



**HEADQUARTERS, ALLIED MARITIME COMMAND**

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<b>Date:</b>	02 December 19	<b>NCN:</b>	57+ 56697
		<b>Email:</b>	w.budzisz@mc.nato.int

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**TO:** See Distribution.

**SUBJECT:** **EXERCISE DYNAMIC MOVE 2020-I (DYME20-I) JOINING INSTRUCTIONS**

- REFERENCES:**
- A. NATO Military Training and Exercise Programme MTEP 2019 – 2023, dated 21 August 2018.
  - B. Bi-SC Collective Training and Exercise Directive (CT&ED) 75-3, update dated 11 December 2014.
  - C. MCM-0253-2018, Military Training and Exercise Programme 2019-2023: updated Open to Partners and NON-NATO Entities portion, dated 02 April 2019.
  - D. Partnership Cooperation Menu (PCM) ACO.4272.2
  - E. Exercise DYNAMIC MOVE 2020 – Calling Letter and EXSPEC, ref. MC/PLANS/N718/19/444-TT-663, dated 27 AUG 2019.
  - F. DYME20-I CPC minutes dated 31 OCT 2019.

1. Exercise DYNAMIC MOVE (DYME) is an annual, tactical level (CTG/CTU) Command Post Exercise (CPX), Computer Assisted Exercise (CAX) focussed on Naval Mine Counter Measure (NMCM) training. COM MARCOM as OSE for the exercise DYME is pleased to invite Commands, Nations and Partners to participate in the DYME20-I execution which will take place in the Belgian Mine Warfare School (EGUERMIN) in Ostende (BEL), on the 27.01 – 07.02.2019 IAW reference E. The number of participants is limited and has to reflect agreement reached during DYME20-I CPC.

2. The aim of DYME20-I is to enhance the participant's ability to conduct MCM activities in support of the littoral operation. The main focus will be:

- a. To exercise NATO NMW (MCM) tactics and procedures;
- b. To prepare command staffs of Standing NATO MCM Group for NRF certification;
- c. To exercise the coordination of AWNIS, NCAGS, and other aspects of warfare.

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3. All participants are expected to be at EGUERMIN, Ostende (Belgium), NLT 0800 LT on the 27<sup>th</sup> January 2020. Participants will be divided on three groups and one group will start with inprocessing while other will have *meet and greet* at the same time.

4. Participants in CTG level are encouraged to start their planning work earlier prior to the first day of the exercise. These participants are allowed to work at EGUERMIN from **22 January 2020**. Arrival in Ostende in advance has to be coordinated with EGUERMIN POC NLT **15<sup>th</sup> January 2020**.

5. The exercise security classification will be NATO UNCLASSIFIED; however, personnel attending the exercise must send a valid certificate of NATO security clearance in order to access the Naval Mine Warfare School EGUERMIN facilities. The certificate must be sent during the registration phase, together with a military/civilian ID card. Any participants not complying with the submission of a valid SC certificate will be not allowed to enter in the Naval Base.

6. IAW MTEP instructions and reference C., the exercise DYME20-I is open to Partners. Only Operational Partners can be considered as Primary Training Audiences (PTAs).

7. NATO subsidy policy. Please be aware that the a Special NATO Partnership subsidy policy applies to the this event.

8. Exercise documentation will be promulgated directly to participants not later than 15 Jan 2020 and a detailed agenda for the exercise not lather than 20 Jan 2020.

9. The administrative instructions for participants are at Enclosures 1 and 2.

10. **POCs.**

a. The MARCOM points of contact are:

– Cdr (POL N) Waldemar BUDZISZ, at: [w.budzisz@mc.nato.int](mailto:w.budzisz@mc.nato.int) or +44 (0) 1923 956 697, NCN 57-56697.

– For Partners involvement and related procedures the MARCOM point of contact is LtCdr (ITA N) Stelvio SAVINA, at [s.savina@mc.nato.int](mailto:s.savina@mc.nato.int) or +44(0) 1923 56673.

b. The EGUERMIN points of contact are:

a. LtCdr (BEL N) Gert DUBOIS, NU email: [gert.dubois@mil.be](mailto:gert.dubois@mil.be), phone +32 244 31 148.

b. CPO (BEL N) Kurt DEPAUW, NU email: [kurt.depauw@mil.be](mailto:kurt.depauw@mil.be), phone +32 244 31 119.

FOR THE COMMANDER, ALLIED MARITIME COMMAND



F. MILAZZO  
Rear Admiral, ITA N  
Chief of Staff  
Allied Maritime Command

Enclosures:

1. Joining Instructions for the DYME20-I.
2. Instructions for Partner Nations.

DISTRIBUTION:

External:

Action:

All NMRs to SHAPE of Nations with maritime forces for national distribution to maritime authorities.

SHAPE PD for distribution to the following PNMRs:

Algeria  
Azerbaijan  
Finland  
Israel  
Morocco  
Sweden

EGUERMIN  
NMW CoE

Information:

SACT JFT  
SHAPE J7  
JFC BRUNSUM J7  
JFC NAPLES J7

Internal:

Action:

ACOS N3  
ACOS N5  
ACOS N7  
ACOS N9

Information:

All DCOSs  
All ACOSs

**JOINING INSTRUCTIONS  
FOR THE DYME20-I EXERCISE EXECUTION**

1. The execution of Dynamic Move 2020-I will be held in Belgium Naval Mine Warfare School (EGUERMIN) in Ostende (BEL) **from 27 JAN to 07 of FEB 2020.**
2. Attendees are requested to register for the DYME20-I participation on the EGUERMIN website: <https://www.eguermine.org/welcome/events/> NLT 17 January 2020. Registration later than 17 January may lead to problem with authorization to enter in the EGUERMIN. Registration link will be activated NLT 07.01.2020.
3. Attendees are requested to make their own accommodation arrangements. The list of recommended hotels offering special prices for personnel visiting EGUERMIN is as follows:
  - a. **BERO**, Hofstraat 1a, B-8400 OOSTENDE (tel: +32 59 702335. fax: +32 59 702591), <http://www.hotelbero.be/en/> , email: [info@hotelbero.be](mailto:info@hotelbero.be).
  - b. **BURLINGTON**, Kapellestraat 90, B-8400 OOSTENDE (tel: +32 59 701552, fax: +32 59 708193), <http://hotelburlington.be/en/ostend/> , email: [info@hotelburlington.be](mailto:info@hotelburlington.be).
  - c. **MERCURE OSTEND**, Leopold II laan 20, B-8400 OOSTENDE (tel: +32 59 707663, fax: +32 59 808406), <http://www.mercure.com/gb/hotel-A-159-hotel-mercure-oostende/index.shtml/> , email: [HA159@accor.com](mailto:HA159@accor.com) .
  - d. **LEOPOLD HOTEL OSTEND**, Van Iseghemlaan 110, B-8400 OOSTENDE (tel: +32 59 70 08 06), <http://www.leopoldhotelostend.com> , email: [ostend@leopoldhotels.com](mailto:ostend@leopoldhotels.com)
  - e. **HOTEL BOTTELTJE**, Louisastraat 19, B-8400 OOSTENDE (tel: +32 59 700928), <https://www.hotelbotteltje.be> , email: [info@hotelbotteltje.be](mailto:info@hotelbotteltje.be)
  - f. For further accommodation options refer to the Oostende Tourist Office website at: [www.visitoostende.be/en](http://www.visitoostende.be/en).
  - g. There are also rooms available in the EGUERMIN at 20 EUR per night (to be paid by credit card) with breakfast at an additional 2 EUR per person (to be paid with cash at the mess, prices could be subjected to changes). Please use FCC registration address for booking.
4. Transportation is at the responsibility of the participants. Most hotels in Oostende are within walking distance to the EGUERMIN.
5. An exercise fee of 50 EUR (covering lunches, coffee, tea and water) will be levied (to be paid the first day of the exercise).
6. Dress code for the DYME20-I: daily working uniform.
7. Questions to EGUERMIN can be addressed through the contact link on web site: <https://www.eguermine.org/welcome/contact-us/> or via the EGUERMIN POC's listed below.

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8. The EGUERMIN points of contact are:
  - a. LtCdr (BEL N) Gert DUBOIS, NU email: [gert.dubois@mil.be](mailto:gert.dubois@mil.be), phone +32 244 31 148.
  - b. CPO (BEL N) Kurt DEPAUW, NU email: [kurt.depauw@mil.be](mailto:kurt.depauw@mil.be), phone +32 244 31 119.

## INSTRUCTIONS FOR PARTNER NATIONS

**Reference:** SH/MIP/DEI/JPA/20130121 – Military Partnerships Directorate Management Guidance, dated 21 Jan 2013.

### Foreword

1. The Exercise Dynamic Move 2020-I (DYME 20-I) will be held in Oostende, BELGIUM from **0800L 27 January to 1200L 07 February 2020**.
2. For organizational purposes, we kindly request that partners return the Application Form (template at Appendix 3) no later than **20 December 2019** to our Point of Contact and in copy to Partnership Directorate (PD) by email or fax.
3. Partners are requested to send Request for Visit (RfV) to their embassy in Belgium. From the appropriate embassy RfV should be forwarded to the Belgian Security Service on email addresses: [Nvo-ans@diplobel.fed.be](mailto:Nvo-ans@diplobel.fed.be) and [ACOSIS-S-MIS-INDUSTRIE@mil.be](mailto:ACOSIS-S-MIS-INDUSTRIE@mil.be)
4. Partners are requested to register for the exercise on the EGUERMIN website: <https://www.eguermin.org/welcome/events/> NLT 17 January 2020.
5. For general instruction please refer to main document.
6. **Special NATO/Partners subsidy policy** applies to this event, approved by NATO under reference number **ACO.4272.2 for IP framework only**; therefore delegates from **Interoperability Partner Nations** who are entitled to financial support may be supported financially, upon official Partner's request. The NATO Action Authority in this event – MARCOM – may provide the following level of financial support:
  - Up to 100% of incurred costs for Partner Countries whose GNI per capita at PPP is below USD 10'000;
  - Up to 80% of incurred costs for Partner Countries whose GNI per capita at PPP is between USD 10'000 and 13'550; exception that increase the level of financial support up to 100% may be decided by DCOS PD on a case-by-case basis.
7. The financial assistance is to be formally requested through and approved; the Financial Assistance Request Form (FARF in Appendix 1) duly stamped and signed has to be early forwarded to HQ MARCOM, NLT **20 December 2019**; a single national MOD approved bank account (IBAN) is necessary to start the financial support procedure. Application submitted after the deadline (10 days before the event) may not be considered. Up to two participants per financially eligible Partner Nation can be subsidized and reimbursed. In accordance with the reference, travel, accommodation, meals, conference and VISAs fees can be subsidized and reimbursed; the approval letter of subsidization will be sent by MARCOM through the PNMR in SHAPE PD before the event.

8. For eligible Partners Countries and if formally and timely requested, the reimbursement system after the event will be applied.

### Reimbursement

9. MARCOM will reimburse eligible Partners' participating in the event. In order to do so, Partners are required to submit to MARCOM a Financial Reimbursement Request Form (FRRF) in Appendix 2), together with original receipts, within 30 days after the completion of the event. Reimbursement may include:

- Travel: reimbursable itinerary will start from initial point of embarkation for outbound flights – Internal transportation to the initial point of embarkation for outbound flights is a national responsibility and so is to be considered entirely nationally founded. Where the normal form of travel is air, the standard cost shall be based on the economy class. No pre-paid flight tickets will be booked and provided by MARCOM before the event.
- Accommodation: actual costs for lodging only. No reimbursement will be possible for any "incidental charges" (telephone calls, pay-TV, room mini-bar, laundry, etc.).
- Meals: actual costs for meals (breakfast, lunch and dinner if not included within the conference) can be subsidized if the cost doesn't exceed the current daily rate of subsistence allowance rate standard for NATO members.
- Conference and tuition fees

### VISAs

10. VISA requirements. Delegates from outside the EU/NATO should check the Kingdom of Belgium VISA requirements with their respective embassies. If a support letter from MARCOM is requested to facilitate the issuing of VISAs, please provide by 10 December 2019 "rank, name, surname, date of birth, passport number" for each participant and indicate the Embassy where that letter should be sent:

Embassy of the Kingdom of Belgium in \_\_\_\_\_, city: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Comm. Fax: \_\_\_\_\_

### Additional Information

11. All information, relevant documents and forms will also be available on the Partnership Real Time Information Management and Exchange System (e-Prime), on <https://e-prime.org>. MARCOM's point of contact for coordinating these activities is the Military Partnerships Branch, LtCdr (ITA N) Stelvio SAVINA, at [s.savina@mc.nato.int](mailto:s.savina@mc.nato.int) or +44(0) 1923 56673.

### FINANCIAL ASSISTANCE REQUEST FORM

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

#### ACTIVITY IDENTIFICATION<sup>1</sup>

Activity (Event):	Reference number:
Date:	Location:

<b>PARTICIPANT IDENTIFICATION</b> Partner Nation:	Rank/Service:
Family name:	First Name:
ID/Number:	Tel/Number:
Email:	Official address:

#### ESTIMATE OF EXPENDITURE

Travel:	Tuition fee:
Accommodation:	Other:
Meals:	<b>TOTAL:</b>

#### BANK IDENTIFICATION FOR REIMBURSEMENT<sup>2</sup> (in capital letters)

Beneficiary <sup>3</sup>	
Currency requested	
Name of Bank	
Name of Agency	
SWIFT code <sup>4</sup>	
IBAN code	
Account number <sup>5</sup>	

#### PARTNER NATION AUTHORISATION

Date:	Name:	Signature & Stamps:
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<sup>1</sup> As it is in e-PRIME

<sup>2</sup> **Unless each cell is completed, we are not able to remit the reimbursement**

<sup>3</sup> Official name of the bank account holder

<sup>4</sup> If IBAN code **is provided**, this cell can be empty

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



**FINANCIAL REIMBURSEMENT REQUEST FORM**

(To be attached by the PFP/MD/PatG partner Nation to the official request for reimbursement)

**ACTIVITY IDENTIFICATION<sup>6</sup>**

Activity (Event):	Reference number:
Date:	Location:

<b>PARTICIPANT IDENTIFICATION</b> Partner Nation:	Rank/Service:
Family name:	First Name:
ID/Number:	Tel/Number:
Email:	Official address:

**EXPENDITURE**

Travel:	Tuition fee:
Accommodation:	Other:
Meals:	<b>TOTAL:</b>

**PARTNER NATION AUTHORISATION**

Date:	Name:	Signature & Stamps:
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<sup>6</sup> As it is in e-PRIME

**APPLICATION FORM**

Reference number: ACO.4242.2

Full event name: DYNAMIC MOVE 2020-I

Date: 27-07 February 2020

To be returned by mail, fax before **20 December 2019** to:

**AA POC:**

- LtCDR Stelvio SAVINA (OF-3), HQ MARCOM Northwood – Military partnership Branch, Tel +44 (0) 1923956673, [s.savina@mc.nato.int](mailto:s.savina@mc.nato.int)
- CDR (POL N) Waldemar BUDZISZ, HQ MARCOM Northwood – NTREX Division at [w.budzisz@mc.nato.int](mailto:w.budzisz@mc.nato.int) or +44 (0) 1923 956 697, NCN 57-56697.

**PD POC**

- LtC (POL AF) Robert PIEKARNIAK, Shape PD Team Coordinator Education Training & Exercise Section, Tel +32 (0) 65445637, [robert.piekarniak@shape.nato.int](mailto:robert.piekarniak@shape.nato.int)

**APPLICANT DATA**

Nationality: \_\_\_\_\_

National Rank: \_\_\_\_\_, NATO Rank: \_\_\_\_\_

Family name: \_\_\_\_\_, First name: \_\_\_\_\_

Service: \_\_\_\_\_, Unit: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

ID Number: \_\_\_\_\_

Security clearance: \_\_\_\_\_

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Visa required: Yes  No

PASSPORT #(indicate personal or official): \_\_\_\_\_ Issued: \_\_\_\_\_ Expired:  
\_\_\_\_\_

*If request visa, please indicate the respective Embassies where the Visa Support Letter should be sent in the Host Nation :*

Address: Embassy of \_\_\_\_\_ in \_\_\_\_\_, city:  
\_\_\_\_\_

E-mail address:  
\_\_\_\_\_

fax of the Embassy: \_\_\_\_\_

**FINANCIAL ASSISTANCE is requested for this applicant (mark as appropriate):**

- YES (FARF need to be attached with beneficiary bank details)  
 NO

**EXTRA INFORMATION (if requested for courses)**

A. Course Title: \_\_\_\_\_

B. Course ID: \_\_\_\_\_

C. Seat Number: \_\_\_\_\_

D. Allocating HQ: \_\_\_\_\_

E. Gender: \_\_\_\_\_

F. Accommodation: \_\_\_\_\_

G. Date of arrival: \_\_\_\_\_

H. Remarks: \_\_\_\_\_

I. Other information: