

Brussels, 13 November 2020

## EUROPEAN SECURITY AND DEFENCE COLLEGE

### Administrative Instruction II/2021

**Subject:** Financial and staff support for ESDC training activities

#### References:

- 1) Council Decision (CFSP) 2016/2382 of 21 December 2016
- 2) Document ESDC/2019/160 dated 30 May 2019
- 3) Administrative Instruction II/2020 of the Head of the ESDC dated 06 November 2019
- 4) Council Decision (CFSP) 2020/1515 of 19 October 2020

#### **General**

- a. This new Administrative Instruction (AI) is based on the prioritisation exercise for 2021. It revokes and replaces the AI in Ref-3 for all training activities taking place after 01 January 2021.

#### **Principles**

##### **Part I: Co-financing of activities under the auspices of the ESDC**

- b. Financial support for the organisation of training activities in the ESDC budget 2021 is limited to:
  - EUR 229.950 - this support will make it possible to provide co-financing for about 105 different training activities.
  - EUR 180.000 are foreseen for the co-financing of cyber training activities.
- c. The budgetary limit for the support for each of the training activities is determined in accordance with the priority of the course as assigned by the Member States, as reflected in annex A. In case that the co-organising institutes will not absorb the allocated amount or part of it, the Head of the ESDC may decide to re-allocate the funds to another activity. The co-financing is therefore limited to:

##### Training activities:

- i. EUR 6.000 for the residential modules of the CSDP High-Level Course and for the European Advanced Strategic Course on Security and Defence, including EUR 2 000 that will be prioritarily used for the co-financing of travel and accommodation for the HLC faculty. **Please note that NO daily allowance will be paid for the faculty members.**
- ii. EUR 10.000 for ten cyber training activities at a technical level and EUR 3 500 at a nontechnical level on a case by case basis
- iii. EUR 3.500 for training activities in cluster 1 (the 25 % of types of training activities with the highest priority), CSDP Orientation Course, Pre Deployment Training Courses, Common Module on the CSDP (based on ESDC Orientation Course curriculum), for pilot activities approved by the Steering Committee and for the Course for Press and Public Information Officers.

- iv. EUR 2.500 for training activities in cluster 2.
- v. EUR 1.500 for training activities in cluster 3.
- vi. EUR 1.500 for common modules not linked to traditional ESDC curricula with at least 1/3 civilian participants.

#### Conferences and events

- vii. EUR 5.000 for the ESDC Olympiad 2021, the ESDC Network Conference (ATEC) and Cyber Conference;
- viii. EUR 4.000 for the International Scientific Conference eLearning and Software for Education, European Conference on CSDP Education and Alumni Conference (3 activities);
- ix. EUR 1.500 for the European Forum (AIES-AT)
- x. EUR 1000 for the meetings of the EAB and Steering Committee

Due to the COVID 19 pandemic situation all courses which will take part on the first six months of the year are eligible for an additional EUR 500.

- d. For the organisation and conduct of training activities in Brussels which no network member has volunteered to host, the budget will be limited to a maximum of EUR 3 500. This can include financial support for courses or seminars conducted by the ESDC Secretariat together with the EEAS or relevant Commission services. For 2021, the training activities foreseen are 'Improving interviewing skills and the selection procedure for civilian CSDP missions' organised with EEAS CPCC and 'CSDP Orientation Course for Press and Public Information Staff' organised with EEAS Strategic Communications. However, financial support from the training units of the institutions should first be examined.

- e. To allow proper planning and budgeting, Member States and/or training institutes should announce in good time the courses they plan to run under the ESDC. Late announcements may result in reduced or no financial contribution owing to budgetary limitations.

**During the planning phase of a training event, the training institutes can check through their appointed training manager if money has been committed to the event. Commitments will be made on a first come, first served basis if the budget doesn't cover all the planned training events. Money will be allocated as funds become available throughout the year.**

- f. The following types of cost may be covered:

- coffee breaks;
- travel expenses (economic option) incurred by the course director and/or supporting staff if courses are held at a location other than his or her institute;
- travel expenses (economic option) incurred by lecturers, HLC faculty members (subject to the prior, written consent of the Head of the ESDC), experts and trainers if they do **not** come from one of the EU institutions or agencies;
- per diems which cover **accommodation, meals, local travel and sundry expenses** incurred by the course director and/or supporting staff and/or lecturers not coming from one of the EU institutions or agencies in line with the Guide to Missions and Authorised Travel (applicable to any mission/authorised travel carried out from 28<sup>th</sup> March 2018); the applicable rates of the per diems must not exceed the scales detailed in Annex D;
- per diems which cover accommodation only for HLC faculty members, if they do not come from one of the EU institutions or agencies; in line with the Guide to Missions and Authorised Travel (applicable to any mission/authorised travel carried out from 28<sup>th</sup> March 2018); the applicable rates of the per diems must not exceed the scales detailed in Annex D;

- one networking event (e.g. ice-breaking event or official course dinner);
- costs of conference facilities;
- bus transport costs related to the course;
- the fees of external specialised mentors or facilitators whose services are needed to ensure that the course is conducted in its entirety (i.e. not for a single day);
- Concerning the training activities of the Cyber ETEE platform at a technical level, experts/lecturers may be outsourced for specific timeslots of the program (in order to ensure high competence expertise);
- Software licencing/usage for forensic analysis, network analysis, incident response/handling, malware analysis, reverse engineering, penetration testing and cyber threat intelligence etc.
- VAT: only if the requesting training institute can show that it is **not** tax-exempted and that it **cannot** recover taxes under the applicable national law.
- administrative support costs (e.g. printing costs, entrance fees in the context of the course topic).

g. The following costs cannot be reimbursed:

- any extras/tips;
- cultural/guided visits, unless it concerns a field visit in line with the learning outcomes foreseen in the curriculum of the event;
- salaries;
- lecturers'/experts' fees (except in the cases specified above);
- penalties;
- Currency exchange losses.

## Part II: Procedures

### a. The Member State/hosting institute,

- during the preparation of the course and before the course starts, shall contact the relevant training manager in the ESDC Secretariat in order to obtain a 'provisional agreement' on the eligibility of the costs they are planning to claim, **and shall establish a written financial plan for the reimbursement request**. In the absence of a written financial plan, **any commitments undertaken by the ESDC for the good conduct of the course will have priority on the request for reimbursement from the side of the training institute**.
- after completion of the training activity, and as soon as possible:
  - shall submit a payment request to the ESDC Secretariat using the template letter attached (see Annex B) **The requested amounts should be in EURO, using the inforEuro converter (<https://ec.europa.eu/budget/graphs/inforeuro.html>);**
  - shall ensure that the payment request includes all relevant **original** invoices and travel tickets (boarding passes, train tickets, etc.) related to the co-financing costs;
  - shall submit to the ESDC Secretariat via e-mail scanned copies of the payment request and the relevant documents/invoices etc. The ESDC financial cell will inform the MS/hosting Institute for any possible adjustments, in order for the original documents to be sent to the ESDC via post; If the original documents cannot be sent, they will be **scanned and printed, stamped and signed for conformity with the originals**. These documents must be sent to the ESDC secretariat both in digital format by e-mail and in hard copy by email. The signatory of the payment request will communicate to the ESDC secretariat the mail tracking number.

- the payment request should be submitted **at the latest 90 calendar days** after the end of the training activity **AND NO LATER than 15 January of the year X + 1**. Late submissions will result in no financial contribution;
  - shall submit to the ESDC Secretariat, together with the payment request, the **evaluation report** for the course in accordance with the principles established by the Executive Academic Board and the final programme. This report shall include an analysis by the training provider of the main points to keep and to improve. It may be supplemented by an appreciation by the ESDC training manager. **No payments shall be made if before submission of the evaluation report;**
  - in the event that the request includes VAT, shall submit proof that it is not tax-exempted and that it cannot recover taxes under applicable national law;
  - in the event that original invoices and original travel documents cannot be submitted, copies shall be accepted as long as each page includes an original stamp from the Member State/training institute/training provider.
  - procurement procedures established by the training providers may be used provided that the European Union Financial Rules and the principles of transparency and sound financial management are applied, while taking care to avoid any conflict of interest. In general, if the implementation of an action requires procurement by the training provider, the contract must be awarded to the tender offering best value for money (i.e. the tender offering the best price-quality ratio) or, as appropriate, to the tender offering the lowest price. The training providers should be able to justify the choice of the tenderers and shall keep sufficient and appropriate documentation with regard to the procedures applied.
- If the training activity is conducted jointly by different training providers and/or different Member States, the payment request shall be forwarded by one single provider. However, payments will not exceed the budgetary limit established for this training activity.
  - High-Level Course faculty members who want to make use of the possibility of co-financing their participation, will inform the Head of the ESDC and the HLC Course Director PRIOR to the start of each module. Priority will be given to those faculty members who attend all modules of the High-Level Course. Faculty members who have not obtained the agreement of the Head of the ESDC will not be entitled to reimbursement of incurred costs. Co-financing will be limited to maximum EUR 1 000 per faculty member and per module. In case of competing requests, the Head of the ESDC will seek the written advice of the Course Director.
  - Following their participation in the module, the faculty members will fill in a payment request, as annex C and send the original boarding passes (electronic or printed) and the original invoices for the flights and accommodation to the ESDC Secretariat, together with their financial information in order to receive the reimbursement within 90 days following the end of the module and no later than on 15 January 2022.

**b. The ESDC Secretariat:**

- shall issue and keep up-to-date an overview of the training programme including the courses eligible for co-financing and the budgetary limits set in line with paragraph 3 of this instruction;
- shall present this overview to the EAB and to the Steering Committee on a regular basis;
- shall pay to the Member State/training institute/training provider the duly substantiated co-financing costs within 30 days of receipt of the original payment request and original invoices and travel documents - there shall be no payments on the basis of advanced copies;

- shall not pay more than the budgetary limit established for this type of course in paragraph 3, whilst also observing the limits of per diem rates set in Annex D;
- shall forward the evaluation report to the Executive Academic Board;
- shall relaunch the prioritisation exercise on a yearly basis, together with the preparation for the budget.

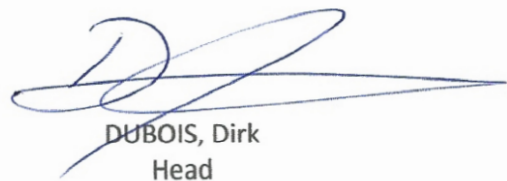
In order to maximise the number of courses that can be supported by the ESDC training managers, the measures agreed during the ESDC Steering Committee on 30 September 2016 will be strictly applied. The agreed measures include:

- ESDC will offer reduced support to courses organised outside Brussels;
- No support will be given to courses in Brussels where 50% or more of participants come from just one Member State;
- In case the request to use an EU building does not receive a positive outcome, the organising Institute will be requested to find a solution;
- As general principle, all new tasks will be linked to additional resources.

**Part III: Travel cost for the Chairmen of the EAB and its configurations for the respective regular meetings, IG experts (for 2 IG meetings) and PhD fellows (in the framework of the Doctoral Summer University).**

- All expenses shall be subject to the prior consent of the Head of the ESDC, based on a documented cost-estimate requesting the financing of the travel.
- The costs for accommodation shall be limited to the ceilings as foreseen in annex D and shall only cover the minimum number of nights necessary to attend the respective meetings/events. The travel cost shall include only the tickets cost (economic option) and the accommodation cost (breakfast included).
- The interested parties are responsible for purchasing their own tickets (economy class only). The reimbursement of the expenditures shall be requested by **filling in the payment request as annex C** and providing the original supportive documents (e-tickets, invoices, receipts and boarding passes).

For the ESDC



DUBOIS, Dirk  
Head

**Annexes:**

- Prioritisation of ESDC courses
- Template payment request form for Member State/training institute/training provider
- Template payment request for reimbursement of travel expenditure
- Per diem rates

### Prioritisation of ESDC courses 2021

Course number	Description of Course	Cluster
1	CSDP High Level Course	1st cluster
64	European Advanced Strategic Course on Security and Defence, 3 modules	1st cluster
10	Basic Course on Security Sector Reform	1st cluster
11	Core Course on Security Sector Reform	1st cluster
28	Mediation, negotiation and dialogue skills for CSDP	1st cluster
40	EU facing “hybrid threats” challenges	1st cluster
53	Strategic Communication in the Context of Security and Defence	1st cluster
3	CSDP Orientation Course /Training Program	1st cluster
33	Pre Deployment Training Course	1st cluster
<b>Cyber</b>	Cyber Activities, pilot included	1st cluster
3.a	EaP/SP/ MENA activity (OC/Ref.Sem.)	1st cluster
3.b	CSDP Orientation Seminar with South-America and Mexico	1st cluster
3.b	EaP/SP/ MENA activity (OC/Ref.Sem.)	1st cluster
4	Common Module on CSDP (based on ESDC Orientation Course curriculum)	1st cluster
4	Common Module Law of Armed Conflict	1st cluster
<b>Pilot</b>	All pilot courses	1st cluster
6	Press and Public Information	1st cluster
7	Course on the Strategic Planning Process of CSDP Missions and Operations	2nd cluster
27	The Challenges of Space for EU and CSDP	2nd cluster
36	The Challenges of Securing Maritime Areas for the European Union	2nd cluster
37	EU Integrated Crisis management	2nd cluster
45	From Conflict Analysis to Integrated Action: Generating Strategies for Intervention	2nd cluster
48.a	HEAT Course	2nd cluster
49	Integrated border management	2nd cluster

Course number	Description of Course	Cluster
50	Critical Infrastructure Protection in CSDP Context [pilot-course]	2nd cluster
51	Advanced Modular Training Mod 3-1	2nd cluster
52	Climate change and security	2nd cluster
59	EU Energy Security: implications for the CSDP	2nd cluster
62	The European Union for Secondary Schools	2nd cluster
2	Training of the trainers	3rd cluster
8	CSDP Course on Crisis Management Capability Development	3rd cluster
14	Course on Recovery and Stabilisation Strategies	3rd cluster
15	Course on International Law for Military Legal Advisers (modular)	3rd cluster
17	Civilian Aspects of EU Crisis Management	3rd cluster
18	Advanced Course for Political Advisors in CSDP Missions and Operations	3rd cluster
21	A comprehensive approach to gender in operations	3rd cluster
22	EU Senior Mission Leaders Course	3rd cluster
25	Course on European Armament Cooperation	3rd cluster
30	Comprehensive Protection of Civilians (PoC) Course	3rd cluster
31	CDSP Course on Building Integrity/Reducing Corruption in the Security and Defence Sector	3rd cluster
32	Cross Cultural Competence in CSDP Missions and Operations	3rd cluster
41	Integration of a Gender Perspective in CSDP	3rd cluster
43	Mentoring and Advising in EU crisis management	3rd cluster
44	Disaster Relief in CSDP Context	3rd cluster
46	New Peace Operations as a stabilising factor for the European Union	3rd cluster
47	International Contracting Course	3rd cluster
54	European Union Logistics Fundamentals Course (EULFC)	3rd cluster
55	Investigating and Preventing Sexual and Gender Based Violence in Conflict Environments (Training of Trainers)	3rd cluster
56	Improving Performance in the CSDP Missions [pilot-course]	3rd cluster
58	PM2: Project Management in support of CSDP missions and operations	3rd cluster
60	Summer University - Doctoral School	3rd cluster
	Postgraduate Studies on e-teacher and e-instructor within a new learning	3rd cluster



## Payment Request Form

### Organisation of an activity

<b>From</b>	
<b>Date</b>	
<b>To</b>	EEAS, European Security and Defence College (ESDC), B100 office 01/11, 1046 Brussels, Belgium
<b>1. Training activity /Date/Location</b>	<i>e.g. CSDP Orientation Course, activity number 19-20/3/5, held at Thessaloniki, Greece on 1-5 October 2021</i>
<b>2. Number and types of participants (Member States, EU institutions, third countries and IOs, gender)</b>	<i>e.g 34 participants in total; 17 male, 17 female; 15 from EU MS, 15 from third countries, 4 from NATO;</i>
<b>3. Organising Institute(s)</b>	
<b>4. Name(s) of Course Director and supporting staff</b>	
<b>5. Evaluation Report Reference Number</b>	<i>ESDC/2021/001 or N/A only in cases of non-courses</i>
<b>6. Name of ESDC Training Manager</b>	
<b>7. Description of input of the training provider</b>	<i>(e.g rent of the venue, 2 staff members for 16 working days, 30 notebooks, printouts and stationary, cleaning services)</i>
<b>8. Overall operational budget in Euro including costs of point 7</b>	<i>(rough assessment in EURO)</i>
<b>9. Name, address and bank account (IBAN) of the co-financing support recipient</b>	



<b>10. In case of certified copies, location and holder of the original documents</b>	
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<b>11. Is VAT included? Please reply from the drop down list)</b>	<i>e.g. 'Yes. A declaration stating that our institute is not exempted from VAT is enclosed' or 'No. Our institute is exempted from VAT'.</i>
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<b>12. Co-financing costs in line with <u>paragraph f</u> of the ESDC Administrative Instruction II/2021</b>					
<b>Serial number</b>	<b>Description/type of cost</b>	<b>Supplier</b>	<b>Number of Invoice/ date of issue</b>	<b>Cost in local currency</b>	<b>Cost in Euro</b>
<b>1</b>	<i>e.g. coffee breaks</i>	<i>Name of the supplier</i>	<i>e.g. 022657 of 13.01.2021</i>		
<b>2</b>	<i>e.g. Costs of conference facilities: - Venue rent</i>	<i>Name of the supplier</i>	<i>e.g. 17354 of 13.01.2021</i>		
<b>3</b>	<i>Administrative support costs: (e.g. printing costs, entrance fees in the context of the course topic).</i>	<i>Name of the supplier</i>	<i>e.g. HD 1432 of 13.01.2021</i>		
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>Total of co-financing support</b>					<b>0.00</b>

Kindly be reminded to enclose:

1. A declaration on honour in case of a per diem request; (that per diems are paid only by the ESDC).
2. A declaration on honour in case that the boarding passes are not enclosed (that the boarding passes cannot be retrieved).
3. Only original supportive documents. If this is not possible, all supportive documents should bear a stamp of the organisation and a signature verifying that they are certified copies.

<b>Name</b>	
<b>Date</b>	
<b>Signature</b>	



**Payment Request Form for Travel expenses  
(Chairs of ESDC EAB / EAB configurations, IG experts and PhD fellows)**

<b>From (Name, address and function)</b>	
<b>Date</b>	
<b>To</b>	<b>EEAS, European Security and Defence College (ESDC), B100 office 01/11, 1046 Brussels, Belgium</b>
<b>Meeting/ Location/ Date</b>	<i>e.g. EAB meeting, 05 March 2021, Brussels</i>
<b>Please provide the departure/ destination location</b>	<i>In case the departure/destination location is different from your working/living location, please provide a price comparison of the respective itinerary.</i>
<b>Please indicate if prior approval has been granted (Yes/No)</b>	

<b>Bank account (IBAN)</b>	
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**Co-financing costs**

<b>Serial number</b>	<b>Type of cost (please choose the type from the dropdown list)</b>	<b>Reference Number of Invoice/Receipt/ date of issue</b>	<b>Cost in local currency</b>	<b>Cost in Euro</b>	<b>Info</b>
1	<i>Hotel</i>	<i>3241/ABC hotel/ of 13.01.2021</i>			document enclosed
2	<i>Flight ticket from Athens to Brussels and vice versa</i>				document enclosed
3	<i>e.g metro ticket from the airport</i>				document enclosed
4	<i>e.g metro ticket from the airport</i>				document enclosed

**Kindly take note that copies of the boarding passes must be enclosed (screenshots are also accepted). In case that the boarding pass cannot be retrieved, please insert a respective statement.(e.g. I hereby confirm that I cannot retrieve the boarding passes)**

**I hereby confirm that the above-mentioned expenses are covered only by the ESDC.**

**Signature**

## Current per diem rates

These rates are valid until further notice. Per diems cover accommodation, meals, local travel within the place of mission and sundry expenses. The following must be taken into account:

- The amount of the Daily allowance will be in accordance with the Guide to Missions and authorised travel. **Meals offered or included in the cost of accommodation are deducted from the daily allowance (15% for breakfast, 25% for lunch/dinner).**
- **If breakfast is included in the room rate, the hotel ceiling is increased by 15% of the DA in order to cover its costs. Similarly a deduction of 15% will be applied to the daily allowance.**
- For the first 24 hours, daily allowances are calculated on an hourly basis (from 0 to 6 hours: 0.2 DA, from 06.01 to 12.00:0.5 DA, from 12.00 to 24.00 hours:1 DA). After 24 hours, each hour started corresponds to 1/24 DA. The duration of the mission is increased by 2 hours on the outward and return journeys (4 hours in total) for air and boat journeys and 1 hour on the outward and return trips (2 hours total) for travel by train.

### EU Member States

Destination	Hotel ceiling €	Daily allowance ceiling €
Belgium	148	102
Bulgaria	135	57
Czech Republic	124	70
Denmark	173	124
Germany	128	97
Estonia	105	80
Ireland	159	108
Greece	112	82
Spain	128	88
France	180	102
Croatia	110	75
Italy	148	98
Cyprus	140	88
Latvia	116	73
Lithuania	117	69
Luxembourg	148	98
Hungary	120	64
Malta	138	88
Netherlands	166	103
Austria	132	102
Poland	116	67

Destination	Hotel ceiling €	Daily allowance ceiling €
Portugal	101	83
Romania	136	62
Slovenia	117	84
Slovak Republic	100	74
Finland	142	113
Sweden	187	117

*For other countries: please contact the ESDC Secretariat.*

*Please do not attach the Annex D to the payment request!*