



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



5000 NSC-34/Ser: NU:14

TO: See Distribution

SUBJECT: **INVITATION LETTER FOR COURSE 25000 “DRAFTING, PRODUCTION AND MAINTENANCE OF NATO STANDARDS” (ETE-SD-35477/ACT 849.12), 08 - 12 Jun 26**

DATE: 12 Feb 2026

REFERENCES: A. NMIOTC Program of Work (NPOW) 2026
B. NMIOTC DIR 60-1 CHANGE 13 AMENDMENT 1 Cost of NMIOTC Training (Tuition Fees)

1. Taking into account the NPOW 2026 as well as the accreditation by ACT of the 25000 Course as “NATO Approved,” NMIOTC is pleased to invite NATO and NATO Partners, to participate in this training, which will take place at the Centre’s premises in Souda Bay, Chania, Greece, from **08 - 12 Jun 26**.

2. The aim of the course is to provide comprehensive knowledge and 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 invited to participate as well.

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:

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 25300/400 – Drafting NATO Standards

(4) 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 (4) 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 (SMEs) from other NATO, National entities and Private sector.

9. The tuition fee for Course 25000 is **650 €** per person. **Comprehensive payment instructions can be found in Enclosure 1.**

10. The course will start on **Monday 08 and will end Friday 12 Jun 26**, 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) 8th May 2026**. Registration should be made on NMIOTC’s official web site www.nmiotc.nato.int.

12. As part of the mandatory registration process, prospective participants are required to complete **Enclosure 2** and submit it to the Course Director on the same day they apply for course registration. **Registration will be validated by NMIOTC only after assessment of the information provided in Enclosure 2.**

13. **Priority for registration** will be given to **NATO Standards Custodians** and members of **Working Groups/Writing Teams**. Due to the high demand for this training, prospective attendees are requested to refrain from making travel arrangements until participation is confirmed by NMIOTC.

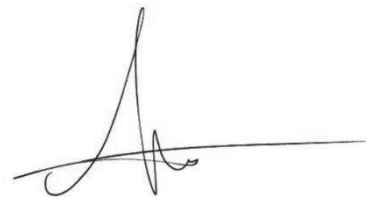
NOTE 1: Partner Nations (Partnership for Peace (PfP), Mediterranean Dialogue (MD), Istanbul Cooperation Initiative (ICI), or Partners across the Globe (PatG) frameworks), eligible for NATO PD subsidization program should submit the financial assistance request form (FARF) (Enclosure 2) to NATO PD SAP manager saskia.demeyer@nato.int, SHAPEPDSAPManager@shape.nato.int and follow the procedures described in Enclosure 1, paragraph 2.

14. Event details can be found on the NMIOTC official web site www.nmiotc.nato.int, in the NATO 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>.

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

a. **Course Director:** Cdr Vasileios Vardaxis, GRC (CG)
Phone: (+30) 28210 85727, Fax: (+30) 28210 85702
IVSN: 498 5727
e-mail: vardaxisv@nmiotc.nato.int

b. **Registration:** MSgt Ioanna Stamataki GRC (LG)
Phone: (+30) 28210 85710, Fax: (+30) 28210 85702
e-mail: stamatakii@nmiotc.nato.int; studentadmin@nmiotc.nato.int



Commodore Pavlos Angelopoulos HN
Commandant

ENCLOSURES:

1. Administrative Instructions
2. Course Participants' Profile & Expectations Form
3. FARF & FAAF

ADMINISTRATIVE INSTRUCTIONS

1. **Location:** NMIOTC is located on the Akrotiri peninsula near the city of Chania in the northwestern 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 <u>2 working days before the start date of the event</u> , bank charges are not covered by NMIOTC. The receipt should be sent by email to papadakisst@nmiotc.nato.int and Cc: mitsoulie@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 papadakisst@nmiotc.nato.int and Cc mitsoulie@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 small canteen is available within the NMIOTC main building and provides 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.

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

THE CHANIA HOTEL 5* hotel (promotional code "NMIOTC" via hotel's online booking platform) www.thechaniahotel.com, E-mail: info@thechaniahotel.com Tel. +30 28210 90002. The hotel offers a discount of 20% for car rentier at www.letsdrive.gr

HILTON Garden Inn 5* (Booking through email: reservations@hgichania.com and Dionysis.makastaridis@hilton.com with reference to NMIOTC).

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.

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.

ARKADI 3* hotel www.arkadi-hotel.gr (promotional code "NMIOTC" via hotel's online booking platform). E-mail: info@arkadi-hotel.gr Tel: (+30) 28210 90181. The hotel offers a discount of 20% for car rentier at www.letsdrive.gr

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

NOTE: The accommodation for NATO 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. 35.00€.
- c. If participants subsidized by the NATO PD Program require airport transportation, they must notify the Admin office (email: studentadmin@nmiotc.nato.int, tel +30 28210 85710) of their flight details at least 5 days prior to the course starting day. In case of significant flight delays or changed, they must contact their hotel directly, which is managing transportation.

10. **Transportation:** Transportation will be provided on a daily basis from Chania city centre pick-up points (Akali, Samaria (Arkadi & Hilton 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:** First aid and emergence 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.

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".

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:			

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 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 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 Partner Nation:	Rank/Service:
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:
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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