



# STUDENT'S GUIDE

## VICENZA

*Last update 19 December 2018*

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The aim of this brochure is to familiarize students with the NATO Stability Policing Centre of Excellence (NATO SP COE) and its facilities as well as to provide the students useful information before attending the NATO SP COE courses.

**Education, Training & Exercise Branch Head**

## I. Introduction



**The NATO Stability Policing Centre of Excellence (NATO SP COE)** is located in the “Gen. CHINOTTO” Barracks where also the Center of Excellence for Stability Police Units (COESPU) and the European Gendarmerie Force (EGF) are seated.

**The Education, Training & Exercise Branch (ETEB)** of the NATO SP COE is responsible for delivering the NATO SP COE specialized trainings and courses. The Branch provides support and creates products, in order to enhance the general knowledge about Stability Policing (SP) and to enable involved military and civil authorities to appropriate use of SP assets in different missions and scenarios. Simultaneously they contribute to the lessons learned process.

The ETEB consists of SP experienced Subject Mater Experts (SME) from several NATO countries. They are responsible for the education, training development, cooperation, and delivery of all types SP trainings and courses with the goal to prepare attendees for stability policing missions. In addition, the ET&EB is participating in exercises, supporting and exchanging knowledge on SP related subjects.

## II. Before the course

### 1. COURSES

All courses and information about the courses can be found on the website of the NATO SPCOE: <http://www.nspcoe.org/courses>.

Additional information can also be found on the Education & Training Opportunity Catalogue (ETOC) website:

<https://e-itep.act.nato.int/Guest/ETOCindex.aspx>

If any more assistance is required, the ET&EB can be contacted on following extensions:

Education, Training & Exercise Branch Head (POL) - +39 0444 144 9622

Training Development & Delivery Section Chief (CZE) - +39 0444 144 9626

Education & Cooperation Section Chief (TUR) - +39 0444 144 9623

### 2. REGISTRATION

The Registration Form must be compiled and submitted in accordance with the given instructions on website. The automatic electronic system is applied for the registration process in NATO SP COE. If any assistance is required for filling in the registration form, the ET&EB personnel is at your disposal. The contacts data is listed at the end of this guide.

The registration process is always open four months prior the course and deadline is defined 4 weeks before the course starts. A confirmation of your registration is sent automatically by the system. Please always check spam folder on your computer whether the email hasn't been redirected over there.

### 3. SECURITY CLEARANCE

Attendance at NATO classified courses requires the Attestation of NATO personnel Security Clearance, signed by the attendee's Security Authority. If the Security Clearance is required (the information is always published within the course description on the website) The NATO Security Clearance supposed to be sent to Course Assistant ([training3@nspcoe.org](mailto:training3@nspcoe.org) or [edu3@nspcoe.org](mailto:edu3@nspcoe.org)) one week prior the course. Failing to follow the mentioned procedure will result in rejecting for the course.

### 4. COURSE FEE

All NATO and non-NATO Nations and Entities are required to pay a course fee for each attendee. The course fee of **140 EUR** per each attendee is established for 2019 courses. The fee is to be paid **at least 7 days before** the starting day of the course.

Accepted payment methods:

a. Preferably by bank transfer to the NATO SP COE with the following references:

- BANK NAME: BancoPosta PA
- IBAN: IT36K0760111800001026235455
- BIC/SWIFT CODE: BPPIITRRXXX

Including the following information:

- Participants full name

- Participants rank
  - Participant Nationality
  - The name of the course (for example 'Introduction to SP for Leaders Course')
- A contact with the Budget and Finance Section of the NATO SP COE is required prior to executing a bank transfer from a non-SEPA (Single Euro Payments Area) Country, in order to prevent additional expenses. The POC is [fincon@nspcoe.org](mailto:fincon@nspcoe.org) or [budfin1@nspcoe.org](mailto:budfin1@nspcoe.org) or [budfin2@nspcoe.org](mailto:budfin2@nspcoe.org).

b. Exceptionally, by cash to the Budget and Finance Section, the first day of the course.

**The Framework Nation and each Sponsoring Nation are granted 2 free seats for each course.** To this end, the receiving date of registration is the criterion to grant the free seats (first arrived, first served), unless it is differently communicated by the sending Nation.

The EGF and the CoESPU, based on the cooperation agreement signed on 7 December 2016 and on reciprocity, may be granted 1 free seat regardless the nationality of the attendee.

Nationals of the Framework or Sponsoring Nations sent to attend a course by an International or Multinational Organization/Institution will not be considered eligible for the two free seats.

Lecturers who are also attending the same course are exempted from paying the course fee whether they accept to compensate the professional fee for the teaching delivered to the audience (if entitled) and the reimbursement of travels, accommodation and meals, against the course fee.

**No later than seven calendar days prior to the course** starting dates, NATO and non-NATO Nations and Public or Private Entities shall notify the NATO SP COE if they are prevented to attend the course. Financial obligations are incurred if both the below conditions are respected:

- Course allocations are not cancelled seven working days prior to the course starts;
- The NATO SP COE does not have a request by another student to fill the available seat.

If more assistance is required, the ET&EB point of contacts data is listed at the end of this guide.

## 5. ACCOMMODATION

The accommodation can be **pre-booked** by the NATO SP COE on an attendee's request in the nearest hotel Doge (three stars). The hotel is located at 20, Via Lamarmora, 36100 Vicenza. The Hotel is within walking distance (approx. 500 mt.). Website: <http://www.hoteldoge-vi.it>; email: [info@hoteldoge-vi.it](mailto:info@hoteldoge-vi.it)

**Making and/or completing the reservation is the responsibility of the attendee.  
The daily transportation from/to hotel is the responsibility of the attendee.**

### III. During the course

#### 1. BADGE

An identification badge will be provided during the in-processing. The identification badge must be displayed at the entrance of the installation and must be visibly worn all time within the installation.

#### 2. IN-PROCESSING

In-processing is provided through a Welcome Package containing basic instructions. The Welcome Package will be delivered the first day of the course.

#### 3. COURSE VENUE

The course venue alternates in accordance with the course necessities. You will receive the actual location of the classrooms in the administration notes and in the Welcome Package.

#### 4. STANDARDS OF CONDUCT

“Gen. CHINOTTO” Barracks is an Italian military installation where also international personnel are serving. Attendees at the NATO SP COE courses are required to behave accordingly and to comply with the military regulations and dispositions issued by the COESPU Director, who is the base Commander, and the NATO SP COE Director.

#### 5. BOARDING

The lunch will be provided in accordance with the instructions issued by the NATO SP COE and will be served in the mess hall aligned with the respective course schedule. Furthermore, a coffee bar, serving light sandwiches and drinks, is available during working hours.

#### 6. TRANSPORTATION

The NATO SP COE **will not provide** daily shuttle (*see part II. article 5. Accommodation*).

#### 7. LANGUAGE

The working language is English. Translation to other languages is not provided.

#### 8. SOCIAL EVENTS

Social events may be organized. They are optional and may not be covered by the course fee.

#### 9. SPOUSES AND PARTNERS

The NATO SP COE courses do not include any programme for accompanying spouses and partners. Neither will the COE provide any transportation and/or other logistical support to accompanying spouses and partners nor will the Centre bear the costs associated with their attendance at possible social events. The attendance of spouses and partners at social events (when practicable) by the Centre must be communicated in advance to the COE point of contact in order to make the necessary arrangements.

## IV. Miscellaneous

### 1. ATM

The nearest ATM (Unicredit Bank) is located in Via Medici 200m from the main gate of the Barracks.

### 2. COMPENSATION FOR DAMAGE SUFFERED BY THE ATTENDEES

The NATO SP COE will not be held liable to pay any compensation whatsoever for attendees' death, illness or permanent disability as a result of accidents related to participation in the training activities.

### 3. DRESS CODE

The standard dress for the NATO SP COE courses:

- Daily classes: uniform (duty uniform or field uniform according to national regulations) or jacket and tie (equivalent for ladies) for civil personnel, but it will be specified in the respective course instructions accordingly
- Social event: smart casual.

### 4. ELECTRICITY

Italy uses a 220 volt 50 Hz system. Sockets have the European standard and plugs are three-prong grounded. More information can be found on:

<http://goitaly.about.com/od/travelpackingtips/ss/Electricity-in-Italy.htm>

### 5. INSURANCE

The NATO SP COE does not accept any responsibility for costs related to medical care, travel accidents, injuries or loss of goods.

### 6. LEGAL RESPONSIBILITY FOR DAMAGE CAUSED BY THE TRAINEES

The NATO SP COE disclaims legal responsibility for damage caused by the attendees to a third party (including people, property or animals) while involved in training activities. The same applies to damage directly or indirectly linked with their presence in the Italian territory, whenever their guilty or fraud is ascertained on the basis of evidence emerging from investigation by the Italian Authorities.

### 7. MEDICAL CARE

First aid is provided free of charge by the installation's Medical Section at the Infirmary and, in accordance with the Italian medical assistance laws and regulations and international agreements relevant for the treatment of foreigners, by the Italian public health care service.

The installation's Medical Section ensures first aid during working days from 07:30 to 17:00. In case of emergency, transportation from the installation to the City Hospital will be provided.

The NATO SP COE will not cover trainees' expenses for additional medical treatments. Attendees are advised to check their insurances.

## **8. PARKING**

The NATO SP COE provides a parking space in the nearest parking lot of the installation (no fee for parking is requested). A request for the use of a parking space must be sent to POC during the registration process. Parking is only available after confirmation.

## **9. SMOKING POLICY**

Smoking is only permitted outside the buildings.

## **10. TIME ZONE**

Italy is on the Central European Time Zone.

## **11. WEATHER**

Vicenza weather conditions can be found on:

<http://www.accuweather.com/en/it/vicenza/216713/weather-forecast/216713>



## V. How to reach Vicenza

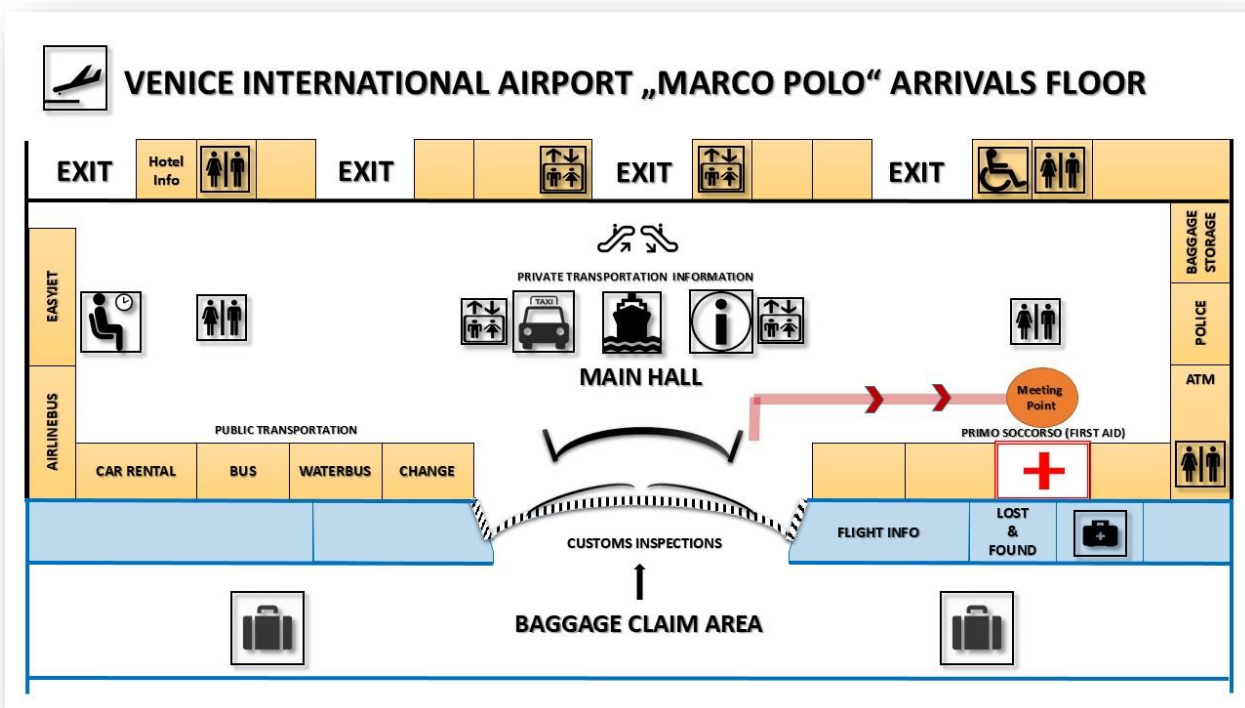
### 1. BY CAR

Vicenza can be reached along the motorway A4:

- from the motorway Brennero A22, drive to Verona and take the A4 towards Venice (303 Km from the Austrian Border);
- from Tarvisio motorway A23, drive to Palmanova and take the A4 towards Milan (270 Km from the Austian border);
- from Switzerland and France through the Passes of Monte Bianco, San Bernardo and Frejus.

### 2. BY TRAIN

Vicenza is one of the most important stops along the main North Italian railway line Milan-Venice. All national and international trains stop in Vicenza's railway station like Eurostar, Cis, Eurocity and Euronight.



### 3. BY PLANE

The suggested airport is Venice "Marco Polo" – Km 65.

[http://www.veniceairport.it/upload/files/piano\\_terra\\_en\\_12-17.jpg?v=201706261759](http://www.veniceairport.it/upload/files/piano_terra_en_12-17.jpg?v=201706261759)

Transportation from/to Venice International airport “Marco Polo” will be provided by the NATO SP COE **only when this is stated in Registration form** of the respective course. Transportation for attendees’ departure will be provided only after the course. Meeting point for attendees’ arrival is in front of the “**PRIMO SOCCORSO**” (**FIRST AID**) office.

#### **4. OTHER TRANSPORTATION DETAILS**

When there is no transportation provided by the COE from the airport please see following:

##### **a. Bus service to Mestre:**

To reach the Mestre railway station from the Venice Marco Paolo airport, take bus routes No. 15 or 45. These bus routes depart from the bus lane located just metres away from the airport's arrivals exit 'B', adjacent to the AeroBus bus stop. For bus timetable see: *route No. 15*

##### **b. Train service to Vicenza:**

To reach the Vicenza from Mestre FS, take the train in a direction to Milano. For details, please see following website: [http://www.goeuro.it/treni\\_da\\_mestre\\_a\\_vicenza?dw=true](http://www.goeuro.it/treni_da_mestre_a_vicenza?dw=true)

##### **c. Taxi service in Vicenza:**

For details, please see following website:  
<http://www.taxivicenza.com/public/images/listino.jpg>

## VI. “Gen. CHINOTTO” Barracks Map and location



**Address: Caserma “Generale Chinotto”, Via Giacomo Medici, 87, Vicenza**

## VII. Point of Contacts

### Education, Training & Exercise Branch Head (POL)

NATO Stability Policing COE, Vicenza, ITA

Phone: +39 0444 144 96 22

E-mail: [ethead@nspcoe.org](mailto:ethead@nspcoe.org)

Training Development & Delivery Section

Phone: +39 0444 144 96 26

Chief (CZE)

E-mail: [training1@nspcoe.org](mailto:training1@nspcoe.org)

Staff Officer (ITA)

E-mail: [training2@nspcoe.org](mailto:training2@nspcoe.org)

Staff assistant (TUR)

E-mail: [training3@nspcoe.org](mailto:training3@nspcoe.org)

Education & Cooperation Section

Phone: +39 0444 144 96 23

Chief (TUR)

E-mail: [edu1@nspcoe.org](mailto:edu1@nspcoe.org)

Staff Officer (ITA)

E-mail: [edu2@nspcoe.org](mailto:edu2@nspcoe.org)

Staff assistant (ROM)

E-mail: [edu3@nspcoe.org](mailto:edu3@nspcoe.org)