



*HELLENIC MULTINATIONAL
PEACE SUPPORT OPERATIONS TRAINING CENTRE*



Kilkis, 25 Jun 18
Total number of pages: 5

INVITATION
For NATO Public Affairs Officer Basic Course
10–21 Sep 2018
at MPSOTC Greece
(NATO e-Prime distinctive number: ACT 632.6)
(E-TOC Course Number STC-PA-31410. Iteration Code 41-46)

1. Background

To serve Peace Support Operations (PSOs) training tasks and requirements, MPSOTC conducts several Courses per year for personnel categories that include troops, staff officers, observers/monitors, civil servants, policemen and civilians. One of our courses is the “NATO Public Affairs Officer Basic” Course, which is going to be conducted from **10 to 21 September 2018**.

The maximum number of slots at the course is 30; however, the international students cannot exceed 20. Available slots will not be exceeding 3 per interesting nation, but in order to encourage the largest possible international participation, each nation may bid for reserve slots. The closing date for bids is on **17th of August 2018**.

2. Course Specification

a. Accreditation

The “NATO Public Affairs Officer Basic Course” is a NATO Selected Course.

b. Purpose and Aim

The overall purpose of the course is to provide students with a working knowledge of NATO’s Public Affairs policy, responsibilities, procedures and duties of a Public Affairs Officer. The aim of the course is “To provide a knowledge base and performance skills in order to conduct the full spectrum of Public Affairs duties at basic level”.

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c. Objectives

Through general orientation, with theoretical and practical training, including a two days' exercise, the students will receive knowledge on:

- NATO PA Policy.
- Legal aspects of Media worldwide.
- Community relations and internal communications.
- The role of press in military history.
- NATO Strategic communication.
- PA and PsyOps.
- Media environment.
- PA products.
- Types of questions.
- Organizing and conducting News conferences.
- Crisis communication.
- Presentation skills.
- Body language.
- Familiarization with the necessary abilities and skills for interviews.
- Basic training as a Spokesperson.

d. Student Criteria

To be eligible to attend the "NATO Public Affairs Officer Basic Course", nominees must fulfill the following criteria:

- Military Personnel / with general military background experience from national duties.
- Military Personnel ranging from OR-8 (Master Sergeant) to OF-5 (Colonel) rank or Civilians of equivalent rank.
- Participants are equally welcomed from other levels of government i.e. Ministries of Foreign Affairs, Defense, Environment and Internal Affairs as well.
- Language proficiency: *Students must have the following proficiency standards in English, described in STANAG 6001: **Listening Good (3), Speaking Fair (2), Reading Good (3), Writing Fair (2)** or to be **native English speakers.***

e. Security Clearance

The course will be conducted at NATO / PfP / MD / ICI UNCLASSIFIED level. Security clearance is not required.

f. Course Duration

From 10 to 21 September 2018.

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g. Course fees

Full course tuition fees are 200€ per person, unless it is otherwise regulated based on bilateral agreements (between Greece and the interested party).

h. Finance and Subsidies.

- Salaries and allowances for participants remain under responsibility of the sending party, in accordance with the relevant national regulations.
- Travel costs, hotel accommodation and daily meals will be a students' responsibility, unless otherwise regulated based on bilateral agreements (between Greece and the interested party).
- MPSOTC maintains a special agreement with three local hotels in Kilkis. Special discounts apply, by stating that you are a student in MPSOTC.
- Transportation from and to "MAKEDONIA" airport in Thessaloniki /GREECE is free of charge for all students and will be provided by MPSOTC. Please notify in advance about your flight details.
- MPSOTC maintains a special cooperation with two of the local restaurants, where you can enjoy your meal / dinner for discounted prices.

i. Currency and Banking

Currency in Greece is EURO(€). Banking system and large shops normally accepts most of the international credit cards.

j. Medical Emergencies

Students will receive during the Course all necessary treatment, in case of medical emergency, through the provided military medical support.

k. Dress code

Students will have to wear, Field Uniform (military) or smart casual (civilians) during training and at the opening / closing ceremonies. For social events semi-formal or business attire (jacket and tie) is required. Casual civilian clothes for everyday occasions.

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3. Student allocation procedure

a. Student Joining Report

Student's Joining Report should be sent to MPSOTC **not later than 17th of August 2018**. MPSOTC reserves the right to elaborate requests received later than the aforementioned date, if slots are available.

It is important that the invitation itself reaches the student in time, since it contains needed information. MPSOTC will be able to provide a read ahead package with useful material before the Course starts, such as joining report, Course curriculum, timetable, etc.

b. Point of Contact (POC)

In the joining report, a national point of contact (POC) is always mentioned, that authorizes the participant to attend the course. *Skip this step if the application forms are attached to an official letter from national MoD, MFA, NATO HQ, embassy etc.*

c. VISA application (Non EU Citizens)

All guests coming from abroad will be required to have a valid passport to satisfy border control measures.

VISA is a mandatory issue. Please be advised by your local authorities if VISA is required for traveling in EU, before you start planning your trip.

VISA arrangement procedures are a student responsibility.

d. Arrival and departure timings

As it has been mentioned, transportation from and to "MAKEDONIA" Airport (SKG) in Thessaloniki / GREECE will be provided by MPSOTC, free of charge, with scheduled shuttle buses. Please notify in advance about your flight details and your hotel.

Once in Kilkis, the students are going to be picked up at 07.30 a.m from the hotels, Monday to Friday from 10 to 21 of September 2018. Students should plan to leave MPSOTC after 12:30 pm in the morning, on Friday 21 September, depending on their flights. Any activities in Greece after this time will be on individual student expenses.

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e. Application process

The application form can be found on the Internet at mpsotc.army.gr and is also attached to the document.

The application should be send:

Through the respective Hellenic Defense Attaché to the Hellenic National Defense General Staff – HNDGS/Training Directorate/Mrs Rosa KAFKI (tel +30 210.6574191, Fax +30 210.6574130). The respective Greek Defense Attachés are kindly requested to forward the applications to MPSOTC as well. The application can be send electronically to the MPSOTC.

All timely received application forms will be processed and the student will be informed about the request. Copies of student's passports or IDs are required for participation approval.

f. POC for *Administration and Other questions*

Course Director

Cpt (GRC-A) Christos SMILIANIS

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