



CENTRE FOR SECURITY COOPERATION



CSDP Orientation Course

Ohrid, Republic of North Macedonia

9 – 13 October 2023

Administrative information

(23-24/3/3)

- **Target group:** The course is open to both civilian and military personnel from EU Member States, relevant EU institutions and agencies, CSDP missions and operations and international organisations, who are either involved in or assigned to work on Common Security and Defence Policy (CSDP) matters.
- **Application:** Applications from the EU Member States or from EU institutions and agencies must be made by designated nominators via the ESDC secure internet system, ENLIST, at <https://esdc.europa.eu/enlist/login>. A list of relevant ENLIST nominators can be retrieved from the ESDC website at <https://esdc.europa.eu/nominators/>.
- **Registration & deadline:** The registration period will end on **5 September 2023**. Registrations will not be final until they have been confirmed by the ESDC Secretariat AND the ENLIST registration form has been completed by the nominated participant. Special regulations will apply for non-EU personnel.
- **Language:** The working language will be English, without translation.
- **E-learning:** The course will be preceded by a mandatory e-learning module, which needs to be completed before the residential phase in Ohrid starts.
- **Attendance:** Participants' attendance is mandatory on every day of the course. A certificate will be awarded on the last day to course participants who have completed the full course, including the e-learning modules.

- **Course venue:** The course will be held at the **Hotel Bellevue/Metropol Lake Resort** (Nas d. Konjsko bb 6000 Ohrid, North Macedonia; <https://metropol-ohrid.com.mk>; tel.: +389 46 203 000 or +389 46 203 001).
- **Costs:** All costs relating to international travel and accommodation (including breakfasts, lunches and one dinner) are to be covered by the sending authorities. (Special regulations will apply for participants nominated by the RACVIAC Centre for Security Cooperation.)
- **Hotel:** We have made pre-reservations at the **Hotel Bellevue/Metropol Lake Resort** for €66/night, including breakfasts and lunches. Participants must make their own booking by 8 September 2023 at the latest by sending an email to sales@metropol-ohrid.com.mk with the reservation code 'ESDC orientation course'.
- **Arrival & transfers:** Participants are expected to arrive in Ohrid on Sunday 8 October 2023.
 - For arrivals at Skopje airport, transfers to the **Hotel Bellevue/Metropol Lake Resort** will be available (for a fee) at specific times on Sunday 8 October 2023. More information will be provided upon confirmation.
 - For arrivals at Ohrid airport, the hotel can arrange a transfer from the airport to the hotel. Arrangements can be made by sending an email to sales@metropol-ohrid.com.mk, indicating the relevant arrival time and flight number.
- **Meals:** All lunches will be provided by the **Hotel Bellevue/Metropol Lake Resort** (included in the room fee) as indicated in the programme. On Monday evening, there will be an ice-breaker hosted by the Austrian National Defence Academy. The Military Academy "General Mihailo Apostolski" will host an additional dinner on Wednesday and the official dinner on Thursday will be provided by the ESDC.
- **Dress code:**

Day 1: Monday 9 October 2023

For military: day uniform with jacket & tie

For civilians: lounge or business suit (one colour)

Days 2–4: Tuesday 10 October to Thursday 12 October 2023

For military: service dress without jacket (short sleeves permitted)

For civilians: business casual

Day 5: Friday 13 October 2023

For military: day uniform with jacket & tie

For civilians: lounge or business suit (one colour)
- **Liability and insurance:** In the event of a medical emergency, the costs should be covered by the participant's medical insurance provided by the sending country/organisation. The organisers do not provide health or accident insurance for participants.

- **Visas:** Information regarding visa requirements and travel restrictions can be found on the official website of the Macedonian MFA: <https://mfa.gov.mk/en/page/31/do-you-need-a-visa>.

- **Contacts:**
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