



## EUROPEAN SECURITY AND DEFENCE COLLEGE

### GUARDA NACIONAL REPUBLICANA

#### Invitation to the Change Management Course

(Activity Number 22-23/73/1)

taking place in Lisbon, from 3<sup>rd</sup> to 7<sup>th</sup> October 2022  
organised by the Portuguese *Guarda Nacional Republicana* and the  
European Security and Defence College

The Portuguese *Guarda Nacional Republicana* and the European Defence and Security College (ESDC) have the honour to organise the Change Management in Civilian Crisis Management Course, to be held in Lisbon, from 3<sup>rd</sup> to 7<sup>th</sup> October 2022.

The course aims to provide an integrated approach for the development of Change Management activities and implementation plan, in the framework of European Union Common Security and Defence Policy, providing a better understanding of its context, tasks and challenges, taking advantage of field mission experience, consolidated doctrine and European project management guidance for activities in fragile and conflicted affect areas.

The course consists of an eLearning part, as well as a residential session, held in Lisbon, both parts being compulsory. Participants from Member States, EU Institutions and relevant Agencies will have the opportunity to network, share views and perspectives among professionals and experienced practitioners in the field of CSDP.

Within this context, the *Guarda Nacional Republicana* is very pleased to invite you to nominate participants to this ESDC training activity and support the accomplishment of the ultimate goal of the course: *providing Member States and EU institutions with knowledgeable personnel able to work in CSDP related fields.*

Please find attached the information concerning the administrative details as well as a draft programme.

Pedro Miguel Ferreira da Silva Nogueira

Course Manager

Pedro  
Nogueira  
Tenente  
Coronel

Assinado de forma  
digital por Pedro  
Nogueira  
Tenente Coronel  
Dados: 2022.05.19  
16:58:51 +01'00'

Annexes:

- Administrative Instructions
- Draft programme

**CHANGE MANAGEMENT COURSE**  
(Activity Number 22-23/73/1)

**3rd to 7th October 2022**

**Lisbon, Portugal**

**ADMINISTRATIVE INFORMATION**

<b>Organising country/college</b>	Portugal	<i>Guarda Nacional Republicana (GNR)</i>
<b>Course Manager</b>	Name: Pedro Miguel Ferreira da Silva NOGUEIRA Rank: Lieutenant Colonel Mobile: +351 962 088 021 Email: <a href="mailto:nogueira.pmfs@gnr.pt">nogueira.pmfs@gnr.pt</a>	
<b>Course Administrator</b>	Name: Captain Sérgio RIBEIRO GONÇALVES Address: School of Guard, Portugal Escola da Guarda – CEPOL Rotunda da Escola Prática Queluz – Portugal Mobile: + 351 963 481 729 Tel: + 351 21 434 7221 Email: <a href="mailto:cepol@gnr.pt">cepol@gnr.pt</a> Email: <a href="mailto:goncalves.smr@gnr.pt">goncalves.smr@gnr.pt</a>	
<b>Date and time of activity</b>	Arrival	Date: 02 <sup>nd</sup> of October
	First day	Date: 03 <sup>rd</sup> of October Start time: 08:30
	Last day	Date: 07 <sup>th</sup> of October End time: 13:30
<b>Course venue address</b>	Quartel do Conde de Lippe Calçada da Ajuda nº 134 1349-053 Lisboa - Portugal	
<b>Airport/railway</b>	Nearest airport(s): Lisbon (Humberto Delgado) Nearest railway station: Lisbon/Santa Apolónia	

<p><b>Costs</b></p>	<p>There is no tuition-fee. All costs for travelling, accommodation and catering shall be covered by participants or sending authorities.</p>
<p><b>Participants</b></p>	<p>Course is open to both civilian, police and military personnel who are either involved in or can be designated to work on Common Security and Defence Policy (CSDP) matters, from EU Member States, Institutions or Agencies, as well as international organizations.</p> <p>Senior Police Officers (gendarmes or police) or civilian personnel either going to or already working in crisis management missions and operations (e.g. UN, EU, OSCE), or those who may be deployed to such missions, should also be considered.</p> <p>Colleagues from headquarters and training centres on a national level, with mission experience are welcome as well.</p>
<p><b>Accommodation details</b></p>	<p>Hotel reservations will need to be made individually. There are numerous hotels of all categories in the city of Lisbon but not so much close to the Course Venue or the City Center. We have made an agreement at the HF Fénix Lisboa Hotel, for a 6% discount on their best available rates, also available to their other hotels.</p> <p>The selected participants will be able to use the <a href="https://cursochangementesdc.hfhotels.com">cursochangementesdc.hfhotels.com</a> link for the hotel reservation (please wait for the confirmation of your selection before you make your reservation).</p> <p><b>Transport will only be granted from and to the HF Fénix Lisboa Hotel.</b></p>
<p><b>Transfer information</b> (Airport – Hotel – Airport)</p>	<p>Approximately 20 to 30 min.</p> <p>Transport will be provided by <i>Guarda Nacional Republicana</i> from the Airport to the Hotel.</p> <p>A GNR Officer will be waiting for you at the airport, in the arrivals' hall, displaying a GNR / ESDC sign on your arrival.</p> <p>In addition, a with range of transport networks is available outside the airport arrival area (namely, Subway, taxi, bus and uber).</p>

<p><b>Transfer information</b> (Hotel – Course venue – Hotel)</p>	<p>Approximately 10 to 15 min.</p> <p>Transport will be provided by <i>Guarda Nacional Republicana</i> from the HF Fénix Lisboa Hotel to the Course venue.</p> <p>Participants lodged in other Hotels can be at the abovementioned Hotel (daily), in order to take advantage of the GNR transport.</p>
<p><b>Application</b></p>	<p>Applications from the Member States, EU Institutions and Agencies are to be filed via the ESDC secure internet system ENLIST, by designated nominators, under <a href="https://esdc.europa.eu/enlist/login">https://esdc.europa.eu/enlist/login</a>.</p> <p>A list with relevant ENLIST nominators can be retrieved from the ESDC website at <a href="https://esdc.europa.eu/nominators/">https://esdc.europa.eu/nominators/</a>. Other invited parties are expected to send the full name and the e-mail address of their candidates to the ESDC Secretariat (<a href="mailto:secretariatesdc@eeas.europa.eu">secretariatesdc@eeas.europa.eu</a>).</p> <p>The registration period will end on <b>12 September 2022</b>. The registration will not be final until confirmed by the ESDC Secretariat AND upon completion of the ENLIST registration form by the nominated participant.</p>
<p><b>Attendance</b></p>	<p>Participant’s attendance at the course is daily mandatory. A certificate will be granted on the last day to the course participants who have successfully completed the course, including pre-course activities.</p>
<p><b>Pre-course activities</b></p>	<p>The course will be preceded by a mandatory e-Learning module, which needs to be finalized before the class-room training starts, in Lisbon.</p>
<p><b>Dress code</b></p>	<p>Both for Police personnel and Civilians, we recommend:</p> <ul style="list-style-type: none"> <li>▪ Opening &amp; Closing Ceremony: Business;</li> <li>▪ During the Course: Business Casual.</li> </ul>

<p><b>Working language</b></p>	<p>Course will be held entirely in English, so participants should have adequate English language skills.</p>
<p><b>Meals</b></p>	<p><b>Meals:</b></p> <p>Lunch and coffee breaks will be provided by a catering service on the course venue facilities, as indicated in the course programme, for an amount of, never more than 20€ person/day approximately (total – 100€). Money will be collected during the registration, on the first day.</p> <p><b>Farewell Dinner:</b> A Farewell Dinner will be offered to you by GNR and ESDC, on Thursday 06<sup>th</sup> of October (Dress Code: Smart Casual).</p>
<p><b>COVID precautionary guidelines</b></p>	<p>As Covid- 19 pandemic circumstances may vary from now on until October, we highly recommend you to regularly check the detailed information necessary to travel to Portugal, both in your country and on the visit Portugal website, available at:</p> <p><a href="https://www.visitportugal.com/en/content/covid-19-measuresimplemented-portugal">https://www.visitportugal.com/en/content/covid-19-measuresimplemented-portugal</a></p> <p>Social distancing rules and all necessary measures will be in place. Additional information on that matter may be updated prior to the course.</p> <p>All participants must follow portuguese regulation and guidelines.</p>
<p><b>Other information</b> <i>(Internet and leisure facilities)</i></p>	<p>Feel free to bring your own laptop, tablet, smartphone or similar devices. Course room will have wireless internet available.</p>
<p><b>Emergency telephone number</b></p>	<p>Portuguese emergency telephone number: 112</p> <p>Course Manager: +351 962 088 021</p> <p>Course Administrator: + 351 963 481 729</p>