



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



3000 NSC-71/ser: NU76

**SUBJECT: INVITATION FOR PARTICIPATION IN THE COURSE
“DRAFTING, PRODUCTION AND MAINTENANCE OF NATO
STANDARDS” (23-27 OCT 17)**

DATE: 14 June 2017

REFERENCE: a. NMIOTC Program of Work (NPOW) 2017
b. AC/321-N(2016)0025-REV1-AS1, Action Plan on
Strengthening Education and Training on NATO
Standardization

1. The Allied Heads of State and Government agreed at the Warsaw Summit that interoperability of NATO Armed Forces is fundamental to success of the Alliance. Through training and exercises, development of NATO standards and common technical solutions all Allies reinforce their interoperability within NATO as well as with Partners. This enables the Armed Forces to work together comprehensively and successfully, be it in NATO operations or in national coalition, EU or UN formats, aiming at promoting common security. As set out in the Allies' Political Guidance, the training of national forces to NATO standards in order to meet the full range of Alliance missions remains a priority for, and responsibility of, individual Allies.

2. All the above express the NATO interest and guide the Alliance's level of ambition regarding the education and training on NATO standardization in support of interoperability. In this regard, the Committee for Standardization (CS) set as a priority to increase education and training aiming at improving mutual and holistic understanding across NATO's entire standardization community, including Partners.

3. *The Action Plan on Strengthening Education and Training on NATO Standardization (reference b)*, agreed by the CS in January 2017, indicated that *Standardization within NATO* course in Poland significantly raised the quality of standardization management in the Alliance and in individual Allied/Partner capitals over the last decade. However, it was also assessed that the course needed to be complemented by thorough and practical specifically-oriented training modules, one of them being the practical training on drafting, production and maintenance of NATO standards.

4. To meet this requirement, in the framework of Standardization Management Group (SMG) with the leading role of Greece and Poland, the course on drafting, production and maintenance of NATO standards has been developed. **The first**

iteration of the course will be conducted on 23-27 October 2017 in NATO Maritime Interdiction Operational Training Centre (NMIOTC), Souda bay, Crete Greece. The course is offered as a complementary course and coordinated with the master course “*Standardization within NATO*” in Poland.

5. The course provides comprehensive knowledge to facilitate understanding of the procedures for development, production and maintenance of NATO standardization documents. It specifically focuses on drafting operational and materiel standards and covers multiple practical examples with thorough contextual explanation. The lecturers at the course are experienced custodians or standardization managers in defence 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. Draft 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

6. 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) or standards/custodial writing teams. Tasking Authorities staff and NATO Bodies involved in the development of NATO standards are also invited to participate.

7. 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.

8. A draft agenda for this event is hereby attached as enclosure 1. The final agenda will be included 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.

9. The course starts on Monday, 23 October and ends on Friday, 27 October 2017, training hours are from 08:30 to 16:30. Comprehensive administrative instructions are provided at enclosure 2.

10. For organizational purposes, candidates are kindly requested to return the application form (enclosure 3), a digital version can also be downloaded from the NMIOTC web site: www.nmiotc.nato.int no later than Monday 25 Sep 2017 to the NMIOTC's point of contact (poc) by e-mail or fax.

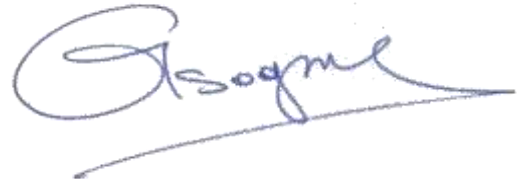
11. Event details can be found in the Education and Training On-line Catalogue (ETOC) at <https://e-itep.act.nato.int/Guest/ETOCindex.aspx> or through the NMIOTC official web site www.nmiotc.nato.int.

12. NMIOTC Point of Contacts (POCs):

- a. Course Director: Lt Cdr Myriounis Nikolaos GRC (N)
Phone: +30 210 6574052, NCN: 4604052 Fax: +30 210 6574144
E-mail: h.specifications@hndgs.mil.gr

- b. Registration POC: Lt Papanastasis Konstantinos GRC (N)
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E-mail: papanastasisk@nmioct.nato.int

- c. Registration POC: Sgt Eftichia Doupi GRC (LG)
Students' Admin Affairs
Tel: +30 28210 85710
Email: doupie@nmioct.nato.int



Georgios Tsogkas
Commodore GRC (N)
Commandant NMIOTC

ENCLOSURES:

- 1. Draft Schedule of Events for "Drafting, Production and Maintenance of NATO Standards" Course
- 2. Administrative Instructions
- 3. Personnel Administration Form (PAF)

Distribution List:

External:

Action:

SHAPE NMR – GRC (NSWAN: NMRGRC@shape.nato.int)
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HQ NATO HEL MILREP (NSWAN: GR.milrep@hq.nato.int)
(Please pass to NATO and Partners' MILREPS)

HQNATO

Military Representatives to the NATO Military Committee

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(Through HELMILREP)

HQ NATO

National Permanent Delegations to NATO (NU: s.madouros@grdel-nato.be ,
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MCMSB Chairman

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MCASB Chairman

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(through madelenat.francois@nso.nato.int)

COMEDs Chairman

(through rots.gerald@hq.nato.int)

MCJSB/MCLSB/MCMSB/MCASB Working Groups Chairmen (through MCSBs Boards and NSO Registry)

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Standardization (LCEG-S) Chairman

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NHQC3S Standardization Manager

(NU: elzinga.gerard@hq.nato.int)

NHQC3S please pass to C3B Chairmen – CaP1/2/3/4 Chairmen

IS/CNAD Staff

(NU: lurquin.beatrice@hq.nato.int)

IS/CNAD Staff please pass to:

- MAGs Chairmen – MAGs Capability Groups Chairmen

- Other CNAD Groups Chairmen

NADREPs Chairmen (NU: webb.tim@hq.nato.int , vonbuttlar.christian@hq.nato.int)

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MARCOM N7 T2

(NSWAN: m.ruchay@mc.nato.int)

| | |
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| CSW COE | (NU: info@coecsw.org) |
| MILENG COE | (NU: TEDev@MilEngCOE.org) |
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| CASPOA COE | (NU: studentoffice@caspoa.org) |
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| JAPCC COE | (NU: Contact@japcc.org) |
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NSO Registry please pass to:

Committee for Standardization (CS) Co-Chairmen (through NSO Policy and Coordination Branch Head trabucchi.robort@nso.nato.int)

Director NSO (through MA kueck.christoph@nso.nato.int)

Deputy Director NSO, schmaglowski.dieter@nso.nato.int

NSO Policy and Coordination Branch, trabucchi.robort@nso.nato.int , dion.elea@nso.nato.int ,
Standardization Management Group (SMG) Chairman gregory.saunders@dla.mil,
duboisdaische.brigitte@nso.nato.int

HNDGS/D'Branch

(GRC MOD HNDGS COMM CEN please pass to HNDGS/D'Branch)

HNDGS/B2-D2

(GRC MOD HNDGS COMM CEN please pass to HNDGS/B2-D2)

HNDGS/D4

(NSWAN: dkladosdpd1@mod.grc.nato.int)

HAGS/TRAINING

(GRC MOD HNDGS COMM CEN please pass to HAGS/TRAINING)

HNGS/B2

(NSWAN: genetdir@mod.grc.nato.int)

US NSA SOUDA BAY

NAMFI

Internal:

Action:

DIR E&T

SAA

Information:

COS

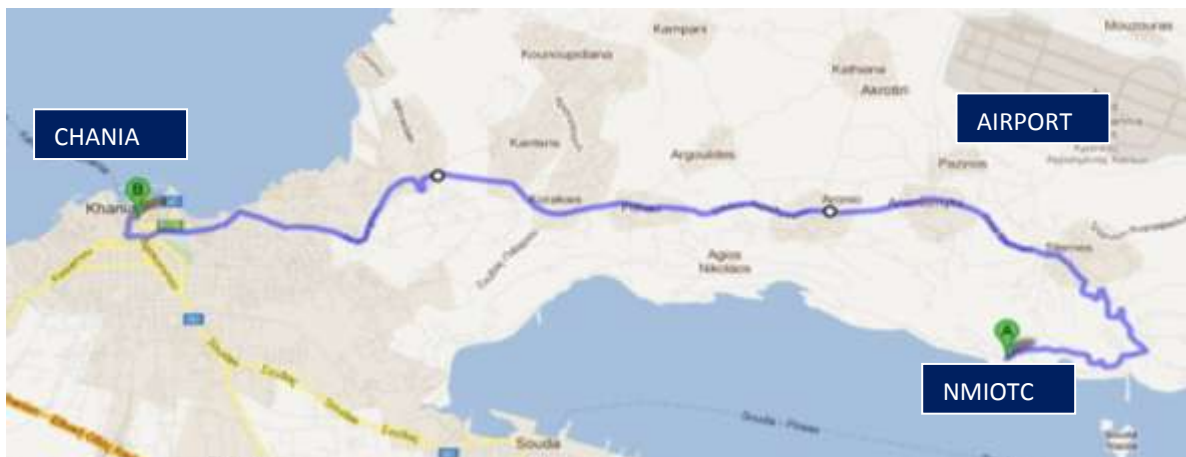
DOSO

DIR TS

DIR S (for B&F Officer)

ADMINISTRATIVE INSTRUCTIONS
“Drafting, Production and Maintenance of NATO Standards” COURSE

1. Location: The course will be held at NMIOTC premises from 23 to 27 of October 2017. 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 Personnel Administration Form (Enclosure 3) to NMIOTC Admin office (studentadmin@nmiotc.nato.int) **no later than Monday 25 Sep 2017.**

Applications submitted after the deadline may not be accepted. All applicants will receive a confirmation message within three days of their submission.

3. 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.

4. Tuition Fee: Tuition fee for the course is 250,00€. NMIOTC will provide daily transportation from Chania city centre to NMIOTC and vice versa during the duration of the course, mess services (water/coffee/tea and cookies) throughout the course, lunches, as well as an Icebreaker reception. Full payment will be made either to NMIOTC's Financial Officer during the first day, in cash 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 e-mail: sartzetakiv@nmiotc.nato.int

5. Arrival and Departure: It is advised the invitees to plan their arrival to CHQ (Chania international airport) no later than Sunday, 22th of October 2017 and departure no earlier than 17:00 on Friday, 27th of October 2017.

6. Dress Code:

- a. Daily uniform or the equivalent civilian
- b. For the Ice breaker – Smart Casual

7. Accommodation: Participants are responsible to arrange their own accommodation as there is none on the Centre's premises. 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. SAMARIA 4* hotel www.samariahote1.gr
E-mail: reservations@samariahote1.gr Tel.: +30 2821038600.
- b. KYDON 4* hotel www.kydon-hotel.com
E-mail: info@kydon-hotel.gr Tel.: +30 28210 52280.
- c. AKALI 4* hotel www.akali-hotel.gr. E-mail: info@akali-hotel.gr Tel: +30 28210 92872
- d. ROYAL SUN 3* hotel www.royalsunhotel.com. The price also includes free transportation to the city centre.
E-mail: hotelroyalsun@gmail.com Tel: +30 28210 46363.
- e. ARKADI 3* hotel www.arkadi-hotel.gr
E-mail: info@arkadi-hotel.gr Tel: +30 28210 90181.
- f. Halepa 3* hotel (www.halepa.com),
E-mail: hotel@halepa.com, Tel. +302821028440
- g. Mare Nostrum Villas (www.villasincrete.gr).
Transportation to NMIOTC is on individual's responsibility

8. Transportation: Transportation will be provided during the days of the course from Chania city centre pick-up points (AKALI at 07:45, SAMARIA at 07:50, KYDON at 07:55 and Royal Sun hotel at 08:05, see the following map). 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 Euros. For further information and detailed timetables check <http://www.bus-service-crete-ktel.com/timetabledet.php?line=32&lg=2>.

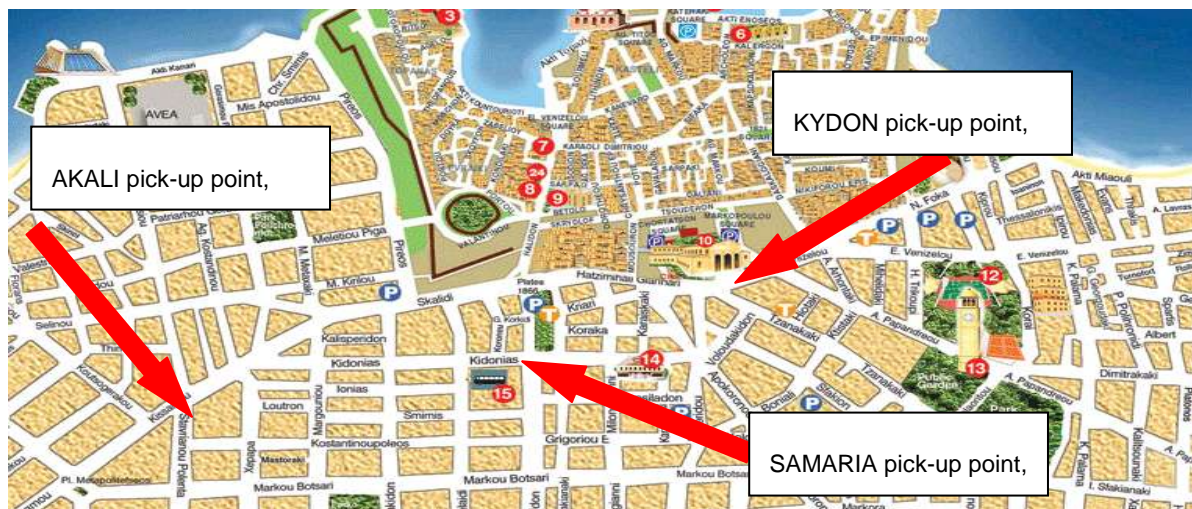
b. By taxi from the airport directly to Chania city center, 24 hours/day, 25,00 Euros (approx).

c. There are several car rental agencies at the airport. Rental car agencies that have offered special prices for NMIOTC guests are as follows:

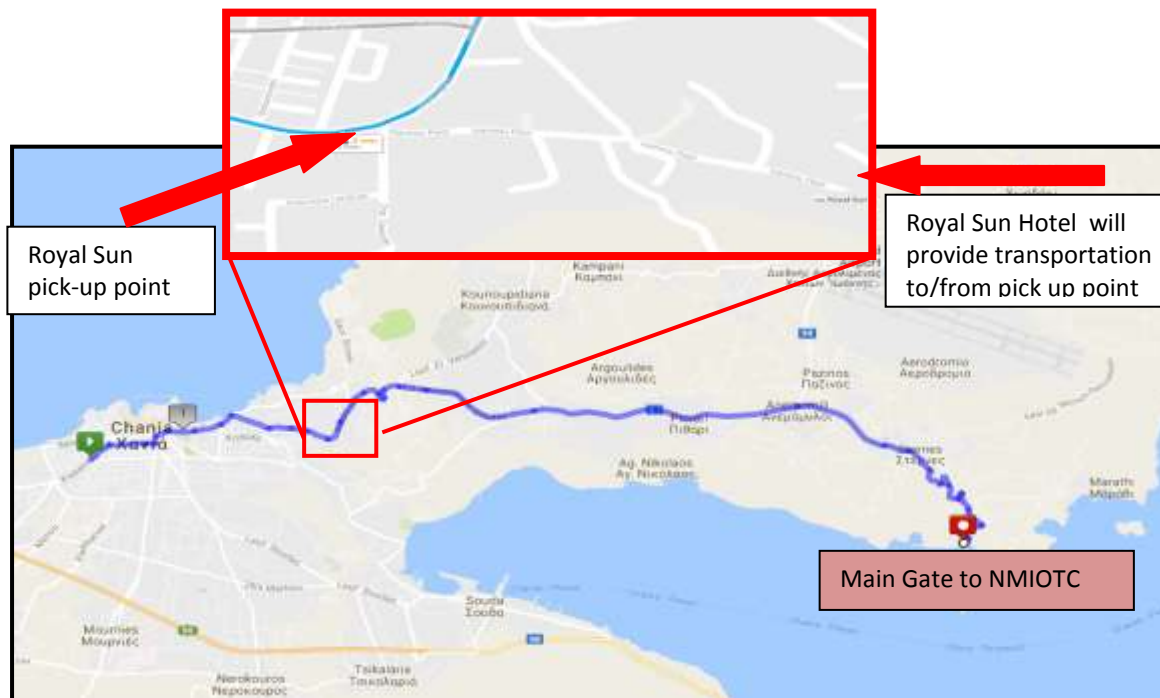
(1) Gelasakis car Rental: E-mail cars@stc.gr, www.rentacar-chania.gr, tel. +30 28210 89065

(2) Spa Tours & Cars Enterprises: E-mail info@spatours.gr, www.spatours.gr, tel. +30 28210 57444

Participants, who intend to rent a car, should arrange their booking directly with the Car Rental Agency using the code "NMIOTC quest". Additionally, NMIOTC Admin Officer or NMIOTC Duty Officer (+30-6947-159634) should be informed as soon as possible about the type and the plate number of the rental vehicle for issuing vehicle access security clearance.



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.



9. Security Instructions: NMIOTC applies security procedures according to the NATO standards. The overall classification of the course is NATO UNCLASSIFIED.

10. Badging process: There is a strict access control to enter Marathi main gate and NMIOTC main building. You will be required to carry your passport and/or your national identification card during your presence to NMIOTC. A security badge will be delivered to you during the process in after your registration. This security badge is to be carried through out the event.

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 strongly advised to have appropriate medical insurance.

12. Social event: An Ice breaker will take place on Monday the 23th of October .



**Drafting, Production and Maintenance of NATO Standard COURSE
 Joining Request Form**

(please read carefully the instructions below prior to filling out the form)

PERIOD: 23-27 October 2017

SPEAKER/ATTENDEE'S INFORMATION

| | |
|---|--|
| Last Name (*) | |
| First Name (*) | |
| Middle Initials | |
| Sex (*) | |
| Nationality (*) | |
| Military Rank / Title for Civilians (*) | |
| Organization / Branch / Service (*) | |
| Title of duty position () | |
| Date of Birth | |
| ID No/Passport No (*) | |
| Tel (*) | |
| E-mail (*) | |
| Accompanied by spouse / family | |

TRAVELLING INFORMATION

| | |
|---------------------------|--|
| Travel Mode to NMIOTC (*) | |
| Arrival Date (*) | |
| Departure Date (*) | |
| Accommodation (*) | |
| Rental Car | |

COMMENTS / REMARKS

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INSTRUCTIONS

1. Information marked as (*) is mandatory.
2. This form must be completed in capital letters, saved as **NATO Standard COURSE_Surname_Rank.Doc.** and be submitted to :
 - a. studentadmin@nmiotc.nato.int into NU-WAN and FAX: +30 28210 85702 to NMIOTC Admin Officer, Lt JG Konstantinos Papanastasis GRC(N).
 - b. doupie@nmiotc.nato.int Registration POC, Sgt Eftichia Doupi GRC (LG)
3. If information on a field is not applicable or not yet determined can be filled with **N/A** or **TBD** respectively.