



NORTH ATLANTIC TREATY ORGANIZATION  
ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD  
HEADQUARTERS SUPREME ALLIED COMMANDER TRANSFORMATION  
7857 BLANDY ROAD, SUITE 100  
NORFOLK, VIRGINIA, 23551-2490



ACT/SPP/TT-1393/Ser:NU 0240

TO: See Distribution

SUBJECT: **CALLING LETTER FOR 2019 INTERNATIONAL CONCEPT DEVELOPMENT AND EXPERIMENTATION CONFERENCE**

DATE: 10 June 2019

REFERENCE: A. MC Policy for NATO CD&E, MC 0583

1. **Invitation.** In accordance with Reference A, addressees are hereby invited to attend the **2019 International Concept Development and Experimentation (ICD&E) Conference** from **29-31 October 2019**. The Conference will be held at the Novotel Madrid Center, Madrid, Spain.

2. **Overview, Aim, Theme and Content.** The 2019 ICD&E Conference is an annual international event the primary objectives of which are:

- a. Champion adaptation and innovation through CD&E work across the Alliance and Partner nations;
- b. Advocate and enable a federated approach to concept development and innovation across the Alliance and with Partner nations;
- c. Engage with our partners; build relationships and trust, draw inspiration from our colleagues and promote a networked CD&E environment that stimulates collaboration, information sharing and mutual support;
- d. Identify and exploit common areas of interest, building communities that can innovate with purpose and coherence;
- e. Educate partners on CD&E interests and processes; communicate CD&E best practices and lessons learned for collective benefit;
- f. Through workshops and seminars, progress individual workstrands and concepts.

3. The 2019 ICD&E Conference will discuss issues surrounding Innovation, Leadership and Decision Making, complementing themes that will continue through other ACT events, including the NATO Industry Forum (NIF) and the Chiefs of Transformation Conference (COTC). As in previous years, there will be a keynote address, interactive panel discussions, and the 'CD&E Exchange', a mini-expo promoting CD&E initiatives. As well as informing through these plenary sessions, the Conference will be product/output orientated through

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workshops/seminars in support of ongoing projects. Workshops will cover a variety of topics; the following are currently proposed:

- a. **'Military Capabilities for Grey Zone Conflicts'**. Led by ESP.
- b. **'Future Leadership'**. A UK/DEU lead for MCDC.
- c. **'Counter-Unmanned Aircraft Systems (C-UAS) – Handbook Refinement/ Validation Experiment'**. Led by ACT.
- d. **'CD&E Toolkit'**. Inform and educate on CD&E in NATO. Led by ACT.
- e. **'Artificial Intelligence in Education, Training Evaluation & Exercises (ETEE)'**. Led by ACT in collaboration with DEU.
- f. **'Military use of AI Automation and Robotics'**. ACT/US lead for MCDC, with the NATO Science & Technology Organisation in support.
- g. **'Wargaming'**. Led by ACT.
- h. (TBC) **'Enabling Coherent Deterrence'**. Led By ACT/ACO.

4. **Full details** on the 2019 ICD&E Conference can be found at <http://cde.cnf.io>. The site is password protected: use the password **STRAWBERRY** for access. Documents available will include the Conference programme and read-ahead material as they become available. For those with TRANSNET access, details and links will also be posted on the [CDE365](#)<sup>1</sup> pages.

5. **Participation**. The Conference is open to all NATO nations and organizations, Partnership for Peace (PfP), Mediterranean Dialogue (MD), Istanbul Cooperative Initiative (ICI) and Partners Across the Globe, and European Union Military Staff. Attendance is targeted at the FOGOs level and below, with the majority of participants historically at OF-4/5 level. To be eligible for this conference, the nominees should meet the following criteria:

- a. **Participants' profiles**. The target audience is military and civilian personnel from MoDs and General Staffs/National HQs, and the EU MS involved in, or tasked to develop, national CD&E programmes, military transformation, research and technology, developing concepts, strategy and doctrine as well as organizing and executing experiments. Preferably, nominees should have knowledge of, or interest in, one of the workshop/seminar topics.
- b. **Language proficiency**. The conference will be conducted in English. Translation into other languages will not be provided.
- c. **Fees and Registration**. Participants should register for the 2019 ICD&E Conference using the registration link located on <http://cde.cnf.io>. Registration will open in late-June and will close on **21 October 2019**. There is a Conference registration fee of **150 EUR** for the event that must be paid online to finalize your registration. This represents an 'early-bird discount'; the conference fee will rise to 180 EUR from 01 October 2019.

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<sup>1</sup> <https://cde365.transnet.act.nato.int/applications/CDE365.aspx>

6. **Accommodations.** Guestrooms are available at the Novotel Madrid Center, Madrid, Spain on a first come first served basis. The negotiated price per night is 140 EUR, including breakfast. **To access this rate booking should be made through the dedicated hotel conference link provided on the Conference App and during registration. Delegates are responsible for making their own reservations. The rate is only guaranteed until 15 Oct 18.**

8. **Point of Contact:**

Major Salvatore Falcone, ITA A  
Project Manager, ICD&E Conference  
Concept Development Branch  
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FOR THE SUPREME ALLIED COMMANDER TRANSFORMATION:



William B. Hickman  
Major General, USA A  
Deputy Chief of Staff  
Strategic Plans and Policy

ANNEXES:

- A. Financial Assistance Request Form
- B. Financial Reimbursement Request Form

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**FINANCIAL ASSISTANCE REQUEST FORM**

(To be attached by the PfP/MD/PatG partner Nation to the official participation request)

**ACTIVITY IDENTIFICATION<sup>2</sup>**

Activity name	2019 Concept Development and Experimentation (ICD&E) Conference .	Date	29-31 Oct 2019
MDWP reference	ACT.193.23	Place	Madrid, Spain

**PARTICIPANT IDENTIFICATION**

Partner Nation			
Surname		First name	
Rank/Service		ID/Number	
Official address			
Telephone number		Fax Number	

**ESTIMATE OF EXPENDITURE**

Travel	
Accommodation & meals	
Others	
<b>Total</b>	

**BANK IDENTIFICATION FOR REIMBURSEMENT<sup>3</sup>**

Beneficiary <sup>4</sup>	
Currency requested	
Bank name	
Bank branch name	
Account No <sup>5</sup> .	
SWIFT code <sup>6</sup>	
IBAN code	
Bank Address	

**PARTNER NATION AUTHORISATION**

Position		Date	
Name		Signature	

**MCD SENF FM AUTHORISATION**

Number of authorisation		Action officer	
Level of subsidisation		Signature	

<sup>2</sup> As it is in e-PRIME

<sup>3</sup> Unless each cell is completed, we are not able to remit the reimbursement

<sup>4</sup> Official name of the bank account holder

<sup>5</sup> If IBAN code is NOT provided, indicate the bank account number in this cell

<sup>6</sup> If IBAN code is provided, this cell can be empty

## FINANCIAL REIMBURSEMENT REQUEST FORM

(Please provide original receipts to support Partner Nation claim for reimbursement)

### ACTIVITY AND PARTICIPANT IDENTIFICATION

Activity	2019 Concept Development and Experimentation (ICD&E) Conference	
PWP/MDWP Reference	ACT.193.23	
Date	29-31 Oct 2019	
Place	Madrid, Spain	
Partner Nation		
Financial Assistance Authorisation Number*		

### BANK IDENTIFICATION FOR REIMBURSEMENT

Beneficiary**	
Bank	
Account Number	
Currency for Payment	

### COSTS AND JUSTIFICATION DOCUMENTS (documents - to be attached)

Travel		Travel ticket(s) – copy or original
Accommodation		Bills – original
Meals (based on per diem rate)		Bills
Others / Registration Fee		Bills – original
<b>Combined total costs incurred</b>		

### PARTNER NATION AUTHORISATION

Position	
Name	
Date	
Signature	

### COSTS REIMBURSED\*\*\*

MCD SENF Fund Manager	
Signature	
Date	

\*This number is given to the Financial Assistance Request by the MCD (for PfP and MD Partners), after approval of the request.

\*\* Name of the organisation responsible for the visit and holder of the bank account to be credited.

\*\*\* This table to be completed by the MCD (for PfP and MD Partners).