



MINISTERIO DE DEFENSA



MANDO DE OPERACIONES

Fernando López del Pozo  
Teniente General

CMOPS

Madrid, 29 January, 2019.

NCG members and observers  
Director, Exercise Argonaut

On behalf of the Spanish MoD, as Commander of the Spanish Joint Operations Command, I hereby invite you to the 34<sup>th</sup> Neo Coordination Group meeting that will take place in Madrid from October the 23<sup>rd</sup> until the 25<sup>th</sup>.

The overall objective is to enhance military, diplomatic and consular NEO subject expert's relationship in order to increase efficiency managing NEO crisis throughout the world.

My specific intent during the 34<sup>th</sup> NCG meeting is to share lessons identified in the planning and conduction of NEO in an uncertain or hostile environment where cooperation between military and diplomatic departments need to be tight and solid.

Please, find enclosed the overall details of the conference, which will be refined when all contributions are agreed.



## **PROGRAMME AND AGENDA**

### **1. CONFERENCE LOCATION.**

The conference takes place in the Army War College<sup>1</sup>, an actual military place, located in the center of Madrid<sup>2</sup>, lunch will also be offered inside the military center.

### **2. REGISTRATION.**

To facilitate registration, a personal administrative form (PAF) is attached in annex C. National delegations are requested to fill one PAF per person and send them back to the POC Maj. Juan Carlos Domingo **no later than 13<sup>th</sup> of September**. Request for visit is not required.

### **3. ACOMMODATION.**

*Alcazar*<sup>3</sup> military hotel is the organization's recommendation for accommodation. It is 15 minute drive to the Army War College where the meeting takes place. Rate is 30,84€ per night. Breakfast is not hosted but there is a buffet available at the hotel lounge. Reservations in the Alcazar will be made by the organization. If you wish to book a room in the Alcazar, just specify so in the "accommodation" space in the PAF.

### **4. PROGRAMME OVERVIEW.**

The 34<sup>th</sup> NCG will continue with the same framework of previous meetings. An icebreaker will be offered at the hotel on 23<sup>rd</sup> of October at the *Alcazar* from 18:00 until 20:00. The gathering will also be used to register participants for the next two days conferences.

### **5. AGENDA.**

An overall agenda is enclosed in annex A pending contributions from delegations. A final agenda will be distributed prior the meeting. Countries that wish to contribute to a specific area or are willing to arise a theme of concern are welcome to send a proposal to the point of contact listed below no later than 26<sup>th</sup> of July.

### **6. TRANSPORTATION.**

The Adolfo Suárez Barajas Airport is quite close to the downtown. The taxi drive from the airport to any place of Madrid downtown is a 30€ fixed fee and takes around 25 minutes, traffic dependent. You may also use the public train and metro to get to the hotel with an approximately cost of 5€ and 45 minute travel.

Transportation by bus will be provided from the hotel to the Army War College.

A bus from the Army War College to the airport will be available by the host nation the departure date. Arrival to the airport is programmed at 14:00.

### **7. DRESS CODE.**

Smart casual for civilian and both, working military clothes or smart casual for the military. Dress code for civilians and military during the cultural visit and the hosted dinner will be smart casual.

<sup>1</sup> Escuela de Guerra del Ejército.

<sup>2</sup> Address: Santa Cruz de Marcenado 25, Madrid

<sup>3</sup> Address: Diego de León 4, Madrid



## 8. MEALS.

Lunch will be served at the Army War College mess facility both days. Coffee, tea and refreshments will be provided throughout the day. No beverages are allowed in the conference hall. On the evening of October, 24<sup>th</sup> a hosted dinner will be offered.

## 9. POINTS OF CONTACT.

Major (OF3) Juan Carlos Domingo Fernández, MoD/Joint Operations Command/J5

[jdomfe5@ea.mde.es](mailto:jdomfe5@ea.mde.es)

Javier Álvaro Ánguas, MFA/Consular Emergencies Division

[javier.alvaro@maec.es](mailto:javier.alvaro@maec.es)



**ANNEX A**

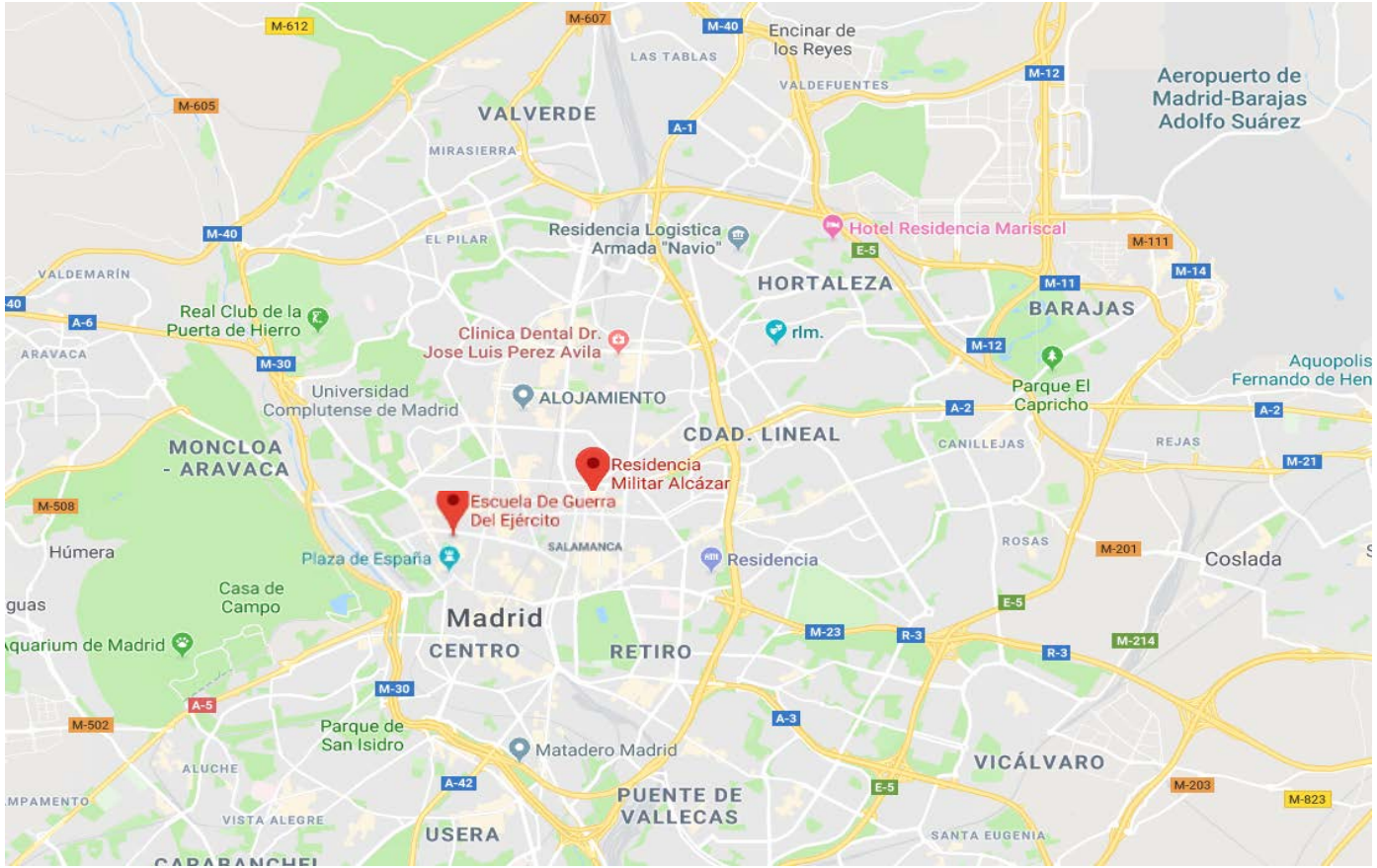
**Draft agenda for the 34<sup>th</sup> NCG conference, pending inputs from delegations.**

Day	Time	Location	Activity	
Day 1	18.00 – 20.00	Hotel	Ice Breaker	
	18.00 – 20.00		Registration / Badges	
Day 2	08.30	TBD	Bus from hotel to conference venue	
	09.00 - 09.15		Grand Opening by <b>ESP MoD (TBD) and ESP MFA (TBD)</b>	
	09.15 - 09.45		Administrative remarks Introduction of participants Review of minutes of 33rd NCG Meeting Adoption of the agenda of 34th NCG Meeting.	
	09.45 - 10.30		NCG membership, TOR, procedures.	
	10.30 - 11.00		Coffee break and group photo	
	11.00 - 11.45		Top 5 overview	
	11.45 - 12.30		<b>Case study 1 (pending inputs)</b>	
	12.30 - 13.30		Lunch break	
	13.30 - 14.30		<b>Case study 2 (pending inputs)</b>	
	14.30 - 15.00		<b>Consular Presentation (ESP MFA)</b>	
	15.00 - 16.00		<b>Private Company Presentation (ESP)</b>	
	16.00 - 16.15		Wrap up day 1	
	16.30 - 22.30		TBD	Cultural visit and hosted dinner
	Day 3		08.30	TBD
09.00 - 10.00		<b>Case study 3 (ESP MoD)</b>		
10.00 - 11.00		Coffee break		
11.00 - 11.15		Lessons identified from ARGONAUT 2019 ARGONAUT 2020		
11.15 - 12.00		Approval of NCG rotation schedule		
12.00 - 12.15		Briefing by the Swiss delegation on the 35th NCG		
12.15 - 12.30		Discussion and Wrap Up 34 <sup>th</sup> NCG		
12.30 - 13.30		Lunch break		
13.30 - 14.00		Transport to airport		



**ANNEX B**

**LOCATION**





**ANNEX C**

**Personal Administration Form**

To be completed by each participant and returned to POC no later than 13. September.

Personal Information		
Nationality		Organisation
Branch		Rank/Grade
Mr / Mrs	Last Name	First Name
Accommodation (we strongly recommend the Alcazar military lodging) + transport information		
Accommodation:		
Outgoing flight no. and time:		
Contact Information		
Work Phone		
Cell Phone		
E-mail		