

ADMINISTRATIVE INFORMATION

19th ESDC Course on the Comprehensive Protection of Civilians

13 – 17 NOVEMBER 2023

1. Conditions of participation

a. Expected participant profile

This course is set at the operational level and targets **national and international mid to senior-level experts and decision-makers** from the armed forces (from the rank of Major/OF-3 and above), police (equivalent to senior police officers), United Nations Missions and Agencies, International and Regional Organisations and staff from non-governmental/civilian organisations (UN professional level P3 and above or equivalent in other organisations, heads of substantive sections and above), as well as from political/civilian administrations (senior staff, heads of division/department and above) working with or in the context of peacekeeping operations in complex emergencies requiring the protection of civilians in armed conflicts.

The course is an advanced course and participants are expected to have basic knowledge of and/or experience of work in peace support operations; please note that it is not an induction course.

Furthermore, the course is not open to academic researchers or university students, but reserved for practitioners and experts only, as explained above.

b. Expected preparation

Participants are required to complete the eLearning modules in the preparatory phase preceding the residential part of this course. The timely completion of these eLearning modules is a precondition for participation and for receiving the course certificate.

Participants are expected to be available via email as soon as they have been confirmed as participants by the ASPR, and to be in continuous contact with the ASPR for all preparation steps.

c. Course language and expected attendance

The course language is English, and participants must be fully proficient in English to be able to engage in discussions and fully benefit from the training.

Course participants must physically attend the course and participate in all course elements, in accordance with the programme. Participants are to be released from any other duties during the course time to allow the necessary learning in a very intense and fully packed week. Absence during the course may result in disqualification from the course diploma.

d. Certificate

Successful participants will be rewarded with an official ESDC certificate at the end of the residential phase of the course. The certificate will only be granted if the pre-residential eLearning modules and the residential phase have both been completed.

2. Selection criteria

From all applications submitted by the deadline, a Course Admission Board, consisting of subject-matter experts, will select a highly qualified group of participants in order to ensure the course standard. **The selection process will strive to achieve a balance of professional and organisational backgrounds, nationality and gender.**

The ESDC is committed to an inclusive, diverse, gender-sensitive and anti-discriminatory environment. This is why we encourage you to nominate candidates from groups, which are likely to be under-represented

Qualified female candidates are strongly encouraged to apply!

Places are limited to 30 participants. The decision on the selection of participants by the Course Admission Board is final and cannot be challenged.

3. Course costs

ESDC courses aim to enhance the capacities of EU Member States' personnel working in or deployed to CSDP missions. The EU Member States have agreed on the following cost-sharing arrangement: the country where the ESDC course takes place is the course host and covers all general course-related issues, while the sending Member States cover the costs of the individual participants they send. Non-EU participants fall under the same rules and must cover their own costs (see details below). There are no scholarships available for ESDC courses.

To be covered by participants:

a. Travel and full-board accommodation

Participants organise and book their travel (including an entry visa if applicable) to the course premises, to arrive at Vienna International Airport by midday on Sunday, **12 November 2023**.

Onward transport to the training centre and back to the airport will be provided and organised by the ACP.

Accommodation and meals will be organised at the designated hotel and must be booked by the participants (once their participation has been officially confirmed by the ACP). Expected prices for accommodation lie between EUR 120 to 150; in addition, organised meals during the week also need to be covered by the participants.

Detailed instructions will only be issued to confirmed participants. Applicants/sending entities are kindly requested to commence bookings only when the official confirmation of participation has been received.

Covered by the course host:

b. Conference costs and hosted dinner

Costs for expert trainers, course materials, the conference facility and two coffee breaks per course day are covered by the Federal Ministry of Defence of the Republic of Austria.

4. Health insurance

Participants must be fully covered by a valid health insurance; the ACP and the course host do not cover any medical costs, including emergencies.

5. How to submit the application

To apply, please use the link on the ACP website [ESDC Course on the Comprehensive Protection of Civilians - ASPR](#), deadline **1 October 2023**.

In the event that candidates are officially nominated, a supporting letter can be uploaded as a reference with the online application form.

Please note that all uploaded information will be kept strictly internal and shared only with the partners organising the course under the EU Data Protection Regulations.

We do not need any additional documentation, such as diplomas or CVs.