



**NATO
SECURITY FORCE ASSISTANCE
CENTRE OF EXCELLENCE**

Address: Via della Stazione di Cesano 423, 00123 ROMA;
Certified e-mail: nsfacoce@postacert.difesa.it



Ref No.: SNSFACOE-ETB-59-2024

Date: 23rd of July 2024

TO: See distribution List (**Annex "A"**)

SUBJECT: **Institutional Adviser course 2024 - Calling Letter**

Reference: SNSFACOE-ETB-16-2024 – "NATO Security Force Assistance Centre of Excellence (NATO SFA COE) 2024 Training offer – second update & reminder" dated 30th of April 2024.

1. It is my great pleasure to invite you to the "Institutional Adviser Course 2024", developed in collaboration with the US Joint Center for International Security Force Assistance (JCISFA) that will be hosted by the NATO SFA COE from the 11th to 15th of November 2024 in Rome.
2. This "NATO Selected" course satisfies NATO performance gaps identified within the Military Contribution to Peace Support Discipline throughout the System Approach to Training process and represents a suitable training solution aligned with performance gaps.
3. The aim of the course is to contribute to meeting the need for sustained and standardized professional development of Allied and Partner military and civilian personnel to conduct stability activities. Advanced tenets of institutional advising are integrated into the course education curriculum. Multinational personnel serving as Institutional Advisers who complete the course will have an enhanced capacity to provide advice supporting the sustainable development of a counterpart's national security force.
4. The course has been planned as a blended learning solution. It starts with a distance learning period, with self-study assignments (ADL Component Course), followed by a residential part that is composed of a series of modules provided by Subject Matter Experts coming from the international community.
5. Specific instructions will be sent by mail once the participants have agreed to join the course.

NATO SFA COE Director
Colonel (ITA-A) Matteo LUCIANI

A handwritten signature in black ink, appearing to read "M. Luciani", written over the printed name of the director.

ANNEXES:

- A. Distribution list
- B. Course flyer
- C. Administrative Details

DISTRIBUTION LIST

External:

Action:

- List NFS (NATO Force Structure)
- List NETFs (NATO Education and Training Facilities)
- List COEs (NATO Centre of Excellences)
- List PTECs (Partnership Training and Education Centres)
- List NATO SFA COE Sponsoring Nation Representatives
- UNITED NATIONS REGISTRY
- UNITED NATIONS – OFFICE OF RULE OF LAW AND SECURITY INSTITUTIONS (OROLSI) – DDR OFFICE
- NATO HQ
- NATO HQ SARAJEVO
- SHAPE PARTNERSHIP DIRECTORATE
- SHAPE REGISTRY
- NATO DEFENCE INSTITUTION CAPACITY BUILDING DIRECTORATE (DICB) – Building Integrity
- NATO STRATEGIC DIRECTION SOUTH HUB
- HQ SACT
- HQ SACT JOINT FORCE DEVELOPMENT (JFD)
- NATO INTELLIGENCE FUSION CENTRE (NIFC)
- HQ JFCBS
- HQ JFCNP
- NATO DEEP
- MC2PS RA (SHAPE PD)
- MC2PS DH
- FINCENT
- FINNISH DEFENCE COMMAND
- FINNISH NATIONAL DEFENCE UNIVERSITY
- FINNISH ARMY COMMAND
- EUROPEAN UNION EXTERNAL ACTION SERVICE (please, pass to all EU members)
- EUROPEAN SECURITY AND DEFENCE COLLEGE
- EUROCORPS
- EUROPEAN COE FOR CIVILIAN CRISIS MANAGEMENT
- SEEBRIG
- DCAF-ISSAT
- GENEVA CENTRE FOR SECURITY POLICY
- US DEPARTMENT OF DEFENSE – MINERVA AF-NU FMT RESEARCH TEAM DELEGATION
- US ARMY 353 REGIMENT - 3rd BATTALION
- US ARMY SFA-B TRADOC CAPABILITY MANAGER (TCM)

UNCLASSIFIED INFORMATION
Releasable to the Public

- US ARMY V CORPS
- US INSTITUTE OF PEACE
- US ARMY MCCoE – SECURITY FORCE ASSISTANCE PROPONENT
- JOINT CENTER FOR INTERNATIONAL SFA (JCISFA)
- HQ USAF/A3TMQ AIR ADVISING AND EXPEDITIONARY READINESS BRANCH
- US SFA-C
- US 3rd SFA BRIGADE
- US 4th SFA BRIGADE – 5th BATTALION
- ITA DEFENCE GENERAL STAFF
- ITA JOINT OPERATIONS HQ
- ITA ARMY INFANTRY SCHOOL – SFA SECTION
- ITA ARMY MULTINATIONAL DIVISION SOUTH – SFA
- ITA ARMY POST CONFLICT OPERATIONS STUDY CENTRE
- ITA ARMY FIRES & TARGETING AND INFO OPS CENTER
- ITA NMR BRUXELLES (please pass to all NATO NMRs)
- CENTRE FOR DEFENSE HIGHER STUDIES (CASD)
- HQ1GNC
- OUTREACH GROUP - UK 77th BRIGADE
- UK ARMY SPECIAL OPERATIONS BRIGADE
- UK SECURITY FORCE ASSISTANCE BATTALION
- CENTRE TERRE POUR LE PARTENARIAT MILITAIRE OPÉRATIONNEL
- MULTINATIONAL CIMIC-GROUP (MNCG)
- AFRICAN UNION
- ACADEMIE CANADIENNE DE LA DEFENSE CENTRE D'EXCELLENCE "DALLAIRE"
POUR LA PAIX ET LA SÉCURITÉ
- WAR STUDIES UNIVERSITY/ACADEMIC CENTER FOR CYBERSECURITY POLICY
- COLLÈGE DE DÉFENSE DU G5 SAHEL
- YOUTH ATLANTIC TREATY ASSOCIATION (YATA)
- HUNGARIAN DEFENCE FORCES – PEACE SUPPORT TRAINING CENTER
- SECURITY AND FREEDOM FOR EUROPE (SAFE)
- NATO-GEORGIAN JOINT TRAINING AND EVALUATION CENTER (JTEC)
- NETHERLANDS DEFENCE ATTACHE' TO ITALY
- POLAND DEFENCE ATTACHE' TO ITALY
- FRANCE JOINT LIASON OFFICER TO ITALIAN GENERAL DEFENCE STAFF (please,
pass to French Col)
- HUNGARY JOINT LIASON OFFICER TO ITALIAN GENERAL DEFENCE STAFF
(please, pass to Hungarian Col)
- US TRADOC LIASON OFFICER TO ITALIAN GENERAL DEFENCE STAFF (please,
pass to US Col)
- UK JOINT LIASON OFFICER TO ITALIAN GENERAL DEFENCE STAFF (please, pass
to UK Col)
- UK DEFENCE ATTACHE' TO ITALY
- EMBASSY OF ARAB REPUBLIC OF EGYPT – BRUSSELS
- "CAROL I" NATIONAL DEFENCE UNIVERSITY
- LUISS "GUIDO CARLI" UNIVERSITY
- LUMSA UNIVERSITY

UNCLASSIFIED INFORMATION
Releasable to the Public

- UNIVERSITY OF VERONA
- PALERMO UNIVERSITY
- SASSARI UNIVERSITY
- GLENDON CAMPUS YORK UNIVERSITY
- DEFENSE SECURITY COOPERATION UNIVERSITY (DSCU)
- AUSTRALIAN DEPARTMENT OF DEFENCE
- ADYAN FOUNDATION
- MOROCCO INTERFAITH & PEACEBUILDING RESEARCH AND TRAINING CENTER
- BOSNIA AND HERZEGOVINA MoD
- NATO MISSION IRAQ HQ
- KOSOVO FORCE (KFOR) HQ
- NATO ADVISORY AND LIAISON TEAM (NALT) KOSOVO
- US 421st COMBAT TRAINING SQUADRON
- ISRAELI DEFENSE FORCE – International Cooperation Division
- ISRAELI DEFENSE FORCE – International Cooperation Unit
- MULTINATIONAL LAND FORCE
- EUROPEAN UNION TRAINING MISSION – SOMALIA (EUTM-S)
- PEACE SUPPORT TRAINING CENTRE (PSTC)
- ARMED FORCES OF MALTA



NATO Security Force Assistance Centre of Excellence



Institutional Adviser Course

(ETOC Code: MCP-CM-36713 • e-PRIME Code: ACT.924)

AIM

The course contributes to meeting the need for sustained and standardized professional development of Allied and Partner military and civilian personnel to conduct stability activities. Advanced tenets of institutional advising are integrated into the course education curriculum. Multinational personnel serving as Institutional Advisers will be more capable to provide advice supporting the sustainable development of a counterpart's national security force.

TARGET AUDIENCE

1. Position:
 - Institutional Adviser.
 - Military Officers (OF-3 through OF-5) and civilian equivalent, Senior Warrant Officers (WO-3 through WO-5) working as institutional advisers in SFA operations.
 - NATO HQ IS/IMS, NATO Allied Command Operations (HQ SHAPE, Joint Force Commands, and Component Commands), NATO Allied Command Transformation (HQ SACT), COEs, NATO Force Structure and Potential Staff members.
 - NATO Partner countries and personnel in academia, IOs, GOs, NGOs, interagency, intergovernmental and to personnel working in SSR projects and wider development context (incl. possible counterparts from priority regions/countries).
2. Educational background:
 - Participants shall be competent experts on their own field.
3. Pre-requisites:
 - NATO SFA Operators Course or national equivalent or relevant SFA and advising, experience as approved by the education and training facility hosting the Institutional Adviser course.
4. (Rank) Level:
 - Officers OF-3 through OF-6 and civilian equivalents, Senior Warrant Officers WO-3 through WO-5.

TRAINING STRATEGY

The course has been planned as a blended learning solution. The course is composed of a series of modules and is based on adult learning principles. Active learning methods are used throughout the course to include lectures, guided discussions, syndicate work, and role play. Feedback will be collected during the course and delayed feedback will be collected during or after the training attendee conducts their assignment as an institutional adviser.

Info Contact

@ mail: natosfacoe@nsfacoe.org

☎ phone: +39 06469163511

🌐 website: nsfacoe.org

f NATOSFACOE

X @NATOSFACOE

📷 @natosfacoe

in NATO Security Force Assistance
Centre of Excellence (NATO SFA COE)

NATO Security Force Assistance Centre of Excellence



LOCATION

NATO Security Force Assistance Centre of Excellence, Cesano di Roma, Italy

NATO Discipline

MILITARY CONTRIBUTION TO PEACE SUPPORT (MC2PS)

COURSE CERTIFICATION

NATO SELECTED

ITERATION

1 iteration per year (more info on www.nsfacoe.org)

COURSE DURATION

5 days

NUMBER OF SEATS AVAILABLE

15 per iteration

SECURITY CLEARANCE

Not required

COURSE FEE

350.00 €

POC

NATO SFA COE Education and Training Branch
training_education@nsfacoe.org



Info Contact

@ mail: natofacoe@nsfacoe.org

☎ phone: +39 06469163511

🌐 website: nsfacoe.org

NATOSFACOE

@NATOSFACOE

@natofacoe

NATO Security Force Assistance
Centre of Excellence (NATO SFA COE)

ADMINISTRATIVE DETAILS

a. Conference venue and time

The course will be held at the Italian Army Infantry School located in *Via della Stazione di Cesano, 423, 00123 – Cesano di Roma* (Italy).

Location: <https://goo.gl/maps/xFLsFUds5TyGZrpd9>

Training hours are Monday to Thursday, 08:30 to 17:00 and Friday, 08:30 to 15:00.

b. Registration

Applicants are kindly requested to register on the NATO SFA COE website at <https://reserved.nsfacoe.org/site/view?id=148> no later than **15th of September 2024**.

Report any cancellation or any replacement to the PoC ASAP.

c. Language

The course will be held in English.

Level 3 in English proficiency is required according to NATO STANAG 6001: Listening (3); Speaking (2); Reading (3); and Writing (2) or according to the Common European Framework of Reference for Language level B2-C1/Upper Intermediate-Advanced level.

d. Classification

The overall classification of the course is UNCLASSIFIED Information releasable to the Public.

e. Security measures

Participants will be required to present their military/civilian passport or ID card in order to receive their security badge, which will be issued during the registration process on the first day of the course. This security badge must be carried at all times during the event.

f. Visa Requirement

Participants or their national authorities are responsible for visa arrangements (if required). Participants are advised to contact proper diplomatic agencies well in advance for up-to-date information. It is the individual's responsibility to apply for and obtain a visa and to have the correct travel documents.

g. Medical service

Medical assistance will not be provided by the NATO SFA COE. Medical expenses are the responsibility of the individual or their insurance company. All participants are strongly advised to have adequate medical insurance.

h. Course fee

The course fee is **€ 350.00**.

The NATO SFA COE strongly encourages early payment of the course fee by electronic bank transfer or via the payment link that will be sent to the selected attendees. On site electronic payments (POS) with card will be accepted on the first day of the course (**NO CASH WILL BE ACCEPTED**).

The information for the payment is detailed in the participation confirmation message will be sent to the selected attendees.

i. Accommodation

Participants are responsible for arranging their own accommodation.

The NATO SFA COE recommends that participants stay at the Grand Hotel Fleming (4-star hotel).

The Centre has pre-booked some double rooms, from the 10th to the 15th of November, (€ 170.00/day for one person and € 190.00/day for two persons) with breakfast and wi-fi included. The city tax is € 7.50 person/ night.

Location: <https://goo.gl/maps/L45jLpW2xSTTqa9A6>

Booking must be done no later than the 29th of September 2024. After this deadline room availability and preferential rates cannot be guaranteed.

The procedure for booking will be specified in the mail sent to the selected attendees.

j. Transportation

Course participants are expected to cover their own travel costs.

- Suggestion for transportation from/to Rome airport Fiumicino (FCO) may be found at <http://www.adr.it/web/aeroporti-di-roma-en-/pax-fco-fiumicino>.
- The Hotels can be reached by:
 - Train: <https://www.trenitalia.com/en.html>;
 - Taxi: <https://www.3570.it/> or <https://065551.it/en/>;
 - Uber service by App;
 - Car rental: There are several car rental agencies at the FIUMICINO airport. Attendees who intend to come to the venue with a **renting car must inform the ADMIN ASAP** in order to receive the military compound vehicle pass.
- A shuttle bus will be provided every course day from the Grand Hotel Fleming to the venue and back.

k. Meals

Coffee breaks and lunch will be provided at the course venue each day of the course. Please inform us of any allergies/intolerances.

l. Social events

The NATO SFA COE will host an ice breaker on Monday, **11th of November 2024** at the Grand Hotel Fleming (dress code smart casual).

m. Dress code

n. Participants' selection

The NATO SFA COE will conduct a selection process for the course to ensure participation by representatives of as many international institutions as possible. Selected participants will be notified by 16 September 2024 in order to book their accommodation and arrange their own transport.

For further information, please contact the NATO SFA COE dedicated team at: training_education@nsfaco.org