

10th NATO CAX SPECIALIST CERTIFICATION COURSE Rome 19th – 28th June 2017

To: NATO CAX Specialist Certification Course Attendees.

From: Capt. (ITA Navy) Vincenzo MILANO, NATO M&S COE DIRECTOR.

Subject: NATO CAX Specialist Certification Course, held at the NATO Modelling & Simulation Centre of Excellence (NATO M&S COE), Rome 19– 28.06 2017.

This letter serves as administrative instructions and as preliminary agenda for the Course held by the NATO M&S COE in Rome (Italy) from 19th to 28th June 2017, opened to NATO Nations and Organizations.

- 1. Location:** NATO M&S COE, Caserma De Cicco Piazza R. Villoresi, 1 – 00143 Rome (Italy).
- 2. Course Classification:** NATO UNCLASSIFIED, attendees DO NOT NEED a security clearance.
- 3. Registration:** please submit the Personal Administration Form (PAF) to the M&S COE Point of Contact listed below at para 12 **NLT 30th Apr 2017** (maximum participants:25). *Final confirmation for every requestor participation will be forwarded.*
- 4. Request for visit:** for the purpose of security screening, attendees must submit a “Request For Visit” (RFV) **NLT 30th Apr 2017** in order to obtain access to the DE CICCIO Barracks facilities. RFVs must be submitted through own diplomatic representatives/ military attachés in Italy (Cc to the NATO M&S COE POC), which then will forward it to the ITA MOD Security Office.
- 5. Course fees**:**
 - NATO M&S COE Framework and Sponsoring Nation (CZE, DEU, ITA and US military or government) - € 0
 - NATO Bodies, NATO and PfP Nations (military or government) - €100 fee to cover general expenses (such as transportation and supplies) □ All others –or Contractors from NATO Nations - €800
 - **ALL FEES will be collected in CASH upon arrival.
- 6. Final Course Agenda, further details and registration documents can be found at:**
<https://www.mscoe.org/educational-and-training/nato-cax-specialist-certification-course.html>
- 7. Course Preliminary Content :**
 1. NATO CAX Process
 2. Exercise Structure
 3. MEL/MIL Development
 4. JEMM hands on
 5. JCATS and VBS3 overview
 6. JTLS hands on

7. Mini Ex using JTLS
8. Examination

8. Recommended e-learning courses to attend prior the course (available through the NATO e-Learning, www.jald.act.nato.int):

- ADL 136 Exercise Planning
- ADL 44 Joint Exercise Management Module (JEMM)

9. 10th NATO CAX Specialist Certification Course Daily Schedule:

| DATE | TIME | ACTIVITY |
|---------------------------------------|-----------------|---|
| 19 June | 08.00-08.30 | Transportation (Pick up Point) |
| | 08.30 | Arrival at MS COE and beginning of daily activities |
| | 16.30 | End of Daily Activities |
| | 16.30 | Ice Breaker & Photo Opportunity (hosted) |
| | 17.30 | Transportation (Pick up Point) |
| 20, 21, 22, 26,27 June | 08.00-08.30 | Transportation (Pick up Point) |
| | 08.30 | Arrival at MS COE and beginning of daily activities |
| | 16.30 | End of Daily Activities |
| | 16.45 | Transportation (Pick up Point) |
| 24-25 June | Week End | |
| 23 June | 08.00-08.30 | Transportation (Pick up Point) |
| | 08.30 | Arrival at MS COE and beginning of daily activities |
| | 13.00 | End of Daily Activities |
| | 13.30 | Return to the Hotels |
| 28 June | 08.00-08.30 | Transportation (Pick up Point) |
| | 08.30-12.00 | Arrival at MS COE- daily activities/Final Exam |
| | 12.00-13.00 | END OF COURSE- Transportation (Pick up Point) |

Please: Thursday 28 June graduation generally doesn't exceed 12.00 hrs; plan your return flight accordingly. The timeline is fixed and does not allow any deviation .

10. Coffee and lunch:

Coffee and snacks are available at the local cafeteria for a very reasonable price. Lunch will be available for 5.00 €.

11. Dress code:

Business attire for civilian personnel, duty/working uniform for military personnel.

12. NATO M&S COE POC:

LCDR Roberto BELLONI

M&S COE Staff Officer
Duty Telephone: 0039.06.4691.4383
e-mail: mscoe.det04@smd.difesa.it

13. Accommodation (*We kindly remember that Participants are fully responsible for making their own reservation*):

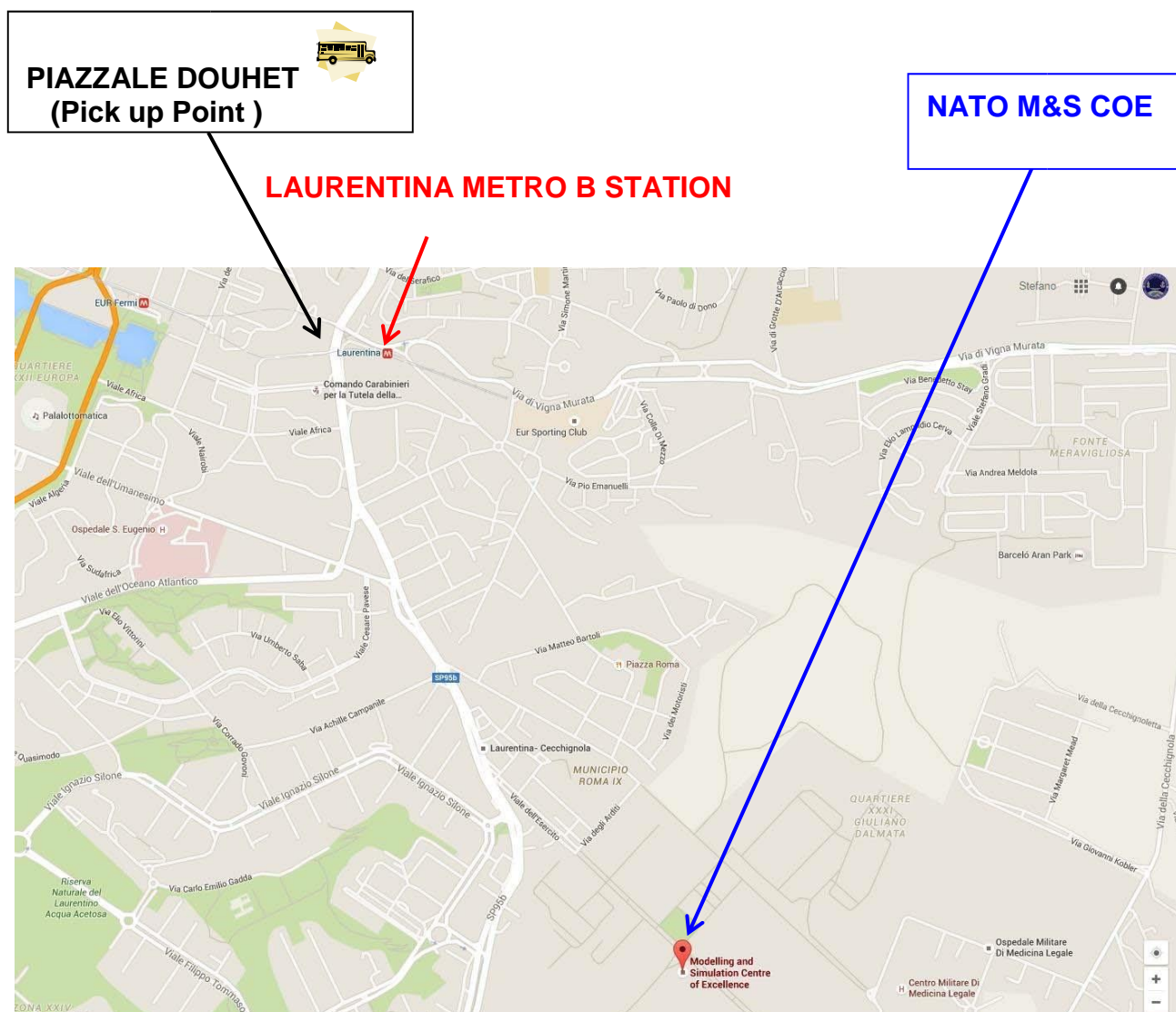
Due the vicinity to the designated pick-up point, we suggest the following hotels:

- Hotel dei Congressi (www.hoteldeicongressiroma.com) ;
- Hotel Tre Fontane (www.hoteltrfontane.it) ;
- Hotel Villa Eur (www.villaeur.it) ;
- Hotel American Palace (www.americanpalace.it)

You are free to book any other Hotel at your best convenience, but please note that it is up to you to reach the designated pick-up point at “Piazzale Dohuet”.

14. Transportation and Pick-up point  :

- a. **MS COE offers a free transportation service.** The daily schedule is:
08.10 – Pick up at (Piazzale Douhet- corner with Hotel American Palace. Return (reverse order) in time specify at para 9.



b. Own vehicles

Please take into due account that Città Militare Cecchignola, where the NATO M&S COE stand, is a military compound and access is handled by military personnel and regulations. Civilian vehicles can enter upon authorization of the Base Military Authorities. Pedestrian (civilian or foreign military) have to leave their Passport/ID Card and to declare the reason of visit i.e. meeting/courses/workshop/temporary duty at “Caserma A. De Cicco”. A daily pass will be released. If you are coming from “Grande Raccordo Anulare” (GRA) by car, whichever side of the Ring (East or West) you are coming from, take the Exit 25, “ROMA EUR/CITTA’ MILITARE CECCHIGNOLA”, towards downtown, and follow the road for about 1,5 km, then turn right into Via dell’Esercito, following the road sign “Città Militare Cecchignola”. After 400 m. you will be in front of the Città Militare Cecchignola main gate. Proceed for further 500 m. then turn right onto Piazza Villoresi, 1.

15. Rules of conduct inside “De Cicco Barracks”:

Please be aware that the processing of personal data, acquired at the entrance of the building, is performed in accordance with Italian Republic Legislative Decree 196 / 2003. The entire area is under control through a video surveillance system. **IN**

CASE OF DANGER:

Upon the occurrence of an abnormal situation (eg. Fire, leakage of dangerous substances, Indispositions of people, etc.) The good behavior rules are the following:

- you can take direct action to shut down or limit the fire outbreak only if you are fully aware of the fire extinguishers characteristics and mode of use;
- water hoses shall not be used since their use is reserved to the fire brigade and / or trained and authorized personnel;
- disabled/ people with mobility impairments should be helped/supported;
- should the corridors and stairs be invaded by the smoke, you must stay in the room with tightly closed doors and signal your own presence by all means. Upon the activation of the sound alarm (evacuation order), each one must obey to the safety area coordinator (with phosphorescent bib) instructions, abandoning the premises without delay in an orderly manner and in silence, using the emergency routes indicated by to the safety area coordinator and following the emergency signs;
- **DO NOT LINGER** to recover personal items or for other reasons;
- regroup in a designated collection point as indicated by area safety coordinators and remain available to check for any missing person;
- do not enter any building without the consent of the area safety coordinators in charge for emergency situations;
- promptly follow all instructions given by the area safety coordinator in charge for the emergency.

The **internal emergency** numbers are as follows: **2.4141** or **2.4290**.

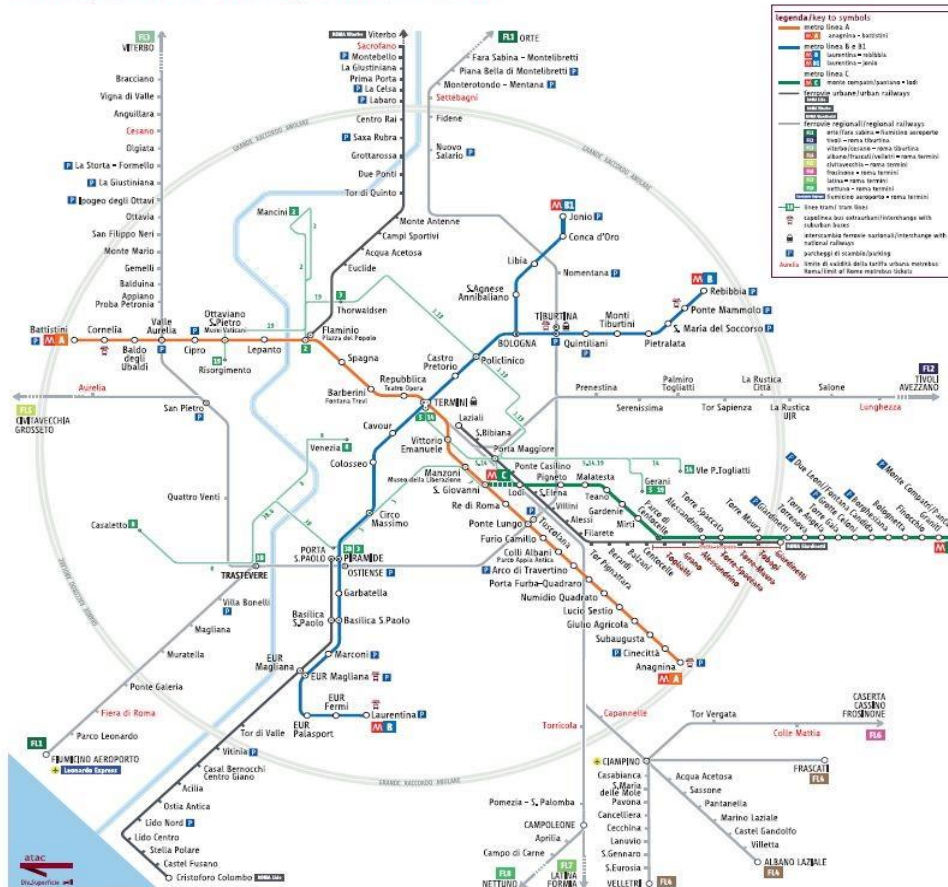
General Purpose Information

Public Transportation

Rome has a good underground railway system that will take you close by to most tourist destinations. The Roman Metro has three lines - A, B and C. The combination of A and B lines is X-shaped; the two lines cross at the city's central railway station, which is called ROMA TERMINI. **Rome Bus, Tram & Metro Tickets** must be purchased in advance from Tabacchi shops, newsstands, bars, or vending machines at metro stations and major bus stops. Principals tickets options are the following:

- **B.I.T. € 1.50.** Standard ticket, valid for 100 minutes from first validation on all buses and just for a single journey on metro/train urban route, even using different lines, but without passing through the turnstiles.
- **CIS - INTEGRATED WEEKLY TICKET €24.00:** Valid until midnight of the seventh day of use including the day of validation, for unlimited journeys within the city of Rome.
- **BIT REGENERATION LIMITED EDITION €6,00** the 4 BIT pack.
- Additional information is available at the following links: <http://www.atac.roma.it/index.asp?lingua=ENG>

metro, ferrovie metropolitane e tram



Taxi

Taxis are available from the airport (around 40,00 €). Should you need a TAXI during your stay in Rome, try to book it at the hotel reception. Should you need to call it directly within Rome, dial +39.06.3570, +39.06.4994, +39.06.6645, or +39.06. 8822. Again, booking through the Hotel reception is normally safer and faster. In Rome taxis are white.

Car Rental

Several rental car companies can be found at the airport.

Find below the links to the pages of the major car rental companies in Rome:

<https://www.hertz.it/rentacar/reservation/>

<http://www.avisautonoleggio.it/default.aspx>

<http://www.maggiore.it/index.php?lingua=gb> <https://www.nationalcar.com/>

<http://www.sixt.it/it/auto/>

Miscellaneous

Electricity (220 V/50 Hz)

The most used plugs in Rome Hotels.



Telephone

The European Cell phone system (GSM Dual Band) operates at 900 and 1800 MHz. The international access code from regular phones is '00'. The country code for Italy is '+39'.

Emergency Numbers

The emergency telephone numbers for Italy, which you can dial from anywhere in the country is **112** European number for emergencies

On anything else you may need for your stay in Rome, you can contact the official help line of the Minister of Tourism 039.039.039. From Monday to Sunday, from 09h00-22h00, in seven languages, seven days a week.

Post Office

The Post Offices are usually open between 09h00-14h30 from Monday to Friday and between 09h30-13h00 on Saturdays. Stamps can be bought at tobacconists that either carry the blue and white "Tabacchi" sign or are simply marked "T".



Pharmacies

Rome pharmacies have alternating opening hours during weekends and nights. At most pharmacies, you will find a list of addresses for 24-hour pharmacies. Pharmacists can likely recommend the appropriate medicine or alternative if you describe your symptoms and many pharmacists in tourist areas can speak English.

See <http://www.paginegialle.it/farmacie-turno/Roma> to find out which pharmacy is open.