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

5000 NSC-31 /ser: NU 49

TO: See Distribution List

SUBJECT: **INVITATION LETTER FOR COURSE 25000 "DRAFTING, PRODUCTION AND MAINTENANCE OF NATO STANDARDS" (ACT 849.6), 03 - 07 Oct 2022.**

DATE: 13 Apr 2022

REFERENCE: A. CS AC/321-N(2016)0025-REV1-AS1, Action Plan on Strengthening Education and Training on NATO Standardization dated 12 December
B. NMIOTC Program of Work (NPOW) 2022
C. NMIOTC DIR 60-1 CHANGE 11_Cost of NMIOTC Training (Tuition Fees)

1. Taking into account *The Action Plan on Strengthening Education and Training on NATO Standardization*, NMIOTC is pleased to invite, NATO and Partners nations to participate in training modules on drafting, production and maintenance of NATO standards. This NATO APPROVED course will take place at the Centre's premises in Souda Bay, Chania, Greece, from **03rd** to **07th Oct 2022**.

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 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.

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

5. 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.

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

7. The course starts on **Monday, 03 Oct and ends on Friday 06 Oct 2022**. The training hours are from 08:30 to 16:00. Comprehensive administrative instructions are provided at Enclosure 2.

8. 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.

9. For organizational purposes, candidates are kindly requested to return their application forms to NMIOTC **no later than (NLT) Friday 05 Aug 2022.** Partners' that require NAC approval are kindly requested to return their application forms to NMIOTC (**NLT) Thursday 02 Jun 2022**, so that adequate time is provided for NATO approval procedures Registration should be made on NMIOTC's official web site https://nmiotc.nato.int/join-us/individual-application-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.

NOTE: 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 programme, should follow the procedures described in Enclosure 2, paragraph 2b.

10. 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 Real time Information, Management and Exchange System (ePRIME course code ETE – IT – 35477, ACT.849.6) at https://e-prime.org/login.aspx or through the NMIOTC official web site www.nmiotc.nato.int.

10. Points of Contact (POCs):

a. NMIOTC (POCs): Education & training Director: Cpt Dimitrios Spirou Education & Training Directorate. Phone:+302821085726, NCN: 498-5727, Cell: +306934084946 NU Email: spitoud@nmiotc.nato.int

b. NMIOTC (POCs): Course Director: Major Pavlos Gavgiotakis GRC (A) Education & Training Directorate. Phone:+302821085727, NCN: 498- 5727, Cell: +306948723234 NU Email: gavgiotakisp@nmiotc.nato.int

c. NMIOTC Registration POC: Lt Cdr Konstantinos Papanastasis GRC (N) Phone: +302821085710, NCN: 498-5710, Fax:+30 28210 85702 NU:E-mail:papanastasisk@nmiotc.nato.int; studentadmin@nmiotc.nato.int

Charalampos Thymis
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
4. FARF Financial Assistance Request Form

DRAFT SCEDULE OF EVENTS FOR THE COURSE "DRAFTING, PRODUCTION AND MAINTENANCE OF NATO STANDARDS", 03 – 06 OCT 2022

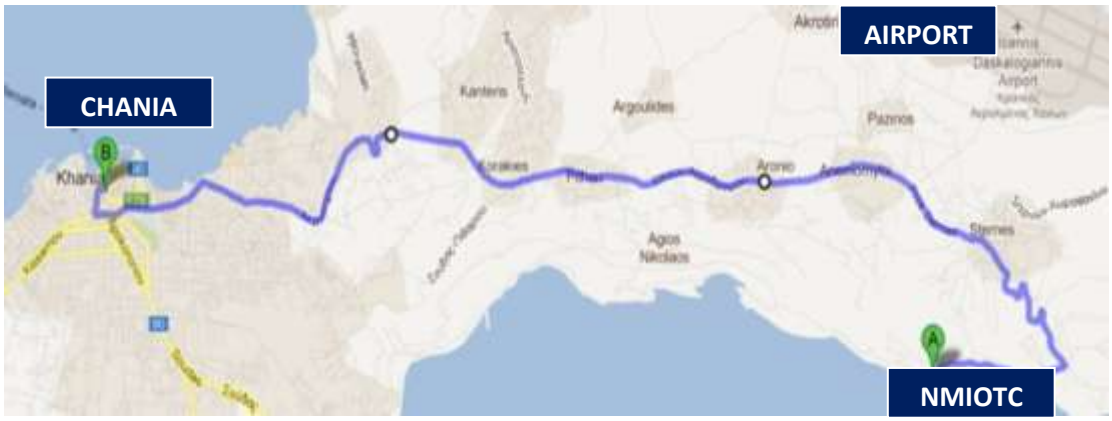
Monday (03 Oct - Day 1)		Tuesday (04 Oct - Day 2)		Wednesday (05 Oct - Day 3)		Thursday (06 Oct - Day 4)		Friday (07 Oct - Day 5)	
0830 0850	Registration	0830 0850	Visit 115 CW Airbase	0830 0930	NSDD Introduction	0830 - 1150	DAY 3 – RECAP *Introduction – How Allied joint doctrine contributes to warfare development in NATO* *Making the doctrine development processes work effectively (Theory - Exercises):* • *Allied Administrative Publication (AAP-47)* • *Collaboration between Nations, MC boards & working groups and military commands* • *Allied Joint Doctrine Campaign Plan* • *Reviewing and updating doctrine publications (including 'Data Fusion')* • *Initiating new doctrine* • *Feedback from operations and exercises*	0830 0900	DAY 4 - RECAP
0850 0920	NMIOTC Welcome / Safety brief Course administration and Introduction	0900- 1150	*Custodians Field Training Case Study-Demonstration/ Validation of NATO Standards*	0930- 1150	*Drafting Standardization Proposals - Inquires – Tasks (Theory)* *Drafting Standardization Proposals - Inquires – Tasks (Exercises)* *Standardization in NATO Defence Planning (NDPP)*			0910 0945	*Selecting Civil Standards for Adoption as NATO Standards*
0930 0950	*Introduction – Education on NATO Standardization Module Outline*							0950 1030	*Implementation Procedures – Best Practice model*
1000 1045	*NATO Standards and Processes (based on NATO Directive AAP-03)*							1040 1115	*Ratification and Implementation of NATO Standards by GRC*
1100 1150	*Drafting NATO Standards – Get Started*							1130 1150	*Module Feedback*
1200 1300	Lunch Break	1200 1300	Lunch Break	1200- 1300	Lunch Break	1200 1300	Lunch Break	1200 1300	Lunch Break

NATO Unclassified
Releasable for internet transmission

Monday (03 Oct - Day 1)		Tuesday (04 Oct - Day 2)		Wednesday (05 Oct - Day 3)		Thursday (06 Oct - Day 4)		Friday (07 Oct - Day 5)	
1300 1530	*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 1530	*Case Study: Reviewing Implementation Paragraphs following validation of NATO Standards*	1300 1530	*Reviewing Standardization Documents (Theory – Case Study)*	1300 1340 1350 1530	*Applying NATO Lessons Learned Process to doctrine development* *Doctrine Proposal Case Study: Supporting the operational users - custodians role in developing and maintaining accurate, timely and relevant doctrine*	1300	*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 03 to 07 Oct 2022. 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:

a. You are kindly requested to submit your Application Form in accordance to paragraph 9 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.

b. Applicants eligible for subsidization through NATO PD subsidization program should submit the Financial Assistance Request form (FARF) "Enclosure 4" 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

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

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;studentadmin@nmiotc.nato.int

If PD 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.

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 cancelation 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. Cancelation between 30 to 15 days from course start date: 10% of student tuition due

b. Cancelation between 14 to 8 days from course start date: 25% of student tuition due

c. Cancelation inside of 1 week from course start date: 50% of student tuition due

If the NMIOTC Student Admin Affairs Office (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: Upon request 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 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, 02nd of Oct 2022 and departure no earlier than 17:00 on Friday, 07th of Oct 2022.

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, (promotional code "NMIOTC 22") E-mail: info@akali-hotel.gr, Tel: +3028210 92872

b. **KYDON** 4* hotel, www.kydon-hotel.com (promotional code "NMIOTC 22"), E-mail: info@kydon-hotel.gr, Tel.: +30 28210 52280

c. **SAMARIA** 4* hotel, www.samariahotel.gr, (promotional code "NMIOTC 22"), 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

NOTE: Accommodation for MPD subsidized trainees will be arranged by NMIOTC. Further details will be provided in the Joining Instructions

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:

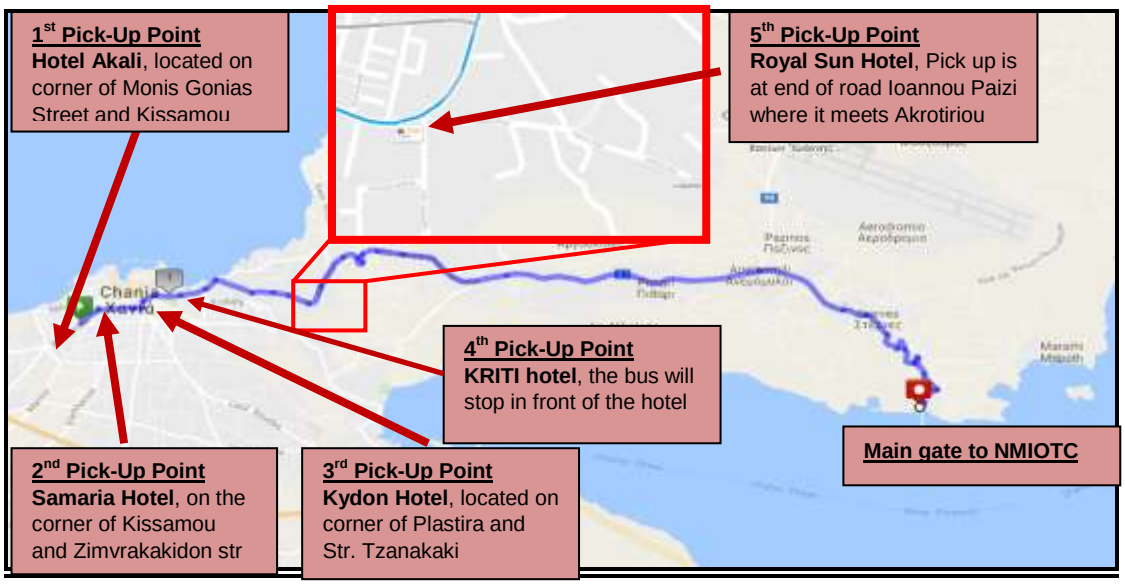
a. By Bus: The bus stop is outside the terminal and the cost is 2,30€. For further information and detailed timetables you can check the below link: www.e-ktel.com/en/services/dromologia

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: www.letsdrive.gr, tel. +30 28214 40937

(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 governmental site: https://www.mfa.gr/en/index.html (welcome to Greece announcements) and https://travel.gov.gr/#/ (protocol for arrivals in Greece).

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

To be submitted with the Application Form during registration

PARTICIPANT			
(Nation, Command, Agency)			
RANK	Surname (capitals)	Name (capitals)	Position/Duties

STANDARDIZATION		
Prior experience:		
Participation in Board/Committee/WG:	☐ YES	☐ NO
If yes, please provide more info:		
Custodianship:	☐ YES	☐ NO
If yes, please provide info on WGs/STANAGs:		
Participation in STANAG developing WT:	☐ YES	☐ NO
If yes, please provide more info:		
Attendance of the "Standardization within NATO" course:	☐ YES	☐ NO

EXPECTATIONS
From the lectures:
Administrative issues:
By the end of the course, I will be able to ...
Additional remarks to facilitate your participation:

FINANCIAL ASSISTANCE REQUEST FORM

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

ACTIVITY IDENTIFICATION[i]

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

PARTICIPANT IDENTIFICATION

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

ESTIMATE OF EXPENDITURE

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

BANK IDENTIFICATION FOR REIMBURSEMENT[ii] (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:

[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