

EMILYO

Logistics & Finance

A newcomer's field guide to participate, host and fund activities

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EMILYO has four activity families

01 LEARN

Common Modules • BIPs
CSDP education • short courses

02 MOVE

International semesters • studies
traineeships • staff mobility

03 CONNECT

IG meetings • LoD sessions
iMAF • international staff weeks

04 SHARE & CHALLENGE

Conferences • Olympiads
competitions • professional events

ONE NETWORK // MULTIPLE ENTRY POINTS

Participate with four decisions already made

01**WHY**

- Learning objective
- Your role
- Recognition / ECTS

02**WHO**

- Nomination
- Institutional approval
- Mobility eligibility

03**HOW**

- Funding source
- Travel & accommodation
- Meals / local transport

04**PROOF**

- Invitation / agreement
- Attendance confirmation
- Report & evidence

BOOK ONLY WHEN nomination, institutional approval and the funding route are clear.

Hosting starts months before arrival

01

MONTHS BEFORE

- Concept, format and outcomes
- Dates, venue and host POC
- Approval, ceiling and cost split
- Partners and participant profile

02

WEEKS BEFORE

- Invitation, programme, deadline
- Registration and participant data
- Rooms, meals and local transport
- Security, access and dietary needs

03

DURING + AFTER

- Signed participant list
- Executed programme / confirmations
- Actual cost record and evidence
- Payment request and archive

DESIGN THE CLOSE-OUT FILE AT THE SAME TIME AS THE EVENT.

Assign every cost to one funding lane

PARTICIPANT TRAVEL & STAY



ERASMUS+ MOBILITY

BIP PREPARATION & DELIVERY



BIP ORGANISATIONAL SUPPORT

APPROVED EMILYO ACTIVITY COSTS



ESDC CO-FINANCING

REMAINING ELIGIBLE GAP



INSTITUTIONAL / BILATERAL / SPP

2026 BIP RULE

€400 per funded learner // 10–20 funded learners // travel & subsistence excluded

A complete host pack prevents most problems

BEFORE REGISTRATION

- 01** Official invitation
- 02** Programme + outcomes / ECTS
- 03** Application / registration form
- 04** Deadline + named point of contact

BEFORE ARRIVAL

- 05** Accommodation + meals
- 06** Travel + local transport
- 07** Security / access + dress code
- 08** Dietary, accessibility + emergency info

ONE FOLDER // ONE POC // ONE AUTHORITATIVE VERSION



The advisory network is your shortcut

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ASK EARLY: activity concept • dates • participants • preliminary budget