



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



5000 NSC-28/Ser.: NU 131

TO: See Distribution List

SUBJECT: **INVITATION LETTER FOR NMIOTC COURSE 17000 “TRAIN THE TRAINERS TECHNICAL INSTRUCTOR” (15-26 JAN 18)**

DATE: 25 Oct 2017

REFERENCES: A. NMIOTC Program of Work (NPOW) 2018.  
B. NMIOTC 3000 NSC-34/SER.: NU17, dated 02 Feb 2017 (AAR).  
C. Bi-SC DIR 075-007 (Education and Individual Training Directive),  
dated 10 Sep 15.

1. Following the successful execution of the “Train the Trainers” Course dated 23 – 27 Jan 17 in favor of fifteen (15) multinational trainees, NMIOTC is pleased to invite NATO and partners to participate to the subject Course, from 15 to 26 Jan 18 (10 working days).

2. The effort to ensure the high quality of the deliverable training products must be an ongoing process which begins with the initial orientation and continuously evolves throughout the instructors’ career. A continuous learning culture supports additional professional development and maintains instructors’ expertise. In this direction, NMIOTC creates opportunities for instructors and trainers to enhance their individual presentation and instructional skills as well as how to manage their instructional strategy / setting by delivering the Course 17000 “**TRAIN THE TRAINER TECHNICAL INSTRUCTOR**”, with the support of Hellenic Navy Training Centre “PALASKAS”. Thus, Course 17000 is considered of a great value in the light of maintaining / improving quality of training and raising the level of educational standards.

3. The **aim** of the course is to provide a comprehensive training package which includes theoretical and practical implementation, in the field of acquiring the overall general familiarity by transmitting and certifying pedagogical knowledge and enhancing participants’ presentation and speaking skills. After the completion of the Course, participants will:

- a. Receive a significant amount of educational material (course organization, teaching schedules – techniques).
- b. Enhance their capability to embed educational technology in the training modules.
- c. Receive specific examples of how to present content while simultaneously highlighting the need for interactive training by encouraging active participation.
- d. Use the Learning Management System.

e. Present educational material by using appropriate presentation and body language techniques as well as by using audio visuals and multimedia targeting in attracting trainee's interest.

4. **Target audience** for this course is personnel from NATO Education and Training Facilities (NETFs), Centers of Excellence (COEs) and Partnership Training and Education Centers (PTECs). In particular, officers ranging from OF-1 to OF-4 and NCOs (OR-6 to OR-9), as well as equivalent civilian personnel serving also in Military Authorities and other governmental / international agencies and organizations who are involved in providing training are also eligible to participate.

5. The Course will be conducted in English. Translation to / from other languages will **not** be provided. Attendees should meet the following standards of proficiency in English (as described in STANAG 6001/SLP 3232): Listening – Good (3), Speaking – Fair (2), Reading – Good (3) and Writing – Fair (2).

6. This Course is marked as “NATO Unclassified / Releasable to PfP (except Russia) / MD / ICI / PatG”.

7. The Course will start on **Monday 15 Jan and will end on Friday 26 Jan 18**, training periods are from 08:30 to 15:00. Comprehensive administrative instructions are provided at Enclosure 1.

8. Instructors are proficient in their respective areas.

9. The cost for the subject course is **400,00 €**.

10. For organizational purposes, candidates are kindly requested to return their application form (Enclosure 2) to NMIOTC [studentadmin@nmiotc.nato.int](mailto:studentadmin@nmiotc.nato.int) before the following relevant deadlines:

a. Candidates from NATO and national training Institutions (NETFs, COEs, PTECs), **no later than (NLT) Friday 22 Dec 17.**

b. The Course is not eligible for participation in NATO MPD subsidization programme. However, candidates from Partnership for Peace (PfP), Mediterranean Dialogue (MD), Istanbul Cooperation Initiative (ICI), or Partners across the Globe (PatG) frameworks, should apply **no later than (NLT) Friday 15 Dec 17.**

**Note:** A digital version may also be downloaded from the NMIOTC website at [www.nmiotc.nato.int](http://www.nmiotc.nato.int).

11. NMIOTC Point's of Contact (POCs):

- a. Course Director: Lt Eleftherios Gavalas GRC (A)  
Phone: +30 28210 85730, NCN: 498-5730, Fax: +30 28210 85702  
E-mail: [gavalase@nmiotc.nato.int](mailto:gavalase@nmiotc.nato.int)

- b. Registration POC: Lt JG 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)



George Tsogkas  
Commodore GRC (N)  
Commandant NMIOTC

ENCLOSURES:

1. Administrative Instructions
2. Personnel Application Form (PAF)

## DISTRIBUTION

External:

Action:

SHAPE NMR – GRC (NSWAN: [NMRGRC@shape.nato.int](mailto:NMRGRC@shape.nato.int))  
(Please pass to NATO NMRs)  
HQ SACT NLR GRC (NSWAN: [petros.sassaridis@act.nato.int](mailto:petros.sassaridis@act.nato.int))  
(Please pass to NATO NLRs)  
HQ SACT PSE (NSWAN: [Valerii.churkin@act.nato.int](mailto:Valerii.churkin@act.nato.int))  
(Please pass to PfP (except Russia), MD, ICI, PatG NMRs)  
HNDGS/E4 (NSWAN: [geetha-dpos-f2@mod.grc.nato.int](mailto:geetha-dpos-f2@mod.grc.nato.int))  
(Please pass to NATO and Partner Defence/Naval Attaches in  
Athens)  
HQ NATO HEL MILREP (NSWAN: [GR.milrep@hq.nato.int](mailto:GR.milrep@hq.nato.int))  
(Please pass to NATO and Partners' MILREPS)

Information:

HQ SACT DCOS JFT (NSWAN: [stefano.salamida@act.nato.int](mailto:stefano.salamida@act.nato.int))  
HQ SACT ACOS JETE (NSWAN: [Athanasios.tsouganatos@act.nato.int](mailto:Athanasios.tsouganatos@act.nato.int))  
HQ SACT JFT EIT BRANCH HEAD (NSWAN: [Luca.Massimi@act.nato.int](mailto:Luca.Massimi@act.nato.int))  
HQ SACT JETE EIT (NSWAN: [Georgios.Zouros@act.nato.int](mailto:Georgios.Zouros@act.nato.int))  
SHAPE COS (NSWAN: [COM.COS@shape.nato.int](mailto:COM.COS@shape.nato.int))  
SHAPE/J3 (NU: [Nicolas.GonzalezChamorro@shape.nato.int](mailto:Nicolas.GonzalezChamorro@shape.nato.int))  
HQ JFC Naples (NSWAN: [Vincent.Alexandre@JFCnp.nato.int](mailto:Vincent.Alexandre@JFCnp.nato.int))  
HQ JFC BS Desk Officers (NSWAN: [Laurentiu.Mesterca@jfcbs.nato.int](mailto:Laurentiu.Mesterca@jfcbs.nato.int),  
[Miroslav.Stabl@jfcbs.nato.int](mailto:Miroslav.Stabl@jfcbs.nato.int),  
[Kathy.Smith@jfcbs.nato.int](mailto:Kathy.Smith@jfcbs.nato.int),  
[Ben.Gibbs@jfcbs.nato.int](mailto:Ben.Gibbs@jfcbs.nato.int))  
  
MARCOM DCOS OPS (NSWAN: [recordscentre@mc.nato.int](mailto:recordscentre@mc.nato.int))  
MARCOM N7 T2 (NSWAN: [m.ruchay@mc.nato.int](mailto:m.ruchay@mc.nato.int))  
CSW COE (NU: [info@coecsw.org](mailto:info@coecsw.org), [dh.marops@coecsw.org](mailto:dh.marops@coecsw.org))  
NSO (NU: [Diolatzis.Grigorios@natoschool.nato.int](mailto:Diolatzis.Grigorios@natoschool.nato.int))  
JFTC (NU: [JFTC@jftc.nato.int](mailto:JFTC@jftc.nato.int))  
JWC (NU: [pao@jwc.nato.int](mailto:pao@jwc.nato.int))  
JALLC (NU: [jallc@jallc.nato.int](mailto:jallc@jallc.nato.int))  
C-IED COE (NU: [ciedcoeregistry@ciedcoe.org](mailto:ciedcoeregistry@ciedcoe.org))  
MILENG COE (NU: [TEDev@MilEngCOE.org](mailto:TEDev@MilEngCOE.org))  
JCBRN COE (NU: [helpdesk@jcbrncoe.cz](mailto:helpdesk@jcbrncoe.cz))  
EOD COE (NU: [info@eodcoe.org](mailto:info@eodcoe.org))  
HUMINT COE (NU: [registry@natohcoe.org](mailto:registry@natohcoe.org))  
CASPOA COE (NU: [studentoffice@caspoa.org](mailto:studentoffice@caspoa.org))  
CIMIC COE (NU: [info@cimic-coe.org](mailto:info@cimic-coe.org))  
CJOS COE (NU: [usff.cjos.coe@navy.mil](mailto:usff.cjos.coe@navy.mil))  
C2 COE (NU: [c2coe@c2coe.org](mailto:c2coe@c2coe.org))  
ENSEC COE (NU: [info@enseccoe.org](mailto:info@enseccoe.org))  
CCD COE (NU: [ccdcoe@ccdcoe.org](mailto:ccdcoe@ccdcoe.org))  
MILMED COE (NU: [info@coemed.org](mailto:info@coemed.org))  
MP COE (NU: [MPCOECentralRegistry@mpcoe.org](mailto:MPCOECentralRegistry@mpcoe.org))  
NMW COE (NU: [mwc-nmw@mil.be](mailto:mwc-nmw@mil.be))  
STRATCOM COE (NU: [et@stratcomcoe.org](mailto:et@stratcomcoe.org))  
NSP COE (NU: [webmaster@nspcoe.org](mailto:webmaster@nspcoe.org))  
MS COE (NU: [mscoe.director@mscoe.org](mailto:mscoe.director@mscoe.org))  
CMDR COE (NU: [registry@cmdrcoe.org](mailto:registry@cmdrcoe.org))  
NATO PTECs (NU: [ptec\\_poc@act.nato.int](mailto:ptec_poc@act.nato.int))  
AUTINT PTEC (NU: [presse@bmlvs.gv.at](mailto:presse@bmlvs.gv.at))  
PSOTC PTEC (NU: [info@mod.gov.ba](mailto:info@mod.gov.ba))  
FLD PTEC (NU: [p.petkov@nvu.bg](mailto:p.petkov@nvu.bg))  
FINCENT PTEC (NU: [fincen@fincen.fi](mailto:fincen@fincen.fi))  
MPSOTC PTEC (NU: [mpsotc@hndgs.mil.gr](mailto:mpsotc@hndgs.mil.gr))

IIHL PTEC	(NU: <a href="mailto:sanremo@iihl.org">sanremo@iihl.org</a> )
CMMOD PTEC	(NU: <a href="mailto:cmcom@unap.ro">cmcom@unap.ro</a> )
DRESMARA PTEC	(NU: <a href="mailto:contact@crmra.ro">contact@crmra.ro</a> )
CTC PTEC	(NU: <a href="mailto:mihail.buclis@army.md">mihail.buclis@army.md</a> )
Armed Forces Academy of Slovak Republic PTEC	(NU: <a href="mailto:verejnost@aos.sk">verejnost@aos.sk</a> )
Slovenian Armed Forces PTEC	(NU: <a href="mailto:glavna.pisarna.gssv@mors.si">glavna.pisarna.gssv@mors.si</a> )
SWEDINT PTEC	(NU: <a href="mailto:exp-hkv@mil.se">exp-hkv@mil.se</a> )
GCSP PTEC	(NU: <a href="mailto:info@gcsp.ch">info@gcsp.ch</a> )
PSO TC SWISSINT PTEC	(NU: <a href="mailto:info.swisspsso@vtg.admin.ch">info.swisspsso@vtg.admin.ch</a> )
IPSC PTEC	(NU: <a href="mailto:mail@asv.gov.ua">mail@asv.gov.ua</a> )
HNDGS/B2	(GRC MOD HNDGS COMM CEN please pass to
HNDGS/B2)	
HNDGS/D4	(NSWAN: <a href="mailto:dkladospd1@mod.grc.nato.int">dkladospd1@mod.grc.nato.int</a> )
HAGS/TRAINING	(GRC MOD HNDGS COMM CEN please pass to HAGS/TRAINING)
HNGS/B2	(NSWAN: <a href="mailto:genetdir@mod.grc.nato.int">genetdir@mod.grc.nato.int</a> )
HELLENIC COASTGUARD HQ/TRAINING DIRECTORATE	(NU: <a href="mailto:dek@hcg.gr">dek@hcg.gr</a> )
HELLENIC POLICE HQs/TRAINING DIVISION	(NU: <a href="mailto:trainingdiv2@astynomia.gr">trainingdiv2@astynomia.gr</a> )
US NSA SOUDA BAY	
NAMFI	

Internal:

Action:

DIR E&T  
SAA

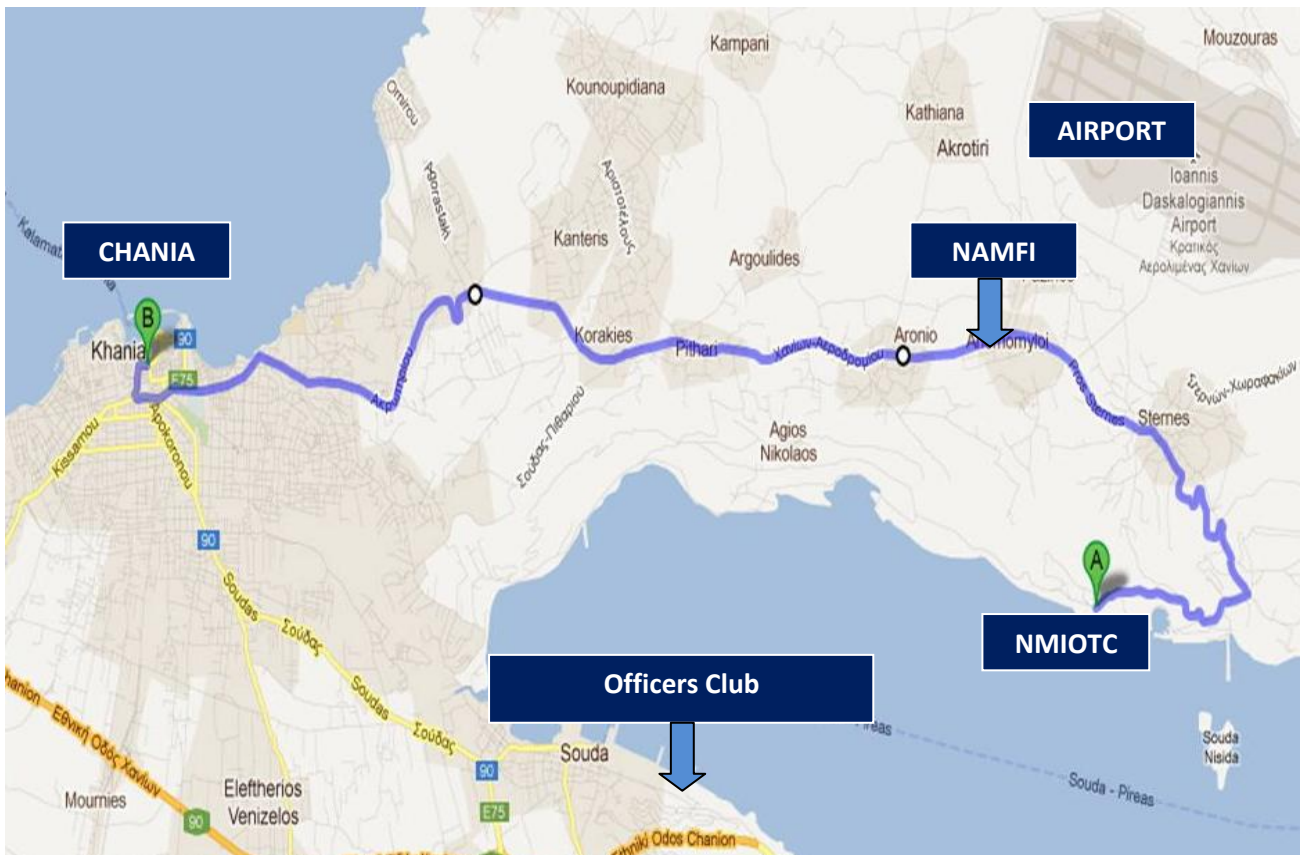
Information:

DCOM  
COS  
DOSO  
DIR TS  
DIR S (for B&F Officer)



## **ADMINISTRATIVE INSTRUCTIONS**

1. **Location:** NMIOTC is located in the northern region of Souda Bay, near the city of Chania, at the north-west part of Crete. The destination airport is Chania International airport “Ioannis Daskalogiannis” (airport code: CHQ). The distance from Chania city to NMIOTC is 20 km and from the airport to NMIOTC it 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 City to NMIOTC.



2. **Registration:** Registration is open to all NATO and Partner Nations as well as organizations providing training. You are kindly requested to submit your Personnel Administration Form (Enclosure 3), in accordance with paragraph 9 of the main body, via the following ways:

- a. By email to Registration POC (copy to Course Director).
- b. By fax: Send your Personnel Administration Form to fax number: +30 28210 85702 to NMIOTC Admin Officer, Lt JG Konstantinos Papanastasis GRC (N).

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. 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](http://www.mfa.gr)) provides relevant VISA information requirements.

4. **Tuition Fee:** The Tuition Fee for the course is **400€** per person. The fee includes daily transportation from Chania city centre to NMIOTC and vice versa during the course days. Full payment for tuition must be made either to NMIOTC's Financial Officer on the first day of the course in cash or by bank deposit to NMIOTC bank account with the following data:

- a. IBAN Number: GR 38 0110 4940 0000 4945 4001 048
- b. Swift BIC: ETHN GRAA
- c. Bank Name: National Bank of Greece

**Note:** 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 [sartzetakiv@nmiotc.nato.int](mailto:sartzetakiv@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 that may finally intervene.

5. **Dress Code:** Participants are strongly recommended to wear Battle Dress Uniforms for the whole theoretical training as well as for the Graduation Ceremony.

6. **Meals:** A snack break is arranged at noon, on a daily basis. A canteen is available within the NMIOTC main building that will provide snacks for a nominal cost.

7. **Accommodation:** There are no accommodation facilities at NMIOTC. Therefore, 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. A list of recommended Hotels around Chania city centre is as follows (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. The negotiated on the occasionally promotion prices are referred to specific room type for each hotel and can be different according to each hotel's pricing policy):

- a. SAMARIA 4\* hotel [www.samariahhotel.gr](http://www.samariahhotel.gr)  
E-mail: [reservations@samariahhotel.gr](mailto:reservations@samariahhotel.gr) Tel.: (+30) 28210 38600.
- b. KYDON 4\* hotel [www.kydon-hotel.com](http://www.kydon-hotel.com)  
E-mail: [info@kydon-hotel.gr](mailto:info@kydon-hotel.gr) Tel.: (+30) 28210 52280.
- c. ROYAL SUN 4\* hotel [www.royalsunhotel.com](http://www.royalsunhotel.com). The price also includes the use of swimming pool and free transportation to the city.  
E-mail: [hotelroyalsun@gmail.com](mailto:hotelroyalsun@gmail.com) Tel: (+30) 28210 46363.
- d. PORTO VENEZIANO 3\* hotel [www.portoveneziano.gr](http://www.portoveneziano.gr).  
E-mail: [hotel@portoveneziano.gr](mailto:hotel@portoveneziano.gr) Tel: (+30) 28210 27100.
- e. AKALI 3\* hotel [www.akali-hotel.gr](http://www.akali-hotel.gr). The price also includes the use of swimming pool. E-mail: [info@akali-hotel.gr](mailto:info@akali-hotel.gr) Tel: (+30) 28210 92872.



f. 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.

g. NAMFI Military Barracks ([www.namfi.gr](http://www.namfi.gr)) is located close to NMIOTC (approx. 6 Km) on the road from NMIOTC to Chania (see attached map) There is availability for breakfast / lunch / dinner at low cost. E-mail: [info@namfi.gr](mailto:info@namfi.gr), Tel: +30 28210 26800 or +30 28210 26805.

**8. Transportation:** Transportation will be provided during training days between Chania city pick-up points (Agora Building, 1866 Square, Royal Sun and NAMFI) to NMIOTC and vice versa. Participants are responsible for their own transportation from the airport to the hotel and vice versa. Rental car agencies that have offered special prices for NMIOTC guests as follows:

a. 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.

b. Spa Tours & Cars Enterprises: E-mail [info@spatours.gr](mailto:info@spatours.gr), [www.spatours.gr](http://www.spatours.gr), tel +30-28210-57444.

Participants can directly arrange their booking with each Car Rental Agency, at their own discretion by e-mail using the Code "NMIOTC guest".

**9. Medical service:** First aid and emergency medical support is offered by NMIOTC paramedic personnel and the Naval Hospital of Crete. However, for all other cases, medical expenses must be paid by the individuals or their health insurance agencies. All participants are strongly advised to have appropriate medical insurance.

**10. Security:** NMIOTC adheres to security according to NATO 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.

Cdr Poseidon Orologidis GRC (N)  
Director Education & Training

Lt Eleftherios Gavalas GRC (A)  
Officer of Primary Responsibility





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



**PERSONNEL APPLICATION FORM**

(PLEASE READ INSTRUCTIONS CAREFULLY BELOW PRIOR TO FILLING OUT THE FORM)

**NAME OF EVENT:** NMIOTC Course 17000  
**PERIOD:** 15 – 26 January 2018

**REQUESTING HQ / AGENCY INFORMATION**

Trainee's HQ / Agency (*)	
Tel (*) / Fax	
E-mail (*)	
Payment (*)	<input type="checkbox"/> Pre-Paid <input type="checkbox"/> Cash/Credit Card <input type="checkbox"/> Subsidized

**TRAINEE'S / PARTICIPANT'S INFORMATION**

Former NMIOTC Student (*)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Replacement for <sup>1</sup>	
Last Name (*)	
First Name (*)	
Middle Initials	
Sex (*)	
Nationality (*)	
Military Rank (Title for Civilians) (*)	
NATO Grade (*)	
Branch/Service (*)	
Title of duty position (*)	
Organization/HQ where duties are performed	

<sup>1</sup> (in case of substitution)

Date of Birth	
ID No/Passport No (*)	
Nato Security Clearance (*)	
Tel (*)	
E-mail (*)	
<b>TRAVELING INFORMATION</b>	
Travel Mode to Greece/ Crete/NMIOTC (*)	
Arrival Date (*)	
Departure Date(*)	
Accommodation(*)	
Rental Car /Car Plate No	
<b>POC's INFORMATION</b>	
Name/Rank/Agency/(*)	
Tel (*)	
E-mail (*)	
Where the Confirmation Message Should be sent? (*)	a. Requesting Agency/HQ      b. Student c. POC                              d. Other (specify in remarks)
<b>COMMENTS / REMARKS</b>	
<b>INSTRUCTIONS</b>	
INFORMATION MARKED AS (*) IS MANDATORY. - FORM MUST BE COMPLETED IN CAPITAL LETTERS AND THE FILE NAME MUST BE WRITTEN IN THE FOLLOWING FORMAT: <b>COURSE_17000_SURENAME_RANK.DOC.</b> - PLEASE FORWARD THE COMPLETED FORM TO: A. <a href="mailto:studentadmin@nmiotc.nato.int">studentadmin@nmiotc.nato.int</a> VIA NU-WAN (UNCLASSIFIED E-MAIL), OR B. FAX (+30) 28210 85702 (NCN: 498 5711) TO NMIOTC ADMIN OFFICER, LT KONSTANTINOS PAPANASTASIS GRC(N) - IF CERTAIN INFORMATION IS NOT APPLICABLE OR NOT YET DETERMINED, THE RESPECTIVE FIELD MAY BE FILLED WITH <b>N/A</b> OR <b>TBD</b> AS APPROPRIATE AND WILL BE DETERMINED LATER.	

Cdr Poseidon Orologidis GRC (N)  
Director Education & Training

Lt Eleftherios Gavalas GRC (A)  
Officer of Primary Responsibility