.) related to the co-financing costs;
  - shall ensure that the payment request accurately gives the name, address and bank account of the Member State/training institute/training provider;
  - **shall submit to the ESDC Secretariat via e-mail scanned copies of the payment request and the relevant documents/invoices etc. The ESDC financial cell will inform the MS/hosting Institute for any possible adjustments, in order for the original documents to be submitted to the ESDC via post;**
  - The payment request should be submitted at the latest 90 calendar days after the end of the training activity AND NO LATER than 15 January of the year X + 1. Late submissions will result in no financial contribution;
  - shall submit to the ESDC Secretariat, together with the payment request, the evaluation report for the course in accordance with the principles established by the Executive Academic Board, the final programme and the lecturers' attendance list. **This report shall include an analysis by the training provider of the main points to keep and to improve. It may be supplemented by an appreciation by the ESDC training manager;**
  - in the event that the request includes VAT, shall submit proof that it is not tax-exempted and that it cannot recover taxes under applicable national law;
  - in the event that original invoices and original travel documents cannot be submitted, copies shall be accepted as long as each page includes an original stamp from the

Member State/training institute/training provider. For auditing purposes, a note must be attached explaining the reason why the originals cannot be provided and where these originals are located (ministry/institute/directorate/department...)

10. If the training activity is conducted jointly by different training providers and/or different Member States, the payment request shall be forwarded by one single provider. However, payments will not exceed the budgetary limit established for this training activity.

**11. The ESDC Secretariat:**


- shall issue and keep up-to-date an overview of the training programme including the courses eligible for co-financing and the budgetary limits set in line with paragraph 3 of this instruction;
- shall present this overview to the EAB and to the Steering Committee on a regular basis;
- shall pay to the Member State/training institute/training provider the duly substantiated co-financing costs within 30 days of receipt of the original payment request and original invoices and travel documents - there shall be no payments on the basis of advanced copies;
- shall not pay more than the budgetary limit established for this type of course in paragraph 3, whilst also observing the limits of per diem rates set in Annex C;
- shall forward the evaluation report to the Executive Academic Board;
- shall relaunch the prioritisation exercise on a yearly basis, together with the preparation for the budget.

**Part II: ESDC staff support**

12. In order to maximise the number of courses that can be supported by the ESDC training managers, the measures agreed during the ESDC Steering Committee on 30 September 2016 will be strictly applied. The agreed measures are:

- a. ESDC will offer reduced support to courses organised outside Brussels;
- b. For courses not identified as a priority (see Ref 3, paragraph 5), the ESDC will take care only of invitation, eLearning and evaluation;
- c. No support will be given to courses in Brussels where 50% or more of participants come from just one Member State;
- d. In case the request to use an EU building does not receive a positive outcome, the organising Institute will be requested to find a solution;
- e. As general principle, all new tasks will be linked to additional resources.

For the ESDC

  
DUBOIS, Dirk  
Head

Annexes

- A Prioritisation of ESDC courses
- B Template letter / payment request from the Member State/training institute/training provider
- C Per diem rates

## Prioritisation of ESDC courses

| Activity number | Course  | Quartile |
|-----------------|---|----------|
| 1               | CSDP High Level Course  | 4        |
| 3               | CSDP Orientation Course   | 4        |
| 33              | Pre-deployment training   | 4        |
| 10/11/11b       | Cluster Security Sector Reform  | 4        |
| 36              | The challenges of securing maritime areas for the European Union  | 4        |
| 17              | Course on Civilian aspect of crisis Management  | 4        |
| 20              | Challenges of European Cyber Security   | 4        |
| 40              | EU facing "hybrid warfare" challenges   | 4        |
| 9/37            | EU Comprehensive Crisis Management Course   | 3        |
| 21/41           | Cluster Gender  | 3        |
| 18              | ESDC Advanced Course for Political Advisors in EU Missions and Operations (modular)   | 3        |
| 45              | CSDP Conflict Analysis Course - From Conflict Analysis to Integrated Action: Generating Strategies for intervention (pilot activity 2017) | 3        |
| 8/34            | CSDP Course on EU's Military and Civilian Capability Development  | 3        |
| 22              | EU Senior Mission Leaders Course  | 3        |
| 7               | CSDP Course on the Strategic Planning Process of Missions/Operations  | 3        |

|    |  |   |
|----|--|---|
| 44 | Disaster Relief in CSDP Context (pilot activity 2017)  | 2 |
| 25 | Course on European Armaments Cooperation (modular)   | 2 |
| 27 | The Challenges of Space for EU and CSDP  | 2 |
| 32 | Cross-Cultural Competence for EU Missions and Operations   | 2 |
| 15 | International Course for Military Legal Advisers   | 2 |
| 14 | Course on Recovery and Stabilisation Strategies (before Peace Building Course)                     | 1 |
| 26 | EU Course on fragility, security and development in the context of external action (with DG DEVCO) | 1 |
| 28 | Mediation, negotiation and Dialogue Skills for CSDP  | 1 |
| 30 | The Protection of Civilians in Armed Conflict  | 1 |
| 31 | Course on Building Integrity and Reducing Corruption in the Security and Defence Sector            | 1 |
| 43 | In-mission course on Monitoring, Mentoring and Advising (pilot activity 2017)                      | 1 |
| 6  | CSDP Course for Press and Public Information Staff   | 1 |
| 39 | EU CSDP Police Command and Planning Course (With CEPOL)  | 1 |
| 42 | Negotiation Techniques in CSDP Seminar (pilot activity 2016)                                       | 1 |
| 46 | The New Peacekeeping Operations as a Stabilising Factor for the European Union                     | 1 |
| 47 | International Contracting Course   | 1 |

**Template Payment Request Letter**

**From** Member State/training provider (name, address)

**To** European Security and Defence College/Secretariat  
ESDC/EEAS  
C-115 02/10  
BE – 1046 Brussels

**Subject:** **Payment Request**

1. Training activity (title of the course as published in the ESDC training programme or name of the pilot project, part of a specific training programme), held at ... (institute/location/city) from ... to .... (date)
2. Purpose and course objectives (see curriculum)
3. Number and types of participants (Member States, EU institutions, open to third states and IOs, etc.)
4. Name of the ESDC Training Manager (if present during (part of) the activity)
5. Input from the training provider (including the number of staff involved)
6. Overall operational budget (rough assessment covering the costs of the course director, other staff support, conference facilities, supporting material, lecturers, panellists, mentors, networking and team-building events)
7. Co-financing costs:
  - a. detailed list in line with the co-financing principles, see paragraph 3
  - b. total sum of the co-financing costs
8. Name, address and bank account of the Member State/training institute/training provider

Signature

Name, Post/Rank

**Annexes**

All invoices and travel tickets (boarding passes, train tickets, etc.) related to the co-financing costs.

**Please note that original versions of the invoices and travel tickets (boarding passes, train tickets, etc.) are necessary; if this is not possible, copies officially certified by the relevant national authorities will be accepted. These should include a separate note explaining why an original copy cannot be sent and providing information about the holder of the originals.**

## Current per diem rates

These rates are valid until further notice.

Per diems cover accommodation, meals, local travel within the place of mission and sundry expenses

| <b>EU Member States</b> | <b>€</b>             | <b>Other Countries</b> |
|-------------------------|----------------------|------------------------|
| <b>Destination</b>      | <b>Hotel ceiling</b> | <b>Daily allowance</b> |
| Belgium                 | 148                  | 102                    |
| Bulgaria                | 135                  | 57                     |
| Czech Republic          | 124                  | 70                     |
| Denmark                 | 173                  | 124                    |
| Germany                 | 128                  | 97                     |
| Estonia                 | 105                  | 80                     |
| Ireland                 | 159                  | 108                    |
| Greece                  | 112                  | 82                     |
| Spain                   | 128                  | 88                     |
| France                  | 180                  | 102                    |
| Croatia                 | 110                  | 75                     |
| Italy                   | 148                  | 98                     |
| Cyprus                  | 140                  | 88                     |
| Latvia                  | 116                  | 73                     |
| Lithuania               | 117                  | 69                     |
| Luxembourg              | 148                  | 98                     |
| Hungary                 | 120                  | 64                     |
| Malta                   | 138                  | 88                     |
| Netherlands             | 166                  | 103                    |
| Austria                 | 132                  | 102                    |
| Poland                  | 116                  | 67                     |
| Portugal                | 101                  | 83                     |
| Romania                 | 136                  | 62                     |
| Slovenia                | 117                  | 84                     |
| Slovak Republic         | 100                  | 74                     |
| Finland                 | 142                  | 113                    |
| Sweden                  | 187                  | 117                    |
| United Kingdom          | 209                  | 125                    |