



**SUPREME HEADQUARTERS ALLIED POWERS
EUROPE**

**GRAND QUARTIER GÉNÉRAL DES PUISSANCES ALLIÉES
EN EUROPE**

B-7010 SHAPE, BELGIUM



Our Ref: SH/PD/MIC/COE/COE/SA/20190910-3

Tel: +32-(0)65-44-8035 (Registry)

Tel: +32-(0)65-44-ext

NCN: 254-ext

Fax: +32-(0)65-44-5768 (Registry)

Date: 13 September 2019

TO: See Distribution

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

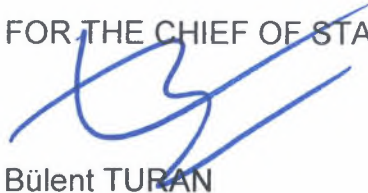
1. The Concept Development Branch Allied Command Transformation is delighted to invite all partners to participate in the International Concept Development and Experimentation Conference that will be held in Madrid, Spain from 29 – 31 October 2019.
2. The course is open to individuals from NATO and NATO partner countries (such as Partnership for Peace, Mediterranean Dialogue, Istanbul Cooperation Initiative, Partners across the Globe) and also European Union Military Staff. The target audience is military (historically OF4 – OF 5 level) and civilian personnel from MoDs, General Staffs/National HQs, and the EU MS involved in; developing, national CD&E programmes, military transformation, research and technology, developing concepts, strategy and doctrine as well as executing experiments.
3. The aim of the conference is to champion adaptation and innovation through CD&E work across the Alliance and Partner nations. The conference will also discuss issues surrounding innovation, leadership and decision making, complementing themes that will continue through other ACT events.
4. Full details of the 2019 ICD&E Conference can be found at <http://cde.cnf.io>. The website is password protected and the password can be found in paragraph 4 of Enclosure 1. All documents related to the conference can be found here. Requests for NATO financial support should be drafted in accordance with the Financial Assistance Request Form (Annex A of Enclosure 1) and sent to the SHAPE Partnership Directorate (PD) SAP Manager and SAP Fund Manager not later than **21 October 2019**.
5. Delegates are kindly requested to complete and submit their registration using the registration link <http://cde.cnf.io> no later than **21 October 2019**.

PD SAP Manager and Fund Manager
Ms Paola PASINI
Phone: +32 65 44 3649
E-mail: paola.pasini@shape.nato.int

PD Deputy SAP Manager
Ms Keseah SILVERMAN
Phone : +32 65 44 3268
E-mail: kesea.silverman@shape.nato.int

6. If you have any questions regarding the content of this correspondence, please feel free to contact the Host Nation and points of contact listed in paragraph 8 of Enclosure 1.

FOR THE CHIEF OF STAFF:



Bülent TURAN
Rear Admiral (UH), TUR N
Deputy Chief of Staff, Partnership Directorate

ENCLOSURE:

1. Calling Letter for 2019 International Concept development and Experimentation Conference

DISTRIBUTION:

External-

Action:

PfP Countries:

Armenia PNMR
Azerbaijan PNMR
Belarus PNMR
Bosnia and Herzegovina PNMR
Finland PNMR
Georgia PNMR
Ireland PNMR
Kazakhstan PNMR
Kyrgyz Republic PNMR
Malta POC
Moldova PNMR
North Macedonia PNMR
Serbia PNMR
Sweden PNMR
Switzerland PNMR
Tajikistan PNMR
Turkmenistan PNMR
Ukraine PNMR
Uzbekistan PNMR

Mediterranean Dialogue:

NATO UNCLASSIFIED

Releasable to

PfP, MD, ICI, AFG, AUS, COL, IRQ, JPN, MNG, NZL, PAK, KOR

Defence Attaché, Embassy of Algeria in Brussels
Egypt PNMR
Israel PNMR
Jordan PNMR
National Staff Army, MDP, Mauritania
Morocco PNMR
Tunisia PNMR

ICI Countries:

Embassy of the Kingdom of Bahrain, Brussels, Belgium
Kuwait PNMR
Defence Attaché, Embassy of Qatar, Brussels, Belgium
Senior Military Representative, United Arab Emirates Mission to NATO HQ, Brussels, Belgium

Partners across the Globe:

Afghanistan PNMR (please also send to cj7epccdep@hq.rs.nato.int)
Australia PNMR
Colombia PNMR
Iraq PNMR (please also send Kubilay.OZDOYURAN@nmi.nato.int)
Defence Attaché, Embassy of Japan in Brussels, Belgium
Defence Attaché, Embassy of Mongolia in Brussels, Belgium (please also send to bayarochir@mod.gov.mn)
New Zealand PNMR
Pakistan PNMR
Defence Attaché, Embassy of the Republic of Korea in Brussels, Belgium

Action: (PNLR's)

PNLR Azerbaijan: Sadig.farzaliyev@act.nato.int
PNLR Finland: Kjell.torner@act.nato.int
PNLR Georgia: Romani.kavtaradze@act.nato.int
PNLR Sweden: Ulf.Landgren@act.nato.int;
PNLR Switzerland: Reinhard.eugster@act.nato.int
PNLR Ukraine: Valerii.churkin@act.nato.int

Information:

Austria PNMR

ACT:

MPD SENF: Ramazan.Ekinci@act.nato.int
MPD SENF: Anna.hires@act.nato.int

POC for Event: MAJ Salvatore Falcone, ITA A

E-mail: cde-conference@act.nato.int

Phone : +1 757 747 4054

POC for IMS: Col Bernard Wulfse

Email: wulfse.bernard@hq.nato.int

NATO UNCLASSIFIED
Releasable to
PFP, MD, ICI, AFG, AUS, COL, IRQ, JPN, MNG, NZL, PAK, KOR

NATO MLO Belgrade E-mail to: MLO@mlo-belgrade.nato.int

Internal-

Information:

COS

PD CSP: Kesea.SILVERMAN@shape.nato.int

PD CSP: paola.PASINI@shape.nato.int

PD MIC COE COE: Bahadir.UCAR@shape.nato.int

NATO UNCLASSIFIED

Releasable to

PfP, MD, ICI, AFG, AUS, COL, IRQ, JPN, MNG, NZL, PAK, KOR



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

ENCLOSURE 1 TO
SH/PD/MIC/COE/COE/SA/20190910-3
DATED: 13 SEPT 2019

TO: See Distribution

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

DATE: 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

NATO UNCLASSIFIED

NATO UNCLASSIFIED
Releasable to
PfP, MD, ICI, AFG, AUS, COL, IRQ, JPN, MNG, NZL, PAK, KOR

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](#)¹ 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 FOGO's 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.

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

NATO UNCLASSIFIED
Releasable to
PFP, MD, ICI, AFG, AUS, COL, IRQ, JPN, MNG, NZL, PAK, KOR

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
Phone: +1 757 747 4054
e-mail cde-conference@act.nato.int

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

NATO UNCLASSIFIED
Releasable to
PfP, MD, ICI, AFG, AUS, COL, IRQ, JPN, MNG, NZL, PAK, KOR

DISTRIBUTION:

External –

Information:

COS SHAPE

Internal –

Action:

DCOS PD (for distribution to PfP, MD, ICI, and PatG Countries)
List VI – PNLRs

Information:

DSACT
COS
DCOS JFD
DCOS RM
DCOS SPP
DCOS CD
ACOS SPP
ACOS ACOS REQ
ACOS CAP
ACOS JFD
PENLO
SACTREPEUR

TSC FEF 0010 (BH CNDV)
TSC FEE 0010 (BH OPEX)
TSC FET 0010 (BH IDLL)
TSC FEA 0010 (BH AOA)
TSC FER 0010 (BH Innovation)
TSC FEN 0010 (BH CPD)
TSC PPX 0010 (BH SRTPLP)
TSC PFX 0010 (BH STRTISEN)
TSC PAX 0010 (BH STRTAN)
TSC MUX 0010 (BH PROTOCOL)
TSC GSU 0010 (BH STRATCOM)
TSC MVX 0010 (BH Security)

FINANCIAL ASSISTANCE REQUEST FORM

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

ACTIVITY IDENTIFICATION²

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	
Total	

BANK IDENTIFICATION FOR REIMBURSEMENT³

Beneficiary ⁴	
Currency requested	
Bank name	
Bank branch name	
Account No ⁵	
SWIFT code ⁶	
IBAN code	
Bank Address	

PARTNER NATION AUTHORISATION

Position		Date	
Name		Signature	

MCD SENF FM AUTHORISATION

Number of authorisation		Action officer	
Level of subsidisation		Signature	

² As it is in e-PRIME

³ Unless each cell is completed, we are not able to remit the reimbursement

⁴ Official name of the bank account holder

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

⁶ 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
Combined total costs incurred		

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).