

CSDP Orientation Course

Vienna, 10 – 14 October 2022

Invitation letter

(Activity n. 22-23/3/3)

Since 2003, the European Union has been playing a crucial role in crisis management through its Common Security and Defence Policy (CSDP). With about 30 missions and operations worldwide, the EU has proved its readiness to respond effectively and in timely fashion to emerging challenges.

Effective crisis management requires a combination of adequate capabilities and well-trained personnel. In response, one of the key tasks of the European Security and Defence College (ESDC) is to contribute towards human capital development and build a pool of knowledgeable crisis managers. The College provides basic-to-advanced courses ranging from orientation to specialised training for civil-military purposes specially designed to facilitate a comprehensive approach and to contribute to the establishment of a European Security Culture.

The CSDP Orientation Course is a major component of EU training activities in the field of the Common Security and Defence Policy with the aim to develop and promote a better understanding of CSDP as an integral part of the Common Foreign and Security Policy (CFSP) of the European Union. The major aim of this course is to provide you with a general overview on the civilian and military aspects of European Security and Defence Policy getting more into detail as the course unfolds.

On behalf of the Austrian Ministry of Defence and Sports, the Austrian National Defence Academy is therefore very pleased to invite you to this ESDC training activity, which is an excellent opportunity to gain a good understanding of the CSDP in the global security environment and to contribute to the further development of a European security culture as well as cooperation between the EU and non-EU partners.

A handwritten signature in black ink, appearing to read 'Erich Csitkovits', is positioned above the typed name.

LTG Erich Csitkovits

Commandant of the
Austrian National Defence Academy

CSDP Orientation Course Vienna, 10 – 14 October 2022

Administrative Remarks

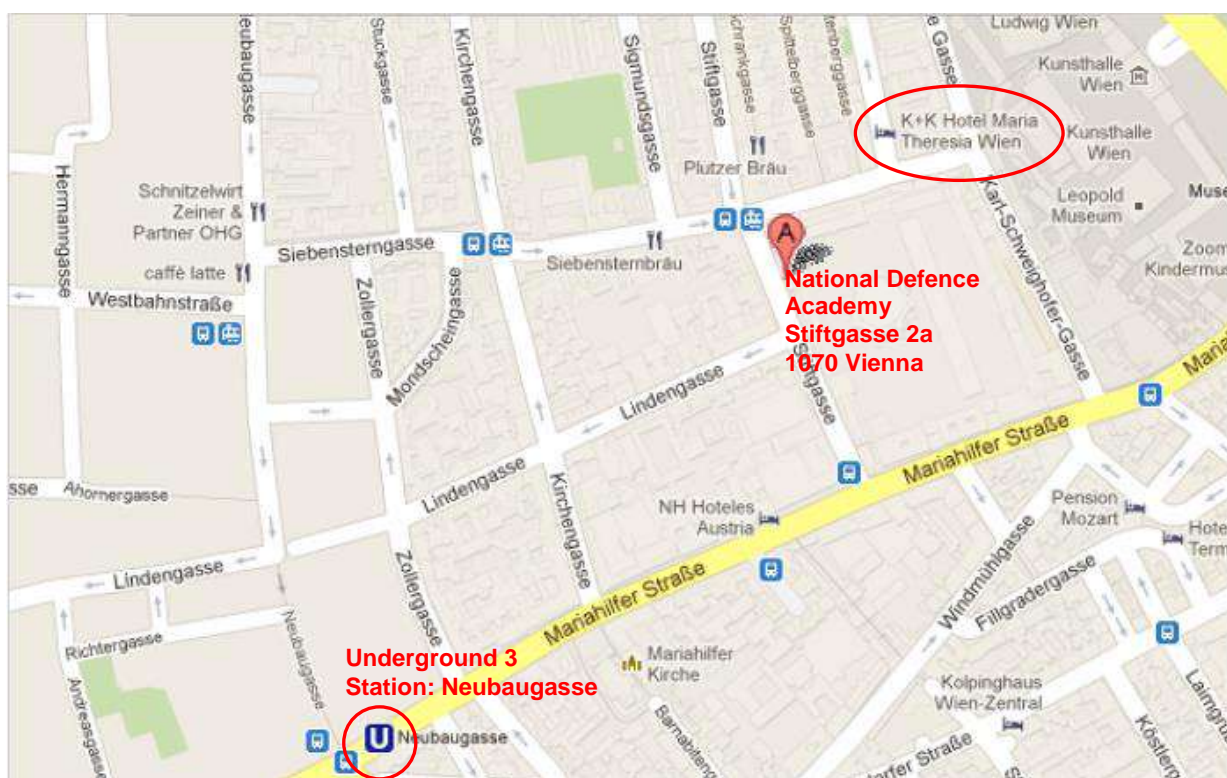
(Activity n. 22-23/3/3)

- **Participation:** The course is open to both civilian and military personnel, who are either involved in or designated to work on Common Security and Defence Policy (CSDP) matters. EU Member States, EU institutions and Agencies and CSDP Missions and Operations are kindly invited to nominate, each, one participant. However more seats can be allocated, based on the total number of applications. Third countries and international organisations are welcomed to put forward suitable candidates.
- **Language:** The language regime of the CSDP will apply (English and French without translation).
- **eLearning:** The course will be preceded by a mandatory e-Learning module (AKUs 1,2, 4 and 6), which needs to be finalised before the class-room training in Vienna starts.
- **Attendance:** The participant's attendance at the course is mandatory on all days. A certificate will be awarded on the last day to those course participants who have completed the full course, including the e-Learning modules.
- **Costs:** All costs for travelling, accommodation and catering have to be covered by the sending authorities.
- **Application:** Applications from the Member States, EU Institutions and Agencies and CSDP Missions and Operations are to be filed via the ESDC secure internet system ENLIST, by designated nominators, under <https://esdc.europa.eu/enlist/login>. A list with relevant ENLIST nominators can be retrieved from the ESDC website at <https://esdc.europa.eu/nominators/>. Applications from third countries and international organisations should be sent to the ESDC Secretariat SECRETARIAT-ESDC@eeas.europa.eu and copy to the training manager in charge of the course Maria-Grazia.ROMANO@eeas.europa.eu, by the institution/organisation that receives this invitation. The application should indicate: full name of the candidate (as in official documents used for accessing course venue); personal (business) e-mail address (functional mailboxes will not be accepted); nationality, passport number, validity of passport, date of birth, institution; reason how this course benefits the applicant. As a result of national Covid-19 regulations, we have to limit the number of participations to 50 persons on a first-come, first-serve-base.
- **Registration:** The registration period will end on **26 August 2022**. The registration will not be final until confirmed by the ESDC Secretariat AND upon completion of the ENLIST registration form by the nominated participant.
- **Course Venue:** The course venue for the whole week will be the Austrian National Defence Academy, Stiftgasse 2a, 1070 Vienna.

- **FOR MEMBERS OF MINISTRIES OF DEFENCE:**

Furthermore, in accordance with the official directive concerning **Cross Border Movement Permission**, we would kindly ask you to fill in the attached request form (Request for Visit). This procedure will ensure a legal entry into Austria for **all military and civilian personnel working at Ministries of Defence**. Your authorities have to send this request through military diplomatic channels to the Austrian Ministry of Defence (cbmp@bmlv.gv.at and cc: exportkontrolle@bmeia.gv.at). This is the official way for all MoD-personnel to enter Austria. (Enclosed the excel sheet: aut_request_for_cbmp_version_2.1_2022). Please send us the copy of your request to: conference@bmlv.gv.at.

- **Hotel reservations:** will need to be made individually, there are numerous hotels of all categories in the vicinity of the Austrian National Defence Academy (enter the postcodes “1070” or “Neubau” or the address “Stiftgasse” into hotel search engines). We have made some pre-reservation at **Hotel K&K Maria Theresia** (Kirchberggasse 6, 1070 Vienna, www.kkhotels.com/theresia) for **150,- €/night** and person including breakfast. You have to make your own booking not later than 2 September 2022 by phone: +43 1 52123-133 or via E-mail: reservations.mth@kkhotels.com by using the reservation code: *“ESDC Orientation Course”*.



- **Meals:** All lunches will be provided by the Austrian National Defence Academy as indicated in the programme for 75,- € / person. Money will be collected during the registration on Monday. On the first evening, there will be an Ice Breaker and on Thursday evening a fare well dinner at a “Heurigen” vineyard - both offered by the Austrian National Defence Academy.



- **Liabilities and Insurance:** In case of medical emergencies, the costs have to be covered by the participant's medical insurance provided by the sending country / organization. The organizers do not provide health or accident insurance for participants taking part in the event.
- **POCs:** Austrian National Defence Academy:
Ms. Sandra KICK, Ms. Sara SCHACHINGER (e-mail: conference@bmlv.gv.at)

Request for **CROSS-BORDER MOVEMENT PERMISSION** **BASIC INFORMATION**

All **soldiers and civilian persons** from a foreign military force and also from their Ministry of Defence, **on active duty**, have to request permission to stay on Austrian territory.

The request has to provide the information as outlined in the form attached, in particular the **purpose of travel**.

In general, every **oversized** vehicle must have a permission from the responsible Austrian provincial government (www.sondertransporte.gv.at).

The only exception is a joint exercise with the Austrian Armed Forces (in this case, you need to contact cbmp@bmlv.gv.at first).

If **Host Nation Support** is requested or if a **Movement Bid** is necessary, we will forward it to the responsible department - they will contact you.

The **Austrian Armed Forces** do not perform military escorts.

If you need to enter restricted areas, or possess a security clearance necessary for your duty in Austria, please send us your own national **Security Clearance Form** filled out as a PDF document (with the necessary signatures and seals).

The annex "ammunition and weapons" has to be filled out **only** in the case of a **shooting exercise or training** on a **shooting range from the Austrian Armed Forces**.

Only the Embassy of the requesting country is allowed to send the request to the Austrian Ministry of Defence cbmp@bmlv.gv.at (cc: exportkontrolle@bmeia.gv.at), no later than 5 working days before crossing the Austrian border.

The **subject line** of every e-mail has to contain the following information:

*[Date of border crossing (MM DD)] [Head of delegation (NATO-Rank SURNAME First name)]
[Country (ISO 3166-1 alpha-3) with your application number]*

*Examples: 06 25 OF-5 SMITH John USA 751/19
08 26 OF-3 MUSTER Karl DEU 931/19*

The process concerning overflights and landings of military aircraft remains unchanged: those requests are still to be transmitted to overflight.permit@bmlv.gv.at (cc: exportkontrolle@bmeia.gv.at).

Please note that requests can only be processed swiftly and efficiently if all details are provided.

For any further information, please do not hesitate to contact us at the following telephone number: **+43 (0) 50201 10 24090**.

If there is an urgent matter **after business hours or during weekends**, the duty officer can be reached at: **+43 (0) 50201 10 110**.

Major Mag. (FH) Jürgen STEYSKAL

Major Mag.(FH) Jürgen STEYSKAL

Officer in charge

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