



SUPREME HEADQUARTERS ALLIED POWERS
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Date: 18 March 2019

TO: See Distribution

SUBJECT: **JOINING INSTRUCTIONS TO THE MILITARY STRATEGIC
PARTNERSHIP CONFERENCE 2019 (MSPC 19)**

REFERENCE: ACO.3949.3

1. **General.** These joining instructions are for all personnel who intend to participate in the Partnership Directorate (PD), Military Strategic Partnership Conference (MSPC) taking place at the Marriott Dead Sea Resort and Spa Hotel in the Dead Sea Valley, Jordan.
2. **Arrival and Departure.** Participants are expected to arrive NLT Sunday, 24 March 2019. Upon arrival, participants will be greeted by PD and Host Nation (HN) personnel for in-processing at the Marriott Dead Sea Resort and Spa Hotel. The official closure of the Conference will be on Friday, 29 March around 1300 hrs after the closing remarks of DCOS PD MG Pedersen and Jordanian Armed Forces (JAF) Lead BG Thalji.

Upon arrival at Queen Alia International Airport in Amman, all registered participants will be received by a POC from the Jordanian Ministry of Interior near the gate or latest at a meeting sign marked with the Conference logo before immigration. This POC will guide participants through immigration to the luggage claim hall. After leaving the arrival hall participants who have booked transportation via the hotels have to look for drivers holding a sign with the participant's names or head to the sign marked with our conference logo to get their transport. If you are unable to find your driver, please contact the respective hotels at:

Marriott Dead Sea Resort and Spa Hotel: +962 5 356 0400

Dead Sea Spa Hotel: +962 5 356 1000

Or contact one of the POCs listed at the end of this document.

3. **Visa.** All participants will receive a visa for Jordan upon arrival at Queen Alia International Airport in Amman at no cost. Participants from nations that normally would have to request a visa in advance will receive a visa exemption letter from the HN to prove at the Airport of Embarkation that they do not need to carry a visa. Therefore, all

participants must submit their passport details to PD MSPC core planning team, who will collect and forward the necessary information to the HN.

4. **Transportation.** All participants, excluding VIPs (defined as OF-7 and above) and their staff, must arrange their own transportation. Marriott Dead Sea Resort and Spa Hotel and Dead Sea Spa Hotel both offer transportation from Queen Alia International Airport in Amman to the respective hotels for 45 JD (including tax) per person. Participants who want to make use of this must request it in advance via Tamer.Mdanat@marriotthotels.com (for Marriott guests) or via reservation@dssh.jo (for DSSH) guests if not already requested. Alternatively, transportation could be conducted with official taxis, UBER or rental cars. There will be no “Hop-on-Shuttle” or similar at the airport.

5. **Accommodation.** MSPC participants will be lodged in the Marriott Dead Sea Resort and Spa and the Dead Sea Spa Hotels at a corporate rate. PD has made the necessary hotel bookings for subsidised participants. As per standard hotel policy, a credit card will be required at check-in to cover incidentals. PD will not be responsible for any charges incurred on guest rooms.

6. **In-processing.** Upon arrival participants should first check-in to the hotel to receive the room key card and drop off their luggage. The in-processing for the Conference will be conducted for all participants in the lobby of the Marriott Dead Sea Resort and Spa Hotel during following hours:

Sun, 24 March:10:00– 24:00

Mon, 25 March:00:00– 02:00 / 06:30– 08:00

Additional in-processing at Marriott upon necessity. Special in-processing hours at the Dead Sea Spa Hotel will be announced in the DSSH upon arrival. The PD and HN administrative staff will distribute a welcome package and collect the conference fee from all the participants, except for those who were approved subsidisation. Participants will be asked to submit their return-flight itineraries and to sign up for cultural events.

All participants will find their personal welcome package in their hotel room if their anticipated arrival time is outside in-processing hours.

7. **Administrative details:** Dress code: Civilian attire, as codified below, for the Conference events:

a. Conference, Monday and Tuesday, 25-26 March: “Business” (jacket and tie for men and the equivalent for women).

b. Icebreaker, Monday, 25 March: “Business Casual” (jacket, no tie & open collar for men and the equivalent for women).

c. Conference, Wednesday-Friday, 27-29 March: “Business Casual” (jacket, no tie & open collar for men and the equivalent for women).

d. Host Nation Dinner, Thursday, 28 March: “Smart Casual” (No flip-flops, board-shorts or beachwear).

b. Coffee Breaks. These will be provided at specific times throughout the conference, in multiple areas of the hotel at no cost. Consumption of food and beverages in the regular restaurants are at individual expense.

c. Health Care. HN will provide first aid medical support during the entire conference period 24/7. This service is intended to meet first aid requirements and not to be used for the treatment of chronic or older medical issues. Further details will be provided in the welcome package.

d. Currency. The main currency used in Jordan is the Jordanian Dinar (JD). There are ATMs at Queen Alia International Airport, Amman, at the Marriott and Dead Sea Spa hotels, and at the Samarah Mall near the hotels. Additionally, both the airport and the hotels have currency exchange booths. Payment in both hotels is possible with card and cash, daily expenditures in the hotel can be billed to the hotel room.

e. Security. The HN MOD will provide a security badge to all participants. The security badge must be worn visibly inside the Marriott and needs to be carried on the individual if leaving the hotel. The badge is not to be worn outside the hotel vicinity. Access to the conference area will be controlled by the HN security staff and people will not be allowed inside without the provided badge.

There will be visible HN security staff inside and outside the hotels. Although there are no specific security concerns it is recommended that participants who wish to leave the hotels for sportive activities should conduct these activities between DSSH and the Jordan Civil Protection Centre. Further details are to be found in the conference brochure that accompanies the welcome package.

It must be highlighted that the sending Nation or institution is responsible for the duty of care for their attendees. This includes all security and safety aspects; we advise all attendees to seek guidance from their respective security entity prior to travel. The JAF have confirmed that they will provide an adequate level of security for the Conference, accommodation venues and the cultural visits.

8. **Conference Agenda**. The Conference consists of plenary sessions with briefings on important issues within the NATO and partnership communities, bi-lateral sessions and an exhibition. Please see agenda in the annex or on the website for further details.

a. Conference Briefings. Throughout the Conference, several experts from NATO and Partner capitals will share their knowledge on a number of partnership-related topics. There will also be opportunities for partners to discuss with experts on specific NATO processes within the Education, Training, Exercises and Evaluation (ETEE) fields. We encourage all partners and interested NATO members to take advantage of these times. Please reference the agenda for further details.

b. Bi-Lateral Sessions. During the bi-lateral discussions, the various NATO stakeholders engage with each partners' delegation separately. These sessions provide the opportunity to give and receive individual feedback and to lay the foundation for military cooperation in 2020. The attendance in these sessions will be limited to those with a vested interest in the partner nation. Partner capitals are

encouraged to work with the NATO chairs of these sessions in advance to identify specific entities to attend their nation's session. Please reference the Bi-Lateral Session annex for the tentative agenda, timings subject to change.

c. Exhibition. Numerous representatives from various NATO and Partner education and training institutions will be present Tuesday through Thursday at the Conference. Each institution will have a table in the exhibition hall, located near the lobby of the Marriott. Please visit with the Exhibitors to exchange information and share feedback.

9. **Cultural & Social Events (C&S events).**

a. 25 Mar 1800-2000 hrs. An Ice breaker will be hosted by PD at the Marriott Dead Sea Spa and Resort Hotel for all participants. After 2000 hrs, spouses and kids are invited to attend and all drinks will be at individual expense.

b. 28 Mar 1900 hrs. A traditional Jordanian dinner under the open sky will be hosted by the HN at a nearby area, for all participants (spouses and kids are invited).

c. 27 & 28 Mar. On both days the HN will offer 2 half-day trips to cultural sites in the vicinity of the conference venue (Baptism site of Jesus and Mount Nebo with Madaba). Every participant has the opportunity to participate in only one of these four half-day trips, with no associated cost. Spouses or kids may also join in the event of availability but will be responsible for entry fees.

- (1) Baptism Site: 12 JD/person
- (2) Mount Nebo: 2 JD/person
- (3) Madaba: 1-5 JD/person

d. 30 Mar (after official closure of conference). HN will organize a guided full day trip to Petra (Wadi Rum might be included). Participants must pay for transportation (approximately 10 JD each) and entry ticket to Petra (50 JD). This will be a long day so please make plans accordingly.

e. Additional cultural activities for spouses and kids will be offered from the HN.

f. PD has nominated a C&S event coordinator. Registration for events are to be made at in-processing or via email to the C&S event coordinator, WO Sarah Bureau, reachable at sarah.bureau@shape.nato.int. Please register for the Petra trip before departure to Jordan.

10. **Financial Assistance**. Participants who are eligible and who have submitted their Financial Assistance Request Form (FARF) will have their subsidisation approved for reimbursement in accordance with the current NATO funding policy.

a. Airfare. The travel expenses can be refunded between 80% and 100%, in accordance with the NATO funding policy and based on the most economic travel fare from the participant's point of origin to Amman and return. For most of the subsidized participants PD has booked the flights already.

b. Accommodation. PD will refund the cost of accommodation (including taxes) in the hotels for subsidized participants. For most of the subsidised participants PD has booked the rooms and will pay for them. As per standard hotel policy, a credit card is required at check-in to cover incidentals. PD will not be responsible for any charges guests will incur during their stay. It is also the participant's responsibility to complete their individual check-out prior to returning to their place of duty.

c. Meals. Breakfast is included in the cost of the room. During in-processing subsidized participants will receive accommodation costs (in case PD did not book the room and will not cover the room rate directly at the hotel), per diem for the evening meals and vouchers for a lunch buffet in the Marriott. All other participants must pay for their meals and have free choice where to eat, including the lunch buffet. All conference participants need to sign up during the day before if they are planning to make use of the lunch buffet on the following day.

d. Reimbursement procedure. The reimbursement for travel costs will only be done by transfer to a national MOD or General Staff official bank account. The Finance POC, LTC Paolo Giovale Alet will provide a separate info sheet to subsidized participants during the in-processing.

11. **Conference Fee**. A conference fee of 70 JD will be collected upon arrival during registration. The fee must be in cash and only in local currency (JD). Receipts will be provided upon payment. If arriving outside of main in-processing days, an MSPC Core Team member will find you to collect the Conference fee and issue the receipt.

12. **Security Classification**. All materials and presentations during the Conference will be NATO UNCLASSIFIED – Releasable to Public.

13. **Points of Contact**.

a. MSPC Core Team.

- (1) Team Lead: OF-4 Torsten Stauffer - torsten.stauffer@shape.nato.int
- (2) Deputy: OF-4 Lindsey Bauer – lindseyanne.bauer@shape.nato.int
- (3) Finance: OF-4 Paolo Giovale Alet - paolo.giovalealet@shape.nato.int
- (4) Admin: OR-8 Thomas Arnhold – thomas.arnhold@shape.nato.int
- (5) C&S Events: OR-7 Sarah Bureau - sarah.bureau@shape.nato.int

b. Administrative/Travel Emergency Contact Numbers .

- (1) JAF Admin Lead : OF-5 Amer Obeidat: +962 7 7711 5157
- (2) JAF Deputy Admin : OF-3 Mahmoud Aljanaideh: +962 7 7200 0450
- (3) NATO Core Team Lead : OF-4 Torsten Stauffer: +32 492 235 320

(4) NATO Core Team Deputy: OF-4 Lindsey Bauer: +32 492 235 318

FOR THE CHIEF OF STAFF:



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