

Process concerning the creation of a Common Module

Responsibility	Action	Remark
Institution, which creates the potential Common Module ("creator")	<ul style="list-style-type: none"> Reads the instructions "... <i>TtT Establish CM</i>" and follow the 15 steps. Decides, if the offer should be a BIP or not. Uses the correct template (BIP or not) "... <i>Common Module Template</i> ..." without changing the format. Names the document "CM XY YYYY MM DD" (Example: CM European Values 2025 12 23) Sends the established document to the IG Chair (harald.gell@inode.at) and to the Vice Chair Education (enrico.spinello@unito.it). 	<ul style="list-style-type: none"> All documents listed in the left cell are available at https://www.emilyo.eu/templates
Vice Chair Education	<ul style="list-style-type: none"> Checks if there is a duplication with existing CMs: <ul style="list-style-type: none"> YES – sends it back to the creator for revision. NO – sends it to the LoD-01 Chair (tom.simoens@mil.be). 	<ul style="list-style-type: none"> Renames the document with the actual date "CM XY YYYY MM DD".
LoD-01 Chair	<ul style="list-style-type: none"> Checks if the Learning Outcomes and Working Hours are Ok. <ul style="list-style-type: none"> NO – sends it back to the creator for revision. YES – sends it to the LoD-02 and LoD-08 Chairs (n.dimitrov@nvna.eu & nkaradimas@gmail.com). 	<ul style="list-style-type: none"> Renames the document with the actual date "CM XY YYYY MM DD". If YES and e-learning is included, sends it also to the LoD-03 Chair for taking note of the contents (vlcoelho@emfa.gov.pt). Puts enrico.spinello@unito.it in cc.
LoD-02 and LoD-08 Chairs	<ul style="list-style-type: none"> Integrate during the IG meeting (in the LoD-[01] & 02 & 08 meeting) the SQF MILOF part. Check if the wording of the learning outcomes are ok. If not, propose a better wording and check back with the creator of the module during the meeting. Send the final document to the creator (xy@xy). 	<ul style="list-style-type: none"> The creator must be present in the LoD meeting. Rename the document with the actual date "CM XY YYYY MM DD". Put enrico.spinello@unito.it in cc.
Creator	<ul style="list-style-type: none"> Presents the potential Common Module in the IG meeting (plenary) and sends it (after the presentation) in word- and pdf-formats to the ESDC TC for integration into the meeting minutes under "silence procedure" (ESDC-EMILYO@eeas.europa.eu). 	<ul style="list-style-type: none"> Between receiving der module description from the LoD-02 & 08 Chairs and sending it to the ESDC TC, no changes are to be made (except it is agreed in the IG plenary)!
ESDC TC	<ul style="list-style-type: none"> Waits until the end of the "silence procedure". If there are no comments, integrates an ESDC document number. Sends the final version with the updated date to the Vice Chair Technical Support for the upload (emilyo.vcts@gmail.com). 	<ul style="list-style-type: none"> Renames the document with the actual date "CM XY YYYY MM DD" after integration of the ESDC document number. Puts enrico.spinello@unito.it in cc.
Vice Chair Technical Support	<ul style="list-style-type: none"> Uploads the final version as word- and pdf-formats to https://www.emilyo.eu/lo-d-8-common-modules 	<ul style="list-style-type: none"> -

List of Abbreviations:	BIP Blended Intensive Programme cc Carbon Copy CM Common Module ESDC TC European Security and Defence College Training Coordinator IG Implementation Group	LoD Line of Development SQF MILOF Sectoral Qualification Framework for Military Officers TtT Train the Trainer YYYY MM DD Year Month Day
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