



NATO DEFENSE COLLEGE
COLLÈGE DE DÉFENSE DE L'OTAN
THE COMMANDANT
LE COMMANDANT



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To: see distribution

SUBJECT: INVITATION LETTER FOR NATO REGIONAL COOPERATION COURSE 21 (NRCC-21)

ANNEX: Application Information for NRCC-21 (Mediterranean Dialogue countries)

The NATO Defense College invites the **Mediterranean Dialogue (MD)** countries to participate in the twenty-first edition of the NATO Regional Cooperation Course (NRCC 21) from Friday 15 February 2019 until Thursday 18 April 2019.

The NRCC is a ten week-long strategic level course focusing on security issues affecting both the NATO Alliance and the broader Middle East – North Africa Partner nations. The aim of the NRCC is to promote a cross-cultural understanding on issues affecting both the Alliance and its partners in the MENA region and develop consensus-building skills amongst participants on future politico-military issues and challenges.

The Course is open to men and women officers at the rank of Brigadier General / Colonel / Lieutenant Colonel, as well as men and women civilian officials and diplomats of equivalent rank. Relevant ministries such as the Ministry of Defence, Ministry of Foreign Affairs and other ministries or administrations whose interests cover strategic security issues, will benefit from participation in the programme. The NRCC will share the same curriculum as the Senior Course for a few weeks; additionally each committee from the Senior Course will have the chance to interact with NRCC Course Members.

Partner nation authorities are invited to forward applications for NRCC21 according to the instructions given in the annex. Final selection of participants will be at the discretion of the NATO Defense College to ensure a balanced and fair broad representation. The deadline for requesting participation is 5 November 2018.

The College looks forward to receiving nominations from your Country. The Staff is ready to answer any further queries you may have (points of contact are indicated in the annex).

Brigadier General (ret) František MIČÁNEK (CZE)
Dean

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NRCC21 Application information

1. GENERAL

The NATO Defense College (NDC) invites MD, ICI, and Global Partner countries to participate in the ten week strategic level academic NATO Regional Cooperation Course 21 (NRCC-21) to be held at the NDC Rome, Italy from 15 February 2019 to 18 April 2019

The NRCC is conducted in accordance with the decision taken by Heads of State and Government of NATO countries at the 2006 Summit in Riga on promoting greater cooperation in the field of education. Broadly speaking, the Course aims to develop understanding and networking among participants through a mutually beneficial and academically challenging agenda.

2. COURSE CONTENT AND STRUCTURE

The Course content will be at the strategic level and will cover selected topics intended to provide the Course Members (CMs) with a sound basis to further improve their understanding of the changing geostrategic environment and the related implications for global and regional security in a multinational and multicultural environment. A number of security challenges and risks are examined which, by their very nature, transcend national borders and capabilities and thus require a more concerted approach.

Every CM of the NRCC will be assigned to a multi-national, multi-service (civilian and military members) group of 10 to 12 people, called a 'Committee'. Inside this committee, supervised by a 'Faculty Adviser', CMs discuss the course lectures and material, develop their ideas and understand the complex nature of the challenges facing the Alliance and Partner nations.

3. APPLICATIONS

The College is particularly keen to attract a high quality mix of officers and civilians coming from as many ministries and countries as possible to promote multicultural diversity. Nations are encouraged, in addition to candidates coming from Ministries of Defence and Foreign Affairs, to nominate applicants from other areas with an interest in the broader security agenda. These could include the Ministry of the Interior, Police, Customs, Ministries of Justice and Civil Emergency.

The NRCC is open to women and men, military and civilian officials, each with the potential for multinational appointments, ranging in rank from Lieutenant Colonel to Brigadier General and equivalent for civilian officials and diplomats.

The allocation of vacancies would in principle follow the ideal 1/3 NATO members to 2/3 partner nations ratio. For the full ten-week course a total of 12 vacancies are available for NATO countries and 24 vacancies for partner countries, with a maximum ceiling of 36 places. No more than 3 vacancies can be granted to each nation and a priority order for nations' candidates is strongly recommended. Where feasible, the widest representation of nations will be sought. Slots not taken up by the deadline for requests (5 November 2018) will be allocated to other nations. Nations may nominate multiple candidates, placing them in order of priority. Upon review of requests from all nations, numbers may need to be limited, thus nations are requested to wait for NDC confirmation.

Due to limits on resources and facilities, please be aware that no participant will be accepted at the NRCC without a confirmation reply from the NDC.

4. LANGUAGE

The two official NATO languages, English and French, will be used throughout the Course. Participants should, therefore, have a fair/good professional working knowledge of English and/or French. Please indicate the proficiency level of CMs.

One of the course objectives is to improve English and/or French language proficiency thus, the NDC is committed to creating the conditions for course members' assimilation and contribution to the principle that language proficiency is a "force" multiplier. To guarantee that principle a minimum proficiency of NATO STANAG Level 3333/equivalent is required either in English or French.

The NDC offers an optional two-week intensive English Refresher Course (ERC) from 4 to 14 February 2019. The ERC is available for those nominees who formally already possess the required English proficiency level but whose actual level has weakened due to lack of practice. The primary aim of the 2-week ERC is to verify that course members who attend are at level 3 or above by the end of the training.

The ERC takes place before the beginning of the NRCC and will be at the expense of the participating nations (cost is approximately 750 Euro; subject to the number of enrolments). Subsidized applicants from entitled countries will be charged according to the level of subsidization provided.

An assessment of the English language levels of incoming ERC course members on day 1 will be done so as to place course members in suitable learning groups. The composition of the classes will seek to harmonize the level of English proficiency among participants.

The ERC runs with the Senior Course 134 from 4 to 14 February 2019, from 08h00 to 15h30. Course objectives include, in the morning session, a mix of grammar and practice to refresh and improve course members' communication ability. Afternoon sessions will include specialized lessons. Please indicate candidates' language level in English and French in course member nominations.

5. ACTION DATES (NO LATER THAN)

5 November 2018: Closing date for nations to specify number of slots requested for NRCC21. The NDC will confirm the number of slots allocated on 9 November 2018.

30 November 2018: Closing date for applications. Nations are requested to signal by fastest means available, (fax or e-mail to the NDC) the rank, service or department, language skills and contacts of their applicant(s), as well as their decision to participate in the English Refresher Course. NDC points of contact are indicated at para 14;

8 December 2018: NDC confirms participations. The NDC will e-mail or fax joining questionnaires and specific information to participants.

8 January 2019: return of questionnaires. Participants will return their completed questionnaires to NDC/Attn: Mrs. Mary Lou Farah (see Para 14).

Sunday, 3 February 2019: Estimated arrival in Rome for ERC.

Thursday, 14 February 2019: Estimated arrival in Rome for NRCC 21.

6. VISA

Please ensure that Course Members arrive in Rome with a valid multiple Schengen Visa for the Field Study (Brussels and Tunis – tbc). For some countries, visa issuing requires time, please start the procedures early to avoid late arrival of the Course Member.

7. INTERPRETATION

Simultaneous interpretation in English, French and Arabic is available during lectures and interpretation in Arabic will be available only in one committee due to increasing internal dynamics and saving time during discussion in committees.

8. EVALUATION

The Course is informative in essence but Course Members may be assessed in accordance with NDC standard operating procedures and internal regulations.

9. MEDICAL ASSISTANCE

It is the responsibility of each Course Member to obtain medical insurance for the entire duration of the Course. There is no medical facility at the NDC. Course Members, therefore, must refer any medical problem to private Italian medical services at their own expense with the assistance of their respective embassies in Rome. Health insurance is strongly recommended; it is a national responsibility and no claims can be addressed to NATO.

10. DRESS CODE

The NDC is an academic institution hosting people from a large number of countries, each with its individual culture and customs. Cohesion, cooperation and friendship can be promoted by following certain rules based on mutual respect. Wearing dress that is proper for the environment and for the occasion is considered one of the basic signs of consideration for others. Normally, national uniform or equivalent civilian dress (jacket and tie) should be worn, unless another type of dress is advised. The use of battle dress uniform, combat dress (camouflage), flying suite, is not appropriate. For nations with only battle dress attires, appropriate civilian clothing should be worn instead.

11. COSTS AND FINANCIAL INFORMATION

Participants are accommodated at their own expense either in a hotel or in a flat in Rome. All expenses related to transport to/from their respective country, and meals are paid for by the participants. Moreover, the NDC will request a 200 € fee from all participants in order to cover expenses related to activities such as luncheons with lecturers, coffee breaks or visits taking place over the ten weeks.

For budgetary planning purposes, the following costs should be taken into account:

- Transport to and from Rome;
- Accommodation charges;
- Self-service lunches at the College Mess;
- Meals and dinners in Roman restaurants;
- A course fee of 200 €; and
- Approximately 1.600 € to cover flight tickets and hotels for the Field Studies to Belgium, the Tunisia (tbc) and Naples (double accommodation costs will be required for those in hotel accommodation in Rome).

The costs for accommodation, restaurants and leisure activities may vary significantly and it is up to the CMs to seek information on food and accommodation, either through their respective Embassies or from other sources. The NDC has contracted a Residence hotel in the vicinity of the NDC, especially for the subsidized course members. Details on hotels close to the College and Laurentina metro station can be provided on request.

12. SUBSIDIZATION

Where applicable, funding assistance for a limited number of participants from eligible partner countries will be granted in accordance with the guidelines issued by NATO Headquarters. If financial assistance is required, a request should be submitted to the NDC using the form below at Para 15. Nations are kindly requested to indicate, in the application for funding assistance, the percentage of actual costs requested to be subsidized by NATO.

This process of subsidization means that NATO will cover (part of) the expenses incurred for:

- travel by the cheapest feasible air fare, never first class or business class. The purchase of the cheapest feasible flight ticket is the responsibility of the participant;
- local public transport in Rome;
- accommodation in hotels arranged by the NDC;
- meals, which are normally taken at the NDC mess when operational and through a meal allowance when not provided by the NDC organization. A meal allowance is not paid when lunches/dinners are provided by the NDC, either at the NDC mess or in any other external facility during official visits or cultural programmes;
- field Study costs and course fees.

Travel insurance (lowest/basic fare: about 60,00 €) and Visa costs could be reimbursed but solely upon presentation of the appropriate receipts. Possible travel / hotel costs related to obtaining Visas are a national responsibility and will not be reimbursed by NATO. The hotel and meals allowance will normally be granted from the day before the beginning of the Course to the day after graduation. Lodging and meals will not normally be reimbursed to subsidized CMs for early arrival and late departure. Health insurance may be mandatory to obtain a VISA; as specified before, health insurance is a national responsibility and will not be reimbursed by NATO.

NATO support is limited to the above items. Any optional activity entered into on a voluntary basis is not covered by NATO (e.g. excursions / visits to museums, social activities, etc.) and must be self-funded. The amount involved may vary significantly depending on the level of involvement in those activities.

In order to minimize the financial burden to nations, the NDC will settle the relevant expenses incurred by Course attendees directly, either with contractors or with the participants. A final breakdown of all the subsidized refunded expenses for attendance on the Course is available to the CM or to the national authority upon request.

In order to cope with the Host Nation and NATO rules, subsidization will normally be paid by Bank Transfer as follows:

- into the Bank Account indicated in the standard FARF (Financial Assistance Request Form);
- into another Bank account indicated in writing by the CMs, provided a disclaimer for not using the FARF account number is signed by the CM;
- through a pre-paid card opened in the name of the CM with the local concessionary bank to be opened upon arrival (bank charges for card opening will be paid by the NDC).

Further administrative details concerning NATO financial assistance, reimbursement procedures and information on obtaining visas can be addressed to all Partner Country Embassies in Brussels and NATO contact point Embassies.

13. SECURITY CLEARANCE

The Course is unclassified but security certificates will facilitate the visits during the Field Study. Therefore Nations are strongly encouraged to deliver security clearance certificate to course members.

14. POINTS OF CONTACT AT NATO DEFENSE COLLEGE

The following functional address has been used systematically for all emails: nrcc@ndc.nato.int

Ms Gaëlle-Astrid HOLDEN - Staff Officer of Members' Administration Section:
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15. FINANCIAL ASSISTANCE REQUEST FORM

(To be attached to the official request for financial assistance)

ACTIVITY IDENTIFICATION

Activity	
Reference	
Date	
Place	

PARTICIPANT IDENTIFICATION

Partner Nation	
Name	
First Name	
Rank/Service	
ID/Number	
Official Address	
Telephone Number	
Fax Number	
E-mail Address	

ESTIMATE OF EXPENDITURE

Type of expenditure	Amount	Currency
Travel		
Accommodation		
Meals		
Others		
Total		

BANK IDENTIFICATION FOR REIMBURSEMENT

Beneficiary (1)	
Bank name & number	
Bank branch name & number	
SWIFT code	
IBAN code	

PERCENTAGE OF SUBSIDIZATION REQUESTED:

%

PARTNER NATION AUTHORISATION

Position	
Name	
Date	
Signature	

(1) Official name of the bank account holder to be credited