



European Security and Defence College

Administrative Instructions 2026 II

EMILYO Activities September-December 2026



ESDC Administrative Instructions 2026

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

New procedure:

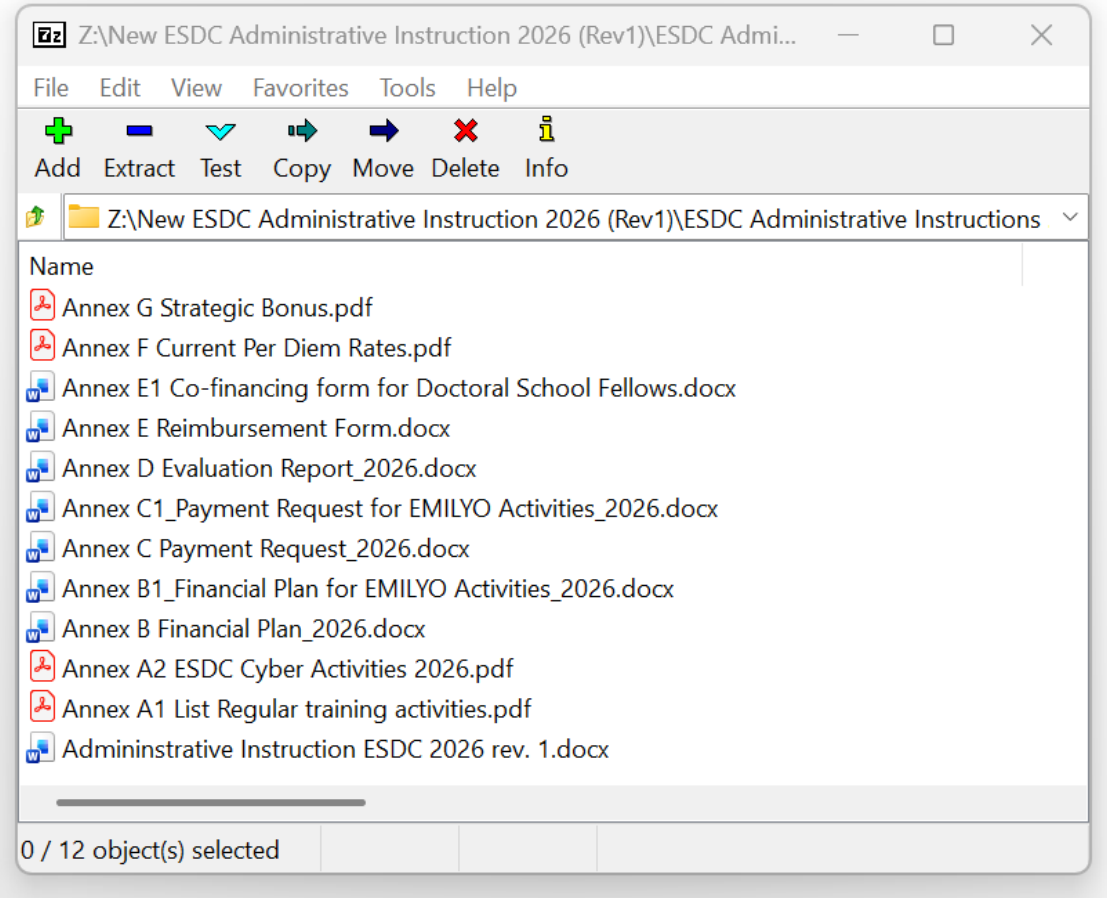
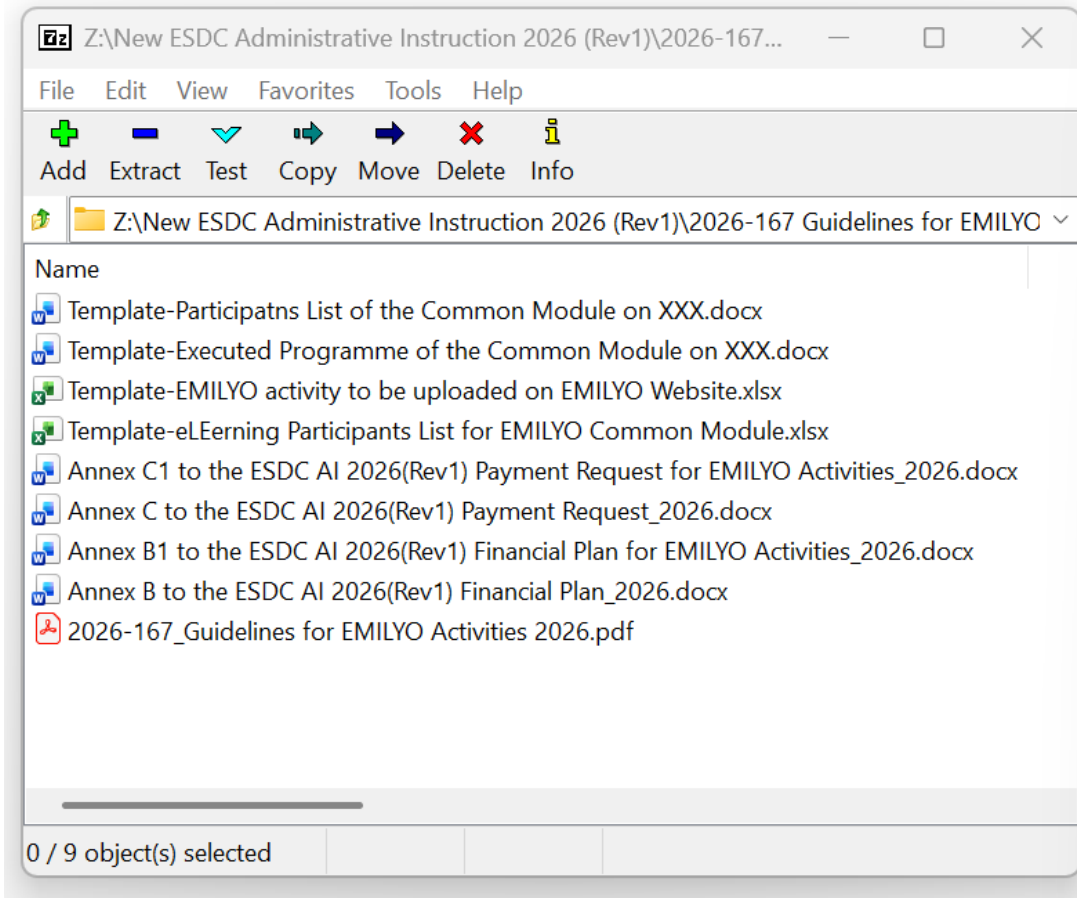
Institutions shall request ESDC co-financing for approved EMILYO activities up to the **agreed limit**.

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 EMILYO Guidelines sent to all members by email on 4 May 2026



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				
xxxxxx XXXXXX				
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	xxxxxx XXXXXX
Date	XX/XX/2026
Place	Brussels, BELGIUM
Signature of the Course Director	

Financial Plan (Annex B1)

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

From	<i>Training Institution (name, city and country)</i> 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 XXXXXX XXXXXX					
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

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/graphics/infoeuro.html>

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

Payment Request Annex C1)



Approved EMILYO Activities for ESDC Co-financing

September – December 2026

EMILYO Activities	Starting Date	Ending Date	Activity Venue (city)	Country	Institution	Amount
Common Security and Defence Policy	19/10/2026	23/10/2026	Wiener Neustadt	Austria	Austrian Theresan Military Academy	€3,500
71st EMILYO Implementation Group Meeting	07/09/2026	09/09/2026	Brussels	Belgium	European Security and Defence College	€3,000
Joint English Teaching Proficiency Common Module	21/09/2026	25/09/2026	Pleven	Bulgaria	Bulgarian Air Force Academy 'Georgi Benkovski'	€1,500
Common Security and Defence Policy	28/09/2026	02/10/2026	Pleven	Bulgaria	Bulgarian Air Force Academy 'Georgi Benkovski'	€3,500
Maritime Security	01/09/2026	30/09/2026	Split	Croatia	Croatian Defence University 'Dr. Franjo Tuđman'	€1,500
Common Security and Defence Policy	25/09/2026	02/10/2026	Athens	Greece	Hellenic Air Force Academy	€3,500
Senior Cadets' Seminar on Leadership	01/10/2026	31/12/2026	Athens	Greece	Hellenic Army Academy	€1,500
Space Applications for Security and Defence	01/11/2026	30/11/2026	Athens	Greece	Hellenic Army Academy	€1,500
Military Leadership C (Physical Training)	02/11/2026	09/11/2026	Athens	Greece	Hellenic Army Academy	€1,500
Space Applications for Security and Defence	23/11/2026	27/11/2026	Athens	Greece	Hellenic Air Force Academy	€1,500
Maritime Leadership	23/11/2026	27/11/2026	Piraeus	Greece	Hellenic Naval Academy	€1,500
Hybrid Threats - Protection and Enhanced Resilience of Critical Infrastructure	26/10/2026	30/10/2026	Turin	Italy	Italian Army Officers School	€1,500
European Values	30/11/2026	04/12/2026	Turin	Italy	Italian Army Officers School	€1,500
72nd EMILYO Implementation Group Meeting	30/11/2026	02/12/2026	Vilnius	Lithuania	Lithuanian Military Academy General Jonas Žemaitis'	€5,000
Military Leadership C (Physical Training)	19/09/2026	27/09/2026	Lillehammer	Norway	Norwegian Defence University College	€1,500
Common Security and Defence Policy	26/10/2026	30/10/2026	Deblin	Poland	Polish Air Force University	€3,500
Common Security and Defence Policy	30/11/2026	04/12/2027	Gdynia	Poland	Polish Naval Academy	€3,500
Common Security and Defence Policy	28/09/2026	03/10/2026	Sintra	Portugal	Portuguese Air Force Academy	€3,500
Common Security and Defence Policy	26/10/2026	30/10/2026	Bucharest	Romania	Romanian National Defense University 'Carol I'	€3,500
Budget & Finance in the EU Defence Sector	02/11/2026	06/11/2026	Bucharest	Romania	Romanian National Defense University 'Carol I'	€1,500
Basic Military English	09/11/2026	13/11/2026	Bucharest	Romania	Romanian National Defense University 'Carol I'	€1,500
Gender Perspectives in Security and Defence	09/11/2026	13/11/2026	Sibiu	Romania	Romanian Land Forces Academy 'Nicolae Balcescu'	€1,500
Defence and Security Economics	16/11/2026	20/11/2026	Bucharest	Romania	Romanian National Defense University 'Carol I'	€1,500
Problem Solving and Critical Thinking	16/11/2026	20/11/2026	Sibiu	Romania	Romanian Land Forces Academy 'Nicolae Balcescu'	€1,500
Common Security and Defence Policy	01/12/2026	04/12/2026	Brasov	Romania	Romanian Air Force Academy 'Henri Coanda'	€3,500
Train the Trainers on Hybrid Threats	01/12/2026	04/12/2026	Brasov	Romania	Romanian Air Force Academy 'Henri Coanda'	€1,500
Oceanography	01/11/2026	31/12/2026	Marin	Spain	Spanish Naval Academy	€1,500
Common Security and Defence Policy	14/12/2026	18/12/2026	Marin	Spain	Spanish Naval Academy	€3,500



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European Security
and Defence College

