

Rules of Procedure (RoP)
for the Implementation Group for the “European initiative for the exchange of young officers inspired by Erasmus”
Proposals for revision
(Version 06)

Current (old) version as of 18 December 2013	New (revised) version	Remarks
EUROPEAN SECURITY AND DEFENCE COLLEGE THE STEERING COMMITTEE	EUROPEAN SECURITY AND DEFENCE COLLEGE THE STEERING COMMITTEE	Changes in comparison to the 2013-version are in red colour .
DECISION SC/2013/06 of 18 December 2013 adopting the rules of procedure of the Implementation Group of the European initiative for the exchange of young officers, inspired by Erasmus of the European Security and Defence College	DECISION SC/YYYY/No. of DD Month YYYY adopting the rules of procedure of the Implementation Group of the European initiative for the exchange of young officers, inspired by Erasmus of the European Security and Defence College.	<ul style="list-style-type: none"> The symbol “!” means that the comma has to be deleted.
Having regard to Council Decision 2013/189/CFSP of 22 April 2013 establishing a European Security and Defence College in particular Article 9 (6 and 7) thereof, HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:	Having regard to Council Decision (CFSP) 2020/1515/ of 19 October 2020 establishing a European Security and Defence College, and repealing Decision (CFSP) 2016/2382 in particular Article 10 (6, 7 and 9) thereof, HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:	<ul style="list-style-type: none"> Just updated to the new relevant documents.
Sole Article 1 The Rules of Procedure of the European initiative for the exchange of young officers, inspired by Erasmus-Implementation Group of the European Security and Defence College shall be as laid down in the Annex.	Sole Article 1 The Rules of Procedure of the European initiative for the exchange of young officers, inspired by Erasmus-Implementation Group of the ESDC (European Security and Defence College) shall be as laid down in the Annex.	<ul style="list-style-type: none"> All abbreviations have the full name in brackets when used the first time (when it fits). Afterwards just the abbreviations are used.
Sole Article 2 This Decision shall enter into force on the date of its adoption.	Sole Article 2 This Decision shall enter into force on the date of its adoption.	
For the Steering Committee The Chair Didier Lenoir	For the Steering Committee The Chair: Anne Koistinen	<ul style="list-style-type: none"> On 01 June 2013 there will be a new SC Chair. The new name will be placed – depending on the date of providing the RoP.

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Enclosure: 1 ANNEX	Enclosure: 1 ANNEX	
RULES OF PROCEDURE OF THE IMPLEMENTATION GROUP FOR THE EUROPEAN INITIATIVE FOR THE EXCHANGE OF YOUNG OFFICERS, INSPIRED BY ERASMUS	RULES OF PROCEDURE OF THE IMPLEMENTATION GROUP FOR THE EUROPEAN INITIATIVE FOR THE EXCHANGE OF YOUNG OFFICERS, INSPIRED BY ERASMUS	
References: 1. Council Decision 2013/189/CFSP of 22 April 2013 establishing a European Security and Defence College (ESDC) and repealing Joint Action 2008/550/CFSP 2. Document 15465/08 COSDP 1007 — Dated 10 Nov 08 (Political declaration)	References: 1. Council Decision (CFSP) 2020/1515/ of 19 October 2020 establishing a European Security and Defence College, and repealing Decision (CFSP) 2016/2382. 2. Document 15465/08 CSDP 1007 — dated 10 Nov 08 (Political declaration).	<ul style="list-style-type: none"> Just updated to the new relevant documents.
<u>Article 1</u> Establishment	<u>Article 1</u> Establishment	
1. The Implementation Group (IG) for the European initiative for the exchange of young officers, inspired by Erasmus, hereafter the ‘Initiative’, is established as a result of the mandate given to the ESDC with Ref. 1, Article 4, paragraph 3 (e), Ref 2. 2. It will be established as a project-oriented configuration of the Executive Academic Board, pursuant to Ref 1, Article 9, paragraph 6 and 7. 3. Unless otherwise stipulated below, the normal rules of procedure of the Board will be applicable.	1. The IG (Implementation Group) for the European initiative for the exchange of young officers, inspired by Erasmus, hereafter the ‘Initiative’, is established as a result of the mandate given to the ESDC with Ref. 1, Article 4, paragraph 3 (e), Ref 2. 2. It will be established as a project-oriented configuration of the EAB (Executive Academic Board) , pursuant to Ref 1, Article 9, paragraph 6 and 7. 3. Unless otherwise stipulated below, the normal rules of procedure of the EAB will be applicable.	
<u>Article 2</u> Mission	<u>Article 2</u> Mission	
1. The mission of the IG is to implement the measures agreed at European level and to contribute to the implementation of those recommended at national level (Ref 2 and more specifically its annex II). The Initiative will be implemented on a national and voluntary basis. 2. The IG will also serve as a forum to share best practices and experiences in the area of exchanges of young officers. 3. Whenever appropriate - and complementary to the measures in Ref 2 - the IG will submit European-level measures to the Steering Committee for approval, and will elaborate measures that could be taken forward by Member States at national level in order to facilitate further exchanges of officers during their initial training and education.	1. The mission of the IG is to implement the measures agreed at European level and to contribute to the implementation of those recommended at national level (Ref 2 and more specifically its annex II). The Initiative will be implemented on a national and institutional level on a voluntary basis. 2. The IG will also serve as a forum to share best practices and experiences in the area of exchanges of young officers. 3. Whenever appropriate – and complementary to the measures in Ref 2 – the IG will submit European-level measures via the EAB to the SC (Steering Committee) for approval, and will elaborate measures that could be taken forward by Member States at national level in order to facilitate further exchanges of officers during their initial training and education.	<ul style="list-style-type: none"> As the IG is a project-oriented configuration of the EAB, the usual procedure is to go via the EAB and the SC endorses the decisions or not.

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Article 3 Tasks	Article 3 Tasks	
1. The primary task of the IG is to detail the conditions and modalities of the implementation of the measures adopted by the Council (Ref 2.). In this connexion, the IG will prepare a detailed road map and work programme for this initiative, assisted by the ESDC Secretariat.	1. The primary task of the IG is to detail the conditions and modalities of the implementation of the measures adopted by the Council (Ref 2.). In this connexion, the IG will prepare a detailed road map and work programme for this initiative, assisted and supported by the ESDC Secretariat.	<ul style="list-style-type: none"> According to the Council Decision (Article 10 (8.)) the wording is: “Members of the Secretariat shall support and assist the Board and each of its configurations.” That’s why the wording “assisted and supported” is added to the proposal.
2. Whenever appropriate, the IG will coordinate with the EEAS, with the European Commission and the Bologna follow up group (BFUG) in order to make best use of existing programmes, more specifically those established within the Commission's 'Life-long Learning Programme' and the Bologna process.	2. Whenever appropriate, the IG will coordinate with the EEAS, with the European Commission, and the Bologna Follow Up Group (BFUG) in order to make best use of existing programmes, more specifically those established within the Commission's 'ERASMUS+ Programme' and the Bologna Process.	<ul style="list-style-type: none"> All the activities of 'Lifelong Learning' were named “ERASMUS+” with the new programme cycle until 2027/2028. That’s why the name is changed. BFUG and Bologna Process are acronyms and have to be written in capital letters.
3. The IG can complement the measures adopted by the Council (ref. 2) within their range of application, as appropriate.	3. The IG can complement the measures adopted by the Council (ref. 2) within their range of application, as appropriate.	
Article 4 Membership of the Implementation Group	Article 4 Membership of the Implementation Group	
1. As the IG is to be considered as a project-oriented configuration of the Executive Academic Board, the members should be national representatives from structures involved in the initial training of young officers, and representatives from the European Union institutions.	1. As the IG is to be considered as a project-oriented configuration of the EAB, the members should be national representatives from structures of European Union Member States involved in the initial training of young officers, and representatives from the European Union institutions.	<ul style="list-style-type: none"> Delete “national”. They are representatives designated at the national level, using a difficult procedure based on national endorsement at the level of the Ministry of Defence or the Ministry of Foreign Affairs. For IG membership, it will be enough if the IG member is designated at the institutional level, in order to increase and facilitate the increasing number of IG members. Add EU-MS to make 100% clear who has the right to be an IG member. The representatives of EU institutions have never ever been IG members. On request, they were invited to the meetings for specific reasons (e.g. explanations of new ERASMUS+ programme, etc.). Anyway, this situation is described in point 2. The proposal “representatives from structures having in coordination the initial training of young officers” was not taken over. It aimed to MoD representatives – but they are covered by “involved in the initial training” anyway.
2. The European Commission, and other essential partners (for instance the Bologna follow up group, representatives from military academies commandants' conference ¹⁾ or appropriate experts on specific issues) might be invited as required. Footnote ¹⁾ : Army, navy, air force, gendarmerie and medical service.	2. The European Commission, and other essential partners (for instance the BFUG [Bologna Follow Up Group], representatives from the EUMACS [European Union Military Academies Commandants' Seminar, ¹⁾ or appropriate experts on specific issues) might be invited as required. Footnote ¹⁾ : All services, which educate young officers.	<ul style="list-style-type: none"> The services in different EU Member States are different. New services – such as “Cyber Forces” were established recently. “Gendarmerie” is just referring to France but e.g. “Carabinieri” are included as well. That’s why the new footnote is used, expressing that all – also new – services are included. “EUMACS” is the new official name of this conference.
3. When there are several representatives from one Member State, for instance when additional national expertise is required, they shall together form a single delegation.	3. When there are several representatives from one Member State, for instance when additional national expertise is required, they shall together form a single delegation.	<ul style="list-style-type: none"> This sentence was copied from the original EAB RoP. In the past 15 years not a single situation has taken place concerning such a situation. The IG’s work and discussions are between institutions with similar interests (e.g. all Air Force Academies) – but not between Member States. That is why this sentence no. 3 should be deleted to facilitate the work.

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Article 5 Chair and Secretary	Article 5 Chair, Deputy Chair(s) and ESDC Secretariat	
-	1. The IG Chair and the three Deputy IG Chairs are elected by IG members with simple majority. Each institution represented in the IG has one vote.	<ul style="list-style-type: none"> The support is by the ESDC Secretariat and not by a Secretary (as originally done). “ESDC” Secretariat is added to make it 100% clear, which one is meant.
1. The IG Chair will be selected by the Steering Committee.	2. The IG Chair and the three Deputy IG Chairs are appointed by the Steering Committee.	<ul style="list-style-type: none"> The voting is derived from the EAB-RoP. There a Member State (MS) has one vote (in the EAB there are representatives on behalf of all institutions from one MS – which is not the case in the IG. In the IG the institutions are represented). See also article 4 (3). The IG has 18 Lines of Development (LoDs). More ones are in the developing phase. 18 LoDs are overarching the span of control tremendously. This dangers the quality of the work. In military & management a span of control of 5-6 as a maximum is recommended. The IG as the biggest (and oldest) EAB-configuration currently demands from the IG Chair some 1,500 working hours per year (unpaid and beside the regular job). With the implementation of three Deputy IG Chairs the tasks could be shared and the entire workload could be reduced to assure / maintain the quality. If the appointed IG Chair is not prolonged (for various reasons) or absent, the Deputy IG Chairs could take over not having the danger of losing momentum for the entire IG. Some LoDs have their clear frame for specific elaborations – e.g. the creation of an international naval semester. An expert is designated to chair such an LoD. Some LoDs are overlapping other ones. For these overlapping and important tasks the three Deputy IG Chairs are foreseen. <ul style="list-style-type: none"> Deputy IG Chair 1: Personnel (update the daily requirements of data – including lists of Commandants/Superintendents, assure/advertise LoD-Chairs, lists of participants, lists of institutions, lists of POCs, inform IG members, etc.). Lead IG events if IG Chair is absent. Deputy IG Chair 2: Education (permanent revisions of common modules, integrate SQF MILOF elaborations, coordination of events concerning the contents, integrate and inform IG members about new elaborations, presentation of new developments – such as ERASMUS+, etc.). Lead IG events if IG Chair is absent. Deputy IG Chair 3: Logistics (elaborations on external financial support, organisational responsibility for events in coordination with the ESDC training Manager(s) and the organiser(s), timely advise to future organisers of events, daily updates of the EMILYO website, etc.). Lead IG events if IG Chair is absent.
2. The Chair person is assisted by the ESDC Secretariat.	3. The ESDC Secretariat supports and assists the IG configuration with at least one Training Manager.	<ul style="list-style-type: none"> Because of the growing IG-work there could be more than one Training Managers designated. The wording “at least” was chosen to assure a flexible system for the future. According to the Council Decision (Article 10 (8.)) the wording is: “Members of the Secretariat shall support and assist the Board and each of its configurations.” That’s why the word “assist” is added to the proposal.
	4. The IG may designate further Deputy IG Chairs according to the needs for assuring the quality, but they may not be supported and assisted by the ESDC Secretariat.	<ul style="list-style-type: none"> The IG is growing and may re-organise itself in the future to assure the quality of the work – this could cause the need for further IG Deputy Chairs. Since the approach of point 2 and 3 (3 Deputy IG Chairs) may cause financial issues as well (reimbursements of trips) – this avenue of approach is just an organisational one – but not a financial one.

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Article 6 Reporting	Article 6 Reporting	
1. The IG submits reports to the ESDC Steering Committee on the implementation of the Initiative on a regular basis, at least once a semester.	1. The IG submits reports to the ESDC SC on the implementation of the Initiative via the ESDC Annual Report.	<ul style="list-style-type: none"> A “semester report” has never been provided during the last 15 years since detailed meeting minutes of quarterly meetings are published anyway (http://www.emilyo.eu/node/872). Best practice concerning the IG activities was the GAREA and the annual report to the EAB during the September meeting. The new name – replacing the term GAREA – should be “ESDC Annual Report”.
Article 7 Meetings	Article 7 Meetings & Voting	
1. The Implementation Group will convene a minimum of four times a year, and coordinate its meetings with the ESDC working plan, in particular whenever appropriate on the same day as the Executive Academic Board meeting.	1. The IG will convene a minimum of four times a year. At least once per year the IG meeting should be organised back-to-back with the EAB meeting.	<ul style="list-style-type: none"> This sentence was established when the IG organised its meetings for half a day. In the meanwhile – because of the huge number of activities – the quarterly meetings request at least 2 full days – sometimes even more. “On the same day” as the EAB meeting is simply not possible from organisational point of view. More and more IG institutions organise IG meetings back-to-back with the annual conference iMAF (international Military Academic Forum) or specific ERASMUS+ Multiplier Events for SPP (Strategic Partnership Projects). This saves a lot of money and assures the high quality of the elaborations. Once per year the prolongation of the IG for another study year is to be requested. It makes sense that exactly this meeting should be organised back-to-back with the EAB meeting in Brussels.
2. In principle the Implementation Group will convene in Brussels or at another suitable location in the context of an IG-related activity.	2. At least once per year in principle the Implementation Group will convene in Brussels. or at another Other suitable locations in the context of an IG-related activities are to be decided by the IG members on a case-by-case basis.	<ul style="list-style-type: none"> Explanations see the arguments above.
	3. The details for voting are regulated by an IG internal document.	<ul style="list-style-type: none"> The most important voting – the IG and Deputy IG Chairs – is mentioned in article 5 (1). There are a lot of other decisions to be made internally – e.g. voting on essay-topics for the CSDP Olympiad or voting for Honorary IG Members, which even may change according to the specific needs. This sentence is just a reference to an internal document to make clear how the procedure is to be done.
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