



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



5000 NSC-31/Ser.: NU 79

TO: See Distribution List

SUBJECT: **INVITATION LETTER FOR NMIOTC COURSE 17000 “TRAIN THE TRAINERS - TECHNICAL INSTRUCTOR” 12 - 23 Oct 2020.**

DATE: 18 Jun 2020

REFERENCES: A. NMIOTC Program of Work (NPOW) 2020.
B. NMIOTC 5000 NSC-32/SER.: NU38, dated 17 Mar 2020 (17000 Course cancellation).
C. Bi-SC DIR 075-007 (Education and Individual Training Directive), dated 10 Sep 15.

1. Following the cancellation of the Course 17000 “Train the Trainers – Technical Instructor”, due to COVID 19 pandemic restrictions, initially scheduled for 30 March to 10 April 2020 NMIOTC is pleased to invite again NATO partners and Non-NATO Entities (NNE) to participate in subject course, from **12 to 23 October 2020** (10 working days), this time in a **blended form (ADL& Resident)**, (**12 to 16 October 2020 ADL section** and **19 to 23 October 2020 Resident section**).

2. By delivering the Course 17000 “Train the trainers – technical instructor”, NMIOTC creates opportunities for instructors and trainers to enhance their communication skills and skills for using advanced training tools. Thus, Course 17000 is considered of 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 of pedagogical knowledge and enhancement of the participants’ presentation and speaking skills. After the completion of the course, participants will be able to:

- a. Deconstruct the instructional method framework to better plan and design a tailored training solution.
- b. Develop the educational and supportive material in order to provide a 360° training solution to a performance gap.
- c. Implement the proper educational strategy by maximizing the transferred knowledge and by enhancing the training experience.

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). Basic skills in a Graphical User Interface (GUI) Operating System, as well as basic skills in Word processing and PowerPoint Presentation are required.

6. 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.

7. The course will start on **Monday 12 Oct 20 and will end on Friday 23 Oct 20**. Training periods for the **Resident** section are from 08:30 to 14:45. Comprehensive administrative instructions are provided as per Enclosure “2”. The **ADL** section of the course will include both synchronous and asynchronous sessions during which participants should be placed to a **no duty / limited duty status**. More detailed instructions, including the enrolment procedure, to be issued with the **Joining Instructions** in due time.

8. A draft agenda for this event is hereby attached as per Enclosure “1”. The final agenda will be included in the course Joining Instructions document .

9. With the current COVID-19 situation, due to the Greek authorities de-escalation plan and protective measures implemented, it is determined that it is possible to execute this course. When registration closes, will re-evaluate if this is still valid. Delegates who are registered will be updated by e-mail regarding any measures towards COVID-19 that must be undertaken, which may include cancellation of the course.

10. Subject Matter Experts (SMEs): All trainers and augmenters are trained and experienced instructors with proper certifications and accumulated experience as educators.

11. The administrative cost (tuition fees) for the subject course is **600,00 €**. Comprehensive administrative instructions are provided in Enclosure “2”.

12. Registration should be made on NMIOTC’s official web site dedicated registration area, <http://nmiotc.nato.int/join-us/trainee-joining-form/>, before the relevant dead lines:

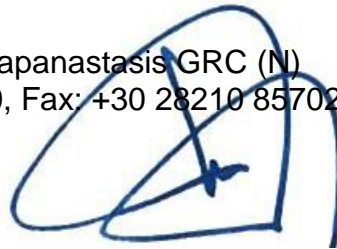
- a. Candidates from non-NATO Entities, no-later than (NLT) Monday 26 Jul 20.
- b. Candidates from **partners’ countries** Pfp, MD, ICI and PatG no later than **(NLT) Friday 04 Sep 20**, in order for all the necessary NATO procedures for approval to be facilitated.

- c. Candidates from **NATO countries, NLT Friday 11 Sep 20.**

13. Event details can be found in the Education and Training Opportunities Catalogue (ETOC) at <https://e-itep.act.nato.int/Guest/ETOCindex.aspx>, Course Code: MED-MS-35537 or through the NMIOTC official web site www.nmiotc.nato.int.

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

- a. **Course Director:** Lt Cdr Efstratios Peroutseas GRC (A)
Phone: +30 28210 85727, NCN: 498-5730, Fax: +30 28210 85702
E-mail: peroutsease@nmioct.nato.int
- b. **Registration POC:** Lt Cdr Konstantinos Papanastasis GRC (N)
Phone: +30 28210 85710, NCN: 498-5710, Fax: +30 28210 85702
E-mail: papanastasisk@nmioct.nato.int



Panagiotis Papanikolaou
Commodore GRC (N)
Commandant NMIOTC

ENCLOSURES:

1. Draft Schedule of Events
2. Administrative Instructions

DISTRIBUTION

External:

Action:

SHAPE NMR – GRC (NSWAN: NMRGRC@shape.nato.int)
(Please pass to NATO NMRs)
SHAPE REG (NSWAN: usershaperegistry@shape.nato.int)
HQ SACT NLR GRC (NSWAN: Konstantinos.karampatzakis@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:

IMS REG (NSWAN: imscentralregistry@hq.nato.int)
HQ SACT DCOS JFD (NSWAN: giuliano.venditti@act.nato.int)
JFD/JETE/ETEE P&P BH (NSWAN: Dieter.kohl@act.nato.int)
JFD Discipline POC (NSWAN: Bradley.white4@act.nato.int)
HQ SACT JFD EIT BRANCH HEAD (NSWAN: Luca.Massimi@act.nato.int)
HQ SACT JFD ETEE (NSWAN: Georgios.Fragkiadakis@act.nato.int)
SHAPE COS (NSWAN: COM.COS@shape.nato.int)
SHAPE/J3 (NU: Nicolas.GonzalezChamorro@shape.nato.int)
SHAPE PD MIC COE (NU: Paola.Pasini@shape.nato.int,
Kesea.SILVERMAN@shape.nato.int)
HQ JFC Naples (NSWAN: Vincent.Alexandre@JFCnp.nato.int)
HQ JFC BS CG REG (NSWAN: cgregistry@infCBS.nato.int,
jfcnpncsregistryco@jfcnp.nato.int)
MARCOM DCOS OPS (NSWAN: recordscentre@mc.nato.int)
NATO Military Liaison Officer to UN (NU: stenvert.maarten@hq.nato.int)
CSW COE (NU: info@coecsw.org, dh.marops@coecsw.org)
NSO (NU: HillBrian@natoschoolnato.int,
ristow.stefan@natoschoolnato.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)

MARSEC COE (NU: info.marseccoe@dzkk.tsk.tr)
 DAT COE (NU: info@coedat.nato.int)
 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: fincent@fincent.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)
 BHR CG Training Branch (NU: ni.alshaikh@interior.gov.bh,
 mh.zainaldeen@interior.gov.b)
 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)

DRAFT SCHEDULE OF EVENTS

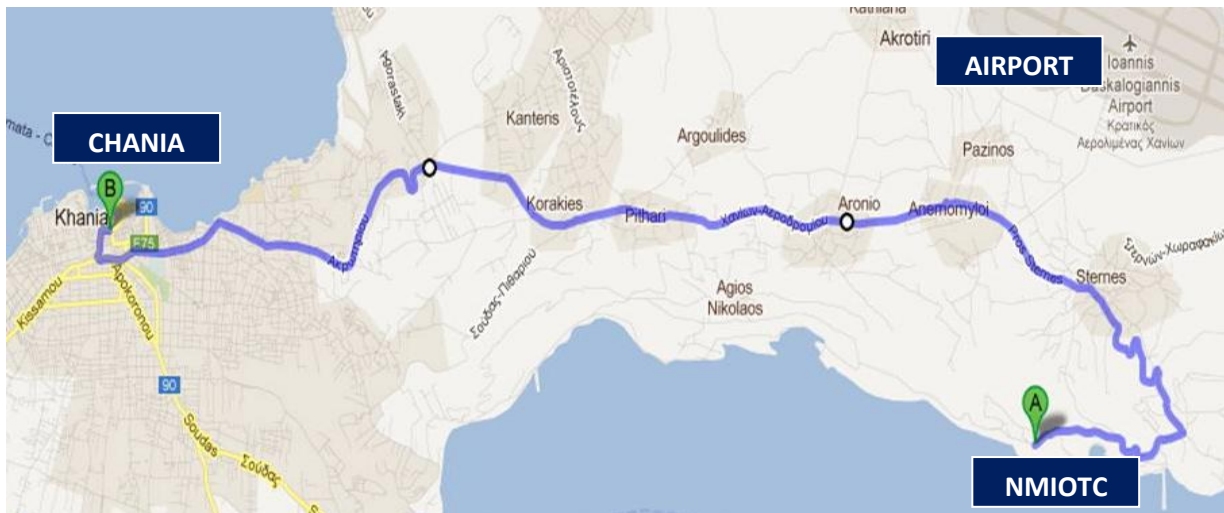
Week 1 (ADL)				
Day 1	Day 2	Day 3	Day 4	Day 5
Asynchronous training 17030/1 – Introduction to the training platform 17010/2 – Lesson Plan Analysis	Asynchronous training 17010/1 – Syllabus creation 17060/2 – Learning theories 17050 – Blooms taxonomy – Application to lesson plan 17010/3 – Practical research	Asynchronous training 17030/2 – Educational technologies for use in class	Asynchronous training 17030/2 – Educational technologies for use in class 17030/3 – PowerPoint tutorial	Asynchronous training 17030/2 – Educational technologies for use in class 17060/3 – Evaluation of training outcomes
TBD (UTC) Synchronous session	TBD (UTC) Synchronous session	TBD (UTC) Synchronous session	TBD (UTC) Synchronous session	

Week 2 (Resident)				
Day 6	Day 7	Day 8	Day 9	Day 10
08:45 – 09:30 Welcome Brief – Admin Brief – Student intro – Schedule Analysis	08:45 – 10:15 17040 – Instructional Methods	08:45 – 10:15	08:30 – 10:00	08:30 – 10:00
09:30 – 09:50 Group photo		17070 - Micro-teaching Phase I (Demonstration) (in class)	17090 - Micro-teaching Phase III (2 micro teachings)	17090 - Micro-teaching Phase III (2 micro teachings)
09:50 – 10:15 17020 – Teaching and Presentation Techniques				
10:15 – 10:30 Break	10:15 – 10:30 Break	10:15 – 10:30 Break	10:00 – 10:15 Break	10:15 – 10:30 Break
10:30 – 12:00 17020 – Teaching and Presentation Techniques	10:30 – 12:00 17070 - Micro-teaching Phase I (Demonstration) (in class)	10:30 – 12:00 17060 – Educational psychology – Class management (in class)	10:15 – 11:45 17090 - Micro-teaching Phase III (2 microteachings)	10:15 – 11:45 17090 - Micro-teaching Phase III (2 microteachings)

12:00 – 12:30 Snack Break	12:00 – 12:30 Snack Break	12:00 – 12:30 Snack Break	11:45 – 12:00 Snack Break	12:00 – 12:30 Snack Break
12:30 – 13:30 17020 – Teaching and Presentation Techniques	12:30 – 13:30 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	12:30 – 13:30 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	12:00 – 13:30 17090 - Micro-teaching Phase III (2 microteachings)	12:00 – 13:30 17090 - Micro-teaching Phase III (2 microteachings)
13:30 – 13:45 Break	13:30 – 13:45 Break	13:30 – 13:45 Break	13:30 – 13:45 Break	13:30 – 13:45 Break
13:45 – 14:45 17020 – Teaching and Presentation Techniques	13:45 – 14:45 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	13:45 – 14:45 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	13:45 – 14:45 17090 - Micro-teaching Phase III (1 microteaching)	Graduation

ADMINISTRATIVE INSTRUCTIONS

1. **Location:** NMIOTC is located on the Akrotiri peninsula near the city of Chania in north-western 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:** You are kindly requested to submit your Application Form through NMIOTC official web site www.nmiotc.nato.int within the given deadlines. Applications submitted after the specified deadlines may not be accepted. All applicants will receive an instant confirmation message. However the final confirmation will be provided after the process and acceptance of the application. It is advised not to proceed to travel arrangements before the final confirmation.

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 obtain his/her visa and to have the proper travel and medical documentation. Hellenic Ministry of Foreign Affairs website (www.mfa.gr) provides relevant visa information requirements. NMIOTC will provide a Visa Support Letter, if requested.

4. **Tuition Fee:** The fee includes daily transportation from Chania city center to NMIOTC and vice versa during the course days. Full payment for tuition must be made to NMIOTC’s Financial Officer on the first day of the course in cash, by credit card (American Express excluded) or by bank deposit to the NMIOTC bank account:

IBAN Number: GR 38 0110 4940 0000 4945 4001 048

Swift BIC: ETHN GRAA

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. NMIOTC will cover only the expense that the National Bank of Greece may charge for transactions and not potential charges of other banks.

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

6. **Meals:** A small canteen is available within the NMIOTC main building that can 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.

7. **Accommodation:** 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 center 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 Guest**" including breakfast and internet connection, is as follows:

AKALI 4* hotel www.akali-hotel.gr.

E-mail: info@akali-hotel.gr Tel: (+30) 28210 92872.

KYDON 4* hotel www.kydon-hotel.com (promotional code "NMIOTC 20")

E-mail: info@kydon-hotel.gr Tel.: (+30) 28210 52280.

SAMARIA 4* hotel www.samariahhotel.gr (promotional code "NMIOTC 20")

E-mail: reservations@samariahhotel.gr Tel.: (+30) 28210 38600.

ARKADI 3* hotel www.arkadi-hotel.gr

E-mail: info@arkadi-hotel.gr Tel: (+30) 28210 90181.

HALEPA hotel 3* hotel (www.halepa.com),

E-mail: hotel@halepa.com, Tel. +302821028440

PORTO VENEZIANO 3* hotel www.portoveneziano.gr.

E-mail: hotel@portoveneziano.gr Tel: +30 28210 27100.

ROYAL SUN 3* hotel www.royalsunhotel.com.

E-mail: hotelroyalsun@gmail.com Tel: (+30) 28210 46363.

8. **Arrival and Departure:** Participants should plan to fly 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:

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: https://e-ktel.com/images/pdfs/june2020/AIRPORT_FROM_01-06-2020.pdf

By taxi from the airport directly to Chania city center, 24/7, approx. 25,00€

Additionally, there are several rental car agencies at the airport. Rental car agencies that offer special prices to NMIOTC guests are as follows:

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

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

9. **Transportation:** Transportation will be provided on a daily basis from Chania city centre pick-up points (AKALI, SAMARIA, KYDON and ROYAL SUN at Akrotiriou st.) to NMIOTC during the course.

10. **Medical service:** Trainees are required to have a valid health insurance according to their respective national standards. 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.

11. **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. It is required to hold your passport or your national identification during in-processing and whenever you enter the premises.