



Council of the  
European Union

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**CIVCOM 122  
EUCTG 6  
CFSP/PESC 641  
CSDP/PSDC 381  
RELEX 791**

**COVER NOTE**

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From:	European Security and Defence College
To:	Committee for Civilian Aspects of Crisis Management EU Civilian Training Group (EUCTG)
Subject:	Financial support for Civilian Coordinators for Training

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Delegations will find attached Administrative Instruction III/2019, outlining the financial support for Civilian Coordinators for Training.

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Brussels, 22 August 2019

## EUROPEAN SECURITY AND DEFENCE COLLEGE

### Administrative Instruction III/2019

**Subject:** Financial support for Civilian Coordinators for Training

**References:** a. Council Decision (CFSP) 2016/2382 of 21 December 2016 as amended by Council Decision (CFSP) 2019/1297  
b. Document ESDC/2019/145 dated 10 May 2019

### Principles

1. Financial support for the activities of the CCTs in the ESDC budget 2019 is limited to EUR 85 510. This support will make it possible to provide co-financing for 10 CCTs to each
  - attend the 2 planned meetings of the EU CTG and 1 technical meeting with CPCC and ISP;
  - invite 10 experts to attend one workshop within 2019.
2. The funding will cover international travel (economy class) and accommodation for one night (including breakfast). It will not cover daily allowances of CCTs or experts, transportation within the boundaries of a single Member State or any other expenses related to the organisation of the event. VAT will only be reimbursed if the requesting CCT can show that it is not tax-exempted and that it cannot recover taxes under the applicable national law.
3. In order to avoid double funding, it does not cover the costs related with the representation of national delegates in the CivCom meetings, including under the EU CTG configuration, which can be reimbursed under specific arrangements as defined by the Council.
4. In case more than one CCT is identified for a single domain identified by EUCTG, only one CCT/entity can be reimbursed per activity or event.
5. To allow proper planning and budgeting, CCTs should announce in good time the meetings they plan to attend and the events they plan to organise. At this occasion, they will request a written prior consent for the expenditures based on an initial estimate. This request can be submitted in writing (Postal address: B100/01/12, 1046 Brussels) or electronically (secretariat-esdc@eeas.europa.eu). No reimbursements will be made if the prior approval was not given. The ceilings for hotel rates can be found in Annex B.
6. The CCTs shall arrange their travel and accommodation independently from the ESDC. The CCTs shall globalise the expenditures for any experts they invite to their event and if requested advance the funds. The CCT will collect all necessary supporting documents in order to be reimbursed.

## Procedure

7. Each Member State/organisation identified as CCT in the 'Inventory table of nominated CCTs (WK 8438/2019 REV 2)', is kindly requested to identify a point of contact for each training area that they are in lead of and send the contact information to the ESDC Secretariat (see postal and electronic addresses above).
8. For each meeting or event, a single payment request (template in Annex A) shall be duly filled in and submitted as soon as possible after the meeting or event to the ESDC Secretariat (Postal address: B100/01/11, 1046 Brussels).
9. The CCT:
10. 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 submitted to the ESDC via post;
11. shall ensure that the official payment request includes all relevant original invoices and travel tickets (boarding passes, train tickets, etc.) related to the co-financing costs. For travel tickets, electronic version can be accepted;
12. 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 CCT institution;
13. 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;
14. The ESDC Secretariat:
15. shall issue and keep up-to-date an overview of planned and executed activities of the CCTs;
16. shall present this overview to the EUCTG on a regular basis;
17. shall pay to the CCT 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;
18. shall not pay more than the amount for which prior authorisation was requested, whilst also observing the limits of hotel rates set in Annex B. Exceptionally and depending on the availability of funds at the ESDC, a duly justified and substantiated derogation could be given when to original estimate was exceeded.

For the ESDC

DUBOIS, Dirk  
Head  
signed

## Annexes

- A Payment Request Form
- B Hotel rates 2019

## European Security and Defence College

### Reimbursement concerning activities of CCTs

### Financial Year 2020

#### Part A. Identification/Eligibility

Function/Capacity	e.g. CCT -Thematic Area..
Institute , Country	
Description of Activity	Choose an item.
Location of Activity	
Activity dates	
Name of recipient of the reimbursement	
IBAN number	
Address	

Part B. The following original supporting documents or certified copies are attached. (Please add more lines as appropriate)

Category	Invoice Number	Cost (euro). In case of other currency, please use <a href="#">InforEuro</a>
Accommodation of (Name)		
Travel cost of (Name)		
Total cost		

Part C. I hereby confirm the following (please edit as appropriate):

<input type="checkbox"/>	I/The experts mentioned in part B have attended the above-mentioned activity
<input type="checkbox"/>	I/The experts mentioned in part B have not received/will not receive a

	reimbursement for these expenses from any other source (EU /national bodies)
<input type="checkbox"/>	I/The experts mentioned in part B am/are not eligible for reimbursement from other EU bodies,
In case that certified copies are provided, the original documents are held at.....due to .....	

Date:

Name, Function

Signature

#### Annexes

All invoices and travel tickets (boarding passes, train tickets, etc.) related to the co-financing costs, as mentioned in part B.

## Current hotel rates

These rates are valid until further notice.

### EU Member States €

Destination	Hotel ceiling
Belgium	148
Bulgaria	135
Czech Republic	124
Denmark	173
Germany	128
Estonia	105
Ireland	159
Greece	112
Spain	128
France	180
Croatia	110
Italy	148
Cyprus	140
Latvia	116
Lithuania	117
Luxembourg	148
Hungary	120
Malta	138
Netherlands	166
Austria	132
Poland	116
Portugal	101
Romania	136
Slovenia	117
Slovak Republic	100
Finland	142
Sweden	187
United Kingdom	209

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