



European Security & Defence College

63rd Implementation Group Meeting

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01. General Information

How EMILYO is connected to the ESDC

IG Members are by default EAB Members

ADVISES
**EXECUTIVE
ACADEMIC
BOARD**



DECIDES
**STEERING
COMITTEE**

DRAFTS
**ESDC
SECRETARIAT**

PROPOSES
**HEAD OF
ESDC**

ESDC Administrative Structure



**Executive
Academic
Board**

Quality
Coherence

**ESDC
Secretariat**

Assistance

**Head of
the ESDC**

Management
Support

**Steering
Committee**

Coordination
Direction

Doctoral School

Military Erasmus

Cyber ETEE

SQF-MILEG

SSR DDR

WG-MOT

EUMSSF

War Colleges

Climate Change

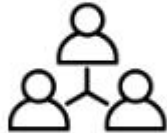
How EMILYO is connected to the ESDC

EMILYO in Numbers 2023-2024

ACTIVE
ACADEMIES

44

STAFF
MEMBERS



EU MEMBER
STATES

24



TOTAL NUMBER OF
CADETS TRAINED

4643

TOTAL NUMBER OF
TRAINING DAYS

151,779

CADETS TRAINING GROWTH




30%



77,5 % MALE

22,5 %

FEMALE



02. Administrative Instructions & Guidelines for ESDC Network Members

ESDC Administrative Instructions II /2024

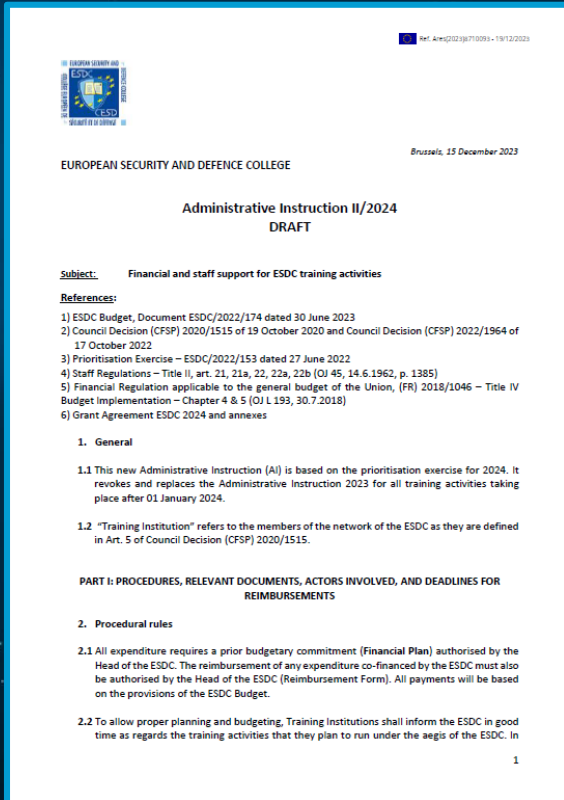
Changes from AI II/2023

1. Common Modules will co-finance with €2000 instead of €1500

2. New Financial Plan,

3. New Payment Request,

4. New Evaluation Report



Guidelines for ESDC Network Members



1. Revised Guidelines for our network members
2. Introduction – Aim and Scope
3. Joining Procedure to the ESDC Network
4. Conditions on the Membership/ANP Status to the ESDC Network
5. Training activities under the auspices of the ESDC
6. General Organisation of the activities - Roles and responsibilities
7. Funding
8. Annex: Template of an Invitation Letter



03. ESDC Members Activities Contribution Scheduling (ACS)

ESDC Members Activities Contribution Scheduling (ACS) for Academic Year

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

- Collection of training Contributions (offers) from Network
- Consolidation, de-confliction and allocation of training activities to Training Managers
- Budgeting of activities within the calendar year
- Finalisation of the Academic Programme by the Executive Academic Board*
- Approval of the Academic Programme by the Steering Committee

* Processing of additional training contributions (pilot and regular courses) offered after the Academic Programme has been developed and approved (mid-year).

ESDC Members Activities Contribution Scheduling (ACS) for Academic Year

Changes

- Training Institutions contributions submitted online directly to the ESDC
- Contributions referring to next academic year (1 September - 31 August)
- ESDC Secretariat responsible to collect course contributions (offers) from Training Institutions directly, subsequent Member States validation and approval
- No contribution prioritization required for EMILYO activities



04. Co-Financing Military Erasmus Activities

Co-Financing Military Erasmus Activities in 2024

During 2024, Military Institutions received up to :

- €1000 for organising IG meeting
- €2000 for organising any other EMILYO Common Module
- €4000 for organising Common Module on CSDP
- €2000 for organising EUMACS
- €5000 for organising the iMAF
- €5000 for organising the CSDP Olympiad

Proposal for Co-Financing Military Erasmus Activities in **2025**

For 2025, I will propose to the EAB the following:

- €3000 for organising IG meeting
- €3000 for organising any other EMILYO Common Module
- €4000 for organising Common Module on CSDP
- €5000 for organising EUMACS
- €6000 for organising the iMAF
- €10000 for organising the CSDP Olympiad

ESDC Co-finance EMILYO Activities

#	Activity Number	Activity No.	Title	Starting Date	End Date	Course Venue (city)	Country	Budget Comm.	Name of Training Institution
1	24-25/IG/1	IG	63rd Implementation Group Meeting	09/09/2024	11/09/2024	Brussels	Belgium	13.000	ESDC - European Security and Defence College
2	24-25/4/1	4	Common Security and Defence Policy	30/09/2024	04/10/2024	Athens	Greece	14.000	GR-Hellenic Air Force Academy
3	24-25/4/2	4	Common Security and Defence Policy	27/10/2024	25/10/2024	Wiener Neustadt	Austria	14.000	AT-Austrian Theresa Military Academy
4	24-25/EMILYO/2	EMILYO	Crisis Management Operations/Peace Support Operations (CMO)	17/11/2024	29/11/2024	Riga	Latvia	12.000	LV-Latvian National Defence Academy
5	24-25/EMILYO/3	EMILYO	Space Applications for Security and Defence	18/11/2024	22/11/2024	Athens	Greece	12.000	GR-Hellenic Air Force Academy
6	24-25/IG/2	IG	64th Implementation Group Meeting	18/11/2024	27/11/2024	Shumen	Bulgaria	11.000	BG-Bulgarian National Military University 'Vasil Levski'
7	24-25/EMILYO/4	EMILYO	Biosafety & Bioterrorism	25/11/2024	30/11/2024	Turin	Italy	12.000	IT-Italian Education & Training Command and School of Applied Military Studies
8	24-25/4/3	4	Common Security and Defence Policy	07/12/2024	27/12/2024	Lisbon	Portugal	14.000	PT-Portuguese Military Army Academy
9	24-25/EMILYO/5	EMILYO	Aviation English - Part 2	07/12/2024	27/12/2024	Dęblin	Poland	12.000	PL-Polish Air Force University
10	24-25/EMILYO/6	EMILYO	Common Module on XXX	07/12/2024	22/12/2024	Zaragoza	Spain	12.000	ES-Spanish Military Academy
11	24-25/EMILYO/1	EMILYO	Aviation English - Part 1	09/12/2024	20/12/2024	Dęblin	Poland	12.000	PL-Polish Air Force University
12	24-25/EMILYO/7	EMILYO	Gender Perspectives in Security and Defence	09/12/2024	13/12/2024	Athens	Greece	12.000	GR-Hellenic Air Force Academy
13	24-25/4/4	4	Common Security and Defence Policy	16/12/2024	19/12/2024	Marín	Spain	14.000	ES-Spanish Naval Academy
14	24-25/EMILYO/8	EMILYO	Battle Physical, Mental and Survival Training	27/02/2025	27/02/2025	Athens	Greece		GR-Hellenic Army Academy
15	24-25/EMILYO/9	EMILYO	Problem Solving and Critical Thinking	17/02/2025	27/02/2025	Turin	Italy		IT-Italian Education & Training Command and School of Applied Military Studies
16	24-25/EMILYO/10	EMILYO	Biosafety & Bioterrorism	24/02/2025	28/02/2025	Thessaloniki	Greece		GR-Hellenic Military Academy of Combat Support Officers
17	24-25/IG/3	IG	65th Implementation Group Meeting	24/02/2025	28/02/2025	Larnaca	Cyprus		CY-Cyprus Security and Defence Academy
18	24-25/EMILYO/11	EMILYO	Seminar of Gender Perspectives in Security and Defence	07/03/2025	37/03/2025	Thessaloniki	Greece		GR-Hellenic Military Academy of Combat Support Officers
19	24-25/EMILYO/12	EMILYO	Space Applications for Security and Defence	07/03/2025	28/05/2025	Athens	Greece		GR-Hellenic Air Force Academy
20	24-25/EMILYO/13	EMILYO	Law of Armed Conflict	03/03/2025	07/03/2025	Turin	Italy		IT-Italian Education & Training Command and School of Applied Military Studies
21	24-25/4/5	4	Common Security and Defence Policy	37/03/2025	04/04/2025	Salon-de-Provence	France		FR-French Air & Space Force Academy
22	24-25/4/6	4	Common Security and Defence Policy	37/03/2025	04/04/2025	Wrocław	Poland		PL-Polish Military University of Land Forces 'General Tadeusz Kościuszko'
23	24-25/EMILYO/14	EMILYO	Unmanned Aerial Systems (UASs)	37/03/2025	04/04/2025	Athens	Greece		GR-Hellenic Air Force Academy
24	24-25/EMILYO/15	EMILYO	Maritime Security	37/03/2025	04/04/2025	Piraeus	Greece		GR-Hellenic Naval Academy
25	24-25/4/7	4	Common Security and Defence Policy	07/04/2025	17/04/2025	Dolna Mitropolia	Bulgaria		BG-Bulgarian Air Force Academy 'Georgi Benkovski'
26	24-25/EMILYO/16	EMILYO	Electronic Warfare	07/04/2025	17/04/2025	Athens	Greece		GR-Hellenic Army Academy
27	24-25/EMILYO/17	EMILYO	Common Module on XXX	04/05/2025	28/06/2025	Zaragoza	Spain		ES-Spanish Military Academy
28	24-25/4/8	4	Common Security and Defence Policy	05/05/2025	09/05/2025	Turin	Italy		IT-Italian Education & Training Command and School of Applied Military Studies
29	24-25/EMILYO/18	EMILYO	Budget & Finance in the EU Defence Sector	12/05/2025	16/05/2025	Thessaloniki	Greece		GR-Hellenic Military Academy of Combat Support Officers
30	24-25/EMILYO/19	EMILYO	Cyber Security	26/05/2025	30/05/2025	Athens	Greece		GR-Hellenic Army Academy
31	24-25/EUMACS/1	EUMACS	EUMACS 2025	27/05/2025	30/05/2025	Dęblin	Poland		PL-Polish Air Force University
32	24-25/IG/4	IG	66th Implementation Group Meeting	02/06/2025	06/06/2025	Constanta	Romania		RO-Romanian Naval Academy 'Mircea cel Batran'
33	24-25/iMAF/1	iMAF	International Military Academic Forum 2025	02/06/2025	06/06/2025	Constanta	Romania		RO-Romanian Naval Academy 'Mircea cel Batran'
34	24-25/EMILYO/20	EMILYO	Military Leadership (B)	18/08/2025	29/08/2025	Larnaca	Cyprus		CY-Cyprus Security and Defence Academy



05. Common Mistakes while filling FP-PR-ER

Most common mistakes in Financial Plans

**NEW
TEMPLATE**



Financial plan of activity number **22-23/XX/X**

1. Activity information			
Name of the activity	Location	Date (from)	Date (to)
E.g. CSDP Orientation Course	Vienna, Austria	12/10/2023	13/10/2023
2. Main organising institute(s) - (may only be ESDC Network Members)			
National Defence College – Rome			
3. Co-organising institutes (potentially also Associate Network Partners)			
e.g. German Police Academy – Berlin, IHEDN- Paris			
4. Name(s) of Course Director and supporting staff			
e.g. Olivia SMITH			
5. Name of ESDC Training Manager			
e.g. John BROWN			
6. Overall course budget (incl. organising institute(s)'s contribution) + human and other non-quantifiable resources			
XX.XXX EUR			
7. ESDC Co-Funding Limit (as per annex A)			
e.g. 3500 EUR			
8. Strategic Bonus (indicate corresponding priority / priorities – as per Annex E)			
e.g. FIMI			

The Strategic Bonus is subject to the availability of the funds, justification of the outcomes (PR) and approval of the Head of the ESDC.

Most common mistakes in Financial Plans

Check point 8 of the
Administrative
Instruction II / 2024

11. Description of costs		
No.	Description / type of costs	Estimated amount
1.	e.g. coffee breaks	1000
2.	Ice Breaker	2000
3.	Lunch	500
4.	e.g. rent	1000
5.	e.g. other costs	500
TOTAL ESTIMATED COSTS		5000 EUR

The indicated expenses must be in line with the eligible costs according to the administrative instructions. The amounts are tentative and are intended to indicate the type of costs and not necessarily the exact amounts to be spent.

Name	
Date	
Place	
Signature of the Course Director	

ESDC Training Manager assessment on the eligibility of the strategic bonus

e.g. The course, as resulting from the draft agenda, is in full correspondence with the SB item n.12.

Most common mistakes in Payment Requests

**NEW
TEMPLATE**



PAYMENT REQUEST FORM

Organisation of activity number **23-24/xx/xx**

From	<i>Training Institution (name, city and country)</i> e.g. NATIONAL DEFENCE COLLEGE, ROME - Italy
Date	__/__/2024
To	EEAS / European Security and Defence College (ESDC)

1. Activity information			
Name of the activity	Location	Date (from)	Date (to)
E.g. CSDP Orientation Course	Vienna, Austria	12/10/2023	13/10/2023
2. Organising institute(s)			
National Defence College – Rome; German Police Academy – Berlin; IHEDN – Paris			
3. Name(s) of Course Director and supporting staff			
e.g. Olivia SMITH			

Most common mistakes in Payment Requests

4. Name of ESDC Training Manager	
e.g. John BROWN	
5. Number of the EVALUATION REQUEST	
Course: ESDC/2021/001 or other training activity: N/A	
6. Information on the participants	
Total number of registered participants	67
Present during the residential course:	60
Received certificate:	60
Gender info	Male: 23, Female: 27; other: 10
Background	30 civilians, 20 military, 10 Police
Nationality	50 from EU member states, 10 from EAP countries
7. Description of the input of the training provider	
(Rent of the venue, one social event, coffee breaks, two staff members for 16 working days, 30 notebooks, printouts and stationary, cleaning services)	
8. Operational budget (overall cost of the training activity)	
e.g. 5800 EUR	
9. Information on VAT	
The institution is not exempted from VAT <input type="checkbox"/>	or The institution is exempted from VAT <input type="checkbox"/>
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 five years and we acknowledge the obligation to submit them as soon as possible via post should the ESDC 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 ESDC or another institution.	









Most common mistakes in Payment Requests

Especially if
not indicated
on the invoice

Use the
correct month

12. Description						
No.	Description and type of expenditure	Supplier	Invoices (number and date of issue)	Cost (local currency)		
1.	e.g. Coffee breaks for xx people for x days (xx,xx Euros/ person/ day)	Catering by Louise	22298702 of 14/10/2024	NA		
2.	e.g. Social event / icebreaker for xx people (xx,xx Euros/ person)	Vienna Restaurant	888923 of 12/10/2024	NA	980.26	980.26
3.	e.g. Rent of venue for two days	Hotel Vienna	303031 of 14/10/2024	4095,28 NIS	1000	1000
4.	e.g. Flights tickets from Athens to Brussels and vice-versa for Foteini Asderaki, course lecturer	AEGIS	237690 of 19/09/2024	NA	326.66	326.66
5.	e.g. Accommodation for two nights (breakfast included) for Julia SMITH, course lecturer (no breakfast); Ceiling 148 EUR/night; 148 x 2 = 264 EUR	Hotel Vienna	303028 of 13/10/2024	NA	400	264
6.	e.g. daily allowance for Julia SMITH, course lecturer (to be deducted 2 breakfasts and one social event meal)	ESDC	MIPS SIMULATION on 07/11/2024	NA	249.9	249.9
TOTAL COSTS					3276.97	3140.97

Most common mistakes in Payment Requests

-  00_PR Act. No 23-24-1-2 (Module 2 - 19th CSDP HLC) final
-  1_Venue NH Hotel
-  2_Coffee CESEDEN
-  4_FP_23-24 1 2_asking approval
-  5_VAT not exempted
-  6_Evaluation Report Module 2_19th HLC_CC_mrp
-  Journal Transaction 2414_PR Reimb to CESEDEN, Madrid, Spain, Activ no ...
-  Print-out Transaction 2414_PR Reimb to CESEDEN, Madrid, Spain, Activ n...

 19.12.
255 K

 EJ253:
101 K

Evaluation Report



European Security and Defence College
Doc: ESDC/2023/105
Date: 31 January 2018
Origin: ESDC Secretariat

EVALUATION REPORT

1. Activity information			
Activity number	23/24/64/1		
Name of the activity	Location	Date (from)	Date (to)
Diplomatic Skills for CSDP	Laxoşa, Cyprus	16/10/2023	19/10/2023
Organised by	Name of the institution(s)		

2. General organisation	
Type of course	regular <input type="checkbox"/> Pilot <input type="checkbox"/> Single Shot <input type="checkbox"/>
Organisers	Federal Academy for Security Policy
Support from ESDC Secretariat	- Participation of two training managers - Course venue in CGAR - Co-financing amount of 4000 EUR

3. Name(s) of Course Director and supporting staff
Prof. Constantinos ADAMIDES

4. Name of ESDC Training Manager
Mr Georgica PANFIL

5. Information on the participants	
Total number of registered participants	67
Present during the residential course:	60
Received certificate:	60
Gender info	Male: 23, Female: 27, other: 10
Background	30 civilians, 20 military, 10 Police
Nationality	50 from EU member states, 10 from EAP countries

6. Invested resources	
Venue	Aula Manga of the National Defence Academy
Personnel / time	- 5 staff members from the National Defence Academy - 2 ESDC staff - 20 hours invested in preparing the activity
Budget	Total budget
	Total costs
Costs details	20,000 EUR
	15,700 EUR
Other resources	Flight and accommodation for ESDC PhD fellows and flight, accommodation and OSA for lecturers; bus transport to Laxoşa premises; coffee breaks, social event.
Other resources	Study visit expenses covered by "Milha Vitezi" National Intelligence Academy

7. Course details	
eLearning part – details & comments	AKU 01_06_232_300
Residential part	The residential part took place over 3 working days
Methodology	lecture <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Q&A <input type="checkbox"/> Working Groups <input type="checkbox"/> Workshop <input type="checkbox"/> Field visits <input type="checkbox"/> Other <input type="checkbox"/>

8. Learning outcomes	
The Summer University agenda was organized along two major pillars: (1) examining the current and future challenges in the security environment so as to bring the latest and more relevant information regarding the developments in this field to the junior researchers whose PhD topics revolve around these issues; (2) developing research methodology skills that the PhD fellows need in their research. Each panel was comprised of a lecture as well as a questions and answers section which gave the audience the chance to benefit from the lecturers' experience and to draw important lessons and information for their specific research topics.	
Were all course objectives been attained?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Additional comments	The course participants appreciated that the objectives were all attained and most of them course found the Summer University activity very relevant and useful for their PhD thesis development.

9. Strengths (what to keep)	
<input type="checkbox"/> Lecturers, seminars and group exercises <input type="checkbox"/> Research methodology applied exercises <input type="checkbox"/> Networking opportunities <input type="checkbox"/> Excellent gender balance <input type="checkbox"/> Social events	

10. Weaknesses (what to improve)	
To have more working groups especially in the afternoon in order to have more time to share experiences and expertise with the other course member	

11. Feedback from participants examples	
<input type="checkbox"/> Participants enjoyed the lectures and the friendly atmosphere <input checked="" type="checkbox"/> Overall excellent positive feedback	

12. Any other information or comment necessary or useful	
Both participants and speakers appreciated the highly interactive character of the Summer University, the many formats of interaction designed to foster interactive communication and to help translate academic knowledge and perspective into actionable points for the PhD students' research endeavours in the field of peace, security and defence.	

12. Comments from the ESDC Training manager	
The course was well organised and was a successful activity. The staff of the ANNDU Academy was proficient in managing all details of the course.	

13. Overall recommendations	
To transform this activity into a standard ESDC course To continue improving the course curriculum To extend the programme with one more day for the future	

14. Assessment of the Strategic Bonus – Training Manager (to be deleted if no Strategic Bonus was requested)	
To transform this activity into a standard ESDC course To continue improving the course curriculum To extend the programme with one more day for the future	

SIGNATURES

Course director,

Training Manager,

Annexes

- Programme (as really executed)
- List of participants
- Statistics – survey results




06. Autonomous Knowledge Units

ILIAS e-Learning Platform

ESDC Autonomous Knowledge Units



- **More than 60 AKUs**
- **They are FREE**
- **Simple Request to the ESDC**
- **Receiving extra ECTS**



07. ESDC Survey Monkey

ESDC Survey Monkey

- **We can provide you a link for Course Evaluations**
- **Simple Request to the ESDC**
- **Important to sent necessary data**





06.General Data Protection Regulation (GDPR)

Data protection breach in the ESDC Course

01

When

It took place recently in an ESDC Course where, during the course some attendees received emails from an external company, with related invitations to interviews on the course topics.

03

How

The Course Director of this course, forwarded to the external company the attendees list with name, surname, ID numbers, nationality, job description, belonging institution.

02

What

The trainees contacted were interviewed in person outside the course venue with questions relating to the national posture on the subject of the course

04

Lesson Learn

According to the GDPR, we are not allowed to exchange personal data beyond, Name , Surname and email. How to work in the future?



7. Questions

After this presentation you will receive the following documents:

- ✓ Administrative Instructions 2024/II
- ✓ Guidelines for ESDC Network Members
- ✓ ESDC Members Activities Contribution Scheduling (ACS)
- ✓ Table with all AKUs
- ✓ Template of Financial Plan
- ✓ Template of Payment Request
- ✓ Template of Evaluation Report



**Thank You
for you
attention**
