



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



5000 NSC-59 /ser: NU190

**SUBJECT: INVITATION FOR PARTICIPATION IN THE COURSE
“DRAFTING, PRODUCTION AND MAINTENANCE OF NATO
STANDARDS”, 05 - 09 October 2020.**

DATE: 12 December 2019

REFERENCE: a. NMIOTC Program of Work (NPOW) 2020
b. AC/321-N(2016)0025-REV1-AS1, Action Plan on Strengthening
Education and Training on NATO Standardization dated 12
December 2016

1. The Allied Heads of State and Government agreed at the Warsaw Summit that interoperability of NATO Armed Forces is fundamental to success of the Alliance. All Allies reinforce their interoperability within NATO as well as with Partners, through training and exercises, development of NATO standards and common technical solutions. This enables the Armed Forces to work together comprehensively and effectively, in NATO operations or in coalition, EU or UN formats, aiming at promoting common security. The training of national forces to NATO standards in order to meet the full range of Alliance missions remains a priority for, and responsibility of, individual Allies.

2. All the above express the NATO interest and guide the Alliance's level of ambition, regarding the education and training on NATO standardization in support of interoperability. In this regard, the Committee for Standardization (CS) set as a matter of priority, to increase education and training, aiming at improving mutual and holistic understanding across NATO's entire standardization community, including partners.

3. *The Action Plan on Strengthening Education and Training on NATO Standardization (reference b)*, agreed by the CS in January 2017, indicated that *Standardization within NATO* course in Poland, significantly raised the quality of standardization management in the Alliance and in individual Allied and Partner over the last decade. However, it was also assessed that the course needed to be complemented by thorough and practical specifically-oriented training modules, one of them being the practical training on drafting, production and maintenance of NATO standards.

4. To meet this requirement, in the framework of Standardization Management Group (SMG) with the leading role of Greece and Poland, the course on drafting, production and maintenance of NATO standards has been developed. **The seventh iteration of the course will be conducted by NMIOTC in cooperation with HNDGS and Military University of Technology on 05 - 09 October 2020 at NATO Maritime Interdiction Operational Training Centre (NMIOTC) premises, Souda Bay, Crete Greece.** The course is offered as a complementary course and coordinated with the master course “*Standardization within NATO*”, in Poland.

5. The course provides comprehensive knowledge to facilitate understanding of the procedures for development, production and maintenance of NATO standardization documents, including doctrines. It specifically focuses on the basic principles for drafting operational and materiel standards and covers multiple practical examples with thorough contextual explanation. The course’s lecturers are experienced custodians or standardization managers in defense organizations of NATO Member/Partner Nations. On completion of the course students will be able to:

a. Apply knowledge and skills in realization of entire process of standards development, production and maintenance.

b. Apply the basic principles for drafting NATO operational and materiel standards.

c. Draft all the necessary documentation for the development of NATO standards.

d. Use the NATO standardization management tools in support of drafting NATO standards.

6. The course is offered, first and foremost, to candidates or already nominated custodians of NATO standards. Additionally it is also addressed to national representatives in NATO standardization bodies (Tasking Authorities/ Delegated Tasking Authorities/ Working Groups), standards/custodial writing teams and national standardization personnel. Tasking Authorities staff and NATO bodies involved in the development of NATO standards are also invited to participate.

7. The course will be delivered in English. Attendees should have the following standards of proficiency in English (as described / coded in STANAG 6001), listening – good (3), speaking – fair (3), reading – good (3) and writing – fair (3). *This course is marked as “NATO Unclassified”.* NMIOTC applies security arrangements and regulations according to NATO standards.

8. A draft agenda for this event is hereby attached as Enclosure 1. The final agenda will be circulated with the “joining instructions” in due time. Attendance of the participants is obligatory in order to be considered as “successful attendees”. Failure to follow at least 85% of the course will prevent a participant from acquiring the relevant certificate.

9. The course starts on Monday, 05 October and ends on Friday, 09 October 2020. The training hours are from 08:30 to 16:00. Comprehensive administrative instructions are provided at Enclosure 2.

10. For organizational purposes, candidates are kindly requested to return their application forms to NMIOTC **no later than (NLT) Friday 04 September 2020.** Registration should be made on NMIOTC's official web site www.nmiotc.nato.int . Candidates are also kindly requested to fill in and return to NMIOTC (e-mail: studentadmin@nmioct.nato.int) their application form along with the "Course Participant's Profile & Expectations Form", which is provided at Enclosure 3.

11. Event details can be found in the Education and Training On-line Catalogue (ETOC course code ETE – IT - 35477) at <https://e-itep.act.nato.int/Guest/ETOCindex.aspx> or through the NMIOTC official web site www.nmiotc.nato.int.

12. NMIOTC Points of Contact (POCs):

- a. Course Director: Lt Col Michalis Hatzidimitriou GRC (A)
Phone:+302821085716, NCN:49845716 Fax:+3028210 85702
E-mail: hatzidimitrioum@nmioct.nato.int
- b. HNDGS POCs: Lt Cdr Nikolaos Myriounis GRC (N),
Lt Konstantinos Chalkias GRC (N)
Phone: +302106574125 NCN: 4604125, Fax: +302106574144
E-mail: n.miriounis@hndgs.mil.gr; h.specifications@hndgs.mil.gr
- c. Registration POC: LCDR Konstantinos Papanastasis GRC (N)
Phone: +302821085710, NCN: 498-5710, Fax:+30 28210 85702
E-mail: papanastasisk@nmioct.nato.int; studentadmin@nmioct.nato.int;



Stelios Kostalas
Commodore GRC(N)
Commandant NMIOTC

ENCLOSURES:

1. Draft Schedule of Events for "Drafting, Production and Maintenance of NATO Standards" Course
2. Administrative Instructions
3. Course Participant's Profile & Expectations Form

Distribution List:

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/E 4 (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)

HQ NATO Military Representatives to the NATO Military Committee
(NU: sasevas@skynet.be) (Through HELMILREP)

HQ NATO National Permanent Delegations to NATO
(NU: d.lampadaridis@grdel-nato.be)
(Through Permanent Delegation of Greece to NATO)

IMS / NATO Standardization Office (NSO)
(NU: nso@nso.nato.int)

NHQC3S Standardization Manager (NU: elzinga.gerard@hq.nato.int)

NHQC3S please pass to C3B Chairmen – CaP1/2/3/4 Chairmen/IS/CNAD Staff
(NU: lurquin.beatrice@hq.nato.int)

IS/CNAD Staff please pass to:

- MAGs Chairmen – MAGs Capability Groups Chairmen
- Other CNAD Groups Chairmen

NADREPs Chairmen (NU: webb.tim@hq.nato.int, vonbuttlar.christian@hq.nato.int)

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)

HQ SACT MPD XO (NSWAN: Alexander.Schwab@act.nato.int)

SHAPE COS (NSWAN: COM.COS@shape.nato.int)

HQ JFC Naples (NSWAN: Vincent.Alexandre@JFCnp.nato.int)

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)

C-IED COE (NU: info@ciedcoe.org)

CSW COE (NU: info@coecsw.org)

MILENG COE (NU: TEDev@MilEngCOE.org)

EOD COE (NU: info@eodcoe.org)

C2 COE (NU: c2coe@c2coe.org)

CASPOA COE (NU: studentoffice@caspoa.org)

CCD COE (NU: ccdcoe@ccdcoe.org)

CIMIC COE (NU: pao@cimic-coe.org)

CJOS COE (NU: usff.cjos.coe@navy.mil)

CWO COE (NU: kmalme@mil.no)

DAT COE (NU: info@coedat.nato.int)

ENSEC COE (NU: info@enseccoe.org)

HUMINT COE (NU: registry@natohcoe.org)
JAPCC COE (NU: Contact@japcc.org)
JCBRN COE (NU: assistant@jcbnrcoe.cz)
MILMED COE (NU: info@coemed.org)
M&S COE (NU: mscoe.ds02@smd.difesa.it)
NMW COE (NU: nmw-coe@eguermin.org)
MP COE (NU: mpcoe@wp.mil.pl)
CMDR COE (NU: cmdrcoe@mod.bg)
SP COE (NU: info.spcoe@carabinieri.it)
STRATCOM COE (NU: info@stratcomcoe.org)
MW COE (NU: info@mwcoe.org)

NSO Registry please pass to:

Committee for Standardization (CS) Co-Chairmen (through NSO Policy and Coordination BranchHead
(NU: trabucchi.robert@nso.nato.int)

Director NSO (through MA kueck.christoph@nso.nato.int)

Deputy Director NSO, (NU: schmaglowski.dieter@nso.nato.int)

NSO Policy and Coordination Branch, trabucchi.robert@nso.nato.int ,

Standardization Management Group (SMG) Chairperson (NU: Steven.Lapsley141@mod.gov.uk)

Standardization Management Group (SMG) Vice Chairperson (NU: pflakstad@mil.no)

HNDGS/D"Branch (GRC MOD HNDGS COMM CEN please pass to HNDGS/D"Branch)

HNDGS/B2-D2 (GRC MOD HNDGS COMM CEN please pass to HNDGS/B2-D2)

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)

Internal:

Action:

DIR E&T

SAA

Information:

DCOM

COS

DOSO

DIR TS

DIR S (for B&F Officer)

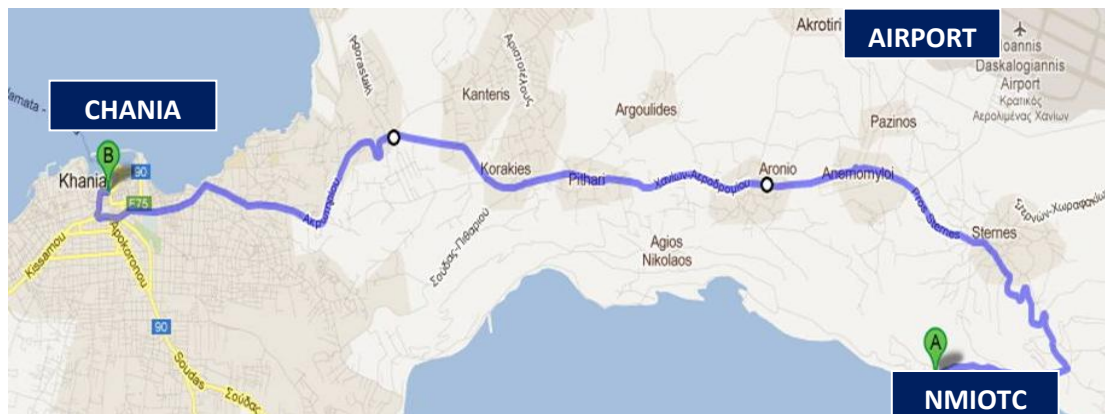
**DRAFT SCHEDULE OF EVENTS AND LECTURERS PROGRAM FOR THE COURSE
“Drafting, Production and Maintenance of NATO Standards”, 05 - 09 Oct 2020**

Monday (Day 1)		Tuesday (Day 2)		Wednesday (Day 3)		Thursday (Day 4)		Friday (Day 5)	
0830 0850	NMIOTC Welcome / Safety brief	0830 0945	Drafting Standardization Proposals - Inquires – Tasks (Theory)	0830 1200	Case Study: “Drafting a NATO Materiel Standard”	0830 1200	Allied Joint Doctrine Development (Allied Administrative Publication AAP-47) Allied Joint Doctrine Campaign – Data Fusion Drafting Allied Joint Doctrines – Get Started Drafting Doctrine Proposals and Doctrine Tasks	0830 1130	Selecting Civil Standards for Adoption as NATO Standards Use of IT applications while drafting NATO Standards Implementation of NATO Standards
0850 0920	Course administration and Introduction Group Photo								
0920 0945	NATO Standards and Processes (based on NATO Directive AAP-03)								
1000 1045	NATO Standards and Processes (based on NATO Directive AAP-03)	1000 1050	Drafting Standardization Proposals - Inquires – Tasks (Exercises)						
1100 1200	Drafting NATO Standards – Get Started	1100 1200	Drafting Standardization Proposals - Inquires – Tasks (Exercises)					1130 1200	Module Feedback
1200 1300	Lunch Break	1200 1300	Lunch Break	1200 1300	Lunch Break	1200 1300	Lunch Break	1200 1300	Lunch Break
1300 1600	Selecting Covering Documents – Drafting Covering Documents (STANAG/STANREC) Importance of Implementation guidance on drafting covering documents Case Study: Implementation Paragraph when drafting NATO STANAGs	1300 1600	Drafting Standardization Proposals - Inquires – Tasks (Exercises) Reviewing Standardization Documents (Theory – Case Study)	1300 1600	Case Study: “Drafting a NATO Materiel Standard”	1300 1600	Case Study: ‘Drafting a NATO Operational Standard’	1300 1600	Module dispersal – distribution of certificates

ADMINISTRATIVE INSTRUCTIONS

“Drafting, Production and Maintenance of NATO Standards” COURSE

1. Location: The course will be held at NMIOTC premises from 05 to 09 of June 2020. NMIOTC is located in the northern area of Souda Naval Base, near the city of Chania, at the north-west part of Crete. The destination airport should be the Chania International airport “Ioannis Daskalogiannis” (CHQ). The distance from Chania city to NMIOTC is 20 km and from the airport to NMIOTC 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 to NMIOTC.



2. Registration: You are kindly requested to submit your Personnel Administration Form 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 25 participants will be accepted on a “first come, first served” basis. All additional applicants will be in a waiting list and they will be informed if any cancellation occurred.

3. Cancellation of participation - Obligations. NMIOTC courses are in high demand, therefore 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 a written confirmation from NMIOTC that a seat has been reserved to a participant, cancellation fees apply as follows:

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

If the NMIOTC Student Admin Affairs Section (SAA) receives a cancellation request, will inform the requesting Authority by fax or e-mail about any related financial obligations, according to the cancellation policy.

4. Visa Requirement: Participants or their national authorities are responsible for visa arrangements (if needed). 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.

5. Tuition Fee: The tuition fee for the course is **450,00€**. NMIOTC will provide daily transportation from Chania city centre to NMIOTC and vice versa during the duration of the course. Full payment will be made either to NMIOTC's Financial Officer during the first day, in cash, by credit card or by bank deposit to NMIOTC bank account with the following data:

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

Note: Bank deposit has to be finalized **not later than 3 working days** before the start date of the event. The relevant document has to be forwarded to Budget & Finance officer through an e-mail: kladosa@nmiotc.nato.int. Hosting Authorities do not hold any cancellation reimbursement obligations to applicants if a confirmation email for participation acceptance was not sent by the NMIOTC Admin Office or the cancellation was made by the applicant.

6. Arrival and Departure: It is advised the participants to plan their arrival to CHQ (Chania international airport) no later than Sunday, 21st of June 2020 and departure no earlier than 17:00 on Friday, 26th of June 2020.

7. Dress Code: Daily uniform or the equivalent civilian

Note: Changing rooms are provided next to the classroom.

8. Accommodation: 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. The following is a list of recommended hotels around Chania city centre (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):

a. AKALI 4* hotel www.akali-hotel.gr. E-mail: info@akali-hotel.gr

Tel: +3028210 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

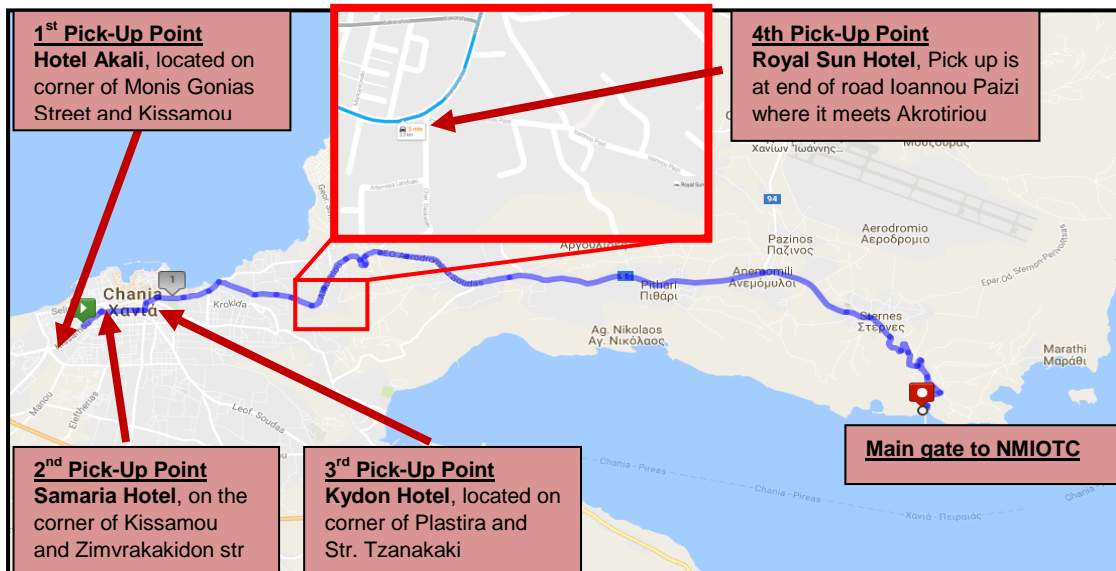
9. Transportation: Transportation will be provided during the days of the course from Chania city centre pick-up points (1st pickup point AKALI at 07:40, 2nd pickup point SAMARIA at 07:50, 3rd pickup point KYDON at 07:55 and 4th pickup point Royal Sun hotel at 08:05, see the following map). Participants 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 check <http://www.bus-servicecrete-ktel.com/timetabledet.php?line=32&lg=2>.
- b. By taxi from the airport directly to Chania city center, 24 hours/day 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

Participants, who intend to rent a car, should arrange their booking directly with the Car Rental Agency using the code “**NMIOTC Guest**”. Additionally, NMIOTC Admin Office should be informed as soon as possible about the type and the plate number of the rental vehicle for issuing vehicle access security clearance.



NOTIFICATION: All participants that will use NMIOTC transportation are advised to be at the specified pick-up points 5 min before the departure time. There will be no other transportation provided by NMIOTC.

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

11. 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 event.

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

COURSE PARTICIPANT'S PROFILE AND EXPECTATIONS FORM

<u>To be submitted with the PAF during registration</u>			
PARTICIPANT			
(Nation, Command, Agency)			
RANK	Surname (capitals)	Name (capitals)	Position/Duties
STANDARDIZATION			
Prior experience:			
Participation in Board/Committee/WG:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If yes, please provide more info:			
Custodianship:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If yes, please provide info on WGs/STANAGs:			
Participation in STANAG developing WT:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If yes, please provide more info:			
Attendance of the "Standardization within NATO" course:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
EXPECTATIONS			
From the lectures:			
Administrative issues:			
By the end of the course, I will be able to ...			
Additional remarks to facilitate your participation:			