



## EU INTELLIGENCE OPERATIONS COURSE (EUIOC)

### SYLLABUS & CURRICULUM

Head of Training & Directing Staff  
Institute for European Intelligence & Security  
Training & Directing Staff  
Vienna  
AUSTRIA

**CONTACT DETAILS:** The head of training and directing staff can be reached over the intelligence network at H/TDS, by e-mail at [h.tds@ieis.eu](mailto:h.tds@ieis.eu) with further details being disseminated over the public website at [www.ieis.eu](http://www.ieis.eu). Candidates are reminded not to send sensitive information by e-mail.

**DISTRIBUTION RESTRICTION:** This document is classified UNCLASSIFIED (with distribution restriction) covering a CONFIDENTIAL annex. Distribution is authorised to agents and contractors of the Institute for European Intelligence and Security and potential registrants. Distribution was restricted on grounds of intellectual property and operational effectiveness from 11 August 2015. Requests for this document must be referred to H/TDS.

**HANDLING INSTRUCTIONS:** This document must be destroyed after use by any method that would prevent unauthorised disclosure or reconstruction.

## UNCLASSIFIED

### EU INTELLIGENCE OPERATIONS COURSE (EUIOC)

1. This document outlines the core content and scope of training offered by the Institute for European Intelligence and Security on the aforementioned course, together with any other relevant information not included elsewhere.

#### Aim

2. This handbook aims to provide the following types of information:
  - a. Specific Institute education and training doctrine relating to the course.
  - b. Training and readiness exercises associated with the course.
  - c. Supplementary and optional training offered as a part of the course.
  - d. Any other pertinent information not presented elsewhere.

#### Glossary

3. The list that follows is an exhaustive list of abbreviations used throughout this document:

IEIS	Institute for European Intelligence & Security
EU	European Union
EUIOC	EU Intelligence Operations Course
ECIM	European Criminal Intelligence Model
PIE	Prevention, Intelligence & Enforcement
ICF	Integrated Competency Framework
EQF	European Qualifications Framework
MCPE	Multiple Choice Practical Examination

#### Introduction

4. Welcome to the EUIOC. The course provides candidates with the skills and knowledge required to function within an intelligence environment in an intensive one week residential programme couple with preparatory e-learning. The entire development experience is focused on operational intelligence in complex international environments.
5. The course adopts small teaching groups to personalise the learning experience. The self-directed learning approach with evaluation and development through experiential learning places a heavy burden on participants. The course is goal-oriented in line with contemporary adult-learning principles and develops useful, applicable and fundamental operational skills in an intensive but respectful environment.
6. Throughout the course participants will be required to complete individual and group assignments, working effectively in isolation and learning to leverage the knowledge and resources of an entire team to engage complex scenarios.
7. The directing staff set the conditions for learning, provide a safe environment, deliver rich content and facilitate learning by discovery, all whilst ensuring secrecy and security measures are adhered to.
8. It is the desired outcome of the programme for graduates to positively impact their organisations and the world at large through the application of new and enhanced individual and collective capabilities. Their skills and knowledge should serve them in developing understanding and supporting operations planning to ensure the security of Europe and its interests across the globe.

UNCLASSIFIED

## UNCLASSIFIED

9. **Admissions.** The course applies no additional pre-requisite criteria beyond that required for admission to all Institute courses. However, candidates are reminded that who have not studied with the Intelligence Academy before must complete the *Intelligence Foundations* selection and induction course. Also, candidates using the Institute to obtain a security clearance for the first time must also complete the *Intelligence Security* awareness course. Candidates who have already successfully completed either of these online will not be asked to re-take them.

### Academic Profile

10. The course was originally authored by the course director (see below) as a product of an IEIS consortium research project conducted in 2015 into contemporary covert capability modelling throughout Europe.

11. **Course Director.** [Redacted 20190808 for UNCLASSIFIED digital release

]

12. **Professional Mentor.** [Redacted 20190808 for UNCLASSIFIED digital release

]

13. **Office Hours.** On-duty hours are considered to be 0900-1700. Staff can be contacted out of hours by e-mail or approached after lectures, seminars and workshops.

### Course Description

14. The EUIOC enables officials to perform core duties within an intelligence environment consistent with the vocational competencies required by the intelligence profession throughout Europe. The programme combines residential and independent study modes in a single blended learning approach.
15. Foundation and advanced field intelligence operations courses are combined with planning courses as prescribed by international and regional curriculum to function as a member of the intelligence staff.
16. Learning is focused on introducing candidates to the fundamentals of the European intelligence system, organisation, the ECIM and associated security architecture. Lectures include covert intelligence, security, decision-making, legal and preventative tactics, techniques and procedures. Candidates will also be introduced to contemporary threats to European security and develop an understanding of how to apply collection, counterintelligence, analysis and covert action to counter them. The course draws particular focus to regional and international law, ethical standards, risk, safety and security.
17. **Dress Code.** Formal or casual business attire, or combat uniform for military personnel is the usual dress code for intelligence officers. Dress on the course would be expected to be consistent.

UNCLASSIFIED

## UNCLASSIFIED

### Learning Objectives

18. The course is designed to produce intelligence officers who can:
19. **LO 01: Employ ECIM Concepts.** Every member of the intelligence staff must be able to apply the European Criminal Intelligence Model (ECIM) and intelligence cycle, describe the primary roles and responsibilities, systems and organisations as they pertain to intelligence.
20. **LO 02: Apply Security Principles.** Intelligence functionaries are required to apply operational security principles and recognise the potential for, and consequences of a security breach. Intelligence officers handle, evaluate, sanitise and disclose intelligence material as a routine part of their duties.
21. **LO 03: Conduct Basic Research.** Sources of information must be utilised in the conduct of basic research. Complex sources such as telephone data is often used and information must be recorded and recalled from key EU intelligence systems.
22. **LO 04: Comply With Surveillance Ethics & Law.** An understanding of European counter-terrorism policy and types of surveillance (inc. property interference) is required to effectively prepare applications for authorisation and preserve surveillance products as evidence that can be later presented in court. The principles of justification, proportionality, necessity and collateral intrusion rest at the core of surveillance ethics. Operatives must function within the parameters established in covert surveillance ethics and law and be able to obtain useable surveillance imagery accordingly.
23. **LO 05: Deliver Intelligence Briefings.** Intelligence officers must be able to conduct briefings, debriefings and risk assessments, delivering prioritised prevention, intelligence and enforcement (PIE) they have formulated to address contemporary threats to European security.
24. **LO 06: Provide Covert Support.** Covertly collecting information of intelligence value is the duty of every intelligence officer, they must also provide support to counter-intelligence functions and understand and support the full spectrum of covert action available within the intelligence environment.

### Course Structure

25. The course is delivered in three main phases; skill development, consolidation and assessment. Lectures, workshops and independent study aims to develop fundamental skills and knowledge, during which a variety of delivery methods are used to engage the participants from different perspectives. This learning is then consolidated and applied in practical exercise during Ex. CAPSTONE and the examination assesses individual knowledge retained by candidates.
26. The course is delivered flexibly by employing online workshops, exercises and traditional lectures alongside e-learning. Communal activities are encouraged to develop team cohesion and networking opportunities with support from the Institute's offices in Vienna. Coaching and mentoring forms an integral part of course delivery with career advice in the security sector available from recognised experts, assistance with course content and sustained aftercare after the course ends.
27. **Preparatory Distance-Learning.** This element develops the fundamental theory behind intelligence operations with sensitive material delivered on through virtual events over a separate secure platform. The e-learning element includes lectures on intelligence and security, the intelligence cycle, law, oversight, ethics, historiography, counterfactual

UNCLASSIFIED

**UNCLASSIFIED**

reasoning, the ECIM, verification and validation, culture and language, interpreters and experts, security and risk assessment. Candidates will not be admitted to Ex. CAPSTONE without having achieved a passing grade on the preparatory element.

28. The following online events are scheduled for delivery prior to Ex. CAPSTONE. Each session is approximately 90mins in duration.

- Induction & Intelligence Reporting
- Counter-terrorism Policy
- Intelligence Exploitation
- Surveillance Tactics
- Intelligence Sources
- Counterintelligence & Covert Action
- Intelligence Liaison
- Surveillance Imagery (Optional)

29. At the discretion of the directing staff, some or all of these lectures may be delivered during or before Ex. CAPSTONE as “break away” training. Such training will always be by hybrid delivery to ensure the same offering to all participants.

30. **Ex. CAPSTONE.** The final exercise and capability assessment is a hybrid event and always begins on the first Monday of June each year. The exercise runs for 5 consecutive days, typically between 0900 - 1700, although participants often work extended hours. Delegates from the EUIOC may only participate in the exercise in the role of *intelligence operatives*.

31. On the first day participants will be enrolled on to the residential component, provided with an introductory briefing, induction and any necessary mission-specific training before being assigned roles and beginning their planning and preparation for the exercise. Throughout the exercise candidates will be required to conduct basic research on targets of interest and interpret complex COMINT data. An RFI-driven exchange of information will continue with key EU intelligence officials and systems. On the last day, the exercise concludes with a commanders briefing, a period of reflection, feedback and consultation to consolidate learning.

Monday	0900 - 0930	Induction & Registration	Conference Room
	0930 - 1030	Pre-deployment Training	Conference Room
	1030 - 1100	Break	Cafeteria
	1100 - 1230	Specialised Training	Conference Room
	1230 - 1330	Lunch	Mess Hall / Dining Area
	1330 - 1500	Exercise Briefing	Conference Room
	1500 - 1530	Break	Cafeteria
	1530 - 1600	Group / Role Assignments	Conference Room
	1630 - 1700	Planning & Preparation	Conference Room
Tuesday	0900 - 1700	Ex. CAPSTONE <sup>1</sup>	Conference Room
Wednesday	0900 - 1700	Ex. CAPSTONE <sup>1</sup>	Conference Room
Thursday	0900 - 1700	Ex. CAPSTONE <sup>1</sup>	Conference Room
Friday	0900 - 1230	Ex. CAPSTONE <sup>1</sup>	Conference Room
	1230 - 1330	Lunch	Mess Hall / Dining Area
	1330 - 1400	Exercise De-briefing	Conference Room
	1400 - 1500	Feedback & Consultation	Conference Room
	1500 - 1530	Break	Cafeteria
	1630 - 1700	Close	Conference Room

32. The EUIOC adopts approximately a 5:1 theory to practice ratio in favour of theory. However, the Institute utilises immersive scenario-based learning techniques during the

---

<sup>1</sup> During the exercise coffee breaks and dinner hours will be at the participant’s discretion. Information will continue to be fed into the cell and events will unfold in real time regardless of attendance.

## UNCLASSIFIED

exercise phase, requiring participants to solve realistic problems by leveraging the skills developed throughout the learning programme.

33. Video conferencing tools and similar technologies facilitate hybrid modes of delivery. However, delivery methods are at the discretion of the directing staff and will be deployed according to the geographic composition of the cohort. Candidates who do not wish to attend via a certain delivery mode, may have defer until the following year.
34. Throughout exercise scenarios, candidates will be expected to act in the role of intelligence officers within an intelligence cell. Efforts have been made to distribute an even allocation of time to all competencies measured within the exercise.

### Assessment

35. Periodically, throughout the course, participants will be asked to complete individual and/or group assignments. Participants will be expected to assess complex situations and problem sets, respond according to policy and take any appropriate actions.
36. All assessments are designed to measure vocational competency according to the ICF for intelligence - Intelligence Operative (domain 1). Learning objectives are also tied to the same competency-based model.
37. The ICF is derived from meta-studies the Institute conducts into the intelligence profession at a European and vocational level. The professional standards and guidelines communicated in course content are also derived from the same research.
38. Assessment may be by any valid and accredited competency assessment meeting course requirements. However, competency is most commonly evidenced with a passing grade in the following assessments:
39. In order to pass the course a participant will be expected to achieve a passing grade in each of the following assignments:
  - A *portfolio* of practical work delivered remotely via the e-learning platform.
  - Mentor (approved assessor) *reviews* conducted throughout the residential school, demonstrating the application of theory in practice across the relevant domain of the competency framework.
  - A score of greater than 49% on the relevant section of the *MCPE* or an equivalently balanced examination of similar content.
40. **Professional Practice.** The assessment of professional practice by professional mentors is evidence-based and conducted using direct observation throughout the residential programme. The professional mentor is required to log observations evidencing participant competency across the ICF. Mentors are required to actively engage with participants (assigning additional tasks where required) in order to observe competency in instances where it has not been observed passively. Throughout the residential course professional practice is planned by the professional mentor and integrated into the course framework, therefore participants are limited in their freedom to plan their own professional practice.

### Awards

41. After passing the required assessments and accruing 6 credits at approximately 60 guided learning hours participants become eligible for the EQF Level 3 Award in EU Intelligence Operations.

## UNCLASSIFIED





IEIS Vienna  
Directing Staff

[REDACTED]

Vienna  
AUSTRIA

IEIS Network: H/TDS

Mobile: [REDACTED]

E-Mail: h.tds@ieis.eu

HQ IEIS  
H TDS

Our reference: IEIS/0311/20231025/1

Copy to - see Annex B

25 October 2023

Dear Sir/Madam,

**EX. CAPSTONE, VIENNA**

1. As you are aware you will be participating in Ex. CAPSTONE in Vienna on the first Monday of July. You will be joining a select group of professionals from throughout Europe in a highly demanding capability assessment spanning 1 week.
2. The command post exercise will be demanding and will test you both physically and mentally. However, it is important that you attend throughout the exercise, beginning at 0900 hours on Mondays and often extending late into the night.
3. You are required to make your own accommodation and dining arrangements. However, the venue is central, located near to many dining facilities in Vienna. You will be permitted to make telephone calls home at any point outside of designated hours. The exercise will be conducted under strict security conditions and from your arrival you will be assessed against your ability to adhere to security protocols and instructions. The highest standards of behaviour will be expected of you. Those who fail to comply with academic and professional codes of conduct risk disqualification.
4. You will require the following equipment:
  - a. Funds for recreation and stand easy.
  - b. Formal but comfortable clothing.
  - c. A photo ID.
  - d. Pens, pencils and erasers.
5. If there are any questions, please do not hesitate to contact me on the above number.

Yours Sincerely,

[Redacted 20231025 for UNCLASSIFIED digital release

]



## CONFIDENTIAL

### PARTICIPANT INFORMATION GUIDANCE

1. Thank you for registering for Ex. CAPSTONE. Below you will find important information you will need in order to get the most out of your exercise. Ex. CAPSTONE is a capability assessment planned for 1 week in July in Vienna.
2. **Training Rules.** Although participants will need to assume the roles of intelligence officers, they should not be expected to adopt formal “operating cover” during the exercise. This means that unauthorised deception could be disruptive and therefore grounds for dismissal from the programme. The following regulations govern all activity during the exercise:
  - a. Real-world actions take priority over cover or simulated actions.
  - b. Participants will comply with all known intelligence and security procedures unless otherwise directed by the directing staff.
  - c. Participants are expected to act in a professional manner at all times.

### Joining Instructions

3. All participants should follow certain guidelines before, during and after the exercise in order to ensure a safe and effective practicing environment.
4. **Before the exercise.** If you gain any knowledge of the assessment material before the exercise, notify the directing staff so that appropriate actions can be taken.
5. **During the exercise.** All participants should observe the following directions:
  - a. Not all required information will be provided by the directing staff. You will be expected to gather information through existing open and closed sources.
  - b. Do not engage in personal conversations with the support staff, observers or media personnel unless permitted to do so. If you are asked a question, give a short, concise answer. If you are busy and cannot immediately respond, indicate that, but report back with an answer as soon as possible.
  - c. If you do not understand the scope of any task or if you are uncertain about an aspect of your or another’s participation, ask the directing staff.
  - d. Parts of a scenario during exercises and assessments may seem implausible. Recognise that simulations have objectives to satisfy and may require the incorporation of unrealistic aspects. Every effort has been made to balance realism with safety and to create an effective learning environment.
  - e. Participants and directing staff may halt an activity at any point by saying aloud “Stop. Stop. All stop!” It is the responsibility of all concerned to halt any activity if they believe a safety issue exists.
  - f. Unless otherwise stated, it is not required to announce what you are doing while undertaking actions or to maintain a log of activities as you conduct them.
6. **After the exercise.** Destroy any notes or materials generated. If you wish to retain materials for future reference you must ask permission from the directing staff. Under no circumstances is it permissible to reproduce or disseminate materials further.
7. Should you find you have any misplaced belongings, please contact [REDACTED] (h.tds@ieis.eu). The director will attempt to trace lost property as soon as possible. If your item has been found, the Institute will arrange for its return.
8. **Simulations.** Because simulations are of limited duration and scope, certain details will be artificial. The physical description of what would fully occur at a site or in a surrounding area may be relayed to participants during an exercise or assessment. The directing staff may also simulate the roles and interactions of other organisations or individuals. Unless otherwise directed, participants should respond to all exercise events as if they were real and in accordance with specific guidance provided prior to the simulation.

CONFIDENTIAL

**CONFIDENTIAL**

9. **Optional events.** On Monday, Tuesday, Wednesday or Thursday evening, those who have elected to undertake an Optional Training Assessment (OTA) may be given the opportunity to attend an evening lecture and then complete a night exercise.
10. There are no other events planned during the programme. However, if this changes, plans will be announced during the course.
11. **Requirements.** There are no additional pre-requisites to training beyond that mentioned in this and the accompanying texts. All other supplies will be provided or requested of participants with sufficient notice and at negligible cost.
12. **Updates.** For further updates on exercise material, consult the following documentation:
- Intelligence Academy, *Ex. CAPSTONE Player Handbook* (Vienna: IEIS, 2023).
  - IEIS, *Candidate Handbook* (Vienna: IEIS, 2015).
  - IEIS, Institute for European Intelligence and Security (IEIS), <https://academy.ieis.eu/>.
13. **Electronic and physical certification.** After the exercise has concluded, verification of attendance will be uploaded to their record, allowing them to sit the final exam. Graduating candidates will be provided with electronic verification of their qualifications and a physical certificate.
14. **Registration and Sessions.** The exercise will begin at 0900 in the conference room. If you arrive once registration has closed, please contact the directing staff. Plenary and break-out sessions will take place in communal areas. Coffee breaks and lunch will be served in the cafeteria or at a venue of the participant's choosing.
15. **Contact Numbers.** During your exercise, the following telephone numbers may be helpful:
- |                           |            |
|---------------------------|------------|
| Directing Staff           | ██████████ |
| Emergency (Police)        | 133        |
| Emergency (Fire)          | 122        |
| Emergency (Ambulance)     | 144        |
| European Emergency Number | 112        |
16. **Aftercare.** As with all quality products and services, support does not end after the service is delivered. After your course has concluded you can expect continued support in several ways including but not limited to:
- **Professional references:** Training courses contain a significant element of vocational practice. As such trainers feel confident in professionally recommending trainees to potential employers or other third parties. References are available upon request.
  - **Updated certification:** As courses evolve and are updated, your training will not become defunct. As a graduate of an approved course your digital and (at your request) your physical certification will be updated over time.
  - **On-going support:** For a short period after training concludes trainees will receive professional support through career advice and coaching. However, all trainees will remain a part of the IEIS network and receive regular updates and benefits for professional development.

**CONFIDENTIAL**