



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



5000 NSC-75 /ser: NU 06-COR1

TO: See Distribution List

SUBJECT: **INVITATION LETTER FOR COURSE 25000 “DRAFTING, PRODUCTION AND MAINTENANCE OF NATO STANDARDS”, 04 – 08 Oct 2021.**

DATE: 19 Jan 2021

REFERENCE: a. NMIOTC Program of Work (NPOW) 2021
b. AC/321-N(2016)0025-REV1-AS1, Action Plan on Strengthening Education and Training on NATO Standardization dated 12 December 2016

1. Taking into account *The Action Plan on Strengthening Education and Training on NATO Standardization*, NMIOTC is pleased to invite in the subject NATO Approved, course NATO and Partners nations to participate in these practical specifically-oriented training modules on drafting, production and maintenance of NATO standards, which will take place at the Centre's premises in Souda Bay, Chania, Greece, from **04 – 08 Oct 2021**.

2. The course is offered as a complementary course and coordinated with the master course “*Standardization within NATO*”, in Poland. The course was developed with the leading role of Greece and Poland.

3. 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 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.

4. 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.

5. 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.

6. 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.

7. The tuition fee of the course is **450 €** per person. Comprehensive payment instructions can be found in Enclosure 2.

8. The course starts on Monday, 04 October and ends on Friday, 08 October 2021. The training hours are from 08:30 to 16:00. Comprehensive administrative instructions are provided at Enclosure 2.

9. With the current COVID-19 situation, due to the Greek de-escalation plan and the preventive and protective measures that have been implemented, it is been determined that it is possible to execute this course. When registration closes, we will 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. For organizational purposes, candidates are kindly requested to return their application forms to NMIOTC **no later than (NLT) Friday 03 Sep 2021**. Registration should be made on NMIOTC’s official web site <http://nmiotc.nato.int/join-us/trainee-joining-form/>. Candidates are also kindly requested to fill in and return to NMIOTC (e-mail: studentadmin@nmiotc.nato.int) their application form as PDF document, along with the “Course Participant’s Profile & Expectations Form”, which is provided at Enclosure 3.

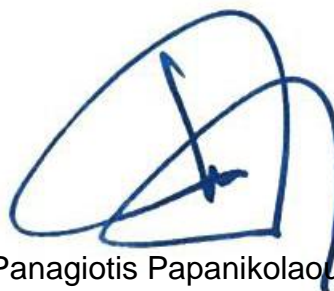
11. Event details can be found in the Education and Training On-line Catalogue (ETOC course code ETE – IT - 35477) at <https://e-itep.act.nato.int> and in the Partnership Realtime Information, Management and Exchange System (ePRIME course code ETE – IT – 35477, ACT.842.1) at <https://e-prime.org/login.aspx> or through the NMIOTC official web site www.nmiotc.nato.int.

12. NMIOTC Points of Contact (POCs):

- a. Course Director: Cdr Nikolaos Galouzis GRC (N)
Training Support Directorate, Transformation Section Staff
NU Email: galouzisl@nmiotc.nato.int
Tel: +302821085716, NCN: 498-5716, Cell: +306940471698
- 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: Lt Cdr Konstantinos Papanastasis GRC (N)
Phone: +302821085710, NCN: 498-5710, Fax:+30 28210 85702
E-mail: papanastasisk@nmiotc.nato.int; studentadmin@nmiotc.nato.int;



Panagiotis Papanikolaou
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

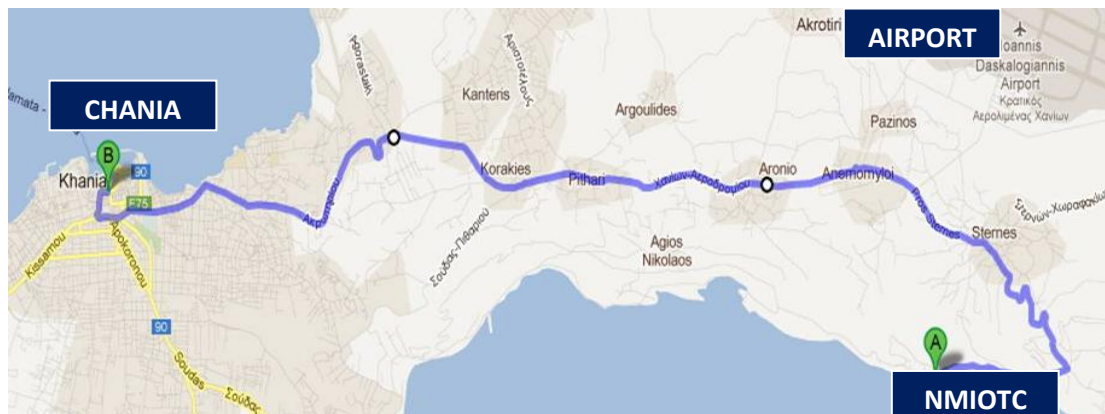
**DRAFT SCHEDULE OF EVENTS AND LECTURERS PROGRAM FOR THE COURSE
“Drafting, Production and Maintenance of NATO Standards”, 04 – 08 Oct 2021**

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)	0830 1130	Selecting Civil Standards for Adoption as NATO Standards
0850 0920	Course administration and Introduction Group Photo								
1000 1045	NATO Standards and Processes (based on NATO Directive AAP-03)	1000 1050	Drafting Standardization Proposals - Inquires – Tasks (Exercises)	1200 1300	Lunch Break	1200 1300	Lunch Break	1130 1200	Implementation of NATO Standards
1100 1200	Drafting NATO Standards – Get Started	1100 1200	Drafting Standardization Proposals - Inquires – Tasks (Exercises)						
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)	1300 1600	Drafting Standardization Proposals - Inquires – Tasks (Exercises)						
	Importance of Implementation guidance on drafting covering documents			Reviewing Standardization Documents (Theory – Case Study)	Case Study: Implementation Paragraph when drafting NATO STANAGs				

ADMINISTRATIVE INSTRUCTIONS

“Drafting, Production and Maintenance of NATO Standards” COURSE

1. **Location:** The course will be held at NMIOTC premises from 04 to 08 Oct 2021. 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 Application 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, 03rd of Oct 2021 and departure no earlier than 17:00 on Friday, 08th of Oct 2021.

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):

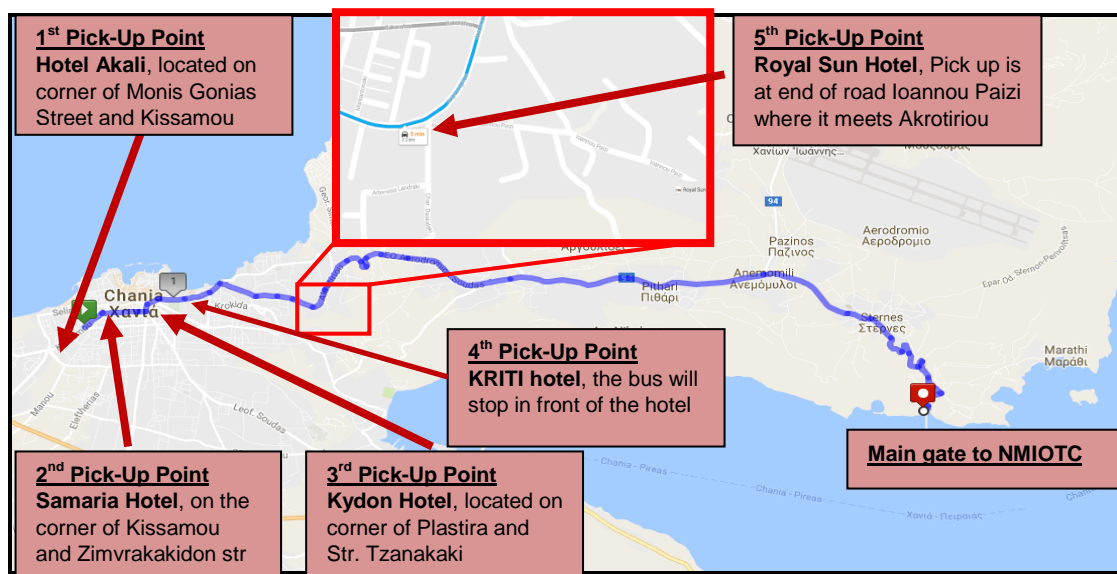
a. **AKALI** 4* hotel, www.akali-hotel.gr, E-mail: info@akali-hotel.gr, Tel: +3028210 92872

b. **KYDON** 4* hotel, www.kydon-hotel.com (promotional code "NMIOTC 21"), E-mail: info@kydon-hotel.gr, Tel.: +30 28210 52280

- c. **SAMARIA** 4* hotel, www.samariahotel.gr, (promotional code “NMIOTC 21”), E-mail: reservations@samariahotel.gr, Tel.: +30 2821038600
- d. **ARKADI** 3* hotel, www.arkadi-hotel.gr, E-mail: info@arkadi-hotel.gr, Tel: +30 28210 90191
- e. **KRITI** 3* hotel, www.kriti-hotel.gr, E-mail: info@kriti-hotel.gr, Tel. +302821051881
- 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

9. Transportation: Transportation will be provided during the days of the conference from Chania city centre pick-up points (1st pickup point AKALI at 07:40, 2nd pickup point SAMARIA at 07:45, 3rd pickup point KYDON at 07:50, 4th pickup point KRITI hotel at 07:55, 5th 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: www.e-ktel.com/en/services/dromologia
- 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



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: 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 when needed. The Naval Hospital of Crete will provide diagnosis, first aid and treatment and when necessary, the military doctors may arrange with the Prefectural Hospital of Chania for further diagnosis or specialist treatment if required. NMIOTC is not covering trainees' expenses for additional medical treatments and the settlement of medical bills is a patient/national responsibility.

13. COVID-19 Pandemic Awareness: Please take under consideration that due to the current COVID-19 situation and the undertaken preventive and protective measures, the conduct of the event is considered, feasible. Furthermore, NMIOTC is ready to welcome participants to NMIOTC's events according to current travel rules as described in details in the Hellenic Republic Ministry of Foreign Affairs web page: <https://www.mfa.gr/en/index.html> (welcome to Greece announcements) and <https://travel.gov.gr/#/> (protocol for arrivals in Greece) as well as the latest instructions uploaded to the NMIOTC site <https://nmiotc.nato.int/general-information-on-coronavirus-covid-19/> which are to be followed at its latest update.

Note: The COVID-19 is a highly dynamic and evolving situation, and all relevant measures are under continuous review. It is advised participants consider any further travel restrictions and rules from intermediate countries that they will travel through and due to unforeseen travel restrictions, it is highly recommended any travel bookings to be refundable.

COURSE PARTICIPANT'S PROFILE AND EXPECTATIONS FORM

<u>To be submitted with the Application Form 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:			