



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



5000 NSC-31/Ser: NU 144

TO: See Distribution

SUBJECT: **INVITATION LETTER FOR COURSE 25000 “DRAFTING, PRODUCTION AND MAINTENANCE OF NATO STANDARDS” (ACT 849.8), 17 – 21 Jun 2024**

DATE: 20 Dec 2023

REFERENCES: NMIOTC Program of Work (NPOW) 2024

1. Taking into account the NPOW 2024 as well as the accreditation by ACT of the 25000 Course as “NATO Approved,” NMIOTC is pleased to invite NATO, NATO partners, and Non-NATO Entities (NNE) to participate in this training, which will take place at the Centre’s premises in Souda Bay, Chania, Greece, from **17 to 21 Jun 2024**.

2. The aim of the course is to provide 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 material 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.

3. The target audience is, first and foremost, 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.

4. The course is conducted in English. Translation to/from other languages is not provided. The following proficiency standards in English are required to attend: Listening – professional (3), Speaking – professional (3), Reading – professional (3), Writing – professional (3) (STANAG 6001, ed. 5).

5. The course is marked as “NATO Unclassified” NMIOTC applies security arrangements and regulations according to NATO standards.

6. The curriculum of Course 25000 will include the following theoretical and practical modules:

a. **Course 25000**

(1) Module 25100 – NATO Standardization Definitions, Documents and Process

(2) Module 25200 – Drafting Standardization Proposals, Inquires, Tasks, Modification Proposals and Revision Tasks

(3) Module 25300 – Drafting NATO Materiel Standards

(4) Module 25400 – Drafting NATO Operational Standards

(5) Module 25500 – Ratification and Implementation of NATO Standards

NOTE: A detailed agenda will be included in the Joining Instructions, which will be released **NLT four weeks** before the course start date.

7. In order to pass the course and acquire the relevant certificate, the participants must attend at least 85% 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.

8. The course will be delivered by NMIOTC in their respective areas with the support of Subject Matter Experts (SME) from other NATO entities and SMGs.

9. The tuition fee for Course 25000 is **650 €** per person and includes transportation to and from the designated hotels and inside NMIOTC premises. The Course 25000 fee also includes Lunch daily at NMIOTC premises. **Comprehensive payment instructions can be found in Enclosure 1.**

10. The course will start on Monday, **17 Jun and ends on Friday 21 Jun 2024**, with a daily training period from 08:30 to 16:00, including time for a lunch/snack break. Comprehensive administrative instructions are provided at Enclosure 1.

11. For organizational purposes, candidates are kindly requested to register **no later than (NLT) 10th May 2023**. Candidates from Non-NATO Entities not participating in **PfP, MD, ICI or PatG** frameworks must register **NLT 23th Feb 2024**, so that adequate time is provided for NATO approval procedures. Registration should be made on NMIOTC’s official web site www.nmiotc.nato.int.

NOTE 1: 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) (Enclosure 2) to NATO PD SAP manager paola.pasini@shape.nato.int and follow the procedures described in Enclosure 1, paragraph 2.

12. Event details can be found on the NMIOTC official web site 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>.

13. **NMIOTC Points of Contact (POCs):**

a. **Course Director:** Lt. Cdr Evangelos Anastasakis GRC(N)
Phone: (+30) 28210 85728, Fax: (+30) 28210 85702
IVSN: 498 5728
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b. **Assistant Course Director:** LtCdr Apostolos Zachos, GRC (N)
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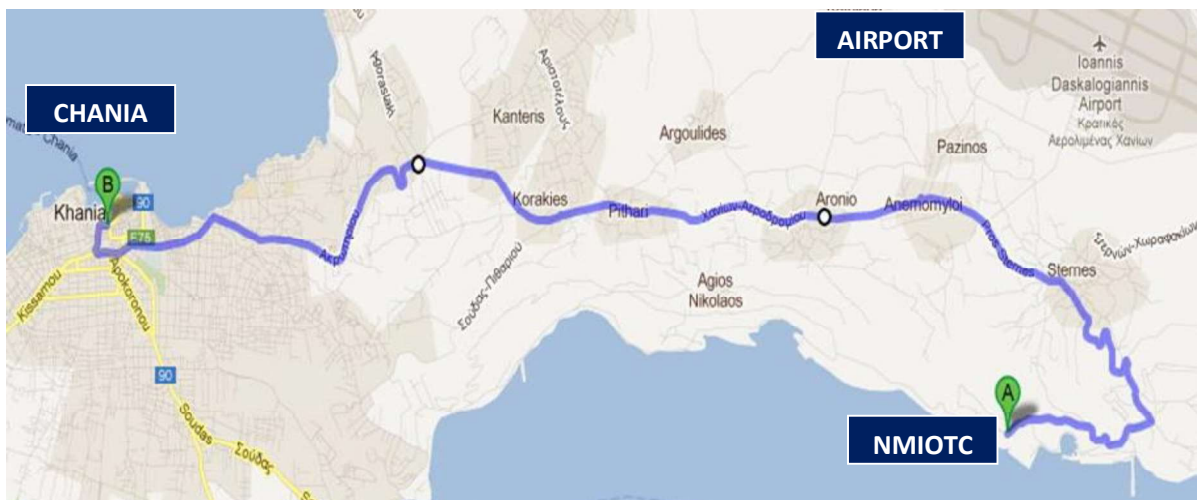
c. **Registration:** Cdr Konstantinos Papanastasis GRC (N)
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Themistoklis Papadimitriou
Commodore GRC(N)
Commandant NMIOTC

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 code: CHQ). The 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://nmiotc.classter.com> 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 or NMIOTC PoCs.

3. **Visa Requirement:** The participants or their national authorities are responsible for visa arrangements. The participants are advised to contact the proper diplomatic authorities 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/Participation Fee and Methods of Payment:

A. BEFORE THE MEETING/EVENT	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 2 working days before the start date of the event , bank charges are not covered by NMIOTC. The receipt should be sent by email to kleinakisd@nmiotc.nato.int and cc masourakii@nmiotc.nato.int
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 kleinakisd@nmiotc.nato.int and cc masourakii@nmiotc.nato.int , for receiving the link for the credit/debit card payment
B. ON THE FIRST DAY OF THE MEETING/EVENT	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:** The 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.

Note: Changing rooms are provided next to the classroom.

7. **Meals:**

a. A small canteen is available within the NMIOTC main building and provides snacks for a nominal cost.

b. Lunch will be delivered daily at NMIOTC premises.

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 Guest**") and including breakfast and internet connection, is as follows:

AKALI 4* hotel www.akali-hotel.gr. (promotional code "NMIOTC" via hotel's online booking platform)

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

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

SAMARIA 4* hotel www.samariahhotel.gr (promotional code "NMIOTC" via hotel's online booking platform")

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.

KRITI 3* hotel, www.kriti-hotel.gr , E-mail: info@kriti-hotel.gr, Tel. +302821051881

PORTO VENEZIANO 3* hotel www.portoveneziano.gr.

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

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 centre 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

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, 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. **Transportation:** Transportation will be provided on a daily basis from Chania city centre 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 the NATO security standards. There is a strict access control procedure for the entrance into the Marathi main gate and the NMIOTC main building. You are required to provide your passport or your national identification during in-processing and whenever you enter the premises. The overall security classification of presentations/discussions is up to "NATO UNCLASSIFIED".

FINANCIAL ASSISTANCE REQUEST FORM

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

ACTIVITY IDENTIFICATIONⁱ

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

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

ESTIMATE OF EXPENDITURE

Travel:	Tuition fee:
Accommodation:	Other:
Meals:	TOTAL:

BANK IDENTIFICATION FOR REIMBURSEMENTⁱⁱ (in capital letters)

Beneficiary ⁱⁱⁱ	
Currency requested	
Name of Bank	
Name of Agency	
SWIFT code ^{iv}	
IBAN code	
Account number ^v	

PARTNER NATION AUTHORISATION

Date:	Name:	Signature & Stamps:

FINANCIAL REIMBURSEMENT REQUEST FORM

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

ACTIVITY IDENTIFICATION^{vi}

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

PARTICIPANT IDENTIFICATION	Rank/Service:
Partner Nation:	
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:	TOTAL:

NATION AUTHORISATION

Date:	Name:	Signature & Stamps:

ⁱ As it is in e-PRIME

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

ⁱⁱⁱ Official name of the bank account holder

^{iv} If IBAN code **is provided**, this cell can be empty

^v If IBAN code **is NOT provided**, indicate the bank account number in this cell

^{vi} As it is in e-PRIME