

MSPC 2022 Administrative Instructions

1. The Conference is an opportunity for partners nations and the NATO community 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. Current and future contribution to NATO missions and operations;
- c. Proposed activities for 2022 and beyond;
- d. Bi-lateral engagement and support between Allies and Partners;
- e. Any other relevant topics of interest to individual partner nations.

2. As with past iterations, 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 NCS associated NATO organisations (NSHQ, NRDCs etc.) 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) 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 recognised 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.

5. The number of participants at the conference per Partner Nation:

Non-Subsidized Partners	Subsidized Partners
Contingent: 6 Pers	Contingent: 2 Pers + PNMR (total 3)
Exhibition: COE/School to determine numbers	Exhibition: 1 pers from applicable COE/School

6. NATO Schools and Alliance Members are at their discretion for the numbers of participants attending the conference.

7. Dress throughout the conference will be suitable business attire. The wearing of uniforms is restricted to HN personnel only. This is an overall force protection measure for the conference emplaced to deal with the political and physical security posture within the HN. No application for the deferral of this policy will be entertained.

8. General VISA-regulation / Entry procedures to Ireland. Participants do not need a visa to enter Ireland if:

- a. They hold a valid travel document issued in accordance with [Article 28 of the Geneva Convention](#);

- b. They hold either a valid residence card 4 EU FAM or a valid permanent residence card 4 EU FAM issued under the [European Communities \(Free Movement of Persons\) Regulations 2015](#); and
- c. They are a family member of an EU citizen and they hold a document called '[Residence card of a family member of a Union citizen](#)'.

Participants will **need a visa** if they are a citizen of one of the countries who require a [VISA](#) to enter IRL. Participants can find detailed procedures for the application process for visas on the website of the [Irish Naturalisation and Immigration Service](#) (INIS) and Enclosure 1 to the invitation. It is advisable to check their website before applying for a visa, to make sure that you have the most up-to-date information.

If there are further details regarding the visa application procedure for the MSPC 2022, they will be communicated after the 13 January 2022 via our conference webpage.

9. The Core Planning team is committed to providing a safe and COVID-19 free event. As such the following rules and regulations will be adhered to line with the HN COVID-19 precautions. In all cases the HN COVID-19 mitigation measures will hold primacy for the conduct of this event:

- a. Masks will be worn throughout the event;
- b. Proof of vaccination with an [EU approved vaccine](#);
- c. IRL [COVID-19 rules](#) will apply for entry into IRL and the rules governing the IRL hospitality industry will be applied;
- d. All Pers entering IRL will require either a PCR or Rapid Antigen test as outlined in Enclosure 2.
- e. COVID Vaccination status will be checked upon physical registration for the conference, and daily before entering the conference;
- f. IRL [Passenger Locator forms](#) listing the CLAYTON HOTEL BURLINGTON ROAD as your location must be completed before boarding a plane for IRL;
- g. Social distancing during plenary and bilateral sessions will be practiced at all times; and
- h. All attendees must have proof of Medical Insurance that includes COVID-19 Insurance. For subsidized attendees, NATO does not cover this cost.

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

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

- a. Registration via our website <https://shape.nato.int/upcoming-events/military-strategic-partnership-conference-2022>;
- b. You will receive an automatic reply that we have received your registration;
- c. Once we have approved registration, participants will receive a confirmation email with a link to the booking portal of the conference hotel with special rates;
- d. Book your room 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; and

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- f. Registration deadline for self-paying partners and NATO is 23 February 2022.
12. Registration process for subsidised partners:
- a. Registration via our website <https://shape.nato.int/upcoming-events/military-strategic-partnership-conference-2022>;
 - b. You will receive an automatic reply that we have received your registration;
 - c. Once we have approved registration, participants will receive a confirmation email with further details. All other details will be coordinated by PD budget manager filippo.beneduce@shape.nato.int; and
 - d. Registration deadline for subsidised partners is 09 February 2022.
13. Registration process for Exhibition members:
- a. Same procedure and deadlines as for NATO/Self-funding partners and subsidized partners (limit of 1 pers); and
 - b. Arrival date for exhibitors is Monday 28 March.
14. Accommodation arrangements have been negotiated with the CLAYTON Hotel Burlington Road at the following daily rates:
- a. King / Twin Room 149 EURO (only available on request via PD)
 - b. King / Twin Room (1 person) 169 Euro
 - c. Standard Deluxe Room (2 persons) 189 Euro

The rates include Bed and Breakfast, Free Wi-Fi and taxes. For the conference the official arrival day is Sunday, 27 March 2022 and the official departure day is Friday 01 April 2022 afternoon. For the exhibition the official arrival day is Monday, 28 March 2022 (NLT afternoon) and the official departure day is Friday, 01 April 2022. In case participants plan to arrive earlier or stay longer, or bring their spouse, participants must cover the additional costs themselves. PD staff will not issue any paper stating any duty necessity for extended stays. Rooms with above mentioned rates are available 27 March 2022 (check-in) – 01 April 2022 (check-out). Closure of hotel booking link is 23 February 2022.

For further information or support please contact the MSPC 2022 core team.

For security and organisational reasons, all participants are requested to lodge in the CLAYTON Hotel Burlington Road. In case of any problems with booking procedure, please contact jan.volk@shape.nato.int.

15. The IRL MoD will provide bus transport to and from the airport for conference participants; as well as a limited number of VIP transport options for the conference VIPs. All transport will be between the airport and CLAYTON HOTEL BURLINGTON ROAD only. We will communicate transportation regulations and details of bus timings after the 13 January 2022, via our conference webpage.

16. The conference fee will be 75 EURO. Payment to be made at the physical reception centre upon arrival at the CLAYTON HOTEL BURLINGTON ROAD.

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17. Basic medical support will be available at the hotel through local 112/999 services. A travel health insurance is therefore recommended. The medical service provided during the conference is only for emergencies and situations that might arise during the conference.

18. Be kindly advised that there will be no separate spouse programme. Spouses are 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 11).