



**NATO
SECURITY FORCE ASSISTANCE
CENTRE OF EXCELLENCE**



SNSFACOE-14/2023LL

TO: See distribution List

SUBJECT: Security Force Assistance Advisors' Enhancement Seminar (DIAMOND EVENT) - Calling Letter.

DATE: 02 MARCH 2023

1. It is my great pleasure to invite you to the "SFA Advisors' Enhancement Seminar" that will be hosted by the NATO Security Force Assistance Centre of Excellence (NATO SFA COE) from the 2nd to the 5th of May 2023 in Rome.
2. The aim of the Seminar is to analyse the Advisor's capacities and capabilities in interacting with Local Forces, through a series of engaging academic sessions and a role-playing practical session.
3. The event will be based on the outcomes of the COE's SFA Operator Profile Analysis Report and on the "Remote SFA" research project.
4. The NATO SFA COE will be a "lab" where the Advisors may experiment and test tools and techniques to better work inside the Local Forces' System.
5. We are looking forward to meeting and engaging with all partner's representatives and other stakeholders belonging to the SFA community, offering a unique opportunity for enlarging the network of experts.
6. Specific instructions will be sent by mail once the participants have agreed to join the event.

Massimo Di Pietro
Colonel (ITA A)
SFA COE Director

A handwritten signature in blue ink, appearing to read 'Massimo Di Pietro', written over the printed name and title.

ANNEXES:

- A. Agenda
- B. Administrative Details
- C. Seminar Flyer

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US PEACEKEEPING & STABILITY OPERATIONS INSTITUTE (PKSOI)

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ITA JOINT OPERATIONS HQs
ITA ARMY INFANTRY SCHOOL SFA SECTION
ITAARMY MULTINATIONAL DIVISION SOUTH – SFA
ITA ARMY POST CONFLICT OPERATIONS STUDY CENTRE
ITA CENTER FOR HIGH DEFENSE STUDIES (CASD)
HQ 1GNC
OUTREACH GROUP UK 77th BRIGADE
UK ARMY SPECIAL OPERATIONS BRIGADE
CENTRE TERRE POUR LE PARTENARIAT MILITAIRE OPÉRATIONNEL
MULTINATIONAL CIMIC-GROUP
PEACE SUPPORT OPERATIONS TRAINING CENTRE (PSOTC)
AUSTRIAN ARMED FORCES INTERNATIONAL CENTRE
CRISIS MANAGEMENT AND MULTINATIONAL OPERATIONS DEPARTMENT
INTERNATIONAL PEACEKEEPING AND SECURITY CENTRE
JOINT SPECIAL OPERATIONS UNIVERSITY
NCGM SWEDISH ARMED FORCES
PSO TRAINING CENTRE SWISS ARMED FORCES INTERNATIONAL COMMAND
ACADEMIE CANADIENNE DE LA DEFENSE CENTRE D'EXCELLENCE "DALLAIRE" POUR
LA PAIX ET LA SÉCURITÉ
HUNGARIAN DEFENCE FORCES PEACE SUPPORT TRAINING CENTER
SECURITY AND FREEDOM FOR EUROPE (SAFE)
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UK DEFENCE ATTACHE' TO ITALY
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U.S. INSTITUTE OF PEACE
US ARMY MCCoE SECURITY FORCE ASSISTANCE PROPONENT
NATO MISSION IRAQ HQ
US 421st COMBAT TRAINING SQUADRON

AO COE		COE	DAT	M&S	COE
CCD	COE	ENSEC	COE	MW	COE
CI	COE	EOD	COE	NMW	COE
C-IED	COE	HUMINT	COE	SP	COE
CIMIC	COE	JAPCC	COE	STRATCOM	COE
CJOS	COE	JCBRND	COE	IAMD	COE
CMDR	COE	MARSEC	COE	MGEOMETOC	COE
CSW	COE	MILMED	COE	SPACE	COE
CWO	COE	MILENG	COE		
C2	COE	MP	COE		



**NATO
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**AGENDA
SFA Advisors' Enhancement Seminar
Rome, 2nd - 5th May 2023**

2nd May 2023, Tuesday			
Time	Activity	Lecturer	Location
07.30 08.10	Transfer		HOTEL*-NSFACOE
08.10 08.30	In processing		ITA Army Infantry School Officers Club
08.30 09.10	Welcome Address and Opening remarks	NSFACOE DIRECTOR	ITA Army Infantry School Officers Club
09.10 09.30	Coffee break		
09.30 11.30	Team Building	NSFACOE	
11.30 12.30	Team Building	NSFACOE	
12.30 13.30	Lunch		
13.30 14.30	SFA Operator Profile presentation	A&LL BRANCH	
14.30 15.00	Open discussion		
15.00 16.15	NATO SFA COE main projects introduction	NSFACOE OPRs	
16.15 16.30	Closing remarks	A&LL BRANCH	
16.30 17.45	Transfer		
19.30 21.00	Ice breaker		HOTEL*

*See annex B ADMINISTRATIVE DETAILS

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ANNEX A

3rd May 2023, Wednesday				
Time	Activity		Lecturer	Location
07.30 08.30	Transfer			HOTEL*-NSFACOE
08.30 09.00	Opening remarks		A&LL BRANCH	IT Army Infantry School Officers Club
09.00 10.30	Role of the SFA Operator Open Discussion		NSFACOE OPRs	
10.30 10.50	Coffee break			IT Army Infantry School Officers Club
10.50 11.35	Building Rapport		NSFACOE OPRs	
11.35 12.30	Practical exercise			
12.30 13.30	Lunch			
13.30 14.45	Group 1 1. Questioning Techniques & Noting Information	Group 2 Practical Advisor Session (Preparation, Conduct & Debrief)	NSFACOE OPRs	
	Group 1 Practical Advisor Session (Preparation, Conduct & Debrief)	Group 2 1. Questioning Techniques & Noting Information		
14.45 16.00			NSFACOE OPRs	
16.00 16.30	Closing remarks		A&LL BRANCH	
16.30 17.45	Transfer			NSFACOE-HOTEL*
*See annex B ADMINISTRATIVE DETAILS				

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ANNEX A

4 th May 2023, Thursday				
Time	Activity		Lecturer	Location
07.30 08.30	Transfer			HOTEL*-NSFACOE
08.30 09.00	Opening remarks		A&LL BRANCH	IT Army Infantry School Officers Club
09.00 10.00	Negotiation and Influence Techniques		NSFACOE OPRs	
10.00 10.20	Coffee break			
10.20 11.00	Practical exercise		NSFACOE OPRs	
11.00 11.45	Building trust		NSFACOE OPRs	
11.45 12.30	Practical exercise		NSFACOE OPRs	
12.30 13.30	Lunch			
13.30 14.45	Group 1 Understanding Motivation and Effective Listening	Group 2 Remote Practical Advisor Session (Preparation, Conduct & Debrief)	NSFACOE OPRs	
14.45 16.00	Group 1 Remote Practical Advisor Session (Preparation, Conduct & Debrief)	Group 2 Understanding Motivation and Effective Listening	NSFACOE OPRs	
16.00 16.30	Wrap-up and closing remarks		NSFACOE OPRs	
16.30 17.45	Transfer			NSFACOE-HOTEL*

*See annex B ADMINISTRATIVE DETAILS

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ANNEX A

5th May 2023, Friday			
Time	Activity	Lecturer	Location
07.30 08.30	Transfer		HOTEL *-NSFACOE
08.30 09.15	Opening remarks	A&LL BRANCH	ITA Army Infantry School Officers Club
09.15 10.00	Post- Action Review	NSFACOE OPRs	
10.00 10.30	Coffee break		
10.30 11.00	Open Discussion	NSFACOE OPRs	
11.00 11.30	Delivery of Certificates	NSFACOE DIR	
11.30 12.00	Wrap-up and Closing remarks	NSFACOE DIR	
12.00 13.00	Lunch		
13.00 14.00	Transfer		NSFACOE-FINUMICINO AIRPORT
*See annex B ADMINISTRATIVE DETAILS			

ADMINISTRATIVE DETAILS

a. Event venue

The course will be held at the Italian Army Infantry School Officers' Club, Lt. Ugo Bartolomei compound (Via della Stazione di Cesano n. 423, 00123, Cesano di Roma).

b. Registration

Applicants are kindly requested to fill in the online registration form at the following URL link: <https://platform.eventboost.com/e/sfa-advisors-enhancement-seminar-2023/34337/>

There are 30 seats available and the deadline for registration is the **10th of April 2023.**

In case the number of applicants should exceed the number of seats, the NATO SFA COE reserves the right to select the applicants who will attend.

c. Security measures

In order to receive the security badge that will be delivered during the registration procedure on the first day of the course, participants will be required to present their military/civilian passport or ID card. This security badge must be carried throughout the event.

d. Visa Requirement

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

e. Medical service

No medical support will be provided by the NATO SFA COE. Medical expenses must be paid by the individuals or their insurance agencies. All participants are strongly advised to have appropriate medical insurance.

f. Event fee

The Seminar fee is **€160.00** and it will include the ice breaker and all coffee breaks and lunches. The NATO SFA COE strongly encourages the early payment of the course fee by bank transfer or using the payment link which will be provided, upon request, by the Centre. On site electronic payments (POS) will also be accepted on the first day of the seminar. **(NO CASH WILL BE ACCEPTED)**

Failure to pay the tuition fee by the first day of the course will result in the suspension of the course completion certificate for the student and his/her organization being put into collection status until the fee is paid.

A bank transfer must be finalized no later than three working days before the start date of the course. The relevant confirmation has to be forwarded to the Budget & Finance Office by e-mail: finconast@nsfaco.org.

g. Accommodation

Participants are responsible to arrange their own accommodation.

NATO SFA COE recommends staying at the GRAND HOTEL FLEMING. The Centre has pre-booked double Rooms for single use at **€120/day**. Room reservations are available at the following link www.grandhotelfleming.it with the following code **NATOSFA23**. A credit card is required as a guarantee for booking.

Booking must be done no later than 10th April 2023. After this deadline room availability and preferential rates cannot be guaranteed.

h. Transportation

Course participants are expected to cover their own travel costs.

Attendees are responsible for arranging their own transport from the airport to the Hotel for Monday 1st of May 2023.

Suggestions for own transportation:

- By train: <https://www.trenitalia.com/en.html>
- By taxi: <https://www.3570.it/> or <https://065551.it/en/>
- Car rental: There are several car rental agencies at the FIUMICINO airport. Participants, who intend to rent a car, must inform the Course Admin of the brand, type and plate number of the vehicle as soon as possible in order to allow vehicle access.

A shuttle bus is provided every day at 07:30 AM only from the GRAND HOTEL FLEMING to the event venue, and at the end of the working day, from the event venue to the GRAND HOTEL FLEMING.

Departure transport from the NATO SFA COE to the Fiumicino Airport is arranged at 14:00 on the 5th of May. Please be informed that the shuttle service arrives at Fiumicino Airport approximatively at 15.00.

i. Social events

The NATO SFA COE will host an ice-breaker on Monday, **2nd of MAY 2023 at 19.30 at the GRAND HOTEL FLEMING.**

j. Dress code

During the seminar the dress code is combat uniform for military personnel, Smart Casual for civilians.

For the ice breaker the dress code is Smart Casual for all.

k. COVID-19 precautions and notices

The NATO SFA COE will adhere to Italian Government directions, guidance and regulations for business operations.

A list of restricted areas may be found at the Italian Ministry of Health:

<http://www.salute.gov.it/portale/nuovocoronavirus/dettaglioContenutiNuovoCoronavirus.jsp?lingua=english&id=5412&area=nuovoCoronavirus&menu=vuoto> (please check for updates regularly).

More info about Covid-19 FAQ is available on:

<http://www.salute.gov.it/portale/nuovocoronavirus/dettaglioFaqNuovoCoronavirus.jsp?lingua=english&id=230#8>.

ATTENDEES ARE RESPONSIBLE FOR MONITORING THE ITALIAN MINISTRY OF HEALTH'S LIST OF RISK AREAS TO DETERMINE THEIR ELIGIBILITY PRIOR TO ARRIVAL AT THE COURSE. THE LIST CAN BE MODIFIED AT SHORT NOTICE AND SHOULD BE CHECKED PRIOR TO TRAVEL.

The NATO SFA COE accepts no liability for, and will not reimburse, any travel and accommodation expenses incurred as a result of travel from a designated risk area.

For further information, please contact the NATO SFA COE dedicated team at:

analysisll@nsfacoe.org

NATO SFA COE Analysis & Lessons Learned Branch Head OF3 Jetnor ZOGU

NATO SFA COE Cultural Awareness & Gap Analysis OR9 Elia ALETTA

NATO SECURITY FORCE ASSISTANCE CENTRE OF EXCELLENCE



ROME 02 - 05 MAY 2023



SFA ADVISORS' ENHANCEMENT SEMINAR 2023 DIAMOND EVENT

AIM: The aim of the Seminar is to analyse the Advisor's capacities and capabilities in interacting with Local Forces through a series of engaging academic sessions and a role-playing practical session. The event is based on the outcomes of the COE's SFA Operator Profile Analysis Report and on the "Remote SFA" research project.

OBJECTIVE: By attending the Seminar, the personnel will be able to:

- Refer to the NATO doctrine on Defence Capacity Building.
- Improve their skills in interacting with Local Forces.
- Experiment and test tools and techniques to operate better inside the Local Forces' System.

CLASSIFICATION: UNCLASSIFIED INFORMATION Releasable to the Public

VENUE: NATO SFA COE - Via della Stazione di Cesano 423, 00123 Rome (ITA).

NUMBER OF AVAILABLE SEATS: 30.

TARGET AUDIENCE: Military Officers (OF-2 to OF-5) and civilian equivalent.
NCO (OR-7 to OR-9) with expertise in Defense Capacity Building.

REFERENCES: AJP 3.16; AJP 3.28; SFA Operator Profile Analysis Report.

LANGUAGE PROFICIENCY: NATO STANAG 6001:
Listening (3); Speaking (2); Reading (3); Writing (2).

TRAINING STRATEGY: Three training days, composed of a series of modules based on adult learning principles. Active learning methods are used throughout the course to include interactive lectures, case-studies, role-plays and guided discussions.

SEMINAR FEE: €160.



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SFA ADVISORS' ENHANCEMENT SEMINAR