



NORTH ATLANTIC TREATY ORGANISATION
NATO MARITIME INTERDICTION OPERATIONAL
TRAINING CENTRE
NMIOTC
SOUDA BAY
73200 CHANIA
GREECE



5000 NSC-28/Ser.: NU130

TO: See Distribution List

SUBJECT: **INVITATION LETTER FOR NMIOTC COURSE 17000 “TRAIN THE TRAINERS - TECHNICAL INSTRUCTOR” (14-25 JAN 19)**

DATE: 17 Sep 2018

REFERENCES: A. NMIOTC Program of Work (NPOW) 2019.
B. NMIOTC 3000 NSC-28/SER.: NU19, dated 28 Feb 2018 (AAR).
C. Bi-SC DIR 075-007 (Education and Individual Training Directive),
dated 10 Sep 15.

1. Following the successful execution of the “Train the Trainers – Technical Instructor” Course dated 15 – 26 Jan 18 in favor of fifteen (15) multinational trainees, NMIOTC is pleased to invite NATO and partners to participate to the subject Course, from **14 to 25 Jan 19** (10 working days).

2. The effort to ensure the high quality of the deliverable training products must be an ongoing process which begins with the initial orientation and continuously evolves throughout the instructors’ career. A continuous learning culture supports additional professional development and maintains instructors’ expertise. In this direction, NMIOTC creates opportunities for instructors and trainers to enhance their individual presentation and instructional skills as well as how to manage their instructional strategy / setting by delivering the Course 17000 “**TRAIN THE TRAINERS - TECHNICAL INSTRUCTOR**”, with the support of GRC Navy Training Centre “PALASKAS”. Thus, Course 17000 is considered of a great value in the light of maintaining / improving quality of training and raising the level of educational standards.

3. The **aim** of the course is to provide a comprehensive training package which includes theoretical and practical implementation, in the field of acquiring the overall general familiarity by transmitting and certifying pedagogical knowledge and enhancing participants’ presentation and speaking skills. After the completion of the Course, participants will:

- a. Receive a significant amount of educational material (course organization, teaching schedules – techniques).
- b. Enhance their capability to embed educational technology in the training modules.
- c. Receive specific examples of how to present content while simultaneously highlighting the need for interactive training by encouraging active participation.

- d. Use the Learning Management System.
- e. Present educational material by using appropriate presentation and body language techniques as well as by using audio visuals and multimedia targeting in attracting trainee's interest.
- f. Exploit class management techniques and utilize appropriate methods to deal with disruptive audience.

4. **Target audience** for this course is personnel from NATO Education and Training Facilities (NETFs), Centers of Excellence (COEs), Partnership Training and Education Centers (PTECs) and other national training institutions. In particular, officers ranging from OF-1 to OF-4 and NCOs (OR-6 to OR-9), as well as equivalent civilian personnel serving also in Military Authorities and other governmental, international agencies and organizations who are involved in providing training are also eligible to participate.

5. The Course will be conducted in English. Translation to / from other languages will **not** be provided. Attendees should meet the following standards of proficiency in English (as described in STANAG 6001/SLP 3232): Listening – Good (3), Speaking – Fair (2), Reading – Good (3) and Writing – Fair (2).

6. This Course is marked as “NATO Unclassified / Releasable for Internet Transmission”.

7. The Course will start on **Monday 14 Jan and will end on Friday 25 Jan 19**, training periods are from 08:30 to 15:00. Comprehensive administrative instructions are provided as per Enclosure 1.

8. **Subject Matter Experts (SMEs)**: All trainers and augmenters are trained, experienced instructors with proper certifications.

9. The administrative cost (tuition fees) for the subject course is **600,00 €**. Comprehensive administrative instructions are provided in Enclosure “1”.

10. For organizational purposes, candidates are kindly requested to submit their application form (PAF - Enclosure “2”) to NMIOTC (studentadmin@nmiotc.nato.int). A digital Word version can also be downloaded from the NMIOTC website: www.nmiotc.nato.int, before the relevant dead lines:

- a. Candidates from **non-NATO countries** not participating in the Partnership for Peace (PfP), Mediterranean Dialogue (MD), Istanbul Cooperation Initiative (ICI), or Partners across the Globe (PatG) frameworks, no later than **(NLT) Friday 21 Dec 18**, so that the necessary NATO procedures would apply for approval.
- b. Candidates from **NATO countries**, no later than **(NLT) Friday 28 Dec 18**.

Note: A digital version may also be downloaded from the NMIOTC website at www.nmiotc.nato.int.

11. NMIOTC Points of Contact (POCs): For further information or clarifications please contact:

- a. **Course Director:** Lt Eleftherios Gavalas GRC (A)
Phone: +30 28210 85730, NCN: 498-5730, Fax: +30 28210 85702
E-mail: gavalase@nmiotc.nato.int

- b. **Registration POC:** Lt Konstantinos Papanastasis GRC (N)
Phone: +30 28210 85710, NCN: 498-5710, Fax: +30 28210 85702
E-mail: papanastasisk@nmiotc.nato.int



Stelios Kostalas
Commodore GRC (N)
Commandant NMIOTC

ENCLOSURES:

1. Administrative Instructions
2. Individual Personnel Application Form (PAF)

DISTRIBUTION

External:

Action:

SHAPE NMR – GRC (NSWAN: NMRGRC@shape.nato.int)
(Please pass to NATO NMRs)
HQ SACT NLR GRC (NSWAN: petros.sassaridis@act.nato.int)
(Please pass to NATO NLRs)
HQ SACT PSE (NSWAN: Valerii.churkin@act.nato.int)
(Please pass to PFP (except Russia), MD, ICI, PatG NMRs)
HNDGS/E4 (NSWAN: geetha-dpos-f2@mod.grc.nato.int)
(Please pass to NATO and Partner Defence/Naval Attaches in Athens)
HQ NATO HEL MILREP (NSWAN: GR.milrep@hq.nato.int)
(Please pass to NATO and Partners' MILREPS)

Information:

HQ SACT DCOS JFT (NSWAN: stefano.salamida@act.nato.int)
HQ SACT ACOS JETE (NSWAN: Athanasios.tsouganatos@act.nato.int)
HQ SACT JFT EIT BRANCH HEAD (NSWAN: Luca.Massimi@act.nato.int)
HQ SACT JETE EIT (NSWAN: Georgios.Zouros@act.nato.int)
SHAPE COS (NSWAN: COM.COS@shape.nato.int)
SHAPE/J3 (NU: Nicolas.GonzalezChamorro@shape.nato.int)
HQ JFC Naples (NSWAN: Vincent.Alexandre@JFCnp.nato.int)
HQ JFC BS Desk Officers (NSWAN: Laurentiu.Mesterca@jfcbs.nato.int,
Miroslav.Stabl@jfcbs.nato.int,
Kathy.Smith@jfcbs.nato.int,
Ben.Gibbs@jfcbs.nato.int)
MARCOM DCOS OPS (NSWAN: recordscentre@mc.nato.int)
MARCOM N7 T2 (NSWAN: m.ruchay@mc.nato.int)
CSW COE (NU: info@coecsw.org, dh.marops@coecsw.org)
NSO (NU: Diolatzis.Grigorios@natoschool.nato.int)
JFTC (NU: JFTC@jftc.nato.int)
JWC (NU: pao@jwc.nato.int)
JALLC (NU: jallc@jallc.nato.int)
C-IED COE (NU: ciedcoeregistry@ciedcoe.org)
MILENG COE (NU: TEDev@MilEngCOE.org)
JCBRN COE (NU: helpdesk@jcbrncoe.cz)
EOD COE (NU: info@eodcoe.org)
HUMINT COE (NU: registry@natohcoe.org)
CASPOA COE (NU: studentoffice@caspoa.org)
CIMIC COE (NU: info@cimic-coe.org)
CJOS COE (NU: usff.cjos.coe@navy.mil)
C2 COE (NU: c2coe@c2coe.org)
ENSEC COE (NU: info@enseccoe.org)
CCD COE (NU: ccdcoe@ccdcoe.org)
MILMED COE (NU: info@coemed.org)
MP COE (NU: MPCOECentralRegistry@mpcoe.org)
MW/NMW COE (NU: nmw-coe@mil.be)
STRATCOM COE (NU: et@stratcomcoe.org)
NSP COE (NU: webmaster@nspcoe.org)
MS COE (NU: mscoe.director@mscoe.org)
CMDR COE (NU: registry@cmdrcoe.org)
NATO PTECs (NU: ptec_poc@act.nato.int)
AUTINT PTEC (NU: presse@bmlvs.gv.at)
PSOTC PTEC (NU: info@mod.gov.ba)
FLD PTEC (NU: p.petkov@nvu.bg)
FINCENT PTEC (NU: fincen@fincen.fi)
MPSOTC PTEC (NU: mpsotc@hndgs.mil.gr)

IIHL PTEC	(NU: sanremo@iihl.org)
CMMOD PTEC	(NU: cmcom@unap.ro)
DRESMARA PTEC	(NU: contact@crmra.ro)
CTC PTEC	(NU: mihail.buclis@army.md)
Armed Forces Academy of Slovak Republic PTEC	(NU: verejnost@aos.sk)
Slovenian Armed Forces PTEC	(NU: glavna.pisarna.gssv@mors.si)
SWEDINT PTEC	(NU: exp-hkv@mil.se)
GCSP PTEC	(NU: info@gcsp.ch)
PSO TC SWISSINT PTEC	(NU: info.swisspso@vtg.admin.ch)
IPSC PTEC	(NU: mail@asv.gov.ua)
HNDGS/B2	(GRC MOD HNDGS COMM CEN please pass to
HNDGS/B2)	
HNDGS/D4	(NSWAN: dkladospd1@mod.grc.nato.int)
HAGS/TRAINING	(GRC MOD HNDGS COMM CEN please pass to HAGS/TRAINING)
HNGS/B2	(NSWAN: genetdir@mod.grc.nato.int)
HELLENIC COASTGUARD HQ/TRAINING DIRECTORATE	(NU: dek@hcg.gr)
HELLENIC POLICE HQs/TRAINING DIVISION	(NU: trainingdiv2@astynomia.gr)
US NSA SOUDA BAY	
NAMFI	

Internal:

Action:

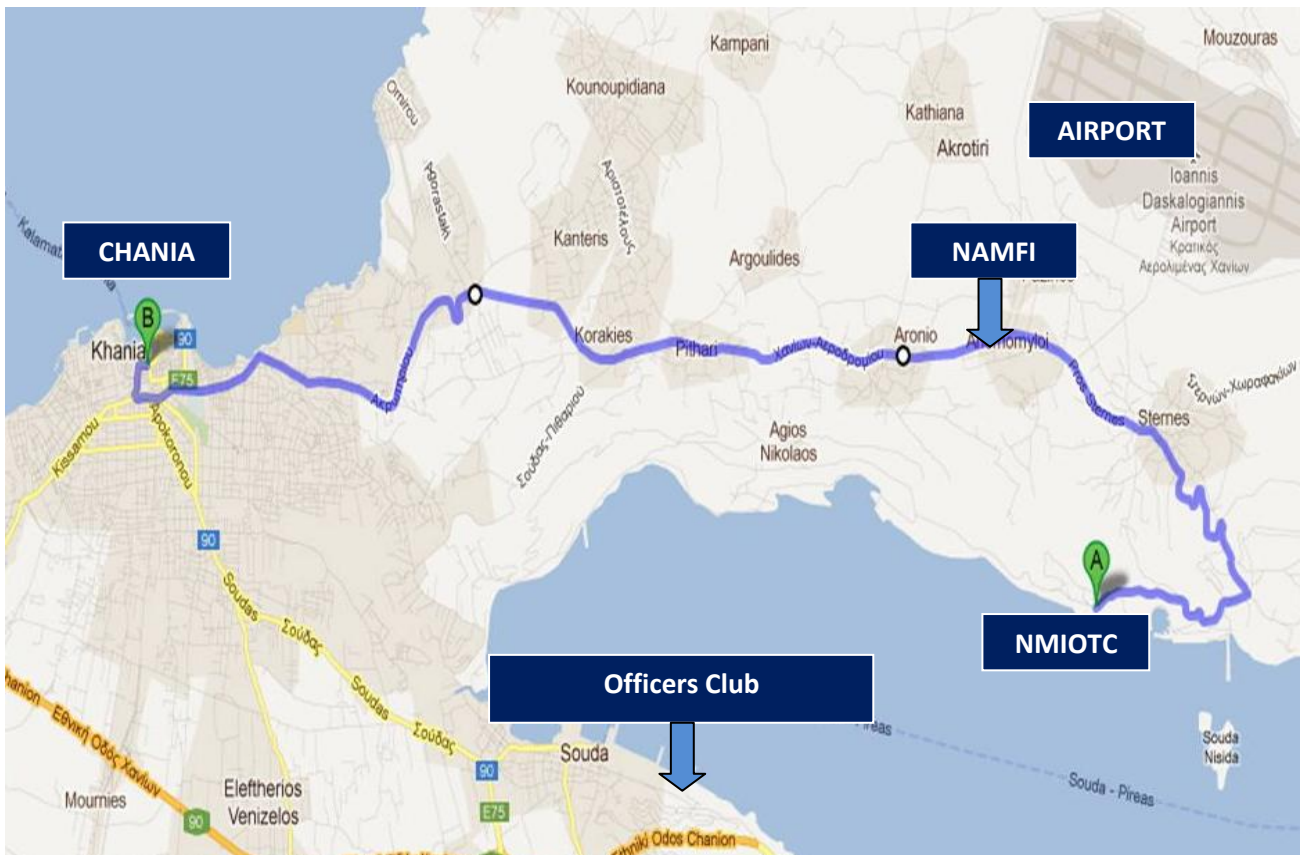
DIR E&T
SAA

Information:

DCOM
COS
DOSO
DIR TS
DIR S (for B&F Officer)

ADMINISTRATIVE INSTRUCTIONS

1. **Location:** NMIOTC is located in the northern region of Souda Bay, near the city of Chania, at the north-west part of Crete. The destination airport is Chania International airport “Ioannis Daskalogiannis” (airport code: CHQ). The distance from Chania city to NMIOTC is 20 km and from the airport to NMIOTC it is 9 km. Chania is a picturesque, unique medieval city bearing a rich and long history and culture. The following map provides orientation and driving directions from Chania City to NMIOTC.



2. **Registration:** You are kindly requested to submit your Personnel Administration Form (Enclosure “2”), in accordance to paragraph 10 of the main body. Applications submitted after the deadline may not be accepted. All applicants will receive a confirmation message within three days of their submission.

Note: A maximum number of fifteen (15) trainees will be accepted on a first come first served basis.

3. **Visa Requirement:** Participants or their national authorities are responsible for visa arrangements. Participants are advised to contact well in advance, proper diplomatic agencies for up to date information. It is an individual’s responsibility to apply and obtain their visa and to have the proper travel / medical documentation. Hellenic Ministry of Foreign Affairs website (www.mfa.gr) provides relevant VISA information requirements.

4. **Administrative cost:** The administrative cost mentioned in **paragraph 9** of the main body includes daily transportation from Chania city centre to NMIOTC and vice versa, classroom facilities with IT support, supportive courseware, participation to a social event hosted by NMIOTC, coffee, tea and cookies throughout the training period, Full payment in

cash, will be made to NMIOTC's Financial Officer upon arrival at NMIOTC during the in-processing procedure, by credit/debit card or by bank deposit to NMIOTC bank account with the following data:

- a. IBAN Number: GR 38 0110 4940 0000 4945 4001 048
- b. Swift BIC: ETHN GRAA
- c. Bank Name: National Bank of Greece

Note: Bank deposit must be completed no later than 3 working days before the start date of the event. The relevant document with proper justification must be e-mailed to NMIOTC Budget & Finance Officer at kladosa@nmiotc.nato.int, pavloup@nmiotc.nato.int. NMIOTC will cover only the expense that the National Bank of Greece may charge for transactions and not potential charges of other banks that may finally intervene.

5. **Arrival and Departure:** It is advised the participants to plan their arrival to CHQ (Chania international airport) no later than Sunday, 13th of January 2019 and departure no earlier than 17:00 on Friday, 25th of January 2019.

6. **Dress Code:** Participants are strongly recommended to wear Battle Dress Uniforms for the whole theoretical training as well as for the Graduation Ceremony.

7. **Meals:** Participants will have their meals outside NMIOTC, on their own responsibility and at their own discretion. A variety of options are available at Chania city. Nevertheless, a snack break is arranged at noon, on a daily basis. A canteen is available within the NMIOTC main building that will provide snacks and beverages for a nominal cost.

8. **Accommodation:** There are no accommodation facilities at NMIOTC. Therefore, participants are responsible to arrange their own accommodation. NMIOTC can provide guidance / assistance if requested. Hotels near the Chania city centre are highly recommended for transportation purposes. A list of recommended hotels around Chania city centre is as follows (special prices apply to participants only for direct booking with each hotel manager by e-mail using the code "**NMIOTC Guest**", including breakfast and internet connection. The negotiated on the occasionally promotion prices are referred to specific room type for each hotel and can be different according to each hotel's pricing policy):

- a. AKALI 4* hotel www.akali-hotel.gr.
E-mail: info@akali-hotel.gr Tel: +3028210r 92872
- b. KYDON 4* hotel www.kydon-hotel.com
E-mail: info@kydon-hotel.gr Tel.: +30 28210 52280.
- c. SAMARIA 4* hotel www.samariahhotel.gr
E-mail: reservations@samariahhotel.gr Tel.: +30 2821038600
- d. ARKADI 3* hotel www.arkadi-hotel.gr
E-mail: info@arkadi-hotel.gr Tel: +30 28210 90181.

- e. HALEPA 3* hotel www.halepa.com
E-mail: hotel@halepa.com, Tel. +30 28210 28440
- f. PORTO VENEZIANO 3* hotel www.portoveneziano.gr
E-mail: hotel@portoveneziano.gr Tel: (+30) 28210 27100.
- g. ROYAL SUN 3* hotel www.royalsunhotel.com. The hotel provides free transportation to the city centre.
E-mail: hotelroyalsun@gmail.com Tel: +30 28210 46363.
- h. AVRA CITY 3* hotel www.avracityhotel.gr
E-mail: kperraki@avracityhotel.gr Tel.: +30 28210 27970
- i. NAMFI Military Barracks (www.namfi.gr) is located close to NMIOTC (approx. 6 Km) on the road from NMIOTC to Chania (see attached map). The installation itself is in very good condition and offers several facilities. There is availability for breakfast / lunch / dinner at low cost. E-mail: info@namfi.gr, Tel: +30 28210 - 26800 & 26759.

9. **Transportation:** Transportation will be provided during the days of the course from Chania city centre pick-up points (1st pickup point AKALI at 07:45, 2nd pickup point SAMARIA at 07:50, 3rd pickup point KYDON at 07:55 and 4th pickup point Royal Sun hotel at 08:05). Participants are responsible for their transportation from the airport to their hotel and vice versa. The available transportation options from Chania airport to Chania city centre are as follows:

a. By Bus: The bus stop is outside the terminal and the cost is 2,30€. For further information and detailed timetables you can check the below link:
<http://www.bus-servicecrete-ktel.com/timetabledet.php?line=32&lq=2>

b. By taxi from the airport directly to Chania city centre, 24/7 and the cost is 25,00 € (approx).

c. There are several car rental agencies at the airport. Rental car agencies that have offered special prices for NMIOTC guests are as follows:

(1) Gelasakis Car Rental: E-mail cars@stc.gr, www.rentacar-chania.gr, tel. +30 28210 89065

(2) Spa Tours & Cars Enterprises: E-mail info@spatours.gr, www.spatours.gr, tel. +30 28210 57444

10. **Medical service:** First aid and emergency medical support is offered by NMIOTC paramedic personnel and the Naval Hospital of Crete. However, for all other cases, medical expenses must be paid by the individuals or their health insurance agencies. All participants are strongly advised to have appropriate medical insurance.

11. **Security:** NMIOTC applies security procedures according to the NATO standards. The overall classification of the course is NATO UNCLASSIFIED.

12. **Badging process:** There is a strict access control at Marathi main gate and NMIOTC main building. You will be required to carry your passport and/or your national identification card during your presence at NMIOTC. A security badge will be delivered to you during the first day upon registration. This security badge is to be carried throughout the training.

Cdr Theodoros Papadakis GRC (N)
Director Education & Training

Lt Eleftherios Gavalas GRC (A)
Officer of Primary Responsibility

Individual Personnel Application Form (PAF)

(Please read instructions carefully below prior to filling out the form)

NAME OF EVENT: NMIOTC Course 17000

PERIOD: 14 – 25 January 2019

***Please attach to this form a copy of your passport / travel document accordingly.**

REQUESTING HQ / AGENCY INFORMATION

Participant's HQ / Agency (*)	
E-mail (*)	

PARTICIPANT'S INFORMATION

Former participant?					
Kind of participation	Student	Participant	Speaker	Observer	Augmenter
Last Name (*)					
First Name (*)					
Gender (*)					
Nationality (*)					
NATO Military Rank (Title for Civilians) (*)					
Service (*)					
Title of duty position					
Organization/HQ where duties are performed					
Date of Birth					
ID No/Passport No (*)					
Tel (*)					
E-mail (*)					
NATO Security Clearance					

Payment Method	Yes/No
The tuition fees will be pre-paid before the beginning of the course.	
The tuition fees will be paid on cash on the first day of the course.	
Funded by	
Self funded	
MPD	
Bi-Lateral Agreement	

TRAVELING INFORMATION

Arrival Date (*)	
Departure Date(*)	
Accommodation(*)	
Rental Car	
Accompanied by	

POC's INFORMATION

Name/Rank/Agency/(*)	
Tel (*)	
E-mail (*)	

COMMENTS / REMARKS

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INSTRUCTIONS

- **Information marked with (*) is mandatory.**
Form must be completed in capital letters, in the following format **surname_rank_Course 17000_.doc**
- **If information on a field is not applicable or not yet determined can be filled with N/A or TBD respectively and will be determined and provided to NMIOTC POCs later.**

Cdr Theodoros Papadakis GRC (N)
Director Education & Training

Lt Eleftherios Gavalas GRC (A)
Officer of Primary Responsibility