

INFORMATION ON CONDITIONS AND COSTS OF PARTICIPATION

ESDC CORE COURSE ON SECURITY SECTOR REFORM (SSR) 11-19 APRIL 2018, STADTSCHLAINING/AUSTRIA

1. Conditions for Participation

a. Expertise

Potential participants are expected to have expertise related to SSR and should currently be or plan to be involved in planning, assessing, and/or implementing SSR activities. Interested representatives from on-going peace missions, be they civilians, military, police or judiciary as well as correction services are equally encouraged to apply, as well as representatives from governmental bodies, international organizations, NGOs and other civil society actors working in the field of SSR.

b. Full command of English

Since English will be the working language of the course, participants must have full command of English to be able to engage in discussions, understand the training materials and fully benefit from the training.

c. Availability

In order to maintain the high course standards, participants must be available to attend the full course duration. Late arrivals and/or early departures are not accepted.

d. Successful Pre-course Preparations

The ESDC requires all participants to complete selected IDL (Internet-Based Distance Learning) modules in the preparatory phase preceding the residential part of the course. The timely completion of the IDL phase is a precondition for receiving the ESDC certificate at the end of the course.

e. Internet connectivity

Well functional internet connectivity and permanent availability over email is required from participants from the moment of application and throughout the preparatory phase of the course in order to ensure timely completion of the above mentioned IDL Modules ahead of the course and make sure we can correspond with you on all administrative preparations.

f. Ability to travel to Austria

Participants should have or be able to obtain the necessary travel papers to enter the Republic of Austria, i.e. European Passports or be in position to obtain a Schengen visa at a nearby entitled Austrian or European Embassy. The ASPR will facilitate visa formalities to the extent possible, while the responsibility to obtain the visa timely lies entirely with the participant.

2. Application Process and Selection Modalities for Participants

In order to apply, please send us the duly filled “**Application Form**” **no later than 31 January 2018** **COB** via email to Ms. Claudia Hofer, hofer@aspr.ac.at, Tel: +43 (0) 3355 2498 507

The organizing partners of the course have formed a board that will select the applicants according to the set selection criteria for participation. These consider professional qualification and expertise as well as balance in gender, origin, working contexts and affiliation.

Kindly **make sure to monitor your email permanently after 31 January 2018** in order to be informed timely about the outcome of your application and eventual further administrative preparations if you have been selected.

3. Costs of Participation

With the generous support of the Austrian Ministry of Defence and Sports the ASPR covers the following course related expenses:

- participation fee
- course materials
- subject matter experts
- transport from and to Vienna International Airport (Bus Shuttle).

Participants are requested to cover:

- the cost for full board accommodation at the ASPR Hotel and Conference Centre
- all individual extra costs at the accommodation (laundry, telephone, extra beverages etc.)

The total cost for 8 nights full-board accommodation (incl. coffee breaks and social event) at Hotel Burg Schlaining amounts to € 880,- per person which has to be paid before arrival. Information on the payment procedures will be sent out to participants in due course.

Please note that **the ASPR is not in position to offer scholarships for this course**. A limited number of scholarships for selected participants will be granted over the structures of the Austrian Defence Attaché System and the Austrian MoD. In case this applies, relevant correspondence will have been addressed to the concerned official structures.

Contacts at ASPR:

Course Assistant: Ms Claudia Hofer Email: hofer@aspr.ac.at Tel: +43 (0) 3355 2498 507	Programme Coordinator: Ms. Susanne J. Brezina Email: brezina@aspr.ac.at Tel: +43 (0) 3355 2498 510
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