



**NATO
SECURITY FORCE ASSISTANCE
CENTRE OF EXCELLENCE**



Ref No.: SNSFACOE-DIR-5-2024

Date: 7th of February 2024

TO: See distribution List

SUBJECT: **Security Force Assistance Advisor Enhancement Seminar 2024 - Calling Letter.**

Reference: SNSFACOE-ETB-67-2023 – “NATO Security Force Assistance Centre of Excellence (NATO SFA COE) 2024 Training offer – update and reminder” dated 05th of December 2023.

1. It is my great pleasure to invite you to the “SFA Advisor Enhancement Seminar” that will be hosted by the NATO Security Force Assistance Centre of Excellence (NATO SFA COE) from **7th to 10th of May 2024 in Rome.**
2. The aim of the seminar is to enhance interpersonal knowledge, skills, and techniques required to engage counterparts, build rapport, and gain mutual trust in order to effectively conduct advising activities across various operating environments and cultural contexts.
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. This “NATO Selected” seminar 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.
6. Your presence at the SFA Advisor Enhancement Seminar will undoubtedly contribute to the depth of discussions and the overall success of this event. We eagerly anticipate your participation in this enriching and valuable seminar.
7. Specific instructions will be sent by mail once the participants have agreed to join the event.

Matteo LUCIANI
Colonel (I/A A)
SFA COE Director

A handwritten signature in black ink, appearing to read 'M. Luciani', written over the printed name and title.

ANNEXES:

- A. Distribution list.
- B. Administrative Details.
- C. Seminar Flyer.

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
- 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)
- 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
- 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
- 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
- UNIVERSITY OF VERONA
- AUSTRALIAN DEPARTMENT OF DEFENCE
- ADYAN FOUNDATION
- MOROCCO INTERFAITH & PEACEBUILDING RESEARCH AND TRAINING CENTER
- BOSNIA AND HERZEGOVINA MoD
- NATO MISSION IRAQ HQ
- US 421st COMBAT TRAINING SQUADRON
- ISRAELI DEFENSE FORCE – International Cooperation Division
- MULTINATIONAL LAND FORCE
- EUROPEAN UNION TRAINING MISSION – SOMALIA (EUTM-S)
- PEACE SUPPORT TRAINING CENTRE (PSTC)

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). (Via della Stazione di Cesano 423, Cesano di Roma, 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-advisor-enhancement-seminar-2024/38136/>

The seats available are 25 and the deadline for the registration is the **5th of April 2024**.

In case the number of applicants should exceed the number of seats the NATO SFA COE will conduct the selection process.

c. Security measures

Participants are requested to bring their military/civilian passport or ID card to support their identification in order to receive the security badge that will be delivered on the first day, upon registration. 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. Request for Visit

All military and Civilian working for NATO or National MoD participants, once received the confirmation letter (NOT for Italian Military personnel) have to send the attached "Request for Visit form" (RfV) throughout their Chain of Command for accessing the military compound, no later than the **10th of April 2024**. Civilian participants from other organizations have to send the Visit Request form (VFR for Civilian) directly to the analysisll@nsfaco.org, no later than the **10th of April 2024**. Both applications will be disseminated attached to the confirmation letter.

f. 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.

g. Event fee

The Seminar fee is **200.00 €**.

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 course's 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 not later than three working days before the start date of the course. The relevant document has to be forwarded to the Budget & Finance Office by e-mail: finconast@nsfaco.org.

h. 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 single use for **€170/day** or Double rooms (two persons) for **€190/day**. Room reservations are available at the following link www.grandhotelfleming.it with the following code for reservation **NATOSFA23**. Credit card is required as guarantee for booking.

City Tax fee **€7,50/day** is not included at the price and should be paid at the accommodation facility.

Booking must be done no later than 20th April 2024. After this deadline room availability and preferential rates cannot be guaranteed.

i. 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.

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 reporting 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 Fiumicino Airport is arranged at 14:00 hrs on the 10th of May. Please be informed that the shuttle service arrives at Fiumicino Airport approximatively at 15.00 hrs.

j. Social events

The NATO SFA COE will host an Ice-Breaker on Tuesday, **7th of MAY 2024 at 20.30 at the GRAND HOTEL FLEMING**.

k. Dress code

During the seminar the dress code is combat uniform for military personnel, Business Casual (open collar) for civilians.

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

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

Analysisll@nsfcoe.org

OF3 Jetnor **ZOGU** - Analysis & Lessons Learned Branch Head

OF4 Nicolai **ROMANO** - Lessons Learned Section Chief

OR9 Elia **ALETTA** - Cultural Awareness & Gap Analysis Staff Officer



SFA Advisor Enhancement Seminar

(ETOC Code: MCP-CM-26905- e-PRIME Code: ACT.941.1)

AIM

The aim of the seminar is to enhance interpersonal knowledge, skills, and techniques required to engage counterparts, build rapport, and gain mutual trust in order to effectively conduct advising activities across various operating environments and cultural contexts.

TARGET AUDIENCE

Position:

- NATO and Partner SFA Advisors
- Military Officers (OF2-OF5), experienced NCOs (OR6-OR9) or civilian equivalents working as SFA Advisors in NATO SFA operations.

Educational background:

- Participants shall be competent experts in their own field.

Pre-requisites:


- NATO SFA ADL 362 and
- NATO SFA Operators Course or
- National equivalent training or
- Required competence/practical experience


TRAINING STRATEGY

The seminar has been planned residential training solution, 4 days training, to enhance SFA Advisor's capacities and capabilities in interacting with counterpart through series of engaging active learning lessons and practical role-play sessions.

Info Contact

 mail: natosfacoe@nsfacoe.org

 phone: +39 06469163511

 website: nsfacoe.org

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



LOCATION

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

NATO DISCIPLINE

MILITARY CONTRIBUTION TO PEACE SUPPORT (MC2PS)

COURSE CERTIFICATION

NATO SELECTED

ITERATIONS

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

COURSE DURATION

4 days

NUMBER OF SEATS AVAILABLE

25 per iteration

SECURITY CLEARANCE

Not required

SEMINAR FEE

200.00€

POC

NATO SFA COE Analysis & Lessons Learned Branch

LLbranchhead@nsfacoe.org
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