

16th NATO CAX SPECIALIST CERTIFICATION COURSE Rome 11 - 15 DEC 2023

This letter serves as administrative instructions and as preliminary agenda for the Course held by the NATO Modelling and Simulation Centre of Excellence (NATO M&S COE) in Rome (Italy) from 11 to 15 December 2023, opened to NATO Nations and Organizations.

- 1. Location:** ITA MOD, “De Cicco” Barracks, Piazza R. Villorosi, 1 – 00143 Rome (Italy).
- 2. Course Classification:** NATO UNCLAS. Attendees DO NOT NEED a security clearance.
- 3. Pre-requisites in order to attend the course:** The course is aimed at trained simulation practitioners from NATO and National Training Centres, having basic skills in Joint Theater Level Simulation (JTLS) software, sufficient to execute common commands and procedures in the simulation with limited guidance.
In addition, participant’s nation must be a current JTLS User, based on US Export Regulations.
- 4. Registration:** please register using the online registration procedure in the NATO M&S COE website ([NATO CAX Specialist Certification Course - 2nd Session 2023 - NATO Modelling & Simulation Centre of Excellence \(mscoe.org\)](https://mscoe.org)) **NLT 04 December 2023**. Please note that if it is the first time you are accessing to the NATO M&S COE website you need a registration to the NATO M&S COE web portal and then you can proceed with **the sign up** for the course.
If you are experiencing problems in the registration, you are invited to contact the M&S COE Point of Contact (PoC) listed below at para-13.
Please note that there will be only 20 available seats and these will be assigned on “first come first served basis”. Registration will be closed if the maximum number of students will be reached before **04 December 2023**.
Final confirmation, including additional joining information, will be sent to every participant on 04 December 2023. We recommend to arrange refundable travel or accommodations before that day.
- 5. Request for visit:** for the purpose of security screening, attendees must submit a “Request For Visit” (RFV) **NLT 07 December 2023** in order to obtain access to the Italian “De Cicco” Barracks.
Attendees must submit the RFV through diplomatic channel (his/her own Embassy/Consulate in Italy) to the Italian MoD Security Office (ITA Joint Staff 2° Division) at the following address:
STATO MAGGIORE DELLA DIFESA
RIS CS
VIA LEPANTO, 5
00192 ROMA
This applies to every foreign visitor to an Italian MoD facility.

For personnel assigned to NATO HQs/Entities the Security Officer can send directly the RFV to the Italian MoD Security Office at present email: ris.sicaccessi@smd.difesa.it. Please be aware that the NATO M&S COE PoC **cannot handle in any way the RFV**.

6. Course fees:

- NATO M&S COE Framework (ITA) and Sponsoring Nations (CZE, DEU and USA) - military or government: **no fee**, only lunch **22,5** euro per week.
- NATO Nations and Organizations (military or government): **Euro 300,00** to cover general expenses (such as transportation and supplies) plus lunch **22,5** euro per week
- All others: **Euro 500,00** plus lunch **22,5** euro per week

ALL FEES will be collected via Bank account.

7. Course Agenda, further details and registration documents can be found at:

[NATO CAX Specialist Certification Course - 2nd Session 2023 - NATO Modelling & Simulation Centre of Excellence \(mscoe.org\)](https://mscoe.org)

8. Course Preliminary Content:

1. NATO CAX Process
2. NATO Exercise and EXCON Structure
3. CAX Support during the Exercise
4. NATO CAX tools (JCATS, JTLS, VBS3, JEMM etc...)
5. MEL/MIL Development Process
6. JEMM hands on – injections and actions
7. JTLS General, Whip interface, AIR, LAND, MARITIME, SOF, INTEL domains
8. Mini Exercise
9. Final Exam and graduation

9. Recommended e-Learning courses to attend prior the course: available through the NATO M&S COE E&T Portal (credentials will be released on 07 December 2023):

- ADL 216- Modelling and Simulation Introductory Course

10. Course Daily Routine Schedule:

DATE	TIME	ACTIVITY
11- 14 Dec	08.15	Transportation (Pick up Point)
	08.30	Arrival at MS COE and beginning of daily activities
	17.00	End of daily activities
	17.15	Return to Pick up Point
15 Dec	08.15	Transportation (Pick up Point)
	08.30	Arrival at MS COE and beginning of daily activities
	16.00	End of daily activities
	16.15	Return to Pick up Point

Friday 15 December graduation generally does not exceed 16.00 hrs; plan your return flight accordingly. The timeline is fixed and does not allow any alteration.

Detailed course's agenda will be available for confirmed students on 07 Dec 2023.

11. Coffee and lunch:

Coffee and snacks are available at the local cafeteria for a very reasonable price. Please note that the NATO M&S COE offers morning coffee breaks at around 10:15.

For personnel coming from Sponsoring Nations lunch will be available for 4,5 Euro. To speed up the payment procedures, during the initial in-processing funds for four lunches (4,5 x 5 = 22.5 Euro) will be collected, receipts will be given daily presenting your course badge to the mess Officer.

Italian military personnel will use the military mess following the national rules.

12. Dress code:

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

13. NATO M&S COE PoC:

Commander (ITA N) Dino D. Tropea
Education & Training Section Chief
Duty Telephone: +39.06.4691.4383
e-mail: mscoe.det06@smd.difesa.it

14. Accommodation (*we kindly remind 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 American Palace (www.americanpalace.it);
- Hotel dei Congressi (www.hoteldeicongressiroma.com);
- Hotel Tre Fontane (www.hoteltrfontane.it);
- Hotel Villa Eur (www.villaeur.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 Douhet".

15. Transportation and Pick-up point:

a. NATO M&S COE offers a free transportation service (military minibus).

The daily schedule is:

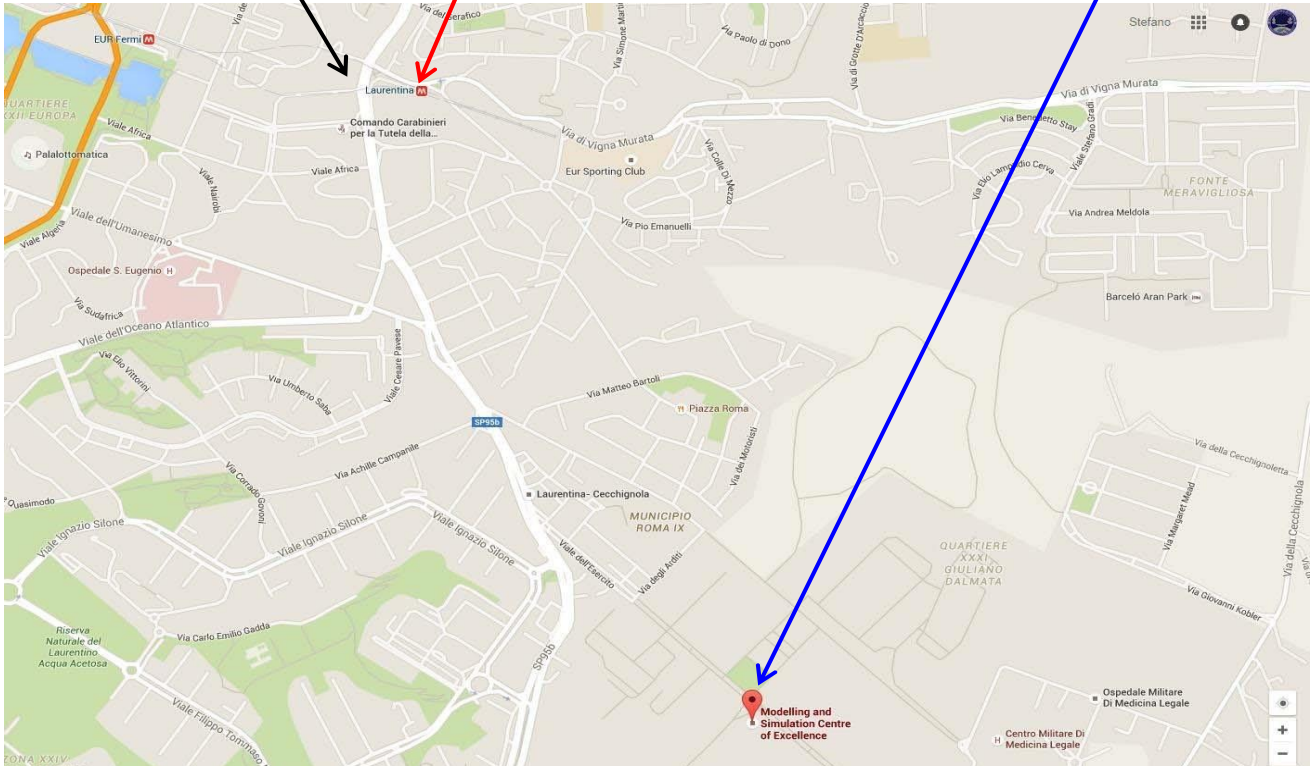
08.15 – Pick up at Piazzale Douhet, corner with Hotel American Palace.
Return IAW daily schedule at para 10.

**PIAZZALE DOUHET
(Pick up Point)**



NATO M&S COE

LAURENTINA METRO B STATION



b. Own vehicles

Please take into due account that Città Militare Cecchignola, where the NATO M&S COE is located, is a military compound and access is handled by military personnel and regulations. Civilian vehicles can enter upon authorization of the Base Military Authorities, a daily pass will be exchanged for a valid document. Pedestrian (civilian or foreign military) have to leave their Passport/ID Card and to declare the reason of visit: course at “Caserma A. De Cicco”.

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 metres you will be in front of the Città Militare Cecchignola main gate. Proceed for further 500 metres then turn right onto Piazza Villoresi, 1.

16. 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 2.4090**.

General Purpose Information

Public Transportation

Rome has a good underground railway system that will take you close by to most tourist destinations. The Metro in Rome has three lines - A, B and C. The combination of A and 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.
- **ROMA 24H hour Ticket €7,00**: valid 24 hours from first validation for unlimited journeys within the city of Rome.
- **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.

Additional information and metro map: <http://www.atac.roma.it/index.asp?lingua=ENG>

Electricity (220 V/50 Hz)

The most used plugs in Rome Hotels are:



Telephone

The international access code from regular phones is '00'.

The country code for Italy is '+39'.

Emergency Numbers

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

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.