



ALLIED COMMAND TRANSFORMATION
IMPROVING TODAY, SHAPING TOMORROW, BRIDGING THE TWO

Annex B to FFAO Workshop Invite,
ACT TT-170891, dated 270717

Framework for Future Alliance Operations (FFAO) 2017 Fall Workshop

Administrative Instructions

Stavanger (Norway)
3-5 October 2017
Joint Warfare Centre

*(Copy of ANNEX A "COORDINATION INSTRUCTION FOR SACT FFAO WORKSHOP"
TO JWC SPT 17 /- DATED 14 JUL 17)*



Organized by
Allied Command Transformation, Norfolk

1. Timings, Reporting and Administration

Registration Deadline (WAFER)	08 SEP 2017
Travel to Stavanger	Adv Party: 30 SEP - 01 OCT 2017 Main Group: Monday, 02 OCT 2017
Shuttle from hotel or Madla Camp to JWC	02 OCT 2017: 13:00 hrs (only for Adv Party) 03 OCT 2017: 07:15 hrs 04 - 05 OCT 2017: 08:00 hrs
In-Processing	Adv Party: 02 OCT 2017: 13:15 hrs Main group: 03 OCT 2017: 08:15 - 09:30 hrs
Shuttle from JWC to hotel or Madla Camp	02 OCT 2017: 16:00 hrs (only for Adv Party) 03 OCT 2017: 18:30 hrs (after Ice Breaker) 04 OCT 2017: 16:00 hrs 05 OCT 2017: 13:00 hrs
Event period	SACT FFAO WS: 03 - 05 OCT 2017
Daily working hours	As per schedule provided

2. RLS/Registration

All participants deploying to JWC are requested to register using the Web Application for Events Registration (WAFER). The Registration is open beginning 18 JUL 2017. The WAFER site can be found at the following address available through the public internet: <http://events.jwc.nato.int/>
Registration consists of two steps (If you already are registered as a user of WAFER, you can skip the first step):

- 2.1 Creation of user account. Each participant must create a profile using the link "Create new account" (<https://events.jwc.nato.int/user/register>). After providing essential personal data, the system generates a Request for Account to RLS. The data is validated by JWC MSS and after approval, the special instruction is generated to participants how to sign up for a particular event. For the creation of the account, use your work-related unclassified e-mail (e.g. your.name@nato_hq.int). You can use this account for any future events hosted at JWC.
- 2.2 Registration (Sign up) for the event. After validation of the user account, the participant can log on to the individual account using personal Login and Password. On the front page, choose the event called "SACT FFAO WORKSHOP 2017" and then click button: "Click here to register". Fill out all required data as requested. For transportation and accommodation, please choose the accurate option. After successfully registering (sign up) in WAFER, it will send a confirmation and further instructions to the e-mail address you provided.
- 2.3 In case of problems with registration or access to the WAFER site, please contact RLS by e-mail (NS and NU): RLS@jwc.nato.int.
- 2.4 Please be aware that after registration the ACT team will send an email asking the participants to complete a survey. The results of the survey will be used to shape the discussions during the workshop and to assign participants to appropriate syndicates.

3. Accommodation

Both military and commercial accommodation is available within the Stavanger area.

- 3.1 Military accommodation can be made available upon request. JWC has prearranged accommodation in a Norwegian military facility (Madla Camp - KNM Harald Haarfagre). After the Registration deadline, all those who have requested military accommodation will receive information via e-mail about the Madla Camp.
- 3.1.1 Participants will be billeted in single (limited) or shared rooms with shower/washroom facilities in the room/building.
- 3.1.2 Cost for military accommodation will be:
- Single room 275 NOK per night, per person incl. breakfast (OF-5 and above);
 - Shared room 225 NOK per night, per person incl. breakfast.
- 3.1.3 Single rooms will be allocated to all ranks when available.
- 3.1.4 Madla Camp has amenities such as a gym and internet café and there are local eateries located outside the camp in a radius of about 10 minutes walking distance.
- 3.2 Commercial accommodation consists of pre-booked rooms at a NATO rate at SCANDIC CITY HOTEL. The single room rate is 1090 NOK/per night including breakfast and free internet access. The process for booking commercial accommodation is outlined below:
- 3.2.1 Upon registering in WAFER, select the "JWC Designated Hotel." JWC RLS will make the booking on your behalf. A follow-up e-mail will be sent to you with the hotel confirmation number and further instructions, in order to contact the hotel directly to secure your room by credit card.
- 3.2.2 All personnel with lodging contracted by JWC must make arrangements in accordance with their contract.
- 3.2.3 Once the 8 SEP 17 deadline has passed, there is no guarantee that the designated hotel will hold rooms for JWC and participants will have to self-book elsewhere in Stavanger.
- 3.2.4 The booking becomes an obligation between the individual and the hotel with respect to Norwegian hotel regulations (Norsk Hotellov). The individual is responsible for cancelling the room if he/she should not participate in the event. The individual is also required to notify the hotel directly with any changes in travel dates.
- 3.2.5 If the individual does not make use of the accommodation facilities as agreed when confirming the room, he/she is obliged to pay the standard agreed price (i.e. no-show without any notice to the hotel, after confirmation of reservation with credit card information, will allow the hotel to deduct a payment for one night from your credit card).
- 3.2.6 Hotel information: Scandic City Hotel, Reidar Berges Gate 7, 4013 STAVANGER
Tel: +47 2161 5200, <https://www.scandichotels.com>
By email: stavangercity@scandichotels.com

Please note: all personnel with lodging contracted by JWC must make arrangements in accordance with their contract.

4. Transportation

- 4.1 Arrival Airport Transportation: JWC will only provide airport pick-up transportation in accordance with the flight information provided in WAFER.
- 4.2 Daily transportation to and from JWC will be provided at the Scandic City Hotel for all participants. (Depending on traffic and time, pick-up point can vary, as buses can be located at the front or at the back of the hotel)

- 4.3 Departure Airport Transportation: Shuttle will be scheduled 2 hours prior to flight departure time provided in WAFER.
- 4.4 Personnel accommodated in other downtown STAVANGER hotels are required to walk to the designated location to meet provided transportation or make their own transportation arrangements to JWC.

5. In-processing

In-processing timings are according to the table in para. 1. Each participant must bring the following:

- 5.1 NATO HQ/Military ID Card for military or civilian passport for civilian.
- 5.2 Proof of personnel security clearance (see para 8.3 – 8.6) is required to access the Security Class II Area.
- 5.3 NATO Travel Order in the case of NATO personnel.
- 5.4 Major credit cards (AMEX not accepted) or cash (NOK/EUR) to settle for meals/military accommodation.

6. Meals

The following arrangements have been made for meals during the event:

- 6.1 Breakfast according to Hotel posted hours.
- 6.2 Lunch will be available for individual purchase on a “pay as you go” basis from Mon-Fri at JWC, with no lunch available on the weekend.
- 6.3 No dinner service will be provided at the JWC training facility. Participants are required to make their own arrangements for dinner.
- 6.4 Special dietary requests (i.e. medical requirements) should be indicated to your POC.
- 6.5 **A Conference fee of 210 NOK will be charged during in-processing to all participants.**

7. Finance

Norwegian Kroner (NOK) is the only valid currency in Norway. Event participants are highly encouraged to conduct money exchange prior to arrival in Norway.

- 7.1 During in-processing, individuals will pay the catering contractor Eurest, managed by the JWC RLS personnel. All personnel are encouraged to pay with a major credit card (AMEX is NOT accepted), although cash (NOK and Euro) will also be accepted.
- 7.2 If a participant elects to pay in Euros, an additional administrative fee to cover the conversion fees charged by the banks will be applied. Receipts for accommodation and food will be issued to individuals upon payment.

8. Security

- 8.1 Security Office has the overall responsibility for all security aspects relating to JWC’s activity and facilities. The office is also the coordinating authority towards the Host Nation Security Organization (including Host Nation Security Guard Force (HN SEC), who is responsible for providing force protection oversight and enforcing local guard force policies.

- 8.2 All external personnel of the following categories are required to provide proof of personnel security clearance (PSC) with the level of NATO Secret or above, in order to be granted unescorted access to the training facilities (Class II Security Areas), as well as access to classified documents and/or CIS:
- 8.2.1 Staff member of a NATO military or civilian body;
 - 8.2.2 Staff member of a national military or civilian body of a NATO-Nation;
 - 8.2.3 Contractors who are nationals of a NATO-Nation.
- 8.3 Proof of PSC may be provided either prior to arrival by fax or e-mail, or upon initial arrival (in-processing), and may be in the form of:
- 8.3.1 NATO Personnel Security Clearance Certificate issued by the respective National Security Authority or other competent body;
 - 8.3.2 Attestation of NATO Personnel Security Clearance issued by a security official of the sending national, NATO military or civilian body;
 - 8.3.3 AMIS identification card;
 - 8.3.4 Other identification cards included in ACT Directive 70-3.
- 8.4 All other external personnel of the following categories are required to provide additional information to the JWC Security Office (preferably via e-mail to jwcsecurity@jwc.nato.int) in due time, before the start of the event:
- 8.4.1 Military and civilian personnel from a Non-NATO military or civilian body;
 - 8.4.2 Personnel from international and non-governmental organizations;
- 8.5 Additional information required from external personnel outside of NATO:
- 8.5.1 Last name, first name and rank;
 - 8.5.2 Passport/ID card number (also to be presented upon arrival);
 - 8.5.3 National personal security clearance (if applicable).
 - 8.5.4 Physical access to NATO Security areas (Class I/II), access to NATO CIS, NATO information and intelligence and release of NATO information will be according to Bi-SC Handbook for Information and Intelligence Sharing with Non-NATO entities.
- 8.6 NATO PSCs should be sent using one of the following methods:
- 8.6.1 NATO SECRET or UNCLASSIFIED: jwcsecurity@jwc.nato.int
 - 8.6.2 FAX number: +47 5287 9209.
- 8.7 Use of Personal Communication Devices (PCDs) is prohibited in conference locations without written approval from the Chief, JWC Security (HQSO) and Computer Security (COMPUSEC) office. Approval will only be given when documentation is provided stating that the PCD is an official NATO device. Some device examples include mobile phones, personal data assistants, laptops, USB memory sticks and external hard drives.

- 8.8 Visitors hand carrying NATO classified material higher than NATO RESTRICTED must have written courier authorization (Ref; AD 70-1) from their point of origin. In addition, prior notification (name, organization, date/time of arrival) should be sent to the JWC Registry staff (+47 5287 9172). Failure to provide this certification is a security violation, and will be reported to the individual's home organization for action, as necessary.

9. Medical

- 9.1 JWC does not have integral medical services. Therefore, participants requiring medical service must contact the JWC RLS helpdesk in Room 2215 (F-Block) to coordinate arrangements for care.
- 9.2 For medical and dental care, personnel will be directed to local civilian medical facilities.
- 9.3 Advanced medical care will be provided by local civilian facilities (for example, Stavanger Legevakt). Some hospitals require advance payment for medical care.
- 9.4 Emergency dental care will be provided at local civilian facilities. Individuals should expect to pay in advance.
- 9.5 Please be advised that it is up to each individual to claim reimbursement for medical expenses through their nation.
- 9.6 U.S. military personnel are authorized assistance with the 426th ABS Medical Aid Station located at the JWC Compound. Be advised there are no doctors on base, but the office will be able to assist in making medical/dental appointments with local facilities and will assist as well as with TRICARE reimbursements. The 426th ABS Medical Aid Station phone number is +47 51 95 0563/0564.

10. Out-processing

- 10.1 Out processing will take place at the end of the event on 05 OCT 2017 in accordance with the event schedule.
- 10.2 Personnel must settle all financial and administrative business with JWC RLS, prior to out-processing and departure. Additionally, issued items that have been signed for and exercise security badges must be returned.

11. Miscellaneous Information

- 11.1 Secure storage of personal computing devices (PCDs) will be made available at in-processing.
- 11.2 Participants have access to Wi-Fi at JWC inside and outside of the Class II security areas. Additionally, there is an internet café at the JWC 2nd floor F Block Cantina.
- 11.3 Electrical equipment adapter: Norway utilizes the European standard 2-pin 220-volt 50/60 Hz electrical supply.
- 11.4 NATO Military and Civilian employees deploying to Norway pursuant to NATO orders have the status, privileges and responsibilities provided under the NATO SOFA and NATO's Supplementary Agreement with Norway.

- 11.5 All personnel must respect the laws of Norway. Anyone violating local laws may be subject to prosecution by Norwegian authorities. Personnel traveling to Norway should know that Norway does not tolerate drinking alcohol prior to driving. The legal alcohol limit is 0.02% while driving and consuming any amount of alcohol prior to driving will cause a person to exceed the legal limit. Anyone arrested for driving after drinking alcohol can expect jail time, loss of license, and a very high fine.
- 11.6 Emergency Norwegian phone numbers:
- Fire = 110
- Police = 112
- Ambulance = 113
- 11.7 Dress for the event is Business Casual (trousers, open necked shirt – or female equivalent. Jacket and tie are not required).

12. JWC Points of Contact

- 12.1 REAL LIFE SUPPORT:
RLS PLANNER, MAJ Annie VIENS (CAN-A),
Tel. NCN: 323 9252, Commercial: +47 5287 9252
E-mail (NATO SECRET / UNCLASSIFIED): annie.viens@jwc.nato.int
- 12.2 SECURITY:
SGT Mats ELI (NOR-A),
Tel. NCN: 323 9222, Commercial: +47 5287 9222
E-mail (NATO SECRET / UNCLASSIFIED): jwcsecurity@jwc.nato.int

13. ACT Points of Contact

- 13.1 LTC Rik Pleijsant (richard.pleijsant@act.nato.int, +1 757 747 3268)
13.2 LTC Aaron Bazin (aaron.bazin@act.nato.int, +1 757 747 3693)
13.3 COL Tibor Szabo (tibor.szabo@act.nato.int, +1 757 753 7390)

We look forward to seeing you in Stavanger!