

EUROPEAN SECURITY AND DEFENCE COLLEGE

THE STEERING COMMITTEE

DECISION SC/2026/XX

of 20 March 2026

***on the Terms of Reference
of the European Union Military Secondary Schools Forum Configuration
of the European Security and Defence College***

THE STEERING COMMITTEE OF THE EUROPEAN SECURITY AND DEFENCE COLLEGE,

Having regard to Council Decision (CFSP) 2024/3116 of 9 December 2024 on the European Security and Defence College, in particular Article 9 (5 & 6) thereof,

DECIDED AS FOLLOWS:

Article 1

The Terms of Reference of the European Union Secondary Schools Forum Configuration (hereinafter “EUMSSF”) are set out in the Annex to this decision.

Article 2

This Decision repeals and replaces the rules of procedure of EUMSSF (ESDC/2019/273) of the European Security and Defence College.

Article 3

This Decision shall enter into force on the date of its adoption.

Done at Brussels, 20 March 2026

For the Steering Committee of
the European Security and
Defence College
The Chair

**TERMS OF REFERENCE
OF THE EUROPEAN UNION MILITARY SECONDARY SCHOOLS FORUM
OF THE EUROPEAN SECURITY AND DEFENCE COLLEGE**

References:

1. Council Decision (CFSP) 2024/3116/ of 9 December 2024 establishing a European Security and Defence College.
2. General Annual Report on ESDC Activities (GAREA) 2018-2019 (ISSN 2600-0415)
3. Council Recommendation of 22 May 2018 on promoting common values, inclusive education, and the European dimension of teaching (2018/C 195/01)
4. European Parliament resolution of 12 April 2016 on Learning EU at school (2015/2138(INI))
5. 98th ESDC Steering Committee meeting minutes of the 27th September 2019

Article 1
Establishment

1. The European Union Military Secondary Schools Forum (EUMSSF) is hereby established to facilitate robust and sustained collaboration and exchanges among all military secondary educational institutions of the European Union Member States.
2. The EUMSSF is established as a result of the Recommendation contained in the General Annual Report on ESDC Activities (GAREA) for 2018-2019, which was agreed by the ESDC Steering Committee pursuant to Reference 2, page 28.
3. It is established as a configuration of the Executive Academic Board (EAB), pursuant to Reference 1, Article 8, paragraphs 5 and 6.
4. The Rules of Procedure of the ESDC Steering Committee and the Terms of Reference of the EAB shall apply *mutatis mutandis* to the EAB configurations.

Article 2
Mission

1. The mission of the EUMSSF is to strengthen cooperation among military secondary schools by:
 - a) Creating and promoting common modules (covering subjects like EU history, core values, the Lisbon Treaty, CSDP, and the EU Global Strategy) for inclusion in national curricula.
 - b) Sharing best practices, establishing partnerships, and facilitating exchanges for both trainers and trainees.
 - c) Cultivating a common security and defence culture.

2. The EUMSSF shall also submit recommendations for European-level measures and propose actions for Member States to facilitate the further development and implementation of EU topic-oriented training at this educational level.
3. Through the successful execution of its mission, the EUMSSF seeks to foster a shared European military identity and educational excellence, thereby contributing directly to the strategic cohesion and operational effectiveness of the Common Security and Defence Policy (CSDP).

Article 3 **Membership**

1. As the EUMSSF shall be considered a configuration under the auspices of the EAB, EUMSSF Members, hereinafter “Members”) should be representatives from EU Member States’ military secondary education institutions, ministries of defence and relevant services.
2. The abovementioned actors shall communicate to the ESDC the name(s) of the representative(s) they wish to appoint as their Member(s).
3. The European Commission and other essential partners and experts may be invited as required.
4. EU Member States’ ‘prototype’ and/or civilian secondary schools with specific orientation in the field of Security and Defence may also join.
5. Associate Network Partners status shall be possible for schools from third states if they meet the criteria set out in paragraphs 1 and 4, provide added value and are approved by the EAB and the ESDC Steering Committee.

Article 4 **Chair**

1. The EUMSSF Chair should have EU and preferably EUMSSF and/or EAB experience and expertise.
2. She or he shall be elected by the EUMSSF members for a renewable(s) term of two years.

Article 5 **EUMSSF Coordinator**

1. The ESDC Secretariat shall support the Chair and the EUMSSF ensure the smooth functioning of the EUMSSF work. The Head of the ESDC shall designate one of its staff members as an EUMSSF Coordinator
2. The EUMSSF Coordinator shall assist the Chair in the implementation of these Terms of Reference by, *inter alia*
 - a) preparing and distributing meeting agendas and supporting documents.
 - b) drafting meeting minutes.

- c) ensuring the necessary follow-up on decisions taken.
- d) providing logistical support for meetings.

Article 6

Meetings

1. Meetings of the EUMSSF shall be convened regularly by the Chair at least three times a year on dates communicated at least six months in advance.
2. Special meetings of the EUMSSF may be convened by the Chair or at the request of at least one-third of the Members.
3. At least once per year the EUMSSF meeting should be organised back-to-back with the EAB meeting and convene in Brussels. Other suitable locations in the context of EUMSSF related activities are to be decided by the Members on a case-by-case basis.
4. The regular meetings will be organised physically, and special meetings may be organised virtually.
5. The dates of the upcoming meetings shall be included to the minutes of each meeting.
6. The Members of the EUMSSF and the Associate Network Partners shall cover their own expenses incurred as a result of participating in the EUMSSF's meetings, including any staff, travel and subsistence costs.

Article 7

Agenda

1. The Chair shall determine the provisional agenda for each meeting. The EUMSSF Coordinator shall circulate the provisional agenda at least 10 working days before the meeting.
2. Supporting documents shall be circulated at least 5 working days before the meeting. Any documents received after this deadline shall be presented to the Members at the beginning of the meeting for approval of their inclusion in the meeting documentation.
3. The provisional agenda shall include any item for which the Chair has received a request for inclusion from a Member at least 15 working days before the meeting, provided that the supporting documentation has been submitted to the Chair no later than the date of dispatch of that agenda.
4. The provisional agenda shall indicate the items on which the EUMSSF will be asked to vote.
5. The agenda shall be adopted by the Members at the beginning of each meeting. At the request of the Chair or a Member, items other than those on the provisional agenda may be placed on the agenda by simple majority of the members. Nevertheless, the EUMSSF may not take any decision on these items without the unanimous agreement of the Members. Items on the agenda may be deleted by simple majority of the Members.

Article 8 **Minutes**

1. The EUMSSF Coordinator shall draw up the draft minutes, obtain the Chair's approval and forward them to the Members.
2. Upon receipt of the draft minutes, any member of the EUMSSF may suggest modifications within 10 working days to the Chair.
3. The minutes shall generally record, for each agenda item:
 - a) the documents submitted to the EUMSSF as an Annex;
 - b) statements made during a meeting, by Members;
 - c) the decisions taken, agreed statements, and adopted conclusions.
4. The minutes shall be considered adopted if no Member raises an objection in writing via the EUMSSF Coordinator, within 10 working days after their transmission to the members.
5. In the event of an objection to the minutes, the revised minutes shall be submitted for consideration and approval by the EUMSSF at its next meeting.
6. Once adopted, the minutes shall be uploaded to a dedicated area for EUMSSF on the EMILYO website available for all EUMSSF Members.

Article 9 **Correspondence**

1. Correspondence to the EUMSSF shall be addressed to the Chair and delivered by postal address to, Rue d'Arlon, 62, 1046 Brussels or by electronic mail to XXXXXXXX@eeas.europa.eu
2. Correspondence from the Chair to the Members shall be circulated by the EUMSSF Coordinator.

Article 10 **Reporting**

1. The EUMSSF shall regularly inform the EAB on its activities. It shall submit to the EAB each year a report on its activities covering the previous calendar year (annual report). The EUMSSF report shall be included in the annual reporting of the ESDC. This report shall be approved by the Steering Committee and include the state of play regarding ESDC's mission and objectives, financial spending of the ESDC and recommendations for future activities and improvement.
2. The Chair shall report on EUMSSF activities to the EAB in the context of the September EAB meeting.

Article 11

Voting arrangement and quorum

1. Decisions of the EUMSSF shall be taken by consensus (unanimity) where possible.
2. If after thorough discussion, a decision by consensus is not reached, the matter may be put to a formal vote. In this event, the voting rules, including the necessary quorum and the required majority, of the ESDC Steering Committee Rules of Procedure shall apply.
3. If a unanimous decision on a non-procedural matter is not reached, at the Chair's initiative, the matter shall be taken to the Steering Committee for decision.

Article 12

Amendment of Rules

1. These Rules of Procedure may be amended by the Members as deemed necessary. Proposals for amendment may be submitted by any Member to the Chair. Such proposals shall be circulated to all members at least 10 working days before the meeting and included on the meeting agenda for decision by a simple majority vote. Any approved amendments shall take effect after their approval by the ESDC Steering Committee and be duly recorded and circulated to all relevant parties by the agreed procedures.
