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|  | rcds-crestRoyal College of Defence StudiesDefence Academy of the United KingdomSeaford House, Belgrave Square London SW1X 8NS |
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See Distribution Date: 22 Mar 17

# ADMINISTRATIVE INSTRUCTION NUMBER 16/17

**VISIT BY MAJOR GENERAL TAMIR HAYMAN, COMMANDER OF THE ISRAELI MILITARY COLLEGES – 30 MAR 17**

1. **Introduction**. Major General Tamir Hayman, Commander of the Israeli Military Colleges will visit RCDS on Thu 30 Mar between 0900 and 1645 hrs. He will be accompanied by Colonel Ran Cahana (Israeli Defence Attache, London), Colonel Yonatan Maron and Major Matan Or.
2. **Sponsor**. The RCDS Sponsor for this event visit is the Comdt.
3. **Programme**. The programme for the event is at **Annex A**.
4. **Catering Requirements**. The Catering Manager is requested to provide:

 a. Tea/Coffee on arrival for 6 personnel – Serial 2.

 b. Tea/Coffee in the Writing Room for 20 personnel – Serial 4.

 c. Reserved table for MENA OST and guests in the Restaurant - serial 6.

1. **IT Requirements**. The IT Mgr is requested to ensure that the LT is fully serviceable.
2. **Security**. MGS are to advise on and implement, if appropriate, any necessary security measures for the duration of the event.
3. **Finance**. Costs for the event will be paid for by Budman.
4. **Attendees**. (a/r) A list of personnel attending the event is at **Annex B**. The RCDS MGS staff are requested to provide Visitors Passes for all attendees.

**External Lead**. The POC for this visit is Miss Roni Zelizki, Assistant Defence, and Armed Forces Attache, Defence Office, Embassy of Israel. Tel:  +44 (0)207 957 9520, Email: defence-admin@london.mfa.gov.il

{*Signed electronically}*

M A WHITTY

Wg Cdr

Executive Officer

Ext 4816

Annexes:

A. Programme for Visit by Major General Tamir Hayman, Commander of the Israeli Military Colleges – 30 Mar 17.

B. List of Attendees.

Distribution:

All RCDS Staff[[1]](#footnote-1)

MENA OST

Gal Shochami

External:

MGS Supervisor – Nigel Neita (MOD MB)

Sodexo – RCDS

Copy to:

SO2 Defence Engagement – Julie Bishop (DefAc Shrivenham)

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| ANNEX A TO RCDS AI 16/17 DATED 22 MAR 17 |

**VISIT BY MAJOR GENERAL TAMIR HAYMAN, COMMANDER OF THE ISRAELI MILITARY COLLEGES - 30 MAR 17**

| **SER** | **TIME** | **LOCATION** | **LEAD** | **EVENT** | **IN ATTENDANCE** | **ACTION/ NOTES** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 0900 | Reception | XO | Maj Gen Hyman Arrives – met by Comdt & D/Comdt |  | **MGS** to operate the entrance gate (Vehicle Details tbc)**Receptionist** to allocate parking in the courtyard**MGS** to direct drivers to the courtyard – if required |
| 2 | 0905 – 0915 | Ante Room/Gun Room | Sodexho | Sign Visitors BookCoffee/Tea | XO | Sodexo Catering Mgr to provide Coffee/Tea for personnel at Annex B |
| 3 | 0915 - 0950 | Lecture Theatre | D/Comdt | RCDS Brief | COS/XO |  |
| 4 | 0950 - 1000 | Library | Librarian | Visit RCDS Library | COS/XO |  |
| 5 | 0945 - 1025 | Writing Room | COS  | Coffee/Tea with MENA OST Members | XO |  |
| 6 | 1030 - 1230 | Lecture Theatre | Cse Director | Leadership in the Strategic Environment – Lord Alderdice | XO | Spt 2 - Reserved seating. |
| 7 | 1230 -1355 | Lunch | ComdtCOS | Maj Gen Hyman with Comdt & Lord Alderdice.Remainder of Party hosted by MENA OST | XO |  |
| 8 | 1400 -1630 | Syndicate Room A1 | D/Comdt | Gp Guided Discussion (with Syndicate Group A – Senior Directing Staff - RAdm John Kingwell) |  |  |
| 9 | 1630 - 1645 | D/Comdt’s Office | D/Comdt | Wash-up | XO | Sodexo Catering Mgr to provide Coffee/Tea for personnel at Annex B |
| 10 | 1645 |  | XO | Maj Gen Hyman Departs |  | Vehicles to be pre-positioned from 1635 hrs**MGS** to operate the entrance gate |

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| ANNEX B TO RCDS AI 16/17 DATED 22 MAR 17 |

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| Ser | Name | Appointment |
| 1 | Major General Tamir Hyman | Commander of the Israeli Military Colleges |
| 2 | Colonel Yonatan Maron |  |
| 3 | Major Matan Or |  |
| 4 | Colonel Ran Cahana | Israeli Defence Attache, London |

1. Copy to be displayed in the Gun Room for Members. [↑](#footnote-ref-1)