



European Security and Defence College

Administrative Instructions 2026 II



ESDC Administrative Instructions 2026

2.2.5 European Initiative for the Exchange of Young Officers (EMILYO)

New procedure:

Institutions shall request ESDC co-financing for approved EMILYO activities up to the **agreed limit**.

Following the activity, institutions will request reimbursement **up to that ceiling**.

Consequently, the training institution is not required to submit invoices or receipts to justify expenses.

However, in accordance with EU regulations, the Training Institution must record and retain all relevant documentation for a period of five years. These records must be made available upon request by the ESDC.

New Procedure effective: 1st April 2026

- ✓ Financial Plan (3 months in advance)
- ✓ List of Participants (Name, Surname, Gender, Country, Institution, email) (Signed)
(If the activity includes an eLearning phase, the list must be submitted one month prior to the start date. Otherwise, it should be submitted one week before the activity begins)
- ✓ Programme of the activity (with topics and lecturers) (Signed)
(The week before the activity begins)
- ✓ Payment Request
(No later than one month after the activity)

EMILYO activities are eligible for the following co-financing amounts in 2026 as determined by the EMILYO Implementation Group on 04.03.2026. This list is not exhaustive and remains subject to alteration during the operational budget year:

- ✓ EMILYO Implementation Group Meetings: up to €3,000
- ✓ Common Module on CSDP: up to €3,500
- ✓ All other EMILYO Common Modules: up to €1,500
- ✓ Pilot EMILYO Common Modules: up to €1,500
- ✓ International Military Academic Forum 2026 (iMAF): up to €5,000
- ✓ Conferences-Seminars: up to €1,500
- ✓ European Union Military Academies Commandants' Seminar (EUMACS): up to €5,000
- ✓ 8th Common Security & Defence Policy Olympiad (Olympiad): up to €5,000



Financial plan of EMILYO activity number

25-26/EMILYO/XX

1. Activity information				
Name of the activity	Location	Date (from)	Date (to)	No of days
Common Module on CSDP	Brussels, BELGIUM	XX/XX/2026	XX/XX/2026	5
2. Main organising institute(s) - (may only be ESDC Network Members)				
Cyprus Security and Defence Academy				
3. Co-organising institutes (potentially also Associate Network Partners)				
N/A				
4. Name(s) of Course Director and supporting staff				
XXXXXXXXXXXX				
5. Name of ESDC Training Manager				
Christoforos CHRISTOFOROU				
6. Total course budget (Including institute's contribution + human & non-quantifiable resources)				
8000 EUR				
7. ESDC Co-Funding Limit (as per paragraph 2.2.5 of the ESDC Administrative Instructions 2026)				
3500 EUR				
8. Requesting co-financing Amount				
XXX EUR				

Name	XXXXXXXXXXXX
Date	XX/XX/2026
Place	Brussels, BELGIUM
Signature of the Course Director	

Financial Plan (Annex B1)

- ✓ Process: Same as previously.
- ✓ Budget Table: **Removed** (no need to indicate specific spending areas).
- ✓ Strategic Bonus: **Not available.**
- ✓ Lump-sum Amount: Request a single total amount, subject to the maximum ceiling in Para 2.2.5 of the ESDC Administrative Information.

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

From	Training Institution (name, city and country)				
	Cyprus Security and Defence Academy				
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	Brussels, BELGIUM	XX/XX/2026	XX/XX/2026	5	
2. Organising institute(s)					
Cyprus Security and Defence Academy					
3. Name(s) of Course Director and supporting staff					
XXXXXXXXXXXX					
4. Name of ESDC Training Manager					
Christoforos CHRISTOFOROU					
5. Information on the participants					
Course participants	Course director	Training managers	Guest Speakers	Other supporting staff	Total
30	1	1	6	2	40
6. Operational budget (overall cost of the training activity, including co-financing received from ESDC Secretariat)					
15000 EUR					
7. Requested Amount (Total of all activity invoices)					
XXXX EUR					
8. Declaration on original documents					
<input type="checkbox"/> We have understood the obligation of our institution to archive the hardcopies of the documents (participants lists, executed programme, e.g.) for a period of five years, and we acknowledge the obligation to submit them as soon as possible via post should the ESDC or another institution require them.					
9. Bank account details					
Full name of the institution or recipient*	Cyprus Security and Defence Academy				
Address	XXXXX				
Amount to be transferred:	4000 EUR	*Payment message:	25-26/EMILYO/1		
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

Payment Request Annex C1)

- ✓ Process: Same as previously.
- ✓ Budget Table: **Removed** (no need to indicate specific spending areas).
- ✓ Lump-sum Amount: Request reimbursement **up to that ceiling.**
- ✓ **Not** required to submit invoices or receipts to justify expenses.

Payment Request Annex C1)

✓ The Declaration of Honour has been integrated into point 10 of the payment request.

✓ In case of local currency, the conversion of the amount in local currency into euros should be done according to the Exchange rate using the following link:

<https://ec.europa.eu/budget/graphs/inforeuro.html>

10. Declaration

I declare that the amount of €XX has been used solely for the purposes of organizing activity Common Module on XXXXX. I request that this amount be transferred to the bank account described in point 1 of this document.
I also acknowledge the requirement to retain hardcopies of the documents for five years and agree to provide them to the college upon request.

In case of local currency, the conversion of the amount in local currency into euros should be done according to the Exchange rate using the following link:
<https://ec.europa.eu/budget/graphs/inforeuro.html>

Name	XXXXX XXXXXX
Date	XX/XX/2026
Place	Athens, GREECE
Signature	



Conclusion....

- ✓ New Simplified Financial Plan
- ✓ New Simplified Payment Request
- ✓ Standardised EMILYO Evaluation Report
- ✓ Signed List of Participants
- ✓ Signed Executed Programme



Approved EMILYO Activities for ESDC Co-financing January – March 2026

EMILYO ACTIVITY	FROM	TO	CO-FINANCING	VENUE	COUNTRY	TRAINING INSTITUTIONS
Common Security and Defence Policy	19/01/2026	23/01/2026	€4,000.00	Lanveoc - Brest	France	FR - French Naval Academy
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
Biosafety & Bioterrorism	02/02/2026	06/02/2026	€2,000.00	Turin	Italy	IT - Italian Army Officers School
Military Leadership (B)	02/02/2026	11/02/2026	€3,000.00	Athens	Greece	GR - Hellenic Army Academy
Budget & Finance in the EU Defence Sector	16/02/2026	20/02/2026	€2,000.00	Thessaloniki	Greece	GR - Hellenic Military Academy of Combat Support Officers
Common Security and Defence Policy	16/02/2026	20/02/2026	€4,000.00	Athens	Greece	GR - Hellenic Army Academy
Gender Perspectives in Security and Defence	16/02/2026	20/02/2026	€2,000.00	Athens	Greece	GR - Hellenic Military Nursing Academy
Common Security and Defence Policy	23/02/2026	27/02/2026	€4,000.00	Bucharest	Romania	RO - Military Technical Academy 'Ferdinand I'
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
Law of Armed Conflict	23/02/2026	27/02/2026	€2,000.00	Turin	Italy	IT - Italian Army Officers School
69th EMILYO Implementation Group Meeting	01/03/2026	04/03/2026	€3,000.00	Oslo	Norway	NO - Norwegian Defence University College
Maritime Security	09/03/2026	13/03/2026	€2,000.00	Athens	Greece	GR - Hellenic Naval Academy
Common Security and Defence Policy	09/03/2026	13/03/2026	€4,000.00	Deblin	Poland	PL - Polish Air Force University
Interoperability	09/03/2026	20/03/2026	€2,000.00	Sibiu	Romania	RO – “Nicolae Balcescu” Land Forces Academy
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
Hybrid Threats	16/03/2026	20/03/2026	€2,000.00	Brasov	Romania	RO - "Henri Coandă" Air Force Academy
Common Security and Defence Policy	16/03/2026	20/03/2026	€4,000.00	Brussels	Belgium	BE - Royal Military Academy
Cross-Cultural Communication	16/03/2026	20/03/2026	€2,000.00	Sibiu	Romania	RO – “Nicolae Balcescu” Land Forces Academy
Problem Solving and Critical Thinking	16/03/2026	20/03/2026	€2,000.00	Turin	Italy	IT - Italian Army Officers School
Common Security and Defence Policy	23/03/2026	27/03/2026	€4,000.00	Salon de	France	FR - French Air And Space Force Academy (CRéA)



Approved EMILYO Activities for ESDC Co-financing April – August 2026

EMILYO ACTIVITY	FROM	TO	CO-FINANCING	VENUE	COUNTRY	TRAINING INSTITUTIONS
Common Security and Defence Policy	06/04/2026	09/04/2026	€3,500.00	Brasov	Romania	RO - "Henri Coandă" Air Force Academy
Common Security and Defence Policy	20/04/2026	24/04/2026	€3,500.00	Sibiu	Romania	RO – "Nicolae Balcescu" Land Forces Academy
Military Leadership A	20/04/2026	01/05/2026	€1,500.00	Sibiu	Romania	RO – "Nicolae Balcescu" Land Forces Academy
Unmanned Aerial Systems	20/04/2026	24/04/2026	€1,500.00	Athens	Greece	GR - Hellenic Air Force Academy
Cross-Cultural Communication	27/04/2026	01/05/2026	€1,500.00	Dolna Mitropolia	Bulgaria	BG - 'Georgi Benkovski' Air Force Academy
Military Leadership B	27/04/2026	01/05/2026	€1,500.00	Athens	Greece	GR - Hellenic Army Academy
Common Security and Defence Policy	04/05/2026	08/05/2026	€3,500.00	Turin	Italy	IT - Italian Army Officers School
Biosafety & Bioterrorism	11/05/2026	15/05/2026	€1,500.00	Thessaloniki	Greece	GR - Hellenic Military Academy of Combat Support Officers
Law of Armed Conflict	18/05/2026	22/05/2026	€1,500.00	Sibiu	Romania	RO – "Nicolae Balcescu" Land Forces Academy
70th EMILYO Implementation Group Meeting	25/05/2026	27/05/2026	€3,000.00	Riga	Latvia	LV - National Defence Academy of Latvia
International Military Academic Forum 2026	27/05/2026	29/05/2026	€5,000.00	Riga	Latvia	LV - National Defence Academy of Latvia
Common Security and Defence Policy	08/06/2026	12/06/2026	€3,500.00	Gdynia	Poland	PL - Polish Naval Academy
Space Application on Security and Defence	08/06/2026	12/06/2026	€1,500.00	Athens	Greece	GR - Hellenic Army Academy
Seminar How Leadership is studied in the different military academies	09/06/2026	11/06/2026	€1,500.00	Zaragoza	Spain	ES - Spanish Centro Universitario de la Defensa Academia General Militar
Assessment & Evaluation in English Teaching Common Module	15/06/2026	19/06/2026	€1,500.00	Brno	Czech Republic	CZ - University of Defence
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
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
Joint English Teaching Proficiency (JETPRO)	22/06/2026	26/06/2026	€1,500.00	Sofia	Bulgaria	BG - G.S. Rakovski National Defence Academy
Military Leadership B	08/07/2026	17/07/2026	€1,500.00	Athens	Greece	GR - Hellenic Army Academy



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