



5000 NSC-34/Ser: NU: 79

TO: See Distribution

SUBJECT: **INVITATION LETTER FOR COURSE 24000
“STANDARDIZATION AS INTEGRAL PART OF CAPABILITY
DELIVERY BY ALLIES AND NATO PARTNERS” (ETE-SD-
37102), 30 Nov - 04 Dec 26.**

DATE: 18 Jun 26

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

1. In accordance with the NPOW 2026, NMIOTC is pleased to invite NATO Allies and Partners, to participate in Course 24000 which is scheduled to take place at the Centre, in Souda Bay, Chania, Greece, from **30 Nov to 4 Dec 26**.

2. The aim of the course is to facilitate understanding on the integration of NATO standardization in the steps of the NATO Defence Planning and Partnership Review Processes (NDPP/PARP) and to enable relevant stakeholders to better identify standards required for the delivery of national capability targets. It focuses on improving implementation of Allied standards as integral part of capability delivery, explaining how to identify implementation guidance related to Allied standards through multiple practical examples with thorough contextual explanation. The course lecturers are experienced NATO Defence Planners and Standardization Managers from NATO HQs and Defense Organizations. On completion of the course, students will be able to:

a. Apply knowledge and skills in building up interoperable capabilities through the entire processes of NDPP / PARP and Standardization.

b. Apply the basic principles for identifying critical standardization requirements in support of interoperable capabilities.

c. Use the NATO standardization management tools to identify and review NATO standards related to NDPP / PARP Capabilities.

3. The target audience is candidates or already nominated National Defence Planners, Standardization Managers and National Representatives in NATO standardization bodies (Standardization Tasking Authorities/Delegated Tasking Authorities and standards/custodial writing teams). NATO Senior Committees staff

and NATO bodies and personnel from NATO partners involved in the NDPP / PARP and Standardization Processes 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. 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.

7. The tuition fee for the Course is 650 € per person and includes transportation to and from the designated hotels and inside NMIOTC premises. Comprehensive payment instructions can be found in Enclosure 1. The course is not subsidized by PD funds.

8. The course will start on Monday, 30 Nov and will end on Friday 4 Dec 26, with a daily training period from 08:30 to 14:30, including time for a lunch/snack break. Comprehensive administrative instructions are provided in Enclosure 1.

9. Candidates are kindly requested to register **no later than (NLT) 26 Oct 26**. Registration should be made on NMIOTC’s official web site www.nmiotc.nato.int.

10. 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>.

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

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

b. **Registration**: MSgt Ioanna Stamataki GRC (LG)
Phone: (+30) 28210 85710, Fax: (+30) 28210 85702, NCN : 498-5710
e-mail: stamatarii@nmotc.nato.int; studentadmin@nmotc.nato.int

Commodore Pavlos Angelopoulos GRC-N
Commandant

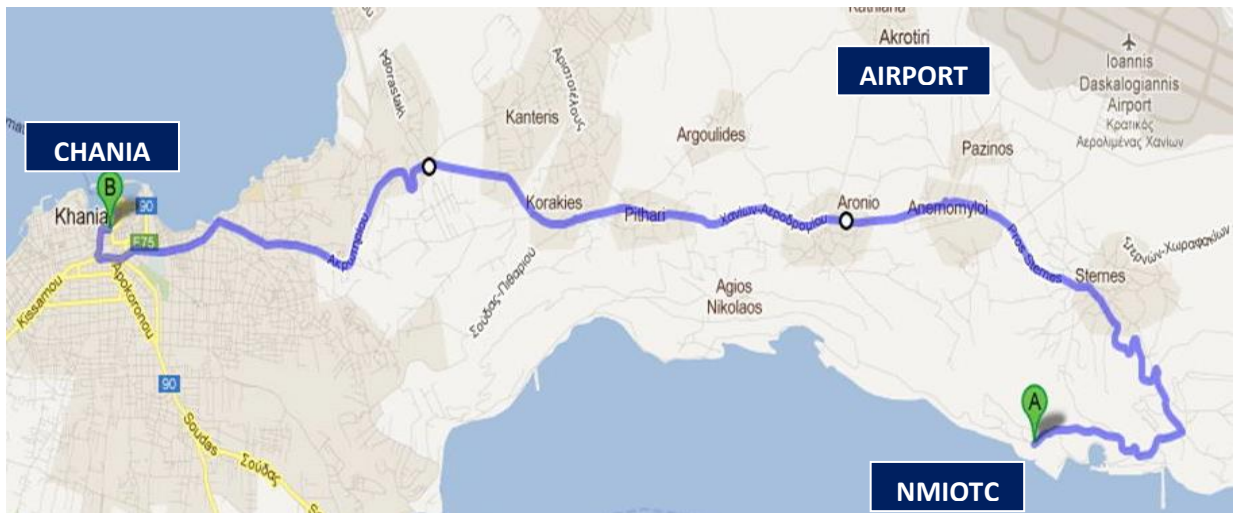


ENCLOSURES:

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 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:** Daily Service/ Battle Dress Uniforms or National Equivalent.

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

8. **Accommodation:** The participants are responsible to arrange their own accommodation. 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 including breakfast and internet connection, is as follows:

- THE CHANIA HOTEL 5* hotel (booking via e-mail: info@thechaniahotel.com with reference to NMIOTC). Tel. +30 28210 90002). The hotel offers a 20% discount for car rental at letsdrive.gr.
- HILTON Garden Inn 5* (Booking via email: reservations@hgichania.com & Dionysis.makastaridis@hilton.com with reference to NMIOTC).
- KYDON 4* hotel, 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, samariahotel.gr (promotional code "NMIOTC" via hotel's online booking platform). E-mail: reservations@samariahotel.gr Tel.: +30 28210 38600.
- AKALI 4* hotel, akali-hotel.gr (promotional code "NMIOTC" via hotel's online booking platform or via e-mail: info@akali-hotel.gr with reference to NMIOTC). Tel: +30 28210 92872.
- ARKADI 3* hotel arkadi-hotel.gr (promotional code "NMIOTC" via hotel's online booking platform. Email info@arkadi-hotel.gr, tel: +30 28210 90181. The hotel offers a 20% discount for car rentier at letsdrive.gr.
- KRITI 3* hotel, kriti-hotel.gr (promotional code "NMIOTC26" via hotel's online booking platform or via e-mail: info@kriti-hotel.gr, with reference to NMIOTC). Tel. +30 28210 51881.
- PORTO VENEZIANO 3* hotel, portoveneziano.gr (booking via e-mail: hotel@portoveneziano.gr, with reference to NMIOTC), Tel.: +30 28210 27100.

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€

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:** First aid and emergency 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 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. Trainees are required to provide their passport or national identification during in-processing and whenever they enter the premises. The overall security classification of presentations/discussions is up to "NATO UNCLASSIFIED".