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TO: See Distribution

SUBJECT: **PARTNER NATIONS' INVITATION LETTER TO EXERCISE TRIDENT JUPITER 19-1 EXECUTION PHASE OBSERVATION, ACT.759.4.**

REFERENCES: A. 7300/TSC TSX 0330/TT-180603/Ser:NU0402, EXERCISE TRIDENT JUPITER 19 PART 1 (TRJU19-1) EXERCISE Specification (EXSPEC), 11 June 2018.
B. PO(2019)0368-AS1 (INV), INVOLVEMENT AS OBSERVERS OF ISRAEL AND ALGERIA IN NATO EXERCISE TRIDENT JUPITER 2019-2020, Action Sheet, 16 September 2019.
C. 7300/TSC TTX-0410/TT-140401/Ser:NU1106, Bi-SC Collective Training and Exercise Directive 075-003, 11 December 2014.
D. SH/MIP/DEI/JPN20130121 Military Partnerships Directorate Management Guidance, 21 January 2013.

1. Exercise TRIDENT JUPITER 2019 Part 1 (TRJU19-1) is an Allied Command Transformation (ACT) sponsored Command Post Exercise/Computer Assisted Exercise (CPX/CAX). It is an early entry operation for the NRF at SJO level for Collective Defence in an Article 5, high-intensity operation against a Peer state adversary contesting NATO in all-domains within its North-Eastern Area of Responsibility (AOR). It will also serve as a venue to evaluate and support the certification of the NRF 2020 Component Commands and the Naval Striking and Support Forces NATO (STRIKFORNATO) as NATO Expanded Task Force (NETF).

2. The observation opportunity during the Execution Phase of exercise TRJU19-1 will take place on **11 Nov 2019**, hosted by **Joint Warfare Centre (JWC) in Stavanger, Norway**.

3. In accordance with Reference B, the MC endorsed and the NAC approved the involvement of **Algeria** and **Israel** in NATO Exercise TRIDENT JUPITER 2019, Part 1 and 2, as observers. JFCBS, as Action Authority, is pleased to invite partner countries, authorised by Reference B, to observe TRJU19-1 Execution Phase (ACT.759.4).

4. In accordance with Reference D and official documents received from SHAPE PD, JFCBS is authorised to subsidise for TRJU19-1 observation phase in 2019 only partner countries that had requested support from SHAPE PD in 2018 and consequently obtained the document Funding for Participation and Observation to NATO Exercises in 2019. **For this**

reason Algeria and Israel will be responsible for meeting their own travel, hotel and per diem expenses for TRJU19-1 execution phase observation in 2019.

5. The agenda for TRJU19-1 execution phase observation has not been settled and partners will be informed about the details later on. Administrative instructions can be found at Annex A. To allow sufficient time for coordination and further planning, participants are requested to submit a Personal Administration Form (PAF) found at Annex B and Personal Security Clearance (PSC), no later than **10 Oct 2019**, together with the filled FARF Form, to the JFCBS Point of Contact (POC) by e-mail and to register themselves using the JWC Events Registration portal in accordance with Annex A. Partners participants are required to have a PSC level NATO SECRET. Other event details can be found in the electronic Partnership Real-time Information, Management and Exchange system (e-PRIME) under the reference ACT.759.4.

6. **Point of Contact.** The HQ JFCBS points of contact are:

- a. **HQ JFCBS J9 OPR:** OF-3 Pavel Simek (CZE AF)
NSWAN: JFCBS PLANS J9 MILP P3 SIMEK P OF-3
UNCLASS: pavel.simek@jfcbs.nato.int
Telephone: NCN: 244-2958
Commercial: +31-(0)45-526-2958

- b. **HQ JFCBS J9 OPR:** OF-3 Ionel Boca (ROU A)
NSWAN: JFCBS PLANS J9 MILP P3 BOCA I OF-3
UNCLASS: ionel.boca@jfcbs.nato.int
Telephone: NCN: 244-4051
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FOR THE COMMANDER, ALLIED JOINT FORCE COMMAND BRUNSSUM



Margarit MIHAYLOV
Brigadier General, BGR Army
Assistant Chief of Staff J9

ANNEXES:

- A. Administrative Instructions.
- B. Personal Administration Form (PAF)

NATO UNCLASSIFIED
Releasable to Algeria and Israel

DISTRIBUTION:

External:

Action:

SHAPE PD

- PNMR Algeria
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**ADMINISTRATIVE INSTRUCTIONS
FOR TRJU19-1 OBSERVERS PROGRAM DEPLOYMENT TO STAVANGER
11 NOV 2019**

1. **Administration.**

Registration (WAFER) deadline	10 OCT 2019
Hotel booking deadline	4 OCT 2019
Travel to Stavanger	10 OCT 2019
JWC in-processing	11 OCT 2019
Event period	11 OCT 2019
Travel return	12 OCT 2019

All participants deploying to JWC for TRJU19-1 are requested to register themselves using the Web Application for Events Registration (WAFER). **The registration closes on 10 OCT 2019.**

The WAFER can be found at the following address available through the public internet:
<https://events.jwc.nato.int/>

Registration consists of 2 steps (If you already are registered on WAFER you can skip the first step):

Creation of user account. Each participant has to create own profile using the link "Create new account" (<https://events.jwc.nato.int/user/register>). After providing essential personal data, the system generates a Request for Account to RLS. The data is validated by JWC SPT RLS and after approval, special instructions are generated to participants on how to sign up for the particular event. For the creation of the account, use your work-related unclassified e-mail (e.g. your.name@nato_hq.int). You can use this account for all future events hosted in JWC.

Registration (Sign up) for the event. After validation of the user account, participant can log on to the individual account using personal Login and Password. On the front

page choose the event called "**TRJU19-1 Sub-Phase IIIB**" and then click button: "**Click here to register**". Fill out all required data as requested. For transportation and accommodation, please choose the accurate option. After successfully completing registration (signup), WAFER sends a confirmation and further instructions to your e-mail.

Note that flight details (flight number and arrival/departure time) can be updated in WAFER at any time after the registration is completed, **but NLT 3 working days prior to arrival**.

In case of problems with registration or access to the WAFER, please contact JWC RLS by Email (NS and NU): RLS@jwc.nato.int.

2. Accommodation.

JWC RLS has pre-reserved hotel rooms with a NATO rate in the Stavanger hotels listed below. The pre-reserved rooms are available for reservation until **4 OCT 2019**. Individuals are to contact the hotel and make direct arrangements using the booking code listed. JWC will not make any individual reservations.

Victoria Hotel, STAVANGER

- Address: Skansegata 1, 4006 Stavanger
- Phone: +47 51 86 70 00
- E-mail: Victoria@victoria-hotel.no
- Single room rate is 1150 NOK/per night (Mon-Fri) and 700 NOK/per night (Sat-Sun) including breakfast.
- Booking codes: 1126471

Thon Hotel Maritim, STAVANGER

- Address: Kongsgata 32, 4005 Stavanger
- Phone: +47 51 85 05 00
- Single room rate is 1195 NOK/per night including breakfast.
- Booking code: 27785002

Thon Hotel Stavanger, STAVANGER

- Address: Klubbgata 6, 4013 Stavanger
- Phone: +47 51 59 95 00
- Single room rate is 1325 NOK/per night including breakfast and evening snack meal.
- Booking code: 27779138

Radisson BLU Atlantic Hotel, STAVANGER

- Address: Olav Vs gate 3, 4005 Stavanger
- Phone: +47 51 76 10 73 or +47 51 76 10 00
- E-mail: duty.atlantic.stavanger@radissonblu.com
- Single room rate is 1255 NOK/per night including breakfast.
- Booking code: 666196

Upon registration in WAFER, select the hotel you have booked. Once the hotel deadline has been passed, there is no guarantee that the hotels pre-reserved by JWC RLS will hold rooms for the event, and participants may have to self-book elsewhere in the Stavanger area.

The booking becomes an obligation between the individual and the hotel with respect Norwegian hotel regulations (Norsk Hotellov). The individual is responsible for cancelling the room if he/she should do not participate in the event. The individual is also required to notify the hotel directly with any changes in travel dates.

If the individual does not make use of the accommodation facilities as agreed when confirming the room, he/she is obliged to pay the standard agreed price (i.e.: no-show without any notice to the hotel after confirmation of reservation with credit card information will allow the hotel to deduct a payment for one night from your credit card).

3. **Transportation.**

The Host Nation (HN) will provide transportation to and from Stavanger airport as long as the pertinent information is provided in the WAFER.

Transportation schedule for in-processing will be determined and partners will be informed about it in advance.

The daily transportation schedule from/to mentioned hotels will be provided in the exercise program and during the in-processing brief at JWC.

4. **In-processing.**

In-processing will take place at the JWC on 11 NOV 19 at time and place that will be determined. Partners will be informed about the details in advance. It will include departure information, payment for meals and issue of security badge.

Each participant must bring the following:

- NATO HQ/Military ID Card for military or passport for civilian.
- Copy of the WAFER e-mail acceptance message.
- Proof of Personnel Security Clearance.
- Major credit cards (AMEX and U.S. Government Credit Card not accepted) or Cash (NOK/EUR) to settle for meals during in-processing.

5. **Meals.**

Breakfast according to Hotel posted hours.

During the main exercise period, the JWC dining facility will be available for meals (lunch and dinner). The cost per exercise meal will be 90 NOK for lunch and 90 NOK for dinner. Participants will be required to buy their meals during in-processing.

Special dietary requests (i.e. medical requirements) should be indicated on WAFER.

Water coolers are available in the JWC dining facilities and training areas. Bottled water will not be provided, although can be purchased at the JWC canteen. Tap water is also drinkable in Norway.

6. **Finance.**

Norwegian Kroner (NOK) is the only valid currency in Norway. Event participants are encouraged to conduct a money exchange prior to arrival in Norway. **Only new NOK bank notes from 2018 will be accepted.**

During in-processing, individuals will pay the catering contractor, Eurest AS, managed by the JWC RLS personnel. All personnel are highly encouraged to pay with a major credit card (AMEX and U.S. Government Credit Card NOT accepted) although cash NOK and EUR will also be accepted, but only during in-processing.

7. **Security.**

Military and civilian personnel from a Non-NATO military or civilian body **ARE REQUIRED to provide the following information to the JWC Security Office** (preferably via e-mail to: jwcsecurity@jwc.nato.int) NLT 3 weeks before the start of the event:

- Last name, first name and rank.
- Passport/ID card number (also to be presented upon arrival).
- National personal security clearance (if applicable).

Physical access. Physical access to NATO Security areas (Class I/II), access to NATO CIS, NATO information and intelligence and release of NATO information will be according to Bi-SC Handbook for Information and Intelligence Sharing with Non-NATO entities. All personnel must hand carry a paper copy of their NATO Security Clearance.

Personal Communication Devices. Use of Personal Communication Devices (PCDs) is prohibited in the exercise locations without written approval from JWC Security. Approval will only be given when documentation is provided stating that the PCD is an official NATO device.

Classified Material. Visitors hand carrying NATO classified material higher than NATO RESTRICTED must have written courier authorization (Ref; AD 70-1) from their point of origin. In addition, prior notification (name, organization, date/time of arrival) should be sent to the JWC Registry staff (+47 5287-9172). Failure to provide this certification is a security violation, and will be reported to the individual's home organization for action if necessary.

8. **Medical.**

JWC does not have integral medical services. Therefore, participants requiring medical service **must contact the JWC RLS helpdesk in Room 2215 (F-Block)** to coordinate arrangements for care.

Non-urgent illness or injury treatment will be available at Role 1 in MADLA Camp. The MADLA Medical Centre is free of charge for the event participants (except for pharmacy products). Opening hours are from 07:30 - 15:30 hrs (Monday to Friday).

During the weekend and after working hours, personnel will be directed to local civilian medical facilities. All participants should expect to pay a fee for medical and dental services in Norway.

Advanced medical care will be provided by local civilian facilities (for example, STAVANGER Legevakt). **Some hospitals require advanced payment for medical care.**

Emergency dental care will be provided at local civilian facilities. Individuals will be expected to pay in advance.

Please be advised that it is up to each individual to claim reimbursement for medical expenses through their nation.

9. **Out-processing.**

Out processing will take place at the end of the event on 11 NOV 2019 at time and place that will be determined in accordance with the event schedule. Partners will be informed about the details in advance. Personnel must settle all financial and administrative business prior out-processing and departure with JWC RLS. Additionally, issued items that have been signed for and exercise security badges must be returned.

10. **Miscellaneous Information.**

Secure storage of personal computing devices (PCDs) will be made available at in-processing.

Wi-Fi is available at the JWC in all Class III areas. Additionally, there is an Internet café located in the JWC F-Block 2nd Canteen.

Electrical equipment adapter: Norway utilizes the European standard 2-pin 220-volt 50/60 Hz electrical supply.

All personnel must respect the laws of Norway. Anyone violating local laws may be subject to prosecution by Norwegian authorities. The legal alcohol limit is 0.02% while driving and consuming any amount of alcohol prior to driving will cause a person to exceed the legal limit. Anyone arrested for driving after drinking alcohol can expect jail time, loss of license, and a very high fine.

The HN military camps have strict regulations regarding introducing and consuming alcohol inside the military quarters. Detailed information will be provided during the RLS in-processing brief.

Dress code for the event will be BDU or equivalent normal daily work uniform.

Emergency Norwegian phone numbers:

Fire = **110**
Police = **112**
Ambulance = **113**

JWC Points of contacts (POC):

Real Life Support: Mr. HIDALGO, Hans (NOR-CIV),
Telephone, NCN: 323-9251, COMM: +47 5287 9251.
E-mail (NATO SECRET / UNCLASSIFIED):
hans.hidalgo@jwc.nato.int or rls@jwc.nato.int.

Security: Ssgt ELI, Mats (NOR-AF),
Telephone, NCN: 323-9222, COMM: +47 5287 9222.
E-mail (NATO SECRET / UNCLASSIFIED): jwcsecurity@jwc.nato.int.

JWC PROTOCOL: Mr. KEANE, David (NIC)
Tel. NCN: 323 9141, Commercial: +47 5287 9141
E-mail (NATO SECRET / UNCLASSIFIED): david.keane@jwc.nato.int.

Personal Administration Form

Reference number: ACT.759.4

Full event name: TRIDENT JUPITER 2019 PART 1 EXECUTION PHASE OBSERVATION

Date: 11 November 2019

To be returned fax or E-mail NLT 10 October 2019 to:

AA POC Maj Pavel SIMEK, CZE AF, +31 45 526 2958, pavel.simek@jfcbs.nato.int

APPLICANT DATA

Nationality: _____

National Rank: _____, NATO Rank: _____

Family name: _____, First name: _____

Service: _____, Unit: _____

Tel: _____ Fax: _____

E-mail: _____

ID Number: _____

Security clearance: _____

ADDITIONAL INFORMATION

A. Gender: _____

B. Accommodation: _____

C. Date of arrival: _____ Flight number: _____

D. Date of departure: _____ Flight number: _____

Visa required: Yes No

PASSPORT #(indicate personal or official): _____ Issued: _____ Expired: _____

If request visa, please indicate the respective Embassies where the Visa Support Letter should be sent in the Host Nation :

Address: Embassy of _____ in _____, city: _____

E-mail address: _____

fax of the Embassy: _____