



Administrative Arrangements 12th CSDP High Level Course 2016-2017 'Anna Lindh'

PART I. ORGANISATION

Module 1 – Brussels

The High Level Course (HLC) 2016-2017 Anna Lindh starts with the first residential module held in Brussels between **26 and 30 September 2016**, jointly organised by RHID and Egmont, Belgium.



Institut Royal Supérieur de Défense/Koninklijk Hoger Instituut voor Defensie (The Royal Higher Institute for Defence – **RHID**) is the reference think tank of the Belgian Ministry of Defence in the field of security and defence. It is also responsible for managing the multiannual programme for scientific and technological research, including the security and defence studies, as well as the scientific research, of the Royal Army and Military History Museum. In order to fully accomplish its mission, the RHID has set the objectives of focusing attention – by identifying research and discussion topics, and themes of interest – and deepening and disseminating

knowledge. By organising conferences, colloquia and seminars as well as publishing papers, the Institute fully contributes to knowledge transfer. It provides training in these fields for high-level staff, both from the ministry and the civilian sector.

Contact person:

LTC Christophe DE HEMPTINNE (*HLC Module 1 leader*)

Director, Department High Studies of Defence, Royal Higher Institute for Defence (RHID)

Campus Renaissance, Renaissance Avenue 30, B-1000 Brussels, Belgium

Fax: +32 2 44 39166; E-mail: christophe.dehemptinne@mil.be; Web: www.rhid.be



EGMONT – The Royal Institute for International Relations is an independent think tank based in Brussels. Its interdisciplinary research is conducted in a spirit of total academic freedom. Drawing on the expertise of its own research fellows, as well as that of external specialists, both Belgian and foreign, it provides analysis and policy options that are meant to be as operational as possible. Benefiting from the role of

Brussels in the global arena and from the prestigious setting of the Egmont Palace, the Institute offers an ideal forum where the participants have the opportunity to exchange views with other specialists and with a well-informed public made up of representatives of the political, economic and academic spheres, the media and civil society. Conferences, colloquia and seminars nurture the work of the research fellows. The Institute has also developed specialised training activities.

Contact person:

Prof. Dr. Sven BISCOP

Director, Europe in the World Programme, Egmont

Postal address: FPS Foreign Affairs, Rue des Petits Carmes 15, 1000 Brussels, Belgium

Mobile: +32 473 31 6823; Email: s.biscop@egmontinstitute.be; Web: www.egmontinstitute.be

Module 2 – Madrid

Module 2 is organised in Madrid between **12 and 16 December 2016** by CESEDEN – **Centro Superior de Estudios de la Defensa Nacional** (Higher Centre for National Defence Studies)



CESEDEN is the Spanish defence higher educational establishment responsible for providing high-level defence studies, carrying out research tasks and fostering the defence culture, contributing to the confluence of the various social sectors in the common task of Spanish national defence. High-level defence studies are those related to peace, security, defence and military policy, aimed at professionals of the Armed Forces and civil servants of public administrations. The Centre comprises the Higher Staff College of the Armed Forces (ESFAS), the Spanish Institute for Strategic Studies (IEEE), the Joint Centre for Concept Development (CCDC) and the Spanish Military History Commission (CEHISMI).

Contact person:

CPT (N) Carlos BAUSÁ CARDELLAH (*HLC Module 2 leader*)
Centro Superior de Estudios de la Defensa Nacional (CESEDEN)
Paseo de la Castellana 61, 28071 Madrid, Spain
Telephone: +34 91 348 2664; E-mail: huesca@fn.mde.es;
Web: www.defensa.gob.es/ceseden/en/index.html

Module 3 – Paris

The third Module is hosted by **IHEDN – Institut des hautes études de défense nationale** (Institute for higher national defence studies) in Paris between **3 and 7 April 2017**.



The French *Institut des hautes études de défense nationale* (IHEDN), founded in 1936, is a public institute for expertise and awareness rising in relation to defence matters. The Institute is under the direct responsibility of the prime minister and is located in the *École Militaire* of Paris. Its mission is to train senior civilian and military officials in defence, armament and international relations issues, viewed in a context which transcends the military perspective alone, and to foster wider understanding of these topics. Nowadays, IHEDN constitutes a centre for propagating the spirit of defence in France and abroad.

IHEDN organizes several thematic courses every year within the framework of ESDC. These courses are open to civilian and military personnel from EU Member States, EU institutions and agencies, from the private sector and from international organizations and non-EU countries as well. Participants will have the opportunity to benefit from the know-how of experts of European institutions and Members States and to exchange best practices in each field.

Contact persons:

Mr. Yves-Marie LUCAS (*HLC Module 3 leader*)
Head of European Activities, Armament and International Crisis Management Unit
Institut des hautes études de défense nationale (IHEDN)
1, place Joffre - 75700 PARIS SP 07, France; Web: www.ihedn.fr
Telephone: +33 1 44 42 4157; Fax: + 33 1 44 42 4616; E-mail: yves-marie.lucas@ihedn.fr

Ms. Ilham SOUFI
Project manager
Telephone: + 33 1 44 42 3840; Fax + 33 1 44 42 4616, E-mail: Ilham.soufi@ihedn.fr

Generic e-mail address: bae@ihedn.fr

Module 4 – Vienna

The last residential module of the CSDP HLC 2016-2017 is organised in Vienna by the Austrian **Landesverteidigungsakademie** (National Defence Academy) between **29 May and 2 June 2017**.



The Austrian *Landesverteidigungsakademie* (LVAK) is the highest military training and research institution of the Austrian Armed Forces. It acts as the “brains trust” of the Austrian Armed Forces and serves the Ministry of Defence through research and training. LVAK provides training for leaders and senior officers in the fields of security, defence and military politics.

Research and development in the fields of military strategy, operations and tactics, security policy, considering aspects of the humanities and social sciences, as well as language training of the Austrian Armed

Forces, are also among the tasks of the Austrian National Defence Academy.

Contact persons:

COL Ernst FELBERBAUER (*HLC Module 4 leader*)

Head, Research Management

Landesverteidigungsakademie Wien

AG Stiftgasse 2a, 1070 Vienna, Austria

Telephone: +43 50201 1028007; Fax: +43 50201 1017212

E-mail: ernst.felberbauer@bmlvs.gv.at; Web: www.bundesheer.at/organisation/beitraege/lvak/

Ms. Sandra KICK

Research Management

Telephone: +43 50201 1028005; Fax: +43 50201 1017212

E-mail: sandra.kick@bmlvs.gv.at

Generic e-mail address: conference@bmlvs.gv.at

As in previous years, the CSDP HLC 2016-2017 will benefit from the support of the **EU Institute for Security Studies (EUISS)**, through the participation of EUISS analysts in panels or stand-alone presentations during the residential modules, together with the EUISS contribution to the organisation of the fourth Module on the *Future of CSDP*.

CSDP High Level Course Director

The HLC Director of the 12th CSDP High Level Course 2016-2017 'Anna Lindh' is Mr. Riccardo SCALAS, Netherlands Defence College, Netherlands Defence Academy. The HLC Director is responsible for the academic coordination of the residential modules, overseeing the content of the programme prepared by the HLC Module leaders, which present the evaluation report to the ESDC Secretariat at the end of the activity, upon receiving the agreement from the HLC Director. The HLC Director elaborates the final report of the CSDP HLC, on the basis of the evaluation reports prepared by the HLC Module leaders at the end of each residential module.

The coordinator of the syndicates/high level exercise during CSDP HLC is WgCdr Andy TROLLEN, UK Defence Academy.

The activity of the HLC Director and of the HLC Module leaders is supported by the ESDC Secretariat, where a designated training manager is responsible for the overall co-ordination of the activity and for the preparation of the related documents put before the ESDC Executive Academic Board (EAB). The EAB is overseeing the entire HLC and is assuring the control of the training provided as related to quality and the reach of the learning outcomes detailed in the Curriculum.

Structure of the course

The course encompasses four residential HLC Modules, each lasting one week (Monday to Friday noon), and focusing on different strategic aspects of the CSDP. The minimum time between the residential modules will be about 4 weeks to allow a proper eLearning.

The course makes use of the ESDC eLearning system ILIAS starting on 5 August 2016. All course participants must prepare for each residential module by going through the relevant eLearning preparatory phases, using the eLearning system. *It is mandatory to pass the tests incorporated within these eLearning phases.*

Preparatory eLearning phase

This phase provides a general overview of the CFSP/CSDP and related EU policies/concepts. It offers the opportunity to all course participants to attain a similar level of knowledge and understanding of the EU and the main subjects of CFSP/CSDP, of how the EU institutions work and of the role they play in the CFSP/CSDP.

At the end of this eLearning phase participants can identify the significant historic steps leading to current CSDP development; explain the major characteristics of the European Global Strategy; assess the functioning of the EU in general and the role of the relevant EU institutions and CFSP/CSDP-related structures in particular.

The content of the preparatory eLearning phase is delivered through four Autonomous Knowledge Units (AKUs) available within the ESDC eLearning system. The study of these units (estimated 12-15 hours, depending on the individual's level of preparation/expertise on CFSP/CSDP matters) allows for regular/effective learning in the subsequent residential module 1 in Brussels. In preparation for residential module 1, each participant can adapt his/her individual study according to his/her professional experience and preparation and available time. The eLearning instrument offers the required level of flexibility to adapt this preparation phase to individual needs.

Methodologies

Residential modules balance active, passive and reflective learning with opportunities to network and share best practices. In general, interactive learning methods are used throughout the residential modules. These include syndicate sessions followed by discussions in plenary. The focus is on deepening the knowledge of the various issues and on giving the course participants the chance to discuss issues in a wider context and with key players working on those issues within the EU.

The topics and methods of each module reflect the learning outcomes and are further developed by the Module Leader, as needed, in close coordination with the HLC Director and with support from the relevant training manager from the ESDC Secretariat. Lectures and panels during the residential modules must avoid any repetition of the content of the AKUs.

Whenever appropriate, study trips and visits are organised to places of interest in line with the learning outcomes of the course. Case studies and exercises are conducted to allow participants to see and learn how theory is put into practice within the context of actual CSDP -related activities.

Syndicates in the High Level Course

The ESDC uses a blended approach to learning that includes eLearning, lecture discussions, panel discussions, exercises and syndicates.

Syndicates provide an opportunity to discuss the topic with other course participants and, when possible, subject matter experts. Each syndicate will be composed of course participants in a way that ensures that as many different perspectives are taken into consideration. To ensure syndicate sessions function smoothly, each syndicate will have a leader and ESDC faculty members in support (providing administrative support and facilitating but not leading the discussion).

Evaluation

The course is evaluated according to the Kirkpatrick model. It makes use of 'level 1' evaluation (*evaluation based on participant's satisfaction with the course*) and 'level 2' evaluation (*assessment of participants learning progress*).

An evaluation feed-back is given to participants at the beginning of each of residential modules 2 to 4. Module leaders provide an evaluation report (*based on the template prepared by the ESDC Secretariat*) for each individual module, under the coordination of the Course Director. The HLC Director is responsible for the final evaluation report which is presented to the ESDC Steering Committee and includes lessons identified and recommendations on how to further develop and improve the course.

In order to complete the course, participants have to accomplish all learning outcomes. The accomplishment of the learning outcomes is evaluated based on the participant's active contribution in the residential modules, including their syndicate sessions and practical activities, as well as on their completion of the eLearning phases. The Executive Academic Board will take these factors into account when considering the awarding of *certificates* to course participants.

PART. II PARTICIPANTS

Selection of participants

- The CSDP High Level Course is open to participants from all EU Member States, relevant EU institutions and agencies and candidate countries.
- EU security clearance to "*Confidential*" level is mandatory. Participation by representatives from candidate countries is subject to the existence of a security agreement with the EU at the start of the course.
- Selection of the course participants is the responsibility of the sending parties. The selected participants should be senior officials dealing with strategic aspects of the CSDP who have a clear potential to achieve leadership positions, in particular in the field of the CFSP/CSDP. Subject to national decision, they can be civilian (including diplomats, police, academics, members of the business community) and/or military.
- Participants should be either working in key positions or have a clear potential to achieve leadership positions, in particular in the field of the CFSP/CSDP.

The HLC audience should be a well- balanced mix of civilian and military participants and NGOs. Suitable academics and members of the business community may also be invited to participate in the course.

Course participants must be available for the whole course, which includes eLearning phases as well as residential modules, and must be ready to contribute with their specific expertise and experience throughout the course.

- Member States and EU institutions and agencies are invited to nominate up to two participants (*n.b. the ENLIST nominators will use personal e-mail accounts when nominating participants and not functional/generic mailboxes*). If Member States and the EU institutions and agencies wish to nominate more participants, selection will be made

according to the final number of registered participants, the order of priority accorded by the national ENLIST nominators and the availability of places.

- The working languages are English and French without interpretation.
- Applications are to be filed by designated nominators via the ESDC secure internet system ENLIST (<https://webgate.ec.europa.eu/ENList/web/app.php/login>), **no later than 19 July 2016**. Registration will not be final until confirmed by the ESDC Secretariat. The selected participants will receive a confirmation message by 26 July 2016 at the latest.
- After confirmation, course participants will be required to:
 - fill in the personal data in the ENLIST system as soon as possible, using the information (*login credentials*) provided by the ESDC Secretariat upon confirmation;
 - complete the *on-line registration form* by 5 September 2016 at the latest (details will be provided by e-mail to the confirmed participants only)

and

 - send a copy of their **security clearance** or a certificate of security clearance – EU security clearance at level "*Confidential*" or higher. A copy of the valid security clearance or certificate should be provided by the course participant or the relevant Security Officer to the EEAS security accreditation office by e-mail to the following address **EEAS-SECURITY-ACCREDITATION@eeas.europa.eu** at the latest one week before the start of module 1 in Brussels (but no later than *19 September 2016*), indicating clearly that the document is intended for the 12th CSDP High Level Course 2016-2017.
- ESDC Secretariat provides the login credentials for the ESDC eLearning platform ILIAS to all confirmed participants in time to proceed with the eLearning on 5 August 2016.
- Communication during the whole HLC between participants, the Module Director/Leaders and the ESDC Secretariat will be via e-mail and the eLearning platform ILIAS.
- Arrangements and the cost of travel, accommodation and meals (unless otherwise indicated in the programme) will be covered by the participants or by their sending authorities.
- Wherever possible, course participants will be encouraged to book accommodation in a single specified hotel during residential modules to facilitate networking and community building. The participants are also invited to take full advantage of the networking opportunities provided by the syndicate work during the residential modules.
- Once the registration period has ended, any withdrawal from the course should be communicated by the appointing authority in writing to the Course Director via the ESDC Secretariat, with a copy sent to the national delegate to the ESDC Steering Committee for information.

Certificate of attendance

Availability will be considered an explicit selection criterion: each participant should be able to complete all four residential modules of the course and the eLearning phases.

A *certificate of attendance* signed by the High Representative of the Union for Foreign Affairs and Security Policy will be awarded to the participants according to the agreed modalities (Modalities of the ESDC Certificate/Doc: SC/2009/022 as of 31 August 2009).