

Brussels, 07 September 2021

EUROPEAN SECURITY AND DEFENCE COLLEGE

Administrative Instruction VII/2021

Subject: Procedure for distributing the distinctive of the CSDP High-Level Course and the European Security and Defense College medal

References

1. ESDC Steering Committee meeting 02 July 2021 - adopted minutes (Doc: ESDC/2021/183).

Intruduction

- a. At the request of a number of the Member States participants, ESDC Secretariat designed a badge that can be worn by those who have successfully completed one of the Common Security and Defence Policy High Level Course (CSDP HLC), according to national regulations.
- b. At the same time, a medal can be requested by anyone who has worked with ESDC either depending on the years of service provided:
 - As Head of the ESDC;
 - As a member of the Secretariat;
 - As a member or Chair of the EAB or any of its configurations;
 - As a regular course director for one of the modular courses;
 - As a member or Chair of the Steering Committee.
- c. If a single person has worked in several capacities for the ESDC, the periods can be cumulated and will be represented with the corresponding number on the medal.
- d. Currently, the only ESDC course that offers at its end the right to obtain a badge is the CSDP HLC, but this procedure is valid for all other courses that will include a badge.

Part I: Aim and scope of the document

The purpose of this document is to facilitate the distribution of the badges and the medals above mentioned.

Part II: Process

- a. The delivery procedure starts with the request made by the person who attended the course, or by the person who is entitled to the medal / badge.
- b. All requests must be made via the link on the website. The user must fill in the application on the following link:
 - For CSDP HLC badge: <https://esdc.europa.eu/hlcbadge/>
 - For the ESDC medal, deserved by anyone who has worked in ESDC, can be requested on the following link: <https://esdc.europa.eu/medals-for-those-who-worked-for-the-esdc/>
- c. The website system for requesting badge / medals provides for the delivery of an email / message, to the staff of the ESDC secretariat, in order to allow them to process the request.
- d. Once the request has been received, the ESDC Secretariat shall check if the applicant is in the related database, and/or if the applicant has successfully completed the course, in order to obtain the badge / medal, in compliance with the related ESDC rules.
- e. If this check fails:
 - an inner office search to understand why the applicant is not in the list / does not deserve the badge, shall begin.
 - If the inner office search gives no results, a reply email to the applicant needed, in order to ask further information to the topic.
- f. If the control has a positive outcome, the Secretariat sends to the applicant a reply in which it asks what are the his/her desideratum for the delivery, by mail (post), or in person.
- g. In person, the ESDC secretariat sends a reply email to set up a meeting in ESDC office or in EEAS HQ.
- h. For delivery by post, the ESDC secretariat sends a reply email to check the address of the delivery; the shipment must be made with acknowledgment of receipt.

For the ESDC



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