# NEWCOMERS' WORKSHOP

# EMILYO
# Logistics & Finance

The essentials for newcomers:
**role, funding sources, event organisation and contacts**


**CDR Marius CUCU**

**Vice Chair, Area 4 – Logistics & Finance**

Romanian Naval Academy "Mircea cel Bătrân", Constanța

AREA 4 // LOGISTICS & FINANCE

# My responsibilities as Vice Chair

**01** ADVISE · LOGISTICS

### Logistics advice for all EMILYO events

Venue, accommodation, transport, host pack, timelines

**02** ADVISE · FUNDING

### Advice on available financial opportunities

Erasmus+, SPP, ESDC co-financing, institutional budget

**03** INFORM

### New EU projects offering financial support

Calls and opportunities shared with all members

**04** COORDINATE · ESDC

### ESDC co-financing

Inform the IG; annual proposals with the ESDC Training Coordinator

**ADVISORY ROLE** The host institution keeps ownership of its event and its budget. I help you get it right.

MAIN FUNDING SOURCES

# Four main funding sources

| | | |
|---|---|---|
| Cadet & staff mobility, BIPs | → | **ERASMUS+ PROGRAMME**<br>Erasmus Charter required · KA131 mobility and Blended Intensive Programmes |
| Joint activities with partners | → | **SPP – STRATEGIC PARTNERSHIP PROGRAMMES**<br>Bilateral or multilateral agreements between partner institutions |
| Approved EMILYO activities | → | **ESDC CO-FINANCING**<br>Lump sum up to the ceiling set each year for the activity type |
| Remaining eligible costs | → | **INSTITUTIONAL BUDGET**<br>Host or sending institution |

**GOLDEN RULE** **One cost, one source. No double funding. No booking before approval.**

HOW TO ORGANISE AN EVENT

# Plan the event and its paperwork together

## 01 MONTHS BEFORE

- Concept, dates, venue and one point of contact
- Funding source agreed and requested in time
- Official invitation, programme, registration form and deadline

## 02 WEEKS BEFORE

- Accommodation, meals, icebreaker and official dinner
- Airport transfers and local transport
- Security, dress code, dietary and emergency information

## 03 DURING + AFTER

- Signed list of participants
- Confirmations of stay / attendance
- Executed programme, evaluation, payment request

**APPLIES TO** **IG meetings · iMAF · EUMACS · conferences · international weeks · Common Modules**

POINTS OF CONTACT

# Ask early: the network is here to help

**IG CHAIR**
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**HUMAN RESOURCES**
**Dr Monika WYSOCKA**
Polish Naval Academy

**WHEN YOU WRITE** Send the activity concept, dates, participant profile and a preliminary budget.

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# Questions?

Thank you for your attention.

**Ask now, or write to me: marius.cucu@anmb.ro**


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