



EMBASSY OF GREECE
IN ALBANIA

URGENT

Ref. No.:819

VERBAL NOTE

The Embassy of the Hellenic Republic in Tirana presents its compliments to the Ministry for Europe and Foreign Affairs of the Republic of Albania and has the honour to enclose herewith an invitation letter to the "NATO Basic Public Affairs Officer Course", to be held between 11 and 22 October 2021 at the Hellenic Multinational Peace Support Operations Training Centre in Kilgis, Greece (MPSOTC), addressed to military staff, observers/monitors, civil servants, policemen and civilians.

Any interested parties, up to three from Albania, are invited to apply by 17th September 2021. Information regarding tuition fees and other expenses, as well as practical arrangements are contained in the attachment.

The Embassy of the Hellenic Republic in Tirana avails itself of this opportunity to renew to the Ministry for Europe and Foreign Affairs of the Republic of Albania the assurances of its highest consideration.



Tirana, 10 August 2021

To:
Ministry for Europe and Foreign Affairs
of the Republic of Albania

Cc:
Ministry of Interior
of the Republic of Albania

Ministry of Defense
of the Republic of Albania

In Town

Pages att.: (5)



*HELLENIC MULTINATIONAL
PEACE SUPPORT OPERATIONS TRAINING CENTRE*



Kilkis, 9 August 21

Total number of pages: 5

**INVITATION
For NATO Basic Public Affairs Officer Course
11 – 22 October 2021
at MPSOTC Greece
(NATO e-Prime distinctive number: ACT 632.12)
(E-TOC Course Number STC-PA-31410. Iteration Code 12045)**

1. Background

To serve Peace Support Operations (PSOs) training tasks and requirements, MPSOTC conducts several Courses per year for personnel categories that include troops, staff officers, observers/monitors, civil servants, policemen and civilians. One of our courses is the “NATO Basic Public Affairs Officer” Course, which is going to be conducted from **11 to 22 October 2021**.

The maximum number of slots at the course, due to the COVID-19 pandemic, is limited to 24. Available slots will not be exceeding 3 per interesting nation, but in order to encourage the largest possible international participation, each nation may bid for reserve slots. The closing date for bids is on the **17th of September 2021**.

2. Course Specification

a. Accreditation

The “NATO Public Affairs Officer Basic Course” is a NATO APPROVED Course.

b. Purpose and Aim

The overall purpose of the course is to provide students with a working knowledge of NATO’s Public Affairs policy, responsibilities, procedures and duties of a Public Affairs Officer. The aim of the course is “To provide a knowledge base and performance skills in order to conduct the full spectrum of Public Affairs duties”.

c. Objectives

Through skill-based training, with theoretical and practical training, the

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students will receive knowledge on:

- NATO PA Policy.
- Legal aspects of Media worldwide.
- Community relations and internal communications.
- The role of press in military history.
- NATO Strategic communications.
- PA and PsyOps.
- Media environment.
- PA products.
- Types of questions.
- Organizing and conducting News conferences.
- Crisis communication.
- Presentation skills.
- Body language.
- Familiarization with the necessary abilities and skills for interviews.
- Training as a Spokesperson.

d. Student Criteria

To be eligible to attend the "NATO Basic Public Affairs Officer Course", nominees must fulfill the following criteria:

- Military Personnel / with general military background experience from national duties.
- Military Personnel ranging from OR-8 (Master Sergeant) to OF-5 (Colonel) rank or Civilians of equivalent rank.
- Participants are equally welcomed from other levels of government i.e. Ministries of Foreign Affairs, Defense, Environment and Internal Affairs.
- Language proficiency: *Students must have the following proficiency standards in English, described in STANAG 6001: **Listening Good (3), Speaking Good (3), Reading Fair (2), Writing Fair (2)** or to be **native English speakers**.*

e. Security Clearance

The course will be conducted at NATO / PfP / MD / ICI UNCLASSIFIED level. Security clearance is not required.

f. Course Duration

From 11 to 22 October 2021.

g. Course fees

Full course tuition fees are **260 €** per person, unless it is otherwise regulated based on bilateral agreements (between Greece and the interested party).

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h. Finance and Subsidies.

- Salaries and allowances for participants remain under responsibility of the sending party, in accordance with the relevant national regulations.
- Travel costs, hotel accommodation and daily meals will be a student's responsibility, unless otherwise regulated based on bilateral agreements (between Greece and the interested party).
- MPSOTC maintains a special agreement with selected local hotels in Kilkis. Special discounts apply, by stating that you are a student in MPSOTC.
- Transportation from and to "MAKEDONIA" airport in Thessaloniki /GREECE will be available by MPSOTC for all students, free of charge. The transportation schedule will be provided with the confirmation of the participation. Please notify in advance about your flight details.
- MPSOTC maintains a special cooperation with local restaurants, which offer discounted prices for your meal/ dinner.

i. Currency and Banking

Currency in Greece is EURO (€). Banking system and the majority of shops/restaurants normally accept most of the international credit cards.

j. Medical Emergencies

Students will receive during the Course all necessary treatment, in case of medical emergency, through the provided military medical support.

k. Dress code

Students will have to wear, Field Uniform (military) or smart casual (civilians) during training and at the opening / closing ceremonies. For social events smart casual or business attire is required. Casual civilian clothes for everyday occasions.

l. COVID-19 Precautionary Measures

As a result of the COVID-19 pandemic, special precautionary measures are in place. All students and instructors are required to follow the protocol for arrivals in Greece. For the current requirements visit <https://travel.gov.gr>. A face mask is mandatory in order to be carried by MPSOTC's vehicles. Extra measures and

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prerequisites are considered possible, depending on the progress of the pandemic and on the virus spread. During the training, MPSOTC will provide the appropriate conditions to minimize the potential spread of the virus, according to national regulations. All students are required to comply with the precautionary measures that will be active on the time that the Course will take place.

3. Student allocation procedure

a. Student Joining Report

Student's Joining Report should be sent to MPSOTC **no later than 17th of September 2021**. MPSOTC reserves the right to elaborate requests received later than the aforementioned date, if slots are available.

It is important that the invitation itself reaches the student in time, since it contains useful information. MPSOTC will be able to provide a read ahead package with useful material before the Course starts, such as joining report, Course curriculum, timetable, etc.

b. Point of Contact (POC)

In the joining report, a national point of contact (POC) is always mentioned, that authorizes the participant to attend the course. *Skip this step if the application forms are attached to an official letter from national MoD, MFA, NATO HQ, embassy etc.*

c. VISA application (Non-EU Citizens)

All guests coming from abroad will be required to have a valid passport, in accordance with border control measures.

VISA is a mandatory issue. Please be advised by your local authorities if VISA is required for traveling in EU, before you start planning your trip.

VISA arrangement procedures are a student's responsibility.

d. Arrival and departure timings

As mentioned, transportation from and to "MAKEDONIA" Airport (SKG) in Thessaloniki / GREECE will be provided by MPSOTC, with scheduled shuttle buses. Please notify in advance about your flight details and your hotel.

Once in Kilkis, the students are going to be picked up, daily at 07.30

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a.m from their hotels, during the entire duration of the Course. Students are not expected to leave MPSOTC before 12:30 pm, on Friday 16 October, depending on their flights. Any activities in Greece after this time are considered as individual and will be on student's expenses.

e. Application process

The application form can be found on the Internet at mpsotc.army.gr and is also attached to this document.

The application should be sent:

Through the respective Hellenic Defense Attaché to the Hellenic National Defense General Staff – HNDGS/Training Directorate/OR-9 Alexopoulos (tel +30 210.6574191, Fax +30 210.6574130). The respective Greek Defense Attachés are kindly requested to forward the applications to MPSOTC as well. The application can be sent, electronically, directly to the MPSOTC.

All timely received application forms will be processed, and the student will be informed about the request. Copies of student's passports or IDs (EU citizens) are required for participation approval.

f. POC for Administration and Other questions

Course Director

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