

EUROPEAN SECURITY AND DEFENCE COLLEGE

THE STEERING COMMITTEE

DECISION SC/2026/XX

of XX March 2026

**on the Terms of Reference
of the European Initiative for the Exchange of Young Officers inspired by
Erasmus 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 Implementation Group for the European Initiative for the Exchange of Young Officers inspired by Erasmus Configuration (hereinafter “EMILYO IG”) are set out in the Annex to this decision.

Article 2

This Decision repeals and replaces the rules of procedure of the Implementation Group for the European Initiative for the Exchange of Young Officers inspired by Erasmus of the European Security and Defence College (Decision SC/2013/06 of 18 December 2023).

Article 3

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

Done at Brussels, 21 March 2026

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

**TERMS OF REFERENCE
OF THE IMPLEMENTATION GROUP FOR THE EUROPEAN INITIATIVE FOR THE
EXCHANGE OF YOUNG OFFICERS INSPIRED BY ERASMUS**

References:

1. Council Decision (CFSP) 2024/3116/ of 9 December 2024 establishing a European Security and Defence College.
2. Document 15465/08 CSDP 1007 — dated 10 Nov 08 (Political declaration).

Article 1
Establishment

1. The Implementation Group for the European Initiative for the Exchange of Young Officers inspired by Erasmus is hereby established to facilitate robust and sustained collaboration and exchanges among all military basic officer education institutions of the European Union Member States.
2. The Implementation Group (IG) for the European initiative for the exchange of young officers inspired by Erasmus, hereafter the 'EMILYO', is established as a result of the mandate given to the ESDC by the European Union Ministers of Defence (2903rd Council Decision) Ref 2.
3. It is established as a configuration of the Executive Academic Board (EAB), pursuant to Reference 1, Article 8, paragraphs 5 and 6 (Ref 1).
4. The Rules of Procedure of the ESDC Steering Committee and the EAB shall apply *mutatis mutandis* to the EAB configurations.

Article 2
Mission

1. The mission of the EMILYO 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 EMILYO IG will also serve as a forum to share best practices and experiences in exchanges of young officers.

3. Whenever appropriate – and complementary to the measures in Ref 2 – the EMILYO 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 to facilitate further exchanges of officers during their initial training and education.
4. Whenever appropriate, the EMILYO IG will coordinate, with the European Commission, and the Bologna Follow Up Group (BFUG), to make best use of existing programmes, more specifically those established within the Commission's 'ERASMUS+ Programme' and the Bologna Process.
5. The EMILYO IG can complement the measures adopted by the Council (ref. 2) within their range of application, as appropriate.

Article 3 **Membership**

1. As the EMILYO IG shall be considered a configuration under the auspices of the EAB, EMILYO IG Members, hereinafter "Members" should be representatives from military structures of European Union Member States involved in the initial training of young officers.
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 (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.
4. The EMILYO IG may decide on the acceptance of basic officer education institutions from outside the European Union unanimously after consultation and approval by the ESDC Steering Committee.

Article 4 **Chair and Vice-Chairs**

1. The IG Chair and the Vice-IG Chairs are elected by IG members with simple majority. Each institution represented in the IG has one vote.
2. The IG may designate Vice-IG Chairs according to the needs for assuring the quality, but they may not be supported financially by the ESDC.
3. The IG Chair and the Vice-IG Chairs are appointed by the Steering Committee.

¹ All services, which educate young officers.

Article 5
EMILYO Coordinator

1. The ESDC Secretariat shall support the Chair and the EMILYO ensure the smooth functioning of the EMILYO IG's work. The Head of the ESDC shall designate one or more of its staff members as a Coordinator(s).
2. The EMILYO IG Coordinator(s) 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 EMILYO IG shall be convened regularly by the Chair at least four times a year on dates communicated at least six months in advance.
2. Special meetings of the EMILYO IG 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 EMILYO IG meeting should be organised back-to-back with the EAB meeting and convene in Brussels. Other suitable locations in the context of EMILYO IG 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 EMILYO IG Members shall cover their own expenses incurred as a result of participating in the Forum's meetings, including any staff, travel and subsistence costs.

Article 7
Agenda

1. The Chair shall determine the provisional agenda for each meeting. The EMILYO IG 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 EMILYO IG 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 EMILYO IG 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 EMILYO IG 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 EMILYO IG 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 EMILYO IG, uploaded to a specific area on the EMILYO website.
 - 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 EMILYO IG 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 Members at its next meeting.
6. Once adopted, the minutes shall be uploaded to a specific area on the EMILYO website available for all EMILYO IG Members.

Article 9 **Correspondence**

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

Article 10 **Reporting**

1. The EMILYO IG shall regularly inform the EAB on its activities. It shall submit to the EAB each year a report on its annual activities. The EMILYO IG 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 improvements.
2. The Chair shall report on EMILYO IG activities to the EAB in the context of the September EAB meeting.

Article 11 **Voting**

1. Decisions of the EMILYO IG 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.

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