



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



5000 NSC-53/Ser.:NU 120

TO: See Distribution List

SUBJECT: **INVITATION LETTER FOR COURSE 12000 “C-IED IN MARITIME INTERDICTION OPERATIONS” (ACT 688.17), 04 – 08 Mar 2024**

DATE: 24 Oct 2023

REFERENCES: A. NMIOTC Program of Work (NPOW) 2024  
B. NMIOTC DIR 60-1 Change 12 Cost of NMIOTC Training (Tuition Fee)

1. Taking into account the NPOW 2024 and Course 12000 certification by ACT as “NATO Approved,” NMIOTC is pleased to invite NATO nations, partner nations and Non-NATO entities to participate in this event, which will take place at the Centre’s premises in Souda Bay, Chania, Greece, **from 4 to 8 Mar 2024**. NATO has identified a need for Boarding Teams (BT) and Operating Forces to be trained so as to enhance personnel and units’ readiness prior to deployment in Maritime Interdiction Operations (MIO) within the Countering Improvised Explosive Devices in the Maritime Environment (CME) Programme of Work.

2. The aim of the course is to educate and train Boarding Team personnel in NATO TTPs to undertake targeted maritime search and exploitation tasks on board vessels and other maritime infrastructure in support of C-IED operations. Upon completion of the course, trainees will be able to:

- a. Develop IED threat awareness and adapt search principles that support the Attacking the Network (AtN), C-IED main line of effort,
- b. Identify pre-boarding requirements (key considerations for conducting vessel search, tactical considerations, required resources and on-board actions),
- c. Integrate knowledge, skills and techniques in support of CME (on-board site exploitation, perform evidence / biometrics / forensics collection, vessel and people search) through mentored exercises, a Table Top Exercise (TTX) and a Final Tactical C-IED Exercise (FTX).

3. The target audience is Boarding Team members and other naval personnel functioning as Force Protection Coordination Officers (FPCOs) responsible for their ship / task group, or involved in Maritime Interdiction Operations. Additionally, the course is open to Command Team(CT) members (CO, XO, OPS, COMMS etc.) or equivalent civilian personnel who are involved in MIO, potentially related with C-IED in the Maritime Environment. Personnel from Law Enforcement Agencies (Coast Guard, Maritime Police, Civil Guard, etc.), educational and training facilities and equivalent civilian personnel who are involved in Maritime Interdiction Operations, potentially related with C-IEDs, are also eligible to participate.

4. The course will be conducted in English. Translation to/from other languages will not be provided. The following proficiency standards in English are required to attend: Listening- Professional (3), Speaking- Functional (2), Reading- Professional (3), Writing- Functional (2) (STANAG 6001).
5. The course is marked as “NATO Unclassified / Releasable to: PFP (except Russia), MD, ICI, PatG”. NMIOTC applies security arrangements and regulations according to NATO standards.
6. The curriculum of Course 12000 includes the following modules:
  - a. Module 12010 Overview of the global and Maritime IED threat
  - b. Module 12020 Fundamentals of the NATO C-IED approach and general CME application
  - c. Module 12030 Attack the Networks Operations
  - d. Module 12040 Make-up of an IED and the Threat to Boarding Teams
  - e. Module 12050 Biometrics in MIO (Collection Device Demonstration)
  - f. Module 12060 IED Precursor Materials
  - g. Module 12070 Vessel Search Operations
  - h. Module 12080 Person Search
  - i. Module 12090 Threat Assessment (Vessel Search – Theory Threats and Safety Considerations)
  - j. Module 12100 Case Study
  - k. Module 12110 Tactical Site Exploitation (TSE) Considerations (Collection, Handling, Recording, Questioning and Photography)
  - l. Module 12120 TSE Handling of Evidence - Practical Considerations in CME
  - m. Module 12130 Planning & Executing Maritime Search Ops – Key Considerations
  - n. Module 12140 Maritime Search - Practical Exercise
  - o. Module 12150 2 Mentored Exercises (Search and Exploit a Vessel / small boat)
  - p. Module 12160 Table Top Exercise (Planning Task and Syndicate Brief-Back)
  - q. Module 12170 Final Tactical C-IED Exercise

**NOTE:** A detailed agenda will be included in the Joining Instructions letter which will be released in due course.

7. The trainees must attend at least 85% of the modules of the course, in order to pass the course and acquire the relevant certificate. Assessment of trainee performance will be accomplished during the practical training. The trainees will demonstrate skills during practical drills and scenarios and will be assessed by NMIOTC Instructors.
8. The tuition fee of the course is **920 €** per person. Comprehensive payment instructions can be found in Enclosure 1.
9. The course will start on **Monday, 4 Mar and will end on Friday, 8 Mar 24**. The training schedule will run from 08:30 to 15:00. Due to the fact that the course will be run with the cooperation of private sector, the execution of the course is subject to the achievement of a minimum number of participation. Comprehensive administrative instructions are provided at Enclosure 1.

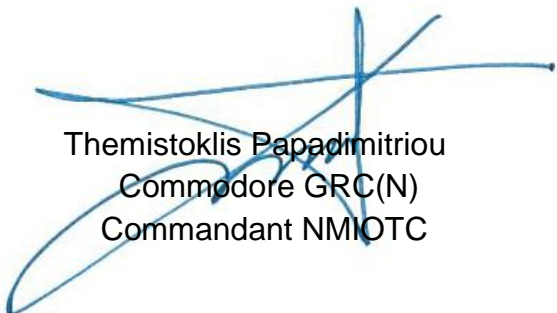
10. For organizational purposes, candidates are kindly requested to register **no later than (NLT) Monday 29 January 2024**. Candidates from Non-NATO Entities must submit their applications **NLT Monday 18 December 2023**, so that adequate time is provided for NATO approval procedures. Registration should be made on NMIOTC's official web site <https://nmiotc.nato.int/>.

**NOTE:** Partner nations (Partnership for Peace (PfP), Mediterranean Dialogue (MD), Istanbul Cooperation Initiative (ICI), or Partners across the Globe (PatG) frameworks), eligible for NATO PD subsidization program should submit the financial assistance request form (FARF) to NATO PD SAP manager [paola.pasini@shape.nato.int](mailto:paola.pasini@shape.nato.int) and also follow the procedures described in Enclosure 1, paragraph 2.

11. Event details can be found on the NMIOTC official web site [www.nmiotc.nato.int](http://www.nmiotc.nato.int), in the Education and Training Opportunities Catalogue (ETOC) at <https://e-itep.act.nato.int/Guest/ETOCindex.aspx> and in the Partnership Real-time Information, Management and Exchange system (e-PRIME) at <https://prime.hq.nato.int>.

12. NMIOTC Points of Contact (POCs):

- a. **Course Director:** CPO Jannis Willms DEU(N)  
Phone: (+30) 28210 85729, Fax: (+30) 28210 85702  
e-mail: [willmsj@nmiotc.nato.int](mailto:willmsj@nmiotc.nato.int)
- b. **Assistant Course Director:** LtCdr Evangelos Anastasakis GRC(N)  
Phone: (+30) 28210 85728, Fax: (+30) 28210 85702  
e-mail: [anastasakise@nmiotc.nato.int](mailto:anastasakise@nmiotc.nato.int)
- c. **Registration POC:** Cdr Konstantinos Papanastasis GRC(N)  
Phone: (+30) 28210 85710, Fax: (+30) 28210 85702  
e-mail: [papanastasisk@nmiotc.nato.int](mailto:papanastasisk@nmiotc.nato.int), [studentadmin@nmiotc.nato.int](mailto:studentadmin@nmiotc.nato.int)



Themistoklis Papadimitriou  
Commodore GRC(N)  
Commandant NMIOTC

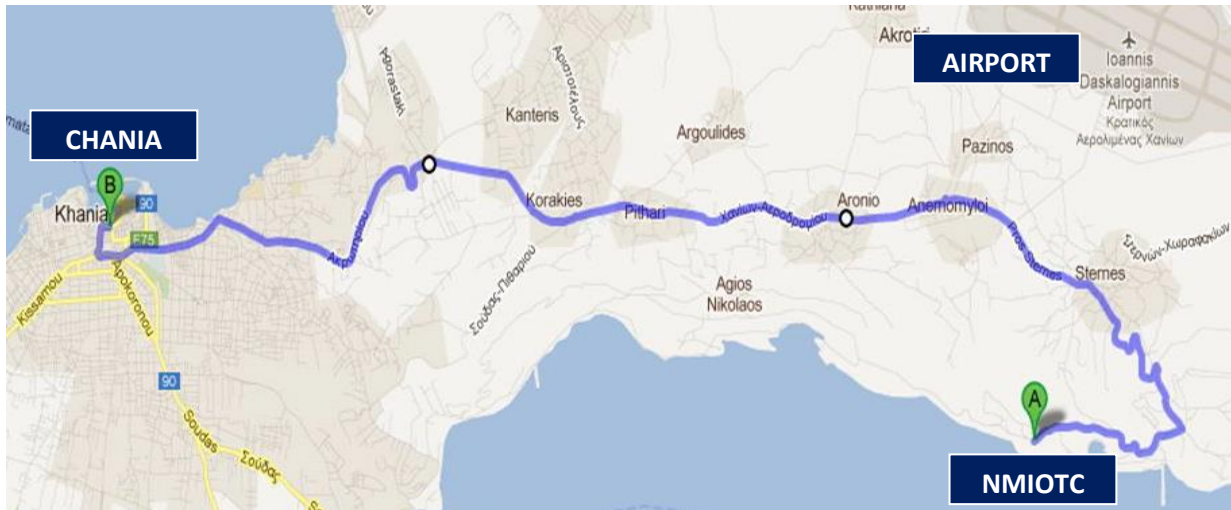
ENCLOSURE:

1. Administrative Instructions.

2. Financial Assistance/ Reimbursement Request form (FARF, FRRF)

**ADMINISTRATIVE INSTRUCTIONS**

1. **Location:** NMIOTC is located on the Akrotiri peninsula near the city of Chania in the north-western part of Crete. The destination airport is Chania International Airport (“Ioannis Daskalogiannis” Airport) (airport code: CHQ). Distance from the city of Chania to NMIOTC is 20 km and from the airport to NMIOTC is 9 km. The following map provides orientation and general driving directions from the city of Chania to NMIOTC.



2. **Registration:** Participants are requested to sign up to NMIOTC registration portal found in NMIOTC website <https://nmiotc.nato.int> or using directly the link <https://nmiotc.classter.com/Actions/Registration> . A signup confirmation message will be received to the email provided during the sign up process, along with the respective credentials.

Login to <https://identity.classter.com/ids/login?signin=367b231253e0e4df09eed2c4f8f32d99> and submit your application to the respective course/event by using the “Application Management” function at the top left corner of the portal main page. You will receive a relevant message after the process of your application and your application will be “ACCEPTED”. You can update your personal and participation information (accommodation, travel days, etc) until your registration status become “REGISTERED”, approximately 10 days before the event. Registration status can be verified within the portal. If you encounter any problem during registration process, please contact [studentadmin@nmiotc.nato.int](mailto:studentadmin@nmiotc.nato.int) or NMIOTC POCs.

Applicants eligible for subsidization through NATO PD subsidization program should submit the Financial Assistance Request form (FARF) or the Financial Reimbursement Request Form (FRRF), to the following addresses:

PD SAP Manager: CIV Paola Pasini  
Phone: +32 (0) 65/44.3649, NCN: \* 1-254-3649,  
E-mail: [paola.PASINI@shape.nato.int](mailto:paola.PASINI@shape.nato.int)

PD SAP Budget Manager: CIV Saskia De Meyer  
Phone: +32 (0) 65/44.39.70, NCN: \* 1-254-3970,  
E-mail: [Saskia.DEMEYER@shape.nato.int](mailto:Saskia.DEMEYER@shape.nato.int)

NMIOTC ADMIN officer CDR Konstantinos Papanastasis GRC (N)  
Phone: +30 28210 85710, NCN: 498-5710, Fax: +30 28210 85702  
E-mail: [papanastasisk@nmiotc.nato.int](mailto:papanastasisk@nmiotc.nato.int) ; [studentadmin@nmiotc.nato.int](mailto:studentadmin@nmiotc.nato.int)

If PD subsidization is approved for the candidate, he/she will find further administrative details in the Joining Instructions, which will be sent to each trainee before the start of the course.

**3. Visa Requirement:** Participants or their national authorities are responsible for visa arrangements. Participants are advised to contact the proper diplomatic agencies for up to date information, well in advance. It is the individual's responsibility to apply for and obtain their visa and to have the proper travel and medical documentation. Hellenic Ministry of Foreign Affairs website ([www.mfa.gr](http://www.mfa.gr)) provides relevant visa information requirements. NMIOTC will provide a Visa Support Letter, if requested.

**4. Tuition/Participation Fee and Methods of Payment:**

<b>A.BEFORE THE MEETING/EVENT</b>	INFORMATION	REMARKS
1. By Bank Deposit	NATIONAL BANK OF GREECE, NMIOTC BANK ACCOUNT 494/540010-48  SWIFT BIC: ETHN GRAA  IBAN: GR3801104940000049454001048	Bank deposits should be completed not later than <b>2 working days before the start date of the event</b> , bank charges are not covered by NMIOTC. The receipt should be sent by email to <a href="mailto:kleinakisd@nmiotc.nato.int">kleinakisd@nmiotc.nato.int</a> and cc <a href="mailto:papaderosd@nmiotc.nato.int">papaderosd@nmiotc.nato.int</a>
2. By Debit/Credit Card	Upon notification from the participant, the direct link for credit/debit card payment will be sent to the designated-by the participant-email address.	The participant should send an email to <a href="mailto:kleinakisd@nmiotc.nato.int">kleinakisd@nmiotc.nato.int</a> and cc <a href="mailto:papaderosd@nmiotc.nato.int">papaderosd@nmiotc.nato.int</a> for receiving the link for the credit/debit card payment
<b>B. ON THE FIRST DAY OF THE MEETING/EVENT</b>	INFORMATION	REMARKS
3. By Debit/Credit card	A valid credit/debit card should be presented on the first day of the event.	The fee is always paid in euros [the credit/debit card may provide the option to pay in another currency (other than euro) and therefore the 'euro' currency option must be chosen].
4. By Cash	-	The fee is always paid in euros.

**5. Cancellation Policy:** A late cancellation of a confirmed seat significantly impacts NMIOTC's ability to maximize training opportunities for the Alliance and results in a financial loss for NMIOTC. Upon receipt of written confirmation NMIOTC calendar, our cancellation fees apply as follows:

- a. 30 to 15 days prior to course start date: 10% of student tuition due.
- b. 14 to 8 days prior to course start date: 25% of student tuition due.
- c. 1 week prior to course start date: 50% of student tuition due.

**6. Dress Code:** Participants are advised to wear Daily Service / Battle Dress Uniforms or National Equivalent for the whole training as well as for the Graduation Ceremony.

**7. Meals:** A small canteen is available within the NMIOTC main building that will provide snacks for a nominal cost. Participants who would like to have lunch while at NMIOTC must make their own arrangements as NMIOTC does not provide this service.

**8. Accommodation:** The participants are responsible to arrange their own accommodation as there is no accommodation facilities on the Centre's premises. NMIOTC can provide guidance / assistance, if requested. Hotels near Chania city centre are highly recommended for transportation purposes. The list of recommended hotels in Chania offering special prices (for participants who book directly with each hotel by e-mail using the code "**NMIOTC**") and including breakfast and internet connection, is as follows:

AKALI 4\* hotel [www.akali-hotel.gr](http://www.akali-hotel.gr). (promotional code "NMIOTC" via hotel's online booking platform)  
E-mail: [info@akali-hotel.gr](mailto:info@akali-hotel.gr) Tel: (+30) 28210 92872.

ARKADI 3\* hotel [www.arkadi-hotel.gr](http://www.arkadi-hotel.gr)  
E-mail: [info@arkadi-hotel.gr](mailto:info@arkadi-hotel.gr) Tel: (+30) 28210 90181.

THE CHANIA HOTEL 5\* hotel [www.thechaniahotel.com](http://www.thechaniahotel.com), E-mail:  
[info@thechaniahotel.com](mailto:info@thechaniahotel.com) Tel. +30 28210 90002

KRITI 3\* hotel, [www.kriti-hotel.gr](http://www.kriti-hotel.gr) , E-mail: [info@kriti-hotel.gr](mailto:info@kriti-hotel.gr), Tel. +302821051881

KYDON 4\* hotel [www.kydon-hotel.com](http://www.kydon-hotel.com) (promotional code "NMIOTC" via hotel's online booking platform) E-mail: [info@kydon-hotel.gr](mailto:info@kydon-hotel.gr) Tel.: (+30) 28210 52280.

PORTO VENEZIANO 3\* hotel [www.portoveneziano.gr](http://www.portoveneziano.gr).  
E-mail: [hotel@portoveneziano.gr](mailto:hotel@portoveneziano.gr) Tel: +30 28210 27100.

SAMARIA 4\* hotel [www.samariahotel.gr](http://www.samariahotel.gr) (promotional code "NMIOTC" via hotel's online booking platform")  
E-mail: [reservations@samariahotel.gr](mailto:reservations@samariahotel.gr) Tel.: (+30) 28210 38600.

**NOTE:** The accommodation for PD subsidized trainees will be arranged by NMIOTC. Further details will be provided in the Joining Instructions.

**9. Arrival and Departure:** The participants should book a flight to Chania International airport (airport code: CHQ) and are responsible for their own transportation from / to the Airport during arrival / departure. Transportation from Chania Airport to the city center is available as follows:

- a. By bus: The bus stop is located outside the terminal and the ticket cost is 2,50 €. For further information and detailed timetables, visit the following link: [www.e-ktel.com/en/services/dromologia](http://www.e-ktel.com/en/services/dromologia)
- b. By taxi from the airport directly to Chania city center, 24/7, approx. 25,00€
- c. Additionally, there are several rental car 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](mailto:cars@stc.gr), [www.rentacar-chania.gr](http://www.rentacar-chania.gr), tel. +30 28210 89065.
  2. Spa Tours & Cars Enterprises: E-mail [info@spatours.gr](mailto:info@spatours.gr), [www.spatours.gr](http://www.spatours.gr), tel. +30 28210 57444.

**10. Transportation:** Transportation will be provided on a daily basis from Chania city center pick-up points (Akali, Samaria (Arkadi is asked to use the Samaria stop as well), Kydon, Kriti (Porto Veneziano is asked to use the Kriti stop as well) to NMIOTC and vice-versa, during the course.

**11. Medical service:** The trainees are required to have a valid health insurance according to their respective national standards. The trainees from the EU Member States are required to possess a valid European Health Insurance Card. NMIOTC ensures first aid during training, providing emergency transportation to the Naval Hospital of Crete if needed. The Naval Hospital of Crete can provide diagnosis, first aid and treatment, while the Prefectural Hospital of Chania can provide further diagnosis or specialist treatment if required. NMIOTC do not cover trainees' expenses for additional medical treatments and the settlement of medical bills is a patient/national responsibility.

**12. Security:** NMIOTC adheres to NATO security standards. There is a strict access control procedure for entrance into the Marathi main gate and NMIOTC main building. You will be required to provide your passport or your national identification during in-processing and whenever you enter the premises.

## FINANCIAL ASSISTANCE REQUEST FORM

(To be attached by the PfP/MD/PatG partner Nation to the official participation request)

### ACTIVITY IDENTIFICATION<sup>i</sup>

Activity (Event):	Reference number:
Date:	Location:

<b>PARTICIPANT IDENTIFICATION</b> Partner Nation:	Rank/Service:
Family name:	First Name:
ID/Number:	Tel/Number:
Email:	Official address:

### ESTIMATE OF EXPENDITURE

Travel:	Tuition fee:
Accommodation:	Other:
Meals:	<b>TOTAL:</b>

### BANK IDENTIFICATION FOR REIMBURSEMENT<sup>ii</sup> (in capital letters)

Beneficiary <sup>iii</sup>	
Currency requested	
Name of Bank	
Name of Agency	
SWIFT code <sup>iv</sup>	
IBAN code	
Account number <sup>v</sup>	

### PARTNER NATION AUTHORISATION

Date:	Name:	Signature & Stamps:
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## FINANCIAL REIMBURSEMENT REQUEST FORM

(To be attached by the PfP/MD/PatG partner Nation to the official request for reimbursement)

### ACTIVITY IDENTIFICATION<sup>vi</sup>

Activity (Event):	Reference number:
Date:	Location:

<b>PARTICIPANT IDENTIFICATION</b> Partner Nation:	Rank/Service:
Family name:	First Name:
ID/Number:	Tel/Number:
Email:	Official address:

### BANK IDENTIFICATION FOR REIMBURSEMENT

Beneficiary	
Bank Name	
Account Number (IBAN)	
SWIFT Code	
Currency for Payment	

### EXPENDITURE

Travel:	Tuition fee:
Accommodation:	Other:
Meals:	<b>TOTAL:</b>

### NATION AUTHORISATION

Date:	Name:	Signature & Stamps:

<sup>i</sup> As it is in e-PRIME

<sup>ii</sup> **Unless each cell is completed, we are not able to remit the reimbursement**

<sup>iii</sup> Official name of the bank account holder

<sup>iv</sup> If IBAN code **is provided**, this cell can be empty

<sup>v</sup> If IBAN code **is NOT provided**, indicate the bank account number in this cell

<sup>vi</sup> As it is in e-PRIME