

NON SENSITIVE INFORMATION
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Annex B to
SH/PD/MIC/COE/COE/TS/20181218
Dated December 2018

MSPC 2019 Administrative Instructions

1. The Conference is an opportunity for partners to express their views on specific and general partnership requirements, including bilateral meetings on the following areas:
 - a. Ongoing cooperation activities: challenges, opportunities and shortfalls;
 - b. Proposed activities for 2020 and beyond; and
 - c. Any other relevant topics of interest to individual partner nations.
2. As with past years, the Conference will bring together and provide access to a wide range of partnership stakeholders, including representatives from the International Staff (IS), the International Military Staff (IMS), the NATO Command Structure (NCS) at the Strategic, Operational and Tactical levels and partner nations across all frameworks.
3. Representatives from NATO Education and Training Facilities (NETFs), Partnership Training and Education Centres (PTECs) and Centres of Excellences (COEs) that are engaged with partners on partnership activities are also invited to this event to exhibit and discuss current and potential future engagements with Partners.
4. Bi-lateral discussions, already recognized as an extremely efficient tool for interaction with Partners and supporting agencies, require thorough preparation. All participants are asked to be prepared to engage in broad and deep discussions to ensure that all aspects of current and future mutual partnership relations will be covered. Questionnaires and proposed bi-lateral topics along with further information will be published on our website at <https://shape.nato.int/upcoming-events/military-strategic-partnership-conference-2019> Responsible staff officers are highly encouraged to strengthen the exchange of information prior to the Conference.
5. The number of participants of the conference per partner nation should not exceed four representatives. However for the subsidised nations the number of participants is subject to restrictions due to limitations in funding. Therefore up to two participants for the conference from financially eligible partner nations will be funded (i.e. travel, meals, accommodation, and conference fee). For subsidised partner nations sending their representative assigned to SHAPE, up to three participants will be funded. In addition to the conference participants up to two participants from financially eligible partner nation's PTECs or COEs will be subsidised for the exhibition.
6. Many nations' citizens are already allowed to travel to Jordan without any visa. MSPC core team together with Jordan authorities are currently working on a "visa at the Amman Airport solution" that would enable all Conference participants to travel to this event without requesting a visa in advance. A final decision will be published on our website <https://shape.nato.int/upcoming-events/military-strategic-partnership-conference-2019> NLT end of January 2019. Citizens who would require a visa should check their current regulations and should initiate the visa application process early enough through the adequate consular services to be prepared in case "visa at the Amman Airport" will not work. PD will provide a visa support letter to assist those participants who would require it

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and the Jordanian representatives also declared their willingness to support in any way. If you need support please contact lindseyanne.bauer@shape.nato.int.

7. As interpretation services will not be available, consistent with past workshops, all participants will require a good working level of English.

8. Registration process for NATO and self-paying partners:

- A. Registration via our website <https://shape.nato.int/upcoming-events/military-strategic-partnership-conference-2019>.
- B. You will receive an automatic reply that we have received your registration.
- C. Once we have approved registration, participants will get a confirmation email with a link to the booking portal of the conference hotel with special rates.
- D. Book your room and if desired transportation according to the already submitted dates (hotel will handle the booking process and will send a confirmation).
- E. If there are any changes please submit those changes as a reply towards our confirmation email.

9. Registration process for subsidised partners:

- A. Registration via our website <https://shape.nato.int/upcoming-events/military-strategic-partnership-conference-2019>.
- B. You will receive an automatic reply that we have received your registration.
- C. Once we have approved registration, participants will get a confirmation email with further details. Everything else will be handled by PD budget manager paolo.giovalealet@shape.nato.int.

10. Accommodation arrangements have been negotiated with the Dead Sea Marriott Resort & Spa at the following rates:

Single room	69 JOD (only 20 available for countries with lower per diem rates, available on request via PD)
Standard Deluxe Room (1 person)	79 JOD
Standard Deluxe Room (2 persons)	99 JOD

(As of the issuance of this invitation, conversion rate is 1 EUR = 0,81 JOD)

The rates include Bed and Breakfast, Free Wifi and are subject to 10% SC and 7% GT. In case participants plan to arrive earlier or stay longer or to bring their spouse, PD staff is happy to support but participants must cover the additional costs by themselves. PD staff will not issue any paper stating any duty necessity for extended stays.

Rooms with above mentioned rates are available 22 March 2019 – 31 March 2019.

Registration deadline for subsidised partners is 03 February 2019

Registration deadline for self-paying partners & NATO is 23 February 2019

For security and organisational reasons, all participants are kindly requested to only lodge in the Marriott Hotel. In case of any problems with booking procedure please contact torsten.stauffer@shape.nato.int.

11. Transportation to and from the hotel upon arrival and departure is at the responsibility of the participant. The Dead Sea Marriott Resort & SPA is offering

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transportation to and from the hotel and we advise participants to make use of this offer. If participants want to use this option they need to book it via mail at Tamer.Mdanat@marriotthotels.com after they have received their booking confirmation from the hotel and their flight details. Transportation of subsidised participants will be arranged through SHAPE PD budget manager, details will be provided with a complete info package (hotel, flights, transport etc.) .

If participants decide to take a taxi they should only use official taxis that are marked with a sign and official license number.

If participants decide to take a rental car, be cautious of unlit roads or vehicles while driving at dark. The hotel does include parking free of charge. There is also a rental car stand on site at the hotel for other transportation needs.

12. The conference fee will be between around 75 JD and must be paid in cash during inprocessing. PD will handle the conference fee for subsidised participants. An official receipt will be provided and the conference fee is not covering any meals. ATMs providing local currency (JOD) are available at the airport, one is available in the hotel lobby and more ATMs are available in a small shopping centre 7min by foot from the hotel.

13. Basic medical support will be provided by the Jordanian Armed Forces during the whole conference period at the hotel. A travel health insurance is strongly recommended. The medical service provided by JAF is for emergencies and situations that might come up during the conference – nothing else.

14. Be kindly advised that there may be a separate spouse programme (depending on the number of spouses attending). Spouses are also welcome to attend the social events at individual participants' expense. For planning purposes, participants are requested to indicate (at the registration on our website) if they plan to bring their spouse (Double room rate as per para 8).

15. The NATO core planning team will be working with the Jordanian Armed Forces and tourism companies in Jordan to arrange a discounted tour to Petra and/or Wadi Rum on Saturday, 30 March 2019. This tour is not an official part of the Conference but if interested in participating, please take it into account when booking your flights. NATO will not be responsible for any additional room nights, per diems, or expenses involved with the tour. More information will be posted on our website prior to the Conference.