



College of Europe  
Collège d'Europe

Brugge



Natolin



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**Call for the selection of 15 diplomats to participate in the  
European Union Diplomatic Programme for the Enlargement  
Region**



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## 1. Background, objectives and scope

Under the framework of the Enlargement Policy and the European Neighbourhood Policy, the European Commission – Directorate General for European Neighbourhood Policy and Enlargement Negotiations (DG NEAR) is setting up a European Union Diplomatic Programme for the Enlargement Region (**Albania, Bosnia and Herzegovina, Georgia<sup>1</sup>, Kosovo\*, the Republic of Moldova<sup>2</sup>, Montenegro, North Macedonia, Serbia, Ukraine and Türkiye**).

The Ministries of Foreign Affairs of the above-mentioned beneficiaries are the primary target group of this programme. For each of the successive cohorts of the action between **1 and 3 diplomats/officials** of the respective Ministry of Foreign Affairs (MFA) will be selected to participate in the programme.<sup>3</sup>

The overall objective of the European Union Diplomatic Programme for the Enlargement Region is to foster regional cooperation among junior officials of the enlargement region and with their EU peers by creating a unified '*esprit de corps*' and strengthening their knowledge in EU affairs. The Programme is especially tailored towards junior officials working in the field of foreign policy (EU Common Foreign and Security Policy - CFSP) and EU accession.

This **first call aims to select up to 15 participants** from the enlargement region to participate to the first edition of the programme due to **start on 3<sup>rd</sup> February 2025 and ending on 30<sup>th</sup> June 2025**.

The European Union Diplomatic Programme for the Enlargement Region is a **full-time residential programme of five months** that will be delivered by the College of Europe, Bruges Campus (Belgium), a world leading post-graduate institute specialised on EU affairs.

In view of the full-time formula, Ministries of Foreign Affairs will need to support the candidature of their staff and ensure that, if selected, candidates will be authorised to leave their workplace for a period of five months. **The costs for participation in the programme are covered by the College of Europe through funding from DG NEAR** (see Annex 1 for detailed information on costs covered by the programme).

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<sup>1</sup> Subject to the evolution of the political situation in the country

<sup>2</sup> Hereinafter referred to as "Moldova"

<sup>3</sup> Participation is open primarily to junior diplomats. Whereas relevant, participation can also be extended to staff from the Ministries of Foreign Affairs (or other Ministries and Institutions), even if they do not have the status of diplomats, provided they work on foreign affairs and EU accession.

\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence



The programme builds upon the successful experience of the European Union Diplomatic Academy (EUDA), implemented by the College of Europe for junior diplomats of the EU Member States and EU Institutions. This flagship programme launched by the European External Action Service (EEAS) in 2022 fosters a shared European diplomatic culture and strengthens the expertise on EU external action. The European Union Diplomatic Programme for the Enlargement Region will include joint modules with the EUDA, establishing a framework of exchange between European diplomats from the enlargement region and current EU Member States.

*Annexes 1 and 2* provide comprehensive information on the European Union Diplomatic Programme for the Enlargement Region.

## 2. Eligibility criteria

The European Union Diplomatic Programme for the Enlargement Region is open to diplomats/officials of EU candidate countries and potential candidate countries (**Albania, Bosnia and Herzegovina, Georgia<sup>4</sup>, Kosovo, Moldova, Montenegro, North Macedonia, Serbia, Ukraine and Türkiye**) that meet the following criteria:

- a. Enjoy full rights as a citizen of the above-mentioned 10 beneficiaries;
- b. Hold the status of either
  - i. junior diplomat of one of the beneficiaries with max. 5-7 years of experience in the national diplomatic service, or
  - ii. official of the Ministry of Foreign Affairs or another State Ministry/Agency specialised in EU affairs and/or EU accession with max. 5-7 years of experience;

Priority will be given to the application of officials with the status of diplomats.

- c. Be fluent in spoken and written English (C1 level of the [Common European Framework of Reference](#))
- d. Have a level of education that corresponds to completed university studies;
- e. Have professional experience in or knowledge of the EU affairs and EU accession;
- f. Provide an official letter from their employer (MFA or other State Ministries/Agencies) authorising to participate in the 5-month European Union Diplomatic Programme for the Enlargement Region from 03 February 2025 to 30 June 2025.

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<sup>4</sup> Subject to the evolution of the political situation in the country



### *Other Criteria*

- g. Knowledge of French is considered an asset.

In line with the EU goal to promote Gender Balance and foster women's participation, **this call encourages female diplomats and officials to apply.**

### **3. How to apply**

Candidates who meet the criteria listed above will need to send the following documents by **9<sup>th</sup> of December 2024 at 18:00 (CET)**:

- CV redacted in English of max. 2 pages highlighting relevant professional experience in the field of EU affairs and/or EU accession;
- Motivation letter (max. 1 page);
- Written statement signed by their Head of Department stating that the candidature is endorsed;
- Supporting documents like university diploma or language certificates.

Applications must be submitted in English or be accompanied by an English translation – documents or information provided in any other language will not be considered.

Failure to provide supporting document(s) by the date mentioned above may result in a candidate being considered ineligible or in their specific qualifications or experience not being taken into account.

### **4. Selection process**

A committee composed of three members from the College of Europe, implementing the programme on behalf of DG NEAR, will review the candidatures and draft a preliminary list of selected candidates.

The committee will pay particular attention to maximising chances in composing cohorts that are gender balanced.

Should candidatures present any unclear elements, the selection committee reserves the right to ask clarifications to the competent Ministry in the beneficiary.

The European Commission - DG NEAR will approve the final list of participants.

Once the final list of candidates is approved, the selection committee will send a letter of acceptance to successful candidates, including administrative and logistical information as well as the code of conduct. Candidates will need to confirm via email the participation and acknowledge the conditions of participation and code of conduct.

## 5. Timetable and deadlines

<b>Deadline for applications</b>	<b>09/12/2024 18h00 (CET)</b>
<b>Communication to successful candidates</b>	<b>05/01/2025 (at latest)</b>
<b>Organisation of an info session on the programme, including administrative and logistics information for candidates to prepare their departure to Belgium</b>	<b>10/01/2024</b>
<b>Arrival of the participants in Bruges</b>	<b>31/01/2025-01/02/2025</b>
<b>Kick-off of the European Union Diplomatic Programme for the Enlargement Region</b>	<b>03/02/2025</b>

## 6. Questions and clarifications

Candidates can send any request for clarifications on the application and selection process to the functional e-mail box: [euda-cc@coleurope.eu](mailto:euda-cc@coleurope.eu).

## 7. Data protection

By submitting the application, candidates consent to have their personal data being processed for the purpose of the selection process. Candidates acknowledge that their data, including data provided by referees and employers/Ministries can be contacted for verification purposes, will be processed by the College of Europe.

All information will be treated with the utmost confidentiality and in line with the current data process regulations.

For more information on how the College of Europe handles information of applicants and how candidates can exercise their rights, please see our privacy notice here: <https://www.coleurope.eu/privacy>.



## Annex 1 – Info Sheet on the European Union Diplomatic Programme for the Enlargement Region

### 1. The European Union Diplomatic Programme for the Enlargement Region

Under the framework of the European Union Enlargement Policy and the Neighbourhood Policy, the European Commission – Directorate General for European Neighbourhood Policy and Enlargement Negotiations (DG NEAR) is setting up a European Union Diplomatic Programme (hereafter the Programme) for the enlargement region (**Albania, Bosnia and Herzegovina, Georgia<sup>1</sup>, Kosovo<sup>\*</sup>, the Republic of Moldova<sup>2</sup>, Montenegro, North Macedonia, Serbia, Ukraine and Türkiye**).

Junior diplomats and/or officials of the Ministry of Foreign Affairs and/or other State Ministries and Agencies of the 10 beneficiaries are the target group of the Programme. The selection criteria are listed in the *call for the selection of 15 diplomats to participate in the European Union Diplomatic Programme for the Enlargement Region*.

The Programme is implemented in **six editions** over a period of **three years (2025 – 2028)**. The first edition will start on **3<sup>rd</sup> February 2025** and end on **30<sup>th</sup> June 2025** and will be open to up to **15 participants** from the enlargement region.

The European Union Diplomatic Programme for the Enlargement Region is a **full-time residential programme of five months** that will be delivered by the College of Europe in Bruges (Belgium), a world leading post-graduate institute specialised in EU affairs.

The Programme focuses on EU external action and EU accession and uses a variety of learning methods:

- Group work;
- Simulation games and role plays, in particular to practice negotiation skills;
- Case studies;
- The drafting of individual and group papers, briefings, information notes and reports;
- Oral presentations;
- Debates on current affairs;

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<sup>1</sup> Subject to the evolution of the political situation in the country

<sup>2</sup> Hereafter referred as Moldova

<sup>\*</sup>This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence



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- Classroom discussions;
- Exposure activities: networking events and exchanges, study visits and meetings and talks with senior guests.

The overall **objective** of the European Union Diplomatic Programme for the Enlargement Region is to foster regional cooperation among the selected junior diplomats – and with their EU peers – by creating a unified '*esprit de corps*' and strengthening their knowledge in EU affairs. The Programme is especially tailored towards junior officials working in the field of foreign policy (EU Common Foreign and Security Policy - CFSP) and EU accession.

In view of the full-time formula, Ministries of Foreign Affairs and/or other State Ministries and Agencies will need to support the candidature of their staff and ensure that, if selected, candidates will be authorised to leave their workplace for a period of five months.

The Programme builds upon the successful experience of the European Union Diplomatic Academy (EUDA), implemented by the College of Europe for junior diplomats of the EU Member States and EU Institutions. This flagship programme, launched by the European External Action Service in 2022, fosters a shared European diplomatic culture and strengthens the expertise on EU external action.

## 2. Costs covered by the European Union Diplomatic Programme for the Enlargement Region

The whole European Union Diplomatic Programme for the Enlargement Region will be held in a **residential format: each cohort will study and live together**. The College of Europe, through the funding of the European Commission - DG NEAR, will finance the **lodging of each participant** from the first day to the last day of the five-month training programme, and meals (breakfast, lunch and dinner) except for weekends (Saturdays and Sundays) and Belgian bank holidays (*List of public holidays 2024-2025 is provided in Annex 2*). Accommodation will be foreseen in Bruges (Belgium) for the five months. The action will also cover the costs related to **transport** for the study visits as well as one-week module in Poland, implemented by the College of Europe in Natolin (Warsaw).



The following table includes the list of costs that are covered by the European Union Diplomatic Programme and of those that will have to be covered by the National Authority (MFA or other State Ministry and Agency) of the beneficiary country.

### Costs covered by the European Union Diplomatic Programme for the Enlargement Region

Transport costs from the nearest international airports (Brussels Airport Zaventem or Brussels South-Charleroi Airport) or international train station (Brussels-Midi) to the Bruges Campus	
Full lodging for the 5 months programme at the College of Europe <b>Spanjaardstraat</b> residence	
Breakfast, lunch and dinner during the week (Monday to Friday)	
Local transport costs for study visits to the EU Institutions	
Travel costs, accommodation and meals for one-week module in Natolin (Warsaw, Poland)	
Travel costs, accommodation and meals for study visits outside Brussels (e.g. Luxembourg, Strasbourg, etc.)	
Costs for the participation to social activities organised in the framework of the European Union Diplomatic Programme <i>(Each cohort will benefit from a guided tour of Bruges and will be welcomed by the Mayor during an evening reception at the City Hall. Other social activities will include a visit to the Groeninge museum, a tour of a local brewery and a boat trip on the canals of Bruges. At least one social activity and one official dinner per month will be also organized under the programme).</i>	



### Costs NOT covered by the European Union Diplomatic Programme for the Enlargement Region

International transport from the home countries (or place of posting / residence) to the nearest international airports (Brussels Airport Zaventem or Brussels South Charleroi Airport) or international railway station (Brussels-Midi) for the start of the edition	
Transport costs at the end of the programme to the home countries of participants (or their next place of posting)	
Travel costs for holidays, weekends and for personal purposes (e.g. return to the home country for medical appointments, etc.)	
Meals on weekends (Saturdays and Sundays) and bank holidays	
Administrative fees for Schengen visa application	

#### 2.1 Additional information on the lodging

**The Spanjaardstraat residence is fully accessible for persons with disabilities or with reduced mobility.** The residence features large corridors, and a lift is available from the ground floor. Three of the ground floor rooms are wheelchair accessible and have adapted toilet, sink and shower. One of the common toilets is also wheelchair accessible.

**Free high-speed Wi-Fi** is available throughout the building 24/7.

**Access to the building is restricted** to residents and staff who will get a dedicated badge (a magnetic C-Card). Each participant will also be given a key to their room. Every room has its own door phone. The premises are also protected via security cameras.

**A residence warden** is responsible for the coordination of the maintenance of the residence, takes care of the daily breakfasts and is available to provide support to participants. The residence warden and the housekeeping team are in charge of maintaining order and cleanliness in the residence.

**Bike sheds** are available at the Spanjaardstraat residence.

A video tour of the residence is available here: <https://youtu.be/MfeJD3MRLcM>.



### 3. The curriculum

The Programme of each edition will be structured as follows:

1. **Four months will be dedicated to classroom teaching and study visits** to the European Commission, including DG NEAR, and other EU Institutions related to European external action and EU foreign and enlargement policies.
2. **One month of specialised training** focuses on EU enlargement policy and accession process, including study visits to the European Commission - DG NEAR.
3. **One week of study visits in Poland** (organised by the College of Europe in Natolin, Warsaw), including exposure activities to gain insights on EU external action from a Central and Eastern European perspective, visits to the **Ukrainian border** (to witness first-hand the impact of Russia's war) as well as team building/team consolidation and reflection elements.

The training programme will be delivered in **English**. The learning courses and materials will be produced in English. For this reason, a knowledge of English equivalent to the **C1 level** of the [Common European Framework of Reference](#) (CEFR) is compulsory for participating in the Programme.

Each edition will include the following activities:

- **30 hours of training activities per week during 20 full weeks** (approximately 100 full course days of 6 hours each, for a total of approximately 600 hours of training activities per edition).
  - Lectures including interactive elements and practical case studies;
  - A weekly debriefing session with the team;
  - Current affairs sessions;
  - Workshops and role-plays focussing on skills (communication, negotiations, drafting skills, mediation, etc.);
  - Up to **20 days of study visits** (average of one study visit day per week), mostly in Brussels. These exposure activities will consist in visits to DG NEAR, the EEAS, to other EU Institutions, to international organisations, think tanks, media, civil society organisations, etc.
  - A comprehensive **simulation exercise**, over several days;
  - Optional: study visits outside Brussels might be considered (e.g. Luxemburg, Strasbourg, etc.).
- Optional evening **language classes**: each participant will be able to benefit from 30 hours of French classes (on average, two hours per week). The language classes are foreseen as an addition to the 600 hours of training activities;



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- **Monthly social and cultural events;**
- **Monthly official dinners (or lunches)** with high-level guests and fireside chats;
- An **opening ceremony** and a **closing ceremony** for each cohort.

The training modules (lectures, workshops, etc.) will be delivered by a pool of senior lecturers, most of them practitioners in diplomatic affairs based in Brussels and abroad.



## Annex 2 – List of Public Holidays 2024 - 2025

- 23/12/2024 – 05/01/2025 Winter break
- Wednesday 01/01 New Year's Day
- Monday 21/04 Easter Monday
- Thursday 01/05 Labor Day
- Friday 09/05 Anniversary of the Schuman declaration
- Thursday 29/05 Ascension
- Monday 09/06 Pentecost Monday
- Friday 11/07 Community Day Flanders
- Monday 21/07 National Holiday
- Friday 08/15 Assumption
- Saturday 01/11 All Saints' Day
- Tuesday 11/11 Armistice Day
- Thursday 25/12 Christmas