



STUDENT'S GUIDE

VICENZA

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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 at <http://www.nspcoe.org/courses>. Additional information can also be found on the Education & Training Opportunity Catalogue (ETOC) website at <https://e-itep.act.nato.int/Guest/ETOCindex.aspx>

If any further assistance is required, please contact ETEB personnel, contacts data are listed at the end of this guide.

2. REGISTRATION

To register to courses, go to the NATO SP COE website on www.nspcoe.org; click on "Courses and Events", then "Residential Courses" and select the appropriate course. Click on "Enroll" and follow the instruction for the registration to the website (click on "Sign up" and fill the form). Within 48 hours you will receive your user name and password to proceed with the registration to the course. Should you need any assistance for filling in the registration form, the ET&EB personnel is at your disposal, contacts data are listed at the end of this guide.

Registration are opened three months prior to the course and closed 4 weeks prior to the course start date.

A receipt of your registration is sent automatically by the system. This receipt doesn't mean that you are accepted to the course. After registration closure you will be informed by Course Director about the acceptance to the course.

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 a Security Clearance is required (the information is always published within the course description on the website) student's Attestation shall to be sent to the Course Assistant one month prior to 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. Course fee for each course can be found in the Course Information Form and on the NATO SP COE website. Fee is to be paid at least 7 days prior to the course start date, by the following 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
- Name of the course (for example 'Introduction to SP for Leaders Course').

A contact with the NATO SP COE Budget and Finance Section is required prior to executing a bank transfer from a non-SEPA (Single Euro Payments Area) Country, in order to prevent additional expenses. POC is fincon@nspcoe.org or budfin1@nspcoe.org or budfin2@nspcoe.org.

- b. Exceptionally, by cash or by credit cards 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.

EGF and 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 course fee payment whether they accept to compensate the lecturer allowance (if entitled to) and reimbursement of travels, accommodation and meals, against the course fee.

No later than seven calendar days prior to the course start date, registered students 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 start date;
- The NATO SP COE does not have a request by another student to fill the available seat.

If more assistance is required, the ETEB point of contacts data are 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

Making and/or completing the reservation is the responsibility of the attendee, who covers all the related costs. 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

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.

6. SHUTTLE SERVICE

The NATO SP COE **will not provide** daily shuttle from/to accommodation.

7. LANGUAGE

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

8. SOCIAL EVENTS

Social events will be organized free of charge and the attendance is on voluntary basis. More details will be provided during the course.

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, unless different guidance provided by Course Director prior to the course.
- Social event: smart casual.

4. ELECTRICITY

Italy uses a 230 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 during the working hours, transportation from the installation to the City Hospital will be provided.

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

8. PHOTOS AND VIDEO CLIPS POLICY

During the courses (trainings) the Public Affairs Office may wish to take pictures or to shoot videos for their subsequent use in publications and media products such as brochures, newsletters etc., which could be potentially posted on the NATO SP COE website and on other social media.

If attendees do not wish to be portrayed, the Course Assistant/Course Director should be notified as soon as possible.

9. PARKING

Parking in the barracks is permitted for duty cars only, upon confirmation.

10. SMOKING POLICY

Smoking is only permitted outside the buildings.

11. TIME ZONE

Italy is on the Central European Time Zone.

12. 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 Austrian border);
- from Switzerland and France through the Passes of Monte Bianco, San Bernardo and Frejus.

2. BY TRAIN

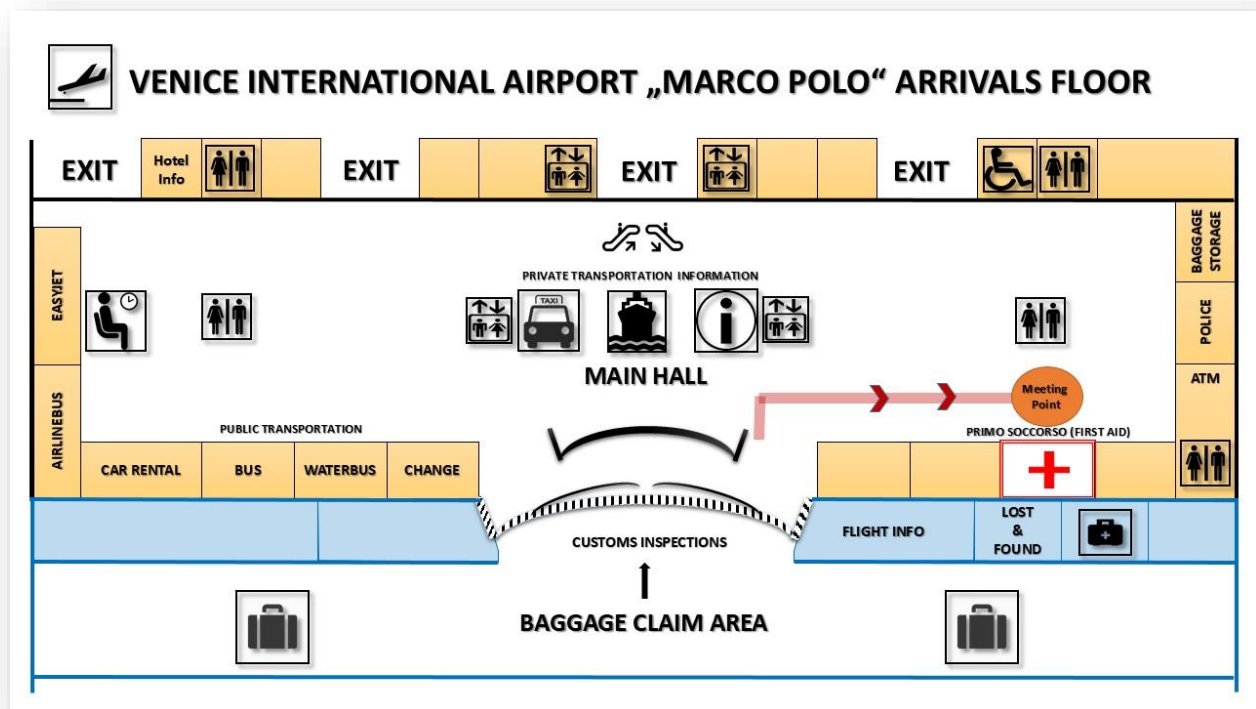
Vicenza is one of the most important stops along the main North Italian railway line Milan-Venice. All national and international trains stop in Vicenza's railway station like Eurostar, Cis, Eurocity and Euronight.

3. BY PLANE

The suggested airport is Venice "Marco Polo" (<https://www.veneziaairport.it/en/>), 65 Km away from Vicenza.

Transportation from/to Venice International airport "Marco Polo" may be provided by NATO SP COE upon students request in the Registration Form and confirmation of Course Director according to the following rules:

- only on the day before the course, with no more than two slots established according to students' arrival time, within the timeframe 08.00-22.00 (please consider that after 22.00 no public transportation from Venice airport to Vicenza is available); meeting point for attendees' arrival is in front of the "**PRIMO SOCCORSO**" (**FIRST AID**) office (see figure below);
- only on the last day of the course, with no more than two slots established according to the students departure time, after the closing ceremony of the course.



When there is no transportation provided by the COE from the airport the public transportation is as follows:

a. Bus to Mestre:

Reach Mestre railway station from Venice Marco Paolo airport, via ACTV line 15 or line 25 ATVO MESTRE (express service). 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.

b. Train to Vicenza:

To reach Vicenza from Mestre railway station, 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

c. Taxi 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

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