



**SUPREME HEADQUARTERS ALLIED POWERS
EUROPE**

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

B-7010 SHAPE, BELGIUM



Our Ref: SH/PD/MIC/OPT/ETE/OD/20200217

Tel: +32-(0)65-44-8486

Tel: +32-(0)65-44-8035/4122 (Reg.)

NCN: 254-8486

Date: 21 February 2020

TO: See Distribution.

**SUBJECT: INVITATION TO THE INTERNATIONAL MILITARY STAFF /
PARTNERSHIP DIRECTORATE PARTNER STAFF OFFICERS'
FAMILIARISATION PROGRAMME, 11-15 MAY 20.**

REFERENCE: Partnership Cooperation Menu for 2020, ACO.3545.19,
IMS/CS.899.41.

1. I am pleased to extend you an invitation to the subject event, which will take place at NATO Headquarters (Brussels) and SHAPE (Mons), 11-15 May 2020.

2. The overall aim of the joint International Military Staff (IMS)/SHAPE Partnership Directorate (PD) programme is to provide Partners Staff Officers serving in partnership's related posts in NATO HQs or national Ministries of Defence (MOD)/General Staff HQs (GS) with a detailed overview of NATO outreach programmes and activities. The benefits of this activity for Partner Staff Officers are to receive a series of lectures provided by IMS/ PD Military Cooperation Division (PD MIC) subject matter experts along with a possibility to interact with their Partner National Military Representatives to SHAPE (PNMR).

3. PNMRs/National points of contacts (POC) are kindly requested to forward this invitation to their respective Ministries of Defence (MODs) and to be in touch with event's POC in order to properly coordinate their representatives' participation. PNMRs/National POCs are also asked to declare their participation in the electronic Partnership Real-Time Management and Exchange System (ePRIME).

4. Attention should be paid to these instructions in the International Military Staff (IMS) invitation (enclosed in IMS letter at Enclosure 01), especially preferred English language level for participation. Also please take note that SHAPE PD requests that Visa support letters should be sent to PD MIC POC. Furthermore, due to ePRIME Training Facility space limitations (30 seats), a "first-come, first-serve" policy shall be applied. Partner Nations are to confirm their participation no later than 27 March 20 by sending

NATO UNCLASSIFIED

Releasable to PfP/MD/ICI/AFGHANISTAN/AUSTRALIA/COLOMBIA/IRAQ/JAPAN/
MONGOLIA/NEW ZEALAND/PAKISTAN/REPUBLIC OF KOREA

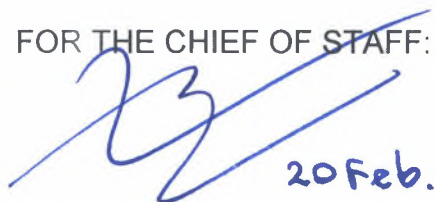
applications to the IMS CS/PD MIC Action Officers.

5. Further detailed information will be provided in the joining instructions once PD have consolidated applicants. Along with agenda this will include transportation and accommodation requirements/provisions for travel to SHAPE for the 2nd Module of the Programme, which runs by PD MIC at SHAPE in Mons, 13-15 May 20.

6. My POC at PD MIC is CAPT (N) Oleksandr DIAKOV (NCN: 254-8486; Tel.: +3265448486; Fax: +3265443545; e-mail: oleksandr.diakov@shape.nato.int).

7. I expect this event will be mutually rewarding and beneficial to all attendees.

FOR THE CHIEF OF STAFF:



20 Feb.

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

ENCLOSURE:

1. IMS INVITATION – IMSM-0060-2020 (INV).

DISTRIBUTION:

External:

Action:

Partnership for Peace (PfP)

- PNMR Azerbaijan
- PNMR Armenia
- PNMR Belarus
- PNMR Bosnia and Herzegovina
- PNMR Finland
- PNMR Georgia
- PNMR Ireland
- PNMR Kazakhstan
- PNMR Kyrgyz Republic
- POC Malta
- PNMR Republic of Moldova
- PNMR Serbia
- PNMR Sweden
- PNMR Switzerland
- PNMR North Macedonia

NATO UNCLASSIFIED

Releasable to Pfp/MD/ICI/AFGHANISTAN/AUSTRALIA/COLOMBIA/IRAQ/JAPAN/
MONGOLIA/NEW ZEALAND/PAKISTAN/REPUBLIC OF KOREA

- POC Tajikistan
- POC Turkmenistan
- PNMR Ukraine
- PNMR Uzbekistan

Mediterranean Dialogue (MD)

- Defence Attaché, Embassy of Algeria in Brussels
- Defence Attaché, Embassy of Egypt in Brussels
- Defence Attaché, Embassy of Israel in The Hague, Netherlands
- PNMR Jordan
- Defence Attaché, Embassy of Mauritania in Brussels
- PNMR Morocco
- Defence Attaché, Embassy of Tunisia in Brussels

Istanbul Cooperative Initiative (ICI)

- Embassy of Kingdom of Bahrein, Brussels, Belgium
- Embassy of the State of Kuwait, Brussels, Belgium
- Embassy of Qatar, Brussels, Belgium

Partners Across the Globe

- Embassy of Australia in Brussels
- Embassy of Japan in Brussels
- Embassy of the Republic of Korea in Belgium
- Embassy of New Zealand in Brussels
- Embassy of Pakistan in Brussels
- Embassy of Iraq in Brussels
- Embassy of Afghanistan in Brussels
- Embassy of Mongolia in Brussels
- Embassy of Colombia in Brussels

IMS POC:

Col Andrey PAVELKO, Phone: +3227075708, email: pavelko.andrey@hq.nato.int

Information:

- PNMR Austria
- Embassy of the United Arab Emirates, Brussels, Belgium

Internal:

Action:

PD MIC OPT ETE (CAPT (N) Oleksandr DIAKOV)
PD Fund Manager (LtCol Paolo GIOVALE ALET)

Information:

ACOS PD MIC
PD MIC COE Branch Head
PD MIC OPT Branch Head
PD CSP Branch Head

NATO UNCLASSIFIED
Releasable to PfP/ MD/ ICI/
Afghanistan/ Australia/ Colombia/ Iraq/ Japan/ Mongolia/ New Zealand/
Pakistan/ Republic of Korea



INTERNATIONAL MILITARY STAFF
ETAT-MAJOR MILITAIRE INTERNATIONAL



12 February 2020

IMSM-0060-2020 (INV)

SEE DISTRIBUTION

**INVITATION TO THE INTERNATIONAL MILITARY STAFF / SHAPE PARTNERSHIP
DIRECTORATE PARTNER STAFF OFFICERS' FAMILIARISATION PROGRAMME,
11-15 MAY 20**

Reference:

A. Partnership Cooperation Menu for 2020, (IMS/CS.899.41, ACO.3545.19).

1. The IMS and the SHAPE Partnership Directorate (PD) are jointly organising the NATO IMS/PD Partner Staff Officers' Familiarisation Programme, which will be held at NATO Headquarters (Brussels) and SHAPE (Mons) during the period of 11 – 15 May 20.

2. The overall aim of the joint IMS/PD programme is to provide Partners' Staff Officers serving in NATO Partnership-related posts in NATO or national Ministry of Defence Staffs, with a detailed overview of NATO's outreach programmes and activities. Building upon the success of the previous joint activities, the programme is divided into two modules:

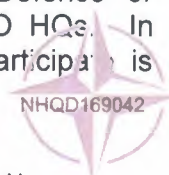
a. 1st Module (11 – 12 May 20): Run by IMS Cooperative Security Division (CS), at NATO HQ in Brussels. This will cover NATO HQ organisation, main partnership policy issues, existing working tools and mechanisms and other related issues. Participants will also have the opportunity to meet with their respective Missions/Delegations to NATO to discuss current partnership issues.

b. 2nd Module (13 – 15 May 20): Run by SHAPE PD, at SHAPE in Mons. This will cover the NATO Command Structure, Strategic Command's organisation and responsibilities, current NATO operations, the Operational Capability Concept and PD tasks, responsibilities and work mechanisms. There will be "on-the-job-training" periods with the respective Partner National Military Representatives, along with Partnership Real-time Information Management and Exchange system (e-PRIME) training sessions.

3. A detailed programme will be sent to participants after applications are received.

4. Participants (OF-2 - OF-5 or civilian equivalent), should be those that address issues related to cooperation with NATO in their national Ministry of Defence or General/Defence Staff, or are selected to fill partnership positions in NATO HQs. In accordance with STANAG 6001, the English language level required to participate is

NATO UNCLASSIFIED
Releasable to PfP/ MD/ ICI/
Afghanistan/ Australia/ Colombia/ Iraq/ Japan/ Mongolia/ New Zealand/
Pakistan/ Republic of Korea

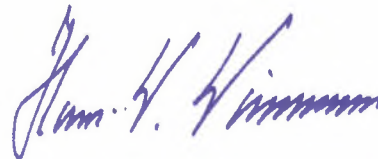


2.2.2.2. Nations are strongly recommended to confirm the language level of their candidates by sending appropriate language certificates as a part of the application package. The maximum number of participants is 30 persons and will be accepted on a first come, first served basis.

5. Partner Nations may apply for financial assistance in accordance with NATO standard procedures.

6. The administrative details for the activity can be found in Annex A. Application forms (Appendices 1, 2, 3 to Annex A) should be sent no later than 27 Mar 20 to the IMS CS and SHAPE PD Action Officers, as mentioned at Annex A.

7. As an advisory, those selected to attend this program can expect to complete their registration twice: by sending scanned documents and communicating via email (the traditional method) and through an online digital registration forum (which will serve as a beta test of this new method), which is being conducted to assist the Familiarisation Programme team to migrate to an online digital registration process for future offerings of the program.



12 February 2020 at 10:52

Hans-Werner Wiermann
Lieutenant General, German Army
Director General
International Military Staff

Distribution List:

ALL PfP PARTNER MILITARY REPRESENTATIVES
DEFENCE ATTACHÉ OF AFGHANISTAN
DEFENCE ATTACHÉ OF ALGERIA
PARTNER MILITARY REPRESENTATIVE OF AUSTRALIA
PARTNER MILITARY REPRESENTATIVE OF BAHRAIN
PARTNER MILITARY REPRESENTATIVE OF COLOMBIA
PARTNER MILITARY REPRESENTATIVE OF EGYPT
DEFENCE ATTACHÉ OF IRAQ
PARTNER MILITARY REPRESENTATIVE OF ISRAEL
PARTNER MILITARY REPRESENTATIVE OF JAPAN
DEFENCE ATTACHÉ OF JORDAN
PARTNER MILITARY REPRESENTATIVE OF THE REPUBLIC OF KOREA
DEFENCE ATTACHÉ OF KUWAIT
DEFENCE ATTACHÉ OF MAURITANIA
DEFENCE ATTACHÉ OF MONGOLIA

NATO UNCLASSIFIED
Releasable to PfP/ MD/ ICI/
Afghanistan/ Australia/ Colombia/ Iraq/ Japan/ Mongolia/ New Zealand/
Pakistan/ Republic of Korea

PARTNER MILITARY REPRESENTATIVE OF MOROCCO
DEFENCE ATTACHÉ OF PAKISTAN
DEFENCE ATTACHÉ OF QATAR
DEFENCE ATTACHÉ OF TUNISIA
PARTNER MILITARY REPRESENTATIVE OF UNITED ARAB EMIRATES
PARTNER MILITARY REPRESENTATIVE OF NEW ZEALAND

Annex:

A. Administrative Procedures.

Copy to: IMS SDL NMA, IPMR, SHAPE-PD.

Action Officer: Col Pavelko, CS (2630) (TT+ 2020-00651)

NATO UNCLASSIFIED
Releasable to PfP / MD/ ICI/
Afghanistan/ Australia/ Colombia/ Iraq/ Japan/ Mongolia/ New Zealand/
Pakistan/ Republic of Korea

**INVITATION TO THE IMS/PD PARTNER STAFF OFFICERS'
FAMILIARISATION PROGRAMME**

ADMINISTRATIVE PROCEDURES

GENERAL

1. The IMS/PD Partner Staff Officers' Familiarisation Programme will be held at NATO Headquarters (Brussels) and SHAPE (Mons), during the period of 11 – 15 May 20.

The programme is divided into two modules as follows:

a. The 1st Module (11 – 12 May 20) run by the IMS CS Division, at NATO Headquarters, Brussels, Belgium.

b. The 2nd Module (13 – 15 May 20) run by SHAPE PD, at SHAPE Compound, Mons, Belgium.

2. This activity combines the Familiarisation Programmes for Partner Staff Officers run individually by the IMS CS and the PD, and consequently the activities listed in the Partnership Cooperation Menu for 2020 under references EE IMS/CS.899.41 and EE ACO.3545.19. The activity is open to all Partner Countries¹. Partner officers intending to participate in this joint IMS/PD familiarisation programme should apply, following the current administrative procedures.

3. The 1st Module will commence on Mon 11 May 20 at 0900 hrs at NATO HQ, (Washington Treaty Room). The 2nd module will start on Wed 13 May 20 at 1400 hrs in the PD Meeting Room in PD Building (901) at SHAPE (Mons). The daily working schedule will be from 0900 hrs to 1730 hrs, with an hour and a half for lunch.

ADMINISTRATIVE SUPPORT

4. Travel. Partners' travel costs are to be reimbursed, however, pre-paid tickets may be provided by NATO for Partners eligible in accordance with the NATO partnership funding policy.

5. Transport and Accommodation. All local transportation for the 1st Module (including from airport to hotel) is a national responsibility. Transport from Brussels to Mons for the 2nd Module will be organised by PD, including return transportation to Brussels (to the airport or to the hotel for those having a flight the following day), upon conclusion of the 2nd

¹ Please note that that this event has been included in the Partnership Cooperation Menu (PCM). Therefore, based on the modalities governing PCM, partners' participation in this event is conditional upon the presence of, and in accordance with, the agreed individual/tailored cooperation programmes (IPCP, IPAP, ANP) or packages agreed under the Defence and related Security Capacity Building Initiative.

Module. Transportation from the hotel to the airport is a national responsibility. Accommodation in both Brussels and Mons will be arranged by PD **only** for approved participants who are subsidised. All non-subsidised participants who are approved to attend must **book their own lodging** at the hotels selected for this training and provide confirmation of their reservation to the event planners. A special rate will be negotiated for the entire group. Booking confirmation will confirm transportation to/from the training as provided by PD. Non-subsidised participants desiring to make different lodging arrangements can do so, but must provide their own transportation to/from training locations at their own expense.

6. Meals. Subsidised countries will receive an appropriate per diem through the PD financial officer. Lunch is available for participants in a number of facilities at NATO HQ and at SHAPE at their own expense.

7. Temporary Security Passes. **Access passes to NATO HQ during the 1st Module, should be requested by the National Missions (Delegations) to NATO (National Liaison Officers/Defence Attachés for those not having a delegation at NATO HQ) from the NATO Pass Office.** For the 2nd Module at SHAPE PD, Temporary Security Passes will be provided by PD Administrative Services.

SECURITY CLEARANCE

8. All documentation and presentations during the Programme will be unclassified. However, it is required for attendees to have a copy of their Security Certificates as they will be requested by the the NATO Pass Office and the NATO Office of Security.

APPLICATIONS

9. Attendees are requested to complete the forms at Appendices 1, 2, 3 and forward them, along with copies of national passport (ID), security, and language certificate, to IMS CS and PD no later than **27 Mar 20**. Participants' identification and passport data are compulsory for issuing Temporary Security Passes for entry into NATO HQ and SHAPE, and for facilitating the issuing of visas (if required). Correspondence should be addressed to:

**International Military Staff (IMS)
Cooperative Security Division (CS)**
NATO HQ
Bld Leopold III - 1110, Brussels, Belgium
POC: Col Andrey Pavelko,
Staff Officer, IMS CS
Phone: +32 2(707) 2630
Fax: +32 2(707) 5708
Email: pavelko.andrey@hq.nato.int

**SHAPE Partnership Directorate (PD)
Military Cooperation Division**
7010 – SHAPE, Belgium
POC: Capt(N) Oleksandr Diakov,
ACO ePRIME Coordinator, OPT ETE
Phone: +32 (0) 65 44-8486
Email: oleksandr.diakov@shape.nato.int

A-2

POC: LtCol Elnur Gojayev,
Staff Officer, IMS CS
Phone: +32 2(707) 9811
Fax: +32 2(707) 5708
Email: gojayev.elnur@hq.nato.int

DRESS

10. Attire will be daily working uniform for officers, and jacket and tie for civilians.

VISAS

11. The procedures for the issue of visas are in accordance with the Schengen Treaty. In order to comply with the procedures established for nationals of Euro-Atlantic Partnership Council visiting NATO HQs, CS Division requests that all participants provide the data requested in the form at Appendices 1, 2 and 3 no later than 27 Mar 20. A copy of the visa request form will be sent to the respective Embassy in the Partner Country. A copy will not be issued to Partner Nation, but inquiry considerations will be given upon request. Invited participants from Mediterranean Dialogue, Istanbul Cooperation Initiative and Partners Across the Globe (except Afghanistan) should address the Belgian Embassy/Consulate or other Schengen Embassy in their respective country with a copy of the invitation to the NATO/SHAPE activity, at least 15 days before the event.

12. Additionally, the Foreign Ministry of the visiting relevant Partner country official should send a Note Verbale to the appropriate Embassy, providing the same information requested at Appendix 1 referring to the applicant personal data box.

FINANCIAL ASSISTANCE

13. Partner Nations can apply for financial assistance by completing the Financial Assistance Request Form (Appendix 2) in accordance with normal NATO procedures and regulations. **No more than 2 participants from each nation (in total) can be subsidised per year** for two separate programmes (spring and autumn) unless there is a strong operational requirement, which should be clearly identified. Participants who have previously attended this programme will **not** be subsidised. Countries requesting financial assistance for their participants should complete the Financial Assistance Request Form (Appendix 2) and they will be informed about acceptance through their Missions/Delegations to NATO or Partner National Military Representatives one month before the activity.

14. **Partner Nations should make their own travel arrangements. If financial assistance is granted, Partner Nations should indicate in their request (Appendices 1 and 3) whether prepaid air tickets are required. In this case, NATO/IMS will provide e-tickets for these participants.**

NATO UNCLASSIFIED
Releasable to PfP / MD/ ICI/
Afghanistan/ Australia/ Colombia/ Iraq/ Japan/ Mongolia/ New Zealand/
Pakistan/ Republic of Korea

Appendices:

1. Application Form for the IMS/PD Familiarisation Programme for Partner Staff Officers, 11 - 15 May 20.
2. Financial Assistance Request Form.
3. E-Ticket Request Form.

A-4
Releasable to PfP / MD/ ICI/
Afghanistan/ Australia/ Colombia/ Iraq/ Japan/ Mongolia/ New Zealand/
Pakistan/ Republic of Korea
NATO UNCLASSIFIED

NOTE: Total number of participants is up to 30 persons and list of participants will be formed based on a first come, first served basis.

APPLICATION FORM		
IMS CS/ SHAPE PD FAMILIARISATION PROGRAMME FOR PARTNER STAFF OFFICERS		
11 – 15 May 20		
PCM References: IMS/CS. 899.41 and ACO.3545.19		
To be returned by E-mail before 27 March 2020 to:		
International Military Staff (IMS) Cooperative Security Division, NATO HQ, Leopold III - 1110, Brussels, Belgium POC: Col Andrey Pavelko , SO IMS CS Phone: +32 2(707) 2630 Email: pavelko.andrey@hq.nato.int POC: LtCol Elnur Gojayev , SO, IMS CS Phone: +32 2(707) 9811 Fax: +32 2(707) 5708 Email: gojayev.elnur@hq.nato.int	Partnership Directorate Military Cooperation Division (PD MIC) 7010 – SHAPE, Belgium POC: Capt(N) Oleksandr DIAKOV , ACO ePRIME Coordinator, OPT ETE Phone: +32 (0) 65 44-8486 Email: oleksandr.diakov@shape.nato.int	
NATIONAL POINT OF CONTACT FOR THIS ACTIVITY IS:		
_____	_____	_____
Title or Rank	Family name	First name
Appointment: _____		
Tel: _____		Fax: _____
E-mail: _____		
APPLICANT DATA		
_____	_____	_____
Title or Rank	Family name	First name
Nationality: _____	Service: _____	Sex: (M/F)
Position/Job: _____		
Tel: _____		Fax: _____
E-mail: _____		
Date of Birth: _____		
PASSPORT #: _____	Issued: _____	Expired: _____
Have you attended the IMS CS/PD MIC Familiarisation Programme before?		
FINANCIAL ASSISTANCE is requested for this applicant (mark as appropriate):		
<input type="checkbox"/> YES		
<input type="checkbox"/> NO		
Prepaid air ticket (mark as appropriate):		
<input type="checkbox"/> YES		
Arrival Date/Time: _____/_____/_____	Flight: _____	
Departure Date/Time: _____/_____/_____	Flight: _____	
<input type="checkbox"/> NO		
Accommodation Desired (mark as appropriate):		
Hotel Ibis Brussels Airport (10-13.05 and 15-16.05)	<input type="checkbox"/> YES;	<input type="checkbox"/> NO
Hotel Ibis Mons Centre Gare (13-15.05)	<input type="checkbox"/> YES;	<input type="checkbox"/> NO

NATO UNCLASSIFIED
Releasable to PfP / MD/ ICI/

Afghanistan/ Australia/ Colombia/ Iraq/ Japan/ Mongolia/New Zealand/ Pakistan/ Republic of Korea

FINANCIAL ASSISTANCE REQUEST FORM

(to be attached by the Partner Nation to the official request for financial assistance)

ACTIVITY IDENTIFICATION

EAPWP reference	IMS/CS. 899.41; ACO. 3545.19	Date	11 – 15 May 20
NATO Action Authority	IMS CS; PD	Place	Brussels / Mons /
Activity name	IMS CS/ PD Familiarisation Programme for Partners' Staff Officers		

PARTICIPANT IDENTIFICATION

Partner Nation			
Surname ¹		First name	
Rank/Service ¹		ID/Number	

ESTIMATE OF EXPENDITURE²

Travel		Meals & Lodging		Others	
Total			Currency requested		

BANK IDENTIFICATION FOR REIMBURSEMENT³

Beneficiary ⁴	
Bank name&number	
Bank branch name& number	
SWIFT code ⁵	
IBAN code ⁶	

PARTNER NATION AUTHORISATION

Position		Date	
Name		Signature & stamp	

NATO AUTHORISATION⁷

Number of authorisation		Action officer	
Level of subsidisation		Signature	

¹ If there are more participants, a list of them can be attached instead of utilizing separate request forms

² If a list of participants is attached, the total estimated expenditure shall be indicated here

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

⁴ Official name of the bank account holder to be credited

⁵ If IBAN code **is provided**, this cell can be empty

⁶ If IBAN code **is NOT provided**, indicate the bank account number in this cell

⁷ This part must be completed by the NATO action officer. When submitting the Financial Reimbursement Request Form, please refer to the number of authorisation if any have been received.

A-2-1

Releasable to PfP / MD/ ICI/

Afghanistan/ Australia/ Colombia/ Iraq/ Japan/ Mongolia/New Zealand/ Pakistan/ Republic of Korea

NATO UNCLASSIFIED

NATO UNCLASSIFIED
Releasable to PfP / MD/ ICI/
Afghanistan/ Australia/ Colombia/ Iraq/ Japan/ Mongolia/New Zealand/ Pakistan/ Republic of Korea

E-TICKET REQUEST FORM

Name of the event:		IMS CS/SHAPE PD Familiarisation Programme for Partner Staff Officers
PCM reference number:		IMS/CS. 899.41 and ACO.3545.19
Location:		Brussels and Mons
Event start date:		11 May 20
Event end date:		15 May 20
Requested travel dates:	Arrival	
	Departure	

Partner Country	Departure Airport	Name	Date of birth (DD.MM.YY)	Gender (M/F)	Passport Nr.	Place of issue	Date of issue	Passport expiry date