



European Security and Defence College

Administrative Instructions 2026 II



New Rules

ESDC will co-finance the activities by **paying grants at the end** of the activity, instead of **paying reimbursements**.

ESDC will **not pay a reimbursement of the expenses** but will **provide a lump-sum amount of money** to contribute to the costs of the activity.

Training Institution will not send invoices or receipt to justify the expenses to the ESDC to receive the payment of the grant.

The Training Institution shall collect, record and keep all the financial documents related to the activity to be shown at request of the Head of the ESDC, or of the audit or other EU or other investigation national authority, for 10 years, accordingly to the EU regulations.



What Changes

- ✓ Financial Plan → Grant Request
- ✓ Payment Request → Grant Payment Request
- ✓ Evaluation Report → No changes
- ✓ Declaration on Honour → No changes



ESDC Activities Contribution Scheduling (ACS) for 2026-2027

- ✓ All Training Institutions contributions for the new EMILYO Academic Programme for 2026-2027 will be submitted Online through the Activity, Scheduling & Contribution (ACS) procedure.
(Activities from 1 January-31 August 2026, have already confirmed)
- ✓ For statistical reasons all activities offered by institutions should be submitted through ACS (requesting or NOT co-financing from the ESDC)
- ✓ The ACS On-line procedure will be launched in **mid-March**, and the submission **deadline** has been established as **mid-May**.
- ✓ The EMILYO Academic Programme 2026-2027 will be subject for approval and adaption from EAB and SC, on 11 June 2025 and 3 July 2025, respectively



Activities Contribution Scheduling (ACS) for 2026-2027

Purpose: Define a comprehensive procedure for developing the EMILYO's training Academic Programme including all regular and pilot courses, conferences and seminars through:

- ✓ Collecting all training Contributions (offers) from Institutions
- ✓ Consolidation, de confliction of EMILYO training activities
- ✓ Budgeting of EMILYO activities within the calendar year
- ✓ Adoption of the EMILYO Academic Programme by the Executive Academic Board
- ✓ Approval of the EMILYO Academic Programme by the Steering Committee



New Procedure for 2026

Before the Activity Institutions must submit to the ESDC:

- ✓ Grant Request (GR) for approval
- ✓ List of Participants (Name, Surname, Gender, Country, Institution, email)
- ✓ Programme of the activity (with topics and lecturers)

After the Activity Institutions must submit to the ESDC:

- ✓ Grant Payment Request (GR) for approval
- ✓ Evaluation Report
- ✓ Declaration on Honour

Grant Request - activity number 25-26/XX/XX

1. Activity information				
Name of the activity	Location	Date (from)	Date (to)	No of days
Common Module on CSDP	Brasov, Romania	XX/XX/2026	XX/XX/2026	5
2. Main organising institute(s) - (may only be ESDC Network Members)				
"Henri Coandă" Air Force Academy				
3. Co-organising institutes (potentially also Associate Network Partners)				
N/A				
4. Name(s) of Course Director and supporting staff				
Cosmina ROMAN				
5. Name of ESDC Training Manager				
Christoforos CHRISTOFOROU				
6. Overall course budget (incl. organising institute(s)'s contribution) + human and other non-quantifiable resources				
EUR 15 000				
7. ESDC Grant Request (as per annex A) *				
*6000 EUR + Strategic Bonus = TOTAL SUM (if is the case)				
8. Strategic Bonus (indicate corresponding priority / priorities – as per Annex F) *				
N/A				

The Strategic Bonus is subject to the availability of the funds and approval of the Head of the ESDC.

The requested grant must be spent in line with the eligible costs according to the administrative instructions.

* If requested, the Strategic bonus must be mentioned at line 7 as well (e.g. 3500 EUR + SB 500 EUR = 4000 EUR)

Name	Cosmina ROMAN
Date	XX/XX/2026
Place	Brasov, Romania
Signature of the Course Director	

ESDC Training Manager assessment on the organisation of the course and the eligibility of the strategic bonus	
	ESDC Training manager signature

GRANT PAYMENT REQUEST FORM
Organisation of activity number 25-26/XX/XX

From	Training Institution (name, city and country) "Henri Coandă" Air Force Academy, Brasov, ROMANIA
Date	XX/XX/ 2026
To	European Security and Defence College (ESDC)

1. Activity information					
Name of the activity	Location	Date (from)	Date (to)	No of days	
Common Module on CSDP	Brasov, Romania	XX/XX/2026	XX/XX/2026	5	
2. Organising institute(s)					
"Henri Coandă" Air Force Academy					
3. Name(s) of Course Director and supporting staff					
Cosmina ROMAN					
4. Name of ESDC Training Manager					
Christoforos CHRISTOFOROU					
5. Number of the EVALUATION REPORT					
ESDC/2026/XXX (will be provided by ESDC)					
6. Information on the participants					
Course participants	Course director	Training managers	Guest Speakers	Other supporting staff	Total
30	1	1	3	2	37
7. Description of the input of the training provider					
(Rent of the venue, lecturers fees, coffee breaks, two staff members for 16 working days, 30 notebooks, printouts and stationery, cleaning services)					
8. Operational budget (overall cost of the training activity, including co-financing received from ESDC Secretariat)					
15000 EUR					
9. Information on VAT: in case of doubts, the grant is intended VAT always included					
10. Declaration on original documents					
<input type="checkbox"/> We have understood the obligation of our institution to archive the hardcopies of the documents for a period of ten years and we acknowledge the obligation to submit them as soon as possible via post should the HoESDC or another institution require them. <input type="checkbox"/> We acknowledge the obligation to return the co-financed amounts of money if we are unable to provide the originals in case of an official request from the HoESDC or another institution.					

11. Bank account details			
Full name of the institution or recipient*	XXXX		
Address	XXXX		
Amount to be transferred:	XXXX EUR	*Payment message:	25-26/XX/XX
Bank account (IBAN)			

We confirm that the payment is to be delivered in another account than the institutional one and that previous authorisation was received from the ESDC secretariat

12. Amount of grant requested			
Annex	EMILYO	Cluster 1/2/3 or N/A	3000

I hereby confirm that all costs for which this grant is requested are in line with the with the eligible costs according to the Administrative Instruction.

* If there is a special request for a particular message, then by default the activity number that will be entered.

Name	Full name
Date	XX/XX/2026
Place	Rome, Italy
Signature	

13. ESDC Training manager approval for coherence and consistency Art. 2.2.2.2 Admin Instruction II 2026	ESDC TM signature
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EVALUATION REPORT
Common Module on CSDP

(ESDC activity 25-26/4/1)
 Athens, GREECE, 29 September to 3 October 2025

1. Data collection: Participants overview

Number of Participants

Registered: 52
 Present during the course: 50
 Received certificate: 50

Gender		Background		Nationality	
Male	28	Military	38	EU Member States	10
Female	22	Police	0	EU Missions/Operations	0
		Diplomatic	0	EU Institutions	0
		Civilian	12	Candidate Countries	0
				Third Countries	1

(Details see Annex B)

2. General organisation

a. Type of course

Regular Pilot Single shot

b. Organising institution(s)

Hellenic Air Force Academy

c. Invested resources - support from ESDC Secretariat

Personnel/time: The ESDC provided a dedicated training manager who supported from Brussels the planning and organisation of the course.

Venue: Hellenic Air Force Academy

Other resources: 3 Staff members and 4 professors, form the Hellenic Air Force Academy, buses for transportation, accommodation and meals for the participants.

d. Budget

Co-Finance Ceiling: €4000
 Overall Budget: €8000

3. Course details: organisation and methodology

a. E-Learning

Participants successfully completed the following eLearning AKUs:

AKU 1 - History and Context of ESDP/CSDP Development

AKU 2 - European Union Global Strategy (EUGS)

b. Distance Learning

The course did not offer Distance learning sessions.

c. Methodology used (tick all appropriate boxes; please provide details if necessary)

Lecture Panel Discussion Q&A
 Working Groups Workshop/seminar Field trip / visit (specify)
 Other¹ (specify): Decision-Making Exercise

d. Workload

The workload was approximately 5 hours eLearning and 25 hours of instructor presentations, workshops and case study exercise.

4. Learning outcomes

Were all course learning objectives achieved: Yes: No:

Short description.

5. Participants course session evaluation

Short presentation of the results of the questionnaires.

6. Participants general feedback

Short description of the participant's feedback

Participant's engagement during course	XX/6
Class environment facilitated learning	XX/6
Participants interest/attention during course	XX/6
Course applicability (understand how to apply information learned)	XX/6
Course expectations met	XX/6
E-Learning	XX/6
Average	XX/6

Diagram X. Participants' general feedback

¹ Suggested alternative methodology: experiential learning, problem-based learning, individual (written) tasks and feedback, role play, simulation, exercise, coaching, mentoring, learning by teaching

7. Lessons identified

a. Strengths/What to keep

The Common Module was very well prepared.
 The timeline was well balanced and worked perfectly.
 The good level of speakers was identified by the participants.
 The variety of topics was welcomed.

b. Weaknesses/What to improve

The AKUs need improvement, to hold the interest of the participants. The platform wasn't working smoothly, causing problems with watching videos or going through the chapters.
 There is also some room for improvement on the interaction and order of lectures.

8. Additional Comments from Course Director – Training Institute

Short description from the Course director

9. Additional Comments from ESDC Training Manager

Short description from the ESDC Training Manager

10. Recommendations

Recommendations if any by the course Director and Training Manager

SIGNATURES

Christoforos CHRISTOFOROU
 Training Manager

XXXXXXXX
 Course Director

Annexes

Annex A: Executed Programme

Annex B: List of participants

Annex C: Evaluation statistics (will be kept only at the level of ESDC and disclosed only on approved request)

The online evaluation firstly checks the achievement of the learning outcomes of the course (according to the learning objectives presented in the Course curriculum). The complete list of comments and observations as formulated by the participants following the course (via the online evaluation tool) is kept by ESDC Secretariat in digital form and could be disseminated within EAB on request, for quality assurance purposes.

#	Activity	Start	Finish	Co-financing	City	Country	Institution	PoC Full Name
1	Common Security and Defence Policy	19/01/2026	23/01/2026	€4,000.00	Lanveoc - Brest	France	FR - French Naval Academy	Fiona, SIMONEAU-BYRNE
2	Exploring Erasmus+ mobilities for law enforcement students	28/01/2026	30/01/2026	€2,000.00	Madrid	Spain	ES - Spanish Centro Universitario de la Guardia Civil	Anselmo, DEL MORAL TORRES
3	Biosafety & Bioterrorism	02/02/2026	06/02/2026	€2,000.00	Turin	Italy	IT - Italian Army Officers School	Enrico, SPINELLO
4	Military Leadership (B)	04/02/2026	13/02/2026	€2,000.00	Athens	Greece	GR - Hellenic Army Academy	Evangelos, ZARKOS
5	Commando Half Marathon	12/02/2026	15/02/2026	€2,000.00	Warsaw	Poland	PL - Polish Military University of Technology	Paweł, JAŚKIEWICZ
6	Budget & Finance in the EU Defence Sector	12/02/2026	16/02/2026	€2,000.00	Thessaloniki	Greece	GR - Hellenic Military Academy of Combat Support Officers	Ioannis, SMARAIOS
8	Common Security and Defence Policy	16/02/2026	20/02/2026	€4,000.00	Athens	Greece	GR - Hellenic Army Academy	Evangelos, ZARKOS
7	Gender Perspectives in Security and Defence	16/02/2026	20/02/2026	€2,000.00	Athens	Greece	GR - Hellenic Military Nursing Academy	Chrysoula, CHIOTI
9	Common Security and Defence Policy	23/02/2026	27/02/2026	€4,000.00	Bucharest	Romania	RO - Military Technical Academy 'Ferdinand I'	Cristian-Emil, MOLDOVEANU
10	Law of Armed Conflict	23/02/2026	27/02/2026	€2,000.00	Turin	Italy	IT - Italian Army Officers School	Enrico, SPINELLO
11	Hybrid Threats – Protection & Enhanced Resilience of Critical Infrastructure	23/02/2026	27/02/2026	€3,000.00	Hamburg	Germany	DE - Helmut Schmidt University of the Bundeswehr	Linda, WEIß
12	69th EMILYO Implementation Group Meeting	01/03/2026	04/03/2026	€3,000.00	Oslo	Norway	NO - Norwegian Defence University College	Frank, SANDBERG
13	Interoperability	09/03/2026	20/03/2026	€2,000.00	Sibiu	Romania	RO – "Nicolae Balcescu" Land Forces Academy	Paul TUDORACHE
14	Maritime Security	09/03/2026	13/03/2026	€2,000.00	Athens	Greece	GR - Hellenic Naval Academy	Anastasia, PSOMADELLI
15	Budget and Finance in the EU Defence Sector	09/03/2026	20/03/2026	€2,000.00	Sibiu	Romania	RO – "Nicolae Balcescu" Land Forces Academy	Razvan BARBU
16	Hybrid Threats	09/03/2026	20/03/2026	€2,000.00	Brasov	Romania	RO - "Henri Coandă" Air Force Academy	Adrian, LESENCIUC
19	Common Security and Defence Policy	16/03/2026	20/03/2026	€4,000.00	Brussels	Belgium	BE - Royal Military Academy	Aylish, VAN DEN OUDENHOVEN
17	Problem Solving and Critical Thinking	16/03/2026	20/03/2026	€2,000.00	Turin	Italy	IT - Italian Army Officers School	Enrico, SPINELLO
18	Cross-Cultural Communication	16/03/2026	20/03/2026	€2,000.00	Sibiu	Romania	RO – "Nicolae Balcescu" Land Forces Academy	Razvan BARBU
20	Common Security and Defence Policy	29/03/2026	10/04/2026	€4,000.00	Brasov	Romania	RO - "Henri Coandă" Air Force Academy	Cosmina, ROMAN
21	Basic Military English	30/03/2026	03/04/2026	€2,000.00	Bucharest	Romania	RO - National Defence University "Carol I"	Daniela-Elena, HRAB
23	Common Security and Defence Policy	20/04/2026	24/04/2026	€4,000.00	Sibiu	Romania	RO – "Nicolae Balcescu" Land Forces Academy	Razvan BARBU
22	Military Leadership A	20/04/2026	01/05/2026	€2,000.00	Sibiu	Romania	RO – "Nicolae Balcescu" Land Forces Academy	Alexandru BABOS
24	Students' International Conference "CERC" 2026 - Panel: CSDP (EN)	21/04/2026	26/04/2026	€2,000.00	Bucharest	Romania	RO - Military Technical Academy 'Ferdinand I'	Cristian-Emil, MOLDOVEANU
25	Military Multinational Sports and Shooting Games	21/04/2026	25/04/2026	€2,000.00	Warsaw	Poland	PL - Polish Military University of Technology	Paweł, JAŚKIEWICZ
26	Cross-Cultural Communication	27/04/2026	01/05/2026	€2,000.00	Dolna Mitropolia	Bulgaria	BG - 'Georgi Benkovski' Air Force Academy	Lyubomir, MANOV
27	Common Security and Defence Policy	04/05/2026	08/05/2026	€4,000.00	Turin	Italy	IT - Italian Army Officers School	Enrico, SPINELLO
28	Biosafety & Bioterrorism	11/05/2026	15/05/2026	€2,000.00	Thessaloniki	Greece	GR - Hellenic Military Academy of Combat Support Officers	Dimitrios, PAPADOPOULOS
29	Law of Armed Conflict	18/05/2026	22/05/2026	€2,000.00	Sibiu	Romania	RO – "Nicolae Balcescu" Land Forces Academy	Alin BODESCU
30	70th EMILYO Implementation Group Meeting	25/05/2026	27/05/2026	€3,000.00	Riga	Latvia	LV - National Defence Academy of Latvia	Diana, LAPINA
31	International Military Academic Forum 2026	27/05/2026	29/05/2026	€5,000.00	Riga	Latvia	LV - National Defence Academy of Latvia	Diana, LAPINA
32	Seminar How Leadership is studied in the different military academies	09/06/2026	11/06/2026	€2,000.00	Zaragoza	Spain	ES - Spanish Centro Universitario de la Defensa Academia General Militar	Juan Jesus, PAVON COTO
35	Joint English Teaching Proficiency (JETPRO)	15/06/2026	19/06/2026	€2,000.00	Brno	Czech Republic	CZ - University of Defence	Vladan, HOLCNER
34	European Union Military Academies Commandants Seminar 2026	15/06/2026	17/06/2026	€5,000.00	Paphos	Cyprus	CY - Security and Defence Academy of Cyprus	Andreas, PATSALIDES
33	8th Common Security and Defence Policy OLYMPIAD	15/06/2026	19/06/2026	€5,000.00	Paphos	Cyprus	CY - Security and Defence Academy of Cyprus	Andreas, PATSALIDES
36	Joint English Teaching Proficiency (JETPRO)	22/06/2026	26/06/2026	€2,000.00	Sofia	Bulgaria	BG - G.S. Rakovski National Defence Academy	Valentina, GEORGIEVA
37	Military Leadership B	08/07/2026	17/07/2026	€2,000.00	Athens	Greece	GR - Hellenic Army Academy	Evangelos, ZARKOS

Approved EMILYO Activities for ESDC Co-financing

1 January -31 August 2026



Christoforos CHRISTOFOROU

Christoforos.Christoforou@eeas.europa.eu

+32 460 84 25 91



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and Defence College

