



5000 NSC-26/Ser: NU 35

TO: See Distribution

SUBJECT: **INVITATION LETTER FOR COURSE 5000 “MARITIME OPERATIONAL TERMINOLOGY COURSE” (ACT 690.6),  
12 - 23 Sep 2022**

DATE: 11 March 2022

REFERENCES: A. NMIOTC Program of Work (NPOW) 2022  
B. NMIOTC DIR 60-1 CHANGE 11 Cost of NMIOTC Training  
(Tuition Fees)

1. NMIOTC is pleased to invite NATO, Partners and Non-NATO Entities to participate in the following resident course, which will take place at the Centre’s premises in Souda Bay, Chania, Greece, from 12 Sep to 23 Sep 2022.

2. The aim of the course is to provide a comprehensive training package that includes theoretical aspects in the field of Maritime Operations. The desired outcome for the participants is to develop an understanding of operational terminology and procedures used in NATO-led Maritime Operations and Exercises.

3. The target audience is Officers ranging from OR-9 to OF-5 (Staff Planners, Command Team members). Military or civilian personnel from other agencies and organizations tasked to participate in support of Maritime Interdiction Operations are also eligible to participate. Non-NATO Entities are eligible for participation upon NAC/MC approval.

4. The course is marked as “NATO Unclassified and Releasable to: PFP (except Russia), PII, MD, ICI, PatG”. NMIOTC applies security arrangements and regulations according to NATO standards.

5. 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).

6. The curriculum of Course 5000 will include the following modules:

- a. Module 5010 – NATO Concept
- b. Module 5020 – NATO Operations Legal Aspects
- c. Module 5030 – NATO TTPs in Maritime Operations
- d. Module 5040 – NATO Operations Planning Process
- e. Module 5050 – Briefing Techniques
- f. Module 1090 – MIO Simulator Training/SIMEX

Note: A detailed agenda will be included in the Joining Instructions which will be released in due time.

7. In order to graduate and acquire the relevant certificate, the participants must attend at least 85% of the module classes of the course. Also the students should acquire in total more than 60% of the points from the daily quizzes, country presentations, OPP briefings and the MIO simulator.

8. The tuition fee for the course is **600 €** per person. Comprehensive payment instructions can be found in Enclosure 1.

9. The course will start on **Monday, 12 Sep** and will end on **Friday, 25 Sep 2022**, with a daily training period from 08:30 to 14:30. Comprehensive administrative instructions are provided at Enclosure 1.

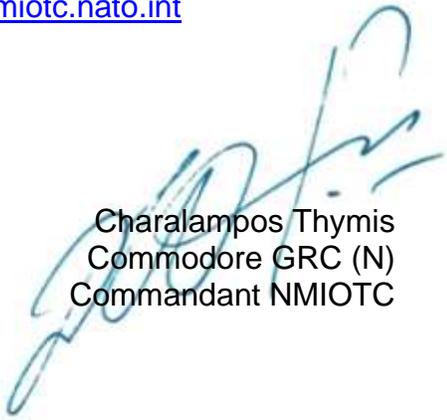
10. **Covid Restrictions:** With the current COVID-19 situation, due to the Greek de-escalation plan and the preventive and protective measures that have been implemented, it is been determined that it is possible to execute this course. When registration closes, we will evaluate if this is still valid. 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.

11. For organizational purposes, candidates are kindly requested to register **no later than (NLT) Monday, 25<sup>th</sup> July 2022**. Candidates from Non-NATO Entities must submit their applications **NLT Friday 20 May 2022**, so that adequate time is provided for NAC approval procedures. Registration should be made on NMIOTC's official web site <https://nmiotc.nato.int/join-us/individual-application-form/> by submitting the application form.

12. **Details:** 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 On-line 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://e-prime.org>.

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

- a. Course Director: Lt Lyubomir Dankov BGR(N)  
Phone: (+30) 28210 85728, Fax: (+30) 28210 85702  
e-mail: [dankovl@nmiotc.nato.int](mailto:dankovl@nmiotc.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@nmiotc.nato.int](mailto:papanastasisk@nmiotc.nato.int) / [studentadmin@nmiotc.nato.int](mailto:studentadmin@nmiotc.nato.int)



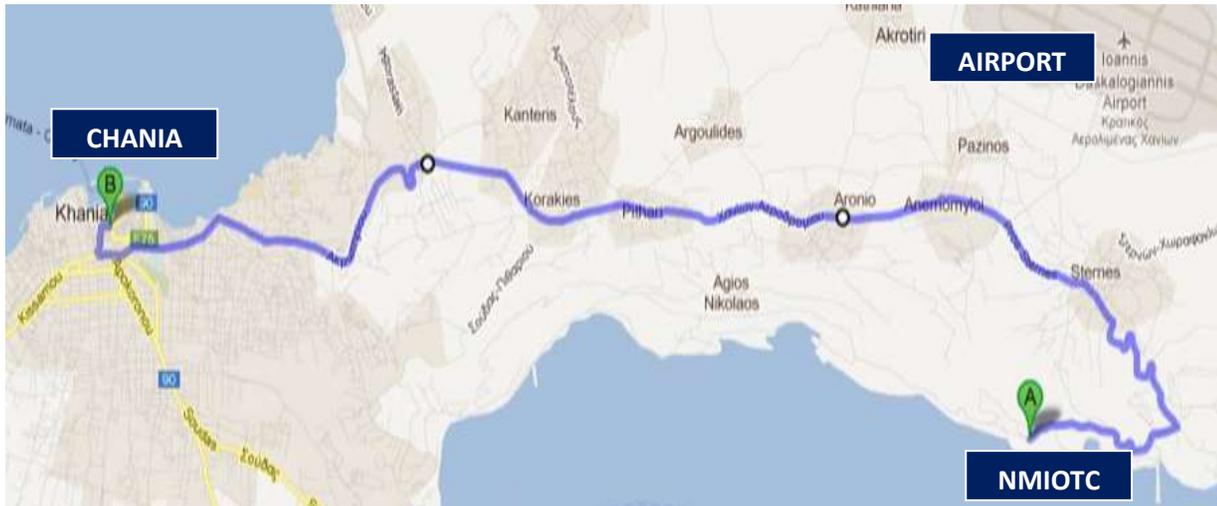
Charalampos Thymis  
Commodore GRC (N)  
Commandant NMIOTC

ENCLOSURES:

1. Administrative Instructions

## **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:**

a. You are kindly requested to submit your Application Form through NMIOTC official web site <http://nmiotc.nato.int/join-us/trainee-joining-form/> 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.

b. Applicants eligible for subsidization through NATO MPD 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 LCDR 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 MPD 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 obtain his/her 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 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 or by credit card 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

**Notes:** A direct link for credit card payment can be sent to participant's email address to complete payment procedure before event's start date.

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](mailto: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 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.

**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 following list of recommended hotels in Chania offer special prices (for participants who book directly with each hotel by e-mail using the code "**NMIOTC Guest**") and including breakfast and internet connection as follows:

AKALI 4\* hotel [www.akali-hotel.gr](http://www.akali-hotel.gr) (promotional code "NMIOTC 22") via hotel's online booking platform; E-mail: [info@akali-hotel.gr](mailto:info@akali-hotel.gr) Tel: (+30) 28210 92872.

KYDON 4\* hotel [www.kydon-hotel.com](http://www.kydon-hotel.com) (promotional code "NMIOTC 22") via hotel's online booking platform; E-mail: [info@kydon-hotel.gr](mailto:info@kydon-hotel.gr) Tel.: (+30) 28210 52280.

SAMARIA 4\* hotel [www.samariahhotel.gr](http://www.samariahhotel.gr) (promotional code "NMIOTC 22") via hotel's online booking platform; E-mail: [reservations@samariahhotel.gr](mailto:reservations@samariahhotel.gr) Tel.: (+30) 28210 38600.

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.

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

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

ROYAL SUN 3\* hotel [www.royalsunhotel.com](http://www.royalsunhotel.com).  
E-mail: [hotelroyalsun@gmail.com](mailto: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. Public 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: [www.e-ktel.com/en/services/dromologia](http://www.e-ktel.com/en/services/dromologia)

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 have offered special prices for NMIOTC guests are as follows:

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.

Spa Tours & Cars Enterprises: E-mail [info@spatours.gr](mailto:info@spatours.gr), [www.spatours.gr](http://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, Kriti and Royal Sun at Acrotiriou 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 when needed. The Naval Hospital of Crete can provide diagnosis, first aid and treatment. The military doctors may arrange further diagnosis or specialist treatment with the Prefectural Hospital of Chania if required. NMIOTC is not covering trainees' expenses for 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. You will be required to provide your passport or your national identification during in-processing and whenever you enter the premises.