



**COUNTER-IMPROVISED EXPLOSIVE DEVICES  
CENTRE OF EXCELLENCE**  
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**S257/2025**

**TO:** See DISTRIBUTION LIST

**SUBJECT:** Calling Letter NATO Weapons Intelligence Team (WIT) Review Workshop (WS), International Demining Centre (IDC), Hoyo de Manzanares (Madrid), Spain

**DATE:** 23 OCTOBER 2025

**REFERENCES:**

- A. Bi-SC E&IT Directive 075-007 SEP 2015.
- B. AJP 3.15 (C) (NATO C-IED Doctrine for Countering IEDs), February 2018.
- C. STANAG 2294 (ACIEDP-01, Edition A, Version 1, “NATO C-IED Training Requirements”), 12 November 2018.
- D. STANAG 2298 (ACIEDP-02, Edition B, Version 1, “NATO Weapons Intelligence Team (WIT) Capabilities”), May 2025.
- E. AC/259-D(2025)0004 CNAD VNCF NATO WIT Training Project 2026-27 Project Description and Call for Support.
- F. C-IED COE PoW 2026 (draft).
- G. StD Letter (30/06/2025, S164/2025)

1. In accordance with reference A, based on the doctrinal foundations of references B and C and in order to meet the requirements of reference D, the C-IED COE will conduct the NATO WIT Review WS from 19 to 23 January 2026 at the Spanish Armed Forces International Demining Centre (IDC), Hoyo de Manzanares (Madrid), Spain.
2. The aim of the NATO WIT Review WS is to assess, synchronize, modify and update the WIT course content, IOT adhere to the latest standards, operational environments and technological solutions applied.
3. The WS specifically will focus on theory and practice in the current course construct, updating lectures and scenarios to better reflect the changing security environment facing NATO, updating and training forensics and WIT photography techniques to improve instructors’ technical knowledge, possible update/alternative to current reporting formats, and ways to diversify the national representation of the instructor pool.

4. Representatives of the C-IED COE sponsoring nations, NATO and Interoperability Platform Nations<sup>1</sup> are invited to attend the NATO WIT Review WS, which will be conducted in the facilities of the Spanish Armed Forces International Demining Centre (IDC). See Annex A for details.
5. The deadline for application to participate in the NATO WIT Review WS is **05 December 2025**. Applications after the deadline will not be accepted. See Annex B for application instructions.
6. The WS has in total 12 seats for attendees. Previous NATO WIT Course' Instructors will have priority in attendance to the event considering the WS objectives. Priority to the amount of seats allocated per nation is according to operational capacity. Diversity of national viewpoints is viewed favourably for the WS and future of WIT. Authority for prioritization lies solely with C-IED COE.
7. If nations request more than one attendant for the WS, it is kindly requested that they prioritize their attendees.
8. All applicants will receive the **confirmation/regret mail from C-IED COE not later than 12 December 2025**. **Selected participants may start travel arrangements only after reception of this mail**. No travel arrangements should be made prior to receiving confirmation of participation.
9. Further details, regarding real life support, travel, accommodation, transportation and meals, will be included in the confirmation email if necessary.
10. Should you have any questions, please contact the C-IED COE Points of Contact:

Workshop (WS) Action Officer (AO): OF-4 Rui Cordeiro (PRT ARMY)  
E-mail: [wit@ciedcoe.org](mailto:wit@ciedcoe.org)  
Phone: +34 918 561 040 / +34 669 470 884 (WhatsApp)  
Course Assistant: [coursesadmin@ciedcoe.org](mailto:coursesadmin@ciedcoe.org)

Javier SANZ Maldonado  
Colonel, ESP Army  
C-IED COE Director

## **ANNEXES:**

- A. NATO WIT Review WS Details
- B. Admin instructions
  - B.1: PAF (Personnel Application Form)

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<sup>1</sup> Interoperability Platform members: Armenia, Australia, Austria, Azerbaijan, Bahrain, Bosnia and Herzegovina, Georgia, Ireland, Japan, Jordan, Kazakhstan, the Republic of Korea, the Republic of Moldova, Mongolia, Morocco, New Zealand, Serbia, Switzerland, Tunisia, Ukraine, and the United Arab Emirates.

DISTRIBUTION LIST

**ACTION / TO:**

WIT COURSE DISTRIBUTION LIST

**INFO / CC:**

ANNEX A:  
WORKSHOP DETAILS

**1. Audience**

- a. Attending audience for the NATO WIT Review WS should be WIT or Level 1 Technical Exploitation educated, **preferably instructors of the latest NATO WIT Course iterations**. The rank of participants attending the WS should normally range from NATO OR 6-9 and OF 2-4.
- b. The aim is to provide essential WIT training inputs by people who are WIT SMEs and/or posted in relevant national training facilities and/or have operational experience. The WS is open to NATO and Interoperability Platform Nations. **Only nations who are able to fulfil these criteria should apply for the limited places in this workshop.**
- c. Language proficiency
  - 1) An adequate understanding of written and spoken English is required.
  - 2) In accordance with STANAG 6001, a level of 3.2.3.2. is recommended for attending audience.

**2. Tentative Agenda**

18 January – Travel day for attendees

19 – 23 January – Workshop

23 January – Workshop and Travel day for attendees

**It is essential that all participants comply with these timings, as personnel arriving late or departing early will have a detrimental effect on the WS and the Host Nation support. The final day of the WS will end promptly at 14:00.**

**3. WS Contents**

- a. The WS agenda will be drafted and disseminated to the WS confirmed participants, prior to their arrival to the WS, so that they may better prepare for their inputs, prepare comments and provide relevant information and suggestions.
- b. For any modifications/additions/remarks to the WS agenda, confirmed participants may contact the AO via email, not later than 09 Jan 2026.

**4. AO Contact**

For this WS the AO is the current WIT and WIT TDC Course Director:

OF-4 Rui Cordeiro (PRT ARMY)

E-mail: [wit@ciedcoe.org](mailto:wit@ciedcoe.org)

Phone: +34 918 561 040 / +34 669 470 884 (WhatsApp)

## 5. Coordination Instructions

- a. Duty Hours: 0830-1700 Monday and Thursday, 0830-1400 Friday. Timings may be extended if necessary.
- b. Attendance Load. The WS can accommodate up to 12 attendees. **Authority for allocations is C-IED COE.** In case of oversubscription, the priorities for seat allocation will be:
  - 1) Latest instructors of the NATO WIT Courses;
  - 2) Personnel currently posted in national WIT training facilities;
  - 3) Personnel deployed in operations in a NATO recognized WIT/Tech Exploitation role;
  - 4) Personnel having WIT experience in other roles.
- c. In the event of oversubscription and within bounds of the priorities above, C-IED COE will endeavor to spread attendance across nations before any nation is allocated more than two (2) vacancies.
- d. If nations have requested more places than they are allocated, they will be asked to prioritize their attendees.

## 6. Miscellaneous

Further WS dates: This WS is the only one to take place for 2026 and 2027, as it will establish the course content for WIT training in this time period. The next iteration of the WS will be planned for 2028 at the earliest.

## 7. Service Support

Spanish Armed Forces International Demining Centre location:

Military Engineers School, Road Torrelodones to Colmenar km 14,2

Hoyo de Manzanares 28240 Madrid, SPAIN

ANNEX B:  
ADMIN INSTRUCTIONS

**1. Application for the Workshop**

Candidates wishing to apply for this WS should follow the guidance bellow:

- a. Use the Personnel Application Form (PAF) (see Appendix B-1) and email it to the C-IED COE Course Assistant (an electronic version of the PAF can be requested to course Assistant, if needed).
- b. Please ensure that the PAF is complete, otherwise the application will not be considered.
- c. Final seat allocation will be made by the C-IED CoE

**2. Dress code.**

Duty uniform or battle dress uniform (BDU) or civilian equivalent. Uniform outside of military facilities is to be used only when travelling from the hotel to military facilities.

**3. Security Classification**

The classification of the course is "NATO RESTRICTED RELEASABLE TO INTEROPERABILITY PLATFORM NATIONS". **Please bring your NATO security clearance** (for NATO nations) **or current national clearance** (for Partner nations).

**4. CIS**

- a. C-IED COE will provide one (1) laptop for the WS.
- b. Host nation will provide two (2) laptops, one (1) projector, internet wireless connection and CIS support if required.
- c. Attendees can bring laptops, tablets and other pertinent equipment to the Spanish Armed Forces International Demining Centre. They are useful after working hours IOT review documentation and other relevant material discussed/provided during the WS.

**5. Financial**

There will be a reimbursement of **1,500 EUR** for each attendee, to be payed to their respective nation. The reimbursment is payable to the nations only after full attendance and the completion of the WS, through the VNCF Agreement 2026-27. The financial details are described in Reference E.

**6. Real Life Support**

**a. Transportation.**

- 1) Transportation from/to the Airport and Hotel or the base is an **individual responsibility**.

- 2) The nearest airport is “Adolfo Suárez Madrid-Barajas”. For more information: <http://www.aena.es/en/madrid-barajas-airport/index.html>
- 3) Madrid has two main train stations (Chamartín and Atocha) where all the high-speed trains (AVE) and long-distance trains arrive.
- 4) From the Airport you can take the underground (“Metro”) from all airport terminals (Line 8), transfer at “Nuevos Ministerios” Station with Line 6 and get off at “Moncloa” Station. Then, in the same intermodal transportation hub (level 1, island 2, walkway 28) take the bus 611A line directly to Army Engineers’ School (40 minutes) or 613 line directly to the hotel PAX Torreldones (20 minutes).
- 5) From “Chamartín” Train Station: Go to the underground (“Metro”) area and take Line 1 (light blue colour), transfer at “Nuevos Ministerios” station to Line 6 (grey colour) and get off at “Moncloa” station. Then, in the same Intermodal Transportation Hub, proceed in the same way as explained before.
- 6) From “Atocha” Train Station: Go to the Underground (“Metro”) area and take Line 1 (light blue colour), transfer at “Sol” station to Line 3 (yellow colour) and get off at “Moncloa” station. Then, in the same Intermodal Transportation Hub, proceed in the same way as explained before.
- 7) If you take a taxi from the airport the price should be approximately 75.00 €.
- 8) **Daily transportation will not be provided** from/to the Spanish Armed Forces IDC to/from any Hotel/Airport. However, the organization is prepared to facilitate in booking (not paying) taxis for the participants from the IDC to the airport on the last day of the event. Requirement for this can be done during in-processing.

**b. Accommodation.**

- 1) Participants should make their own reservations and are responsible for paying their own accommodation. The closest Hotel is “PAX Torreldones” (8 km from IDC). When booking, please specify that you work for the military, in order to take advantage of special prices. The C-IED COE rate is 65€ per day for a single room (taxes included). Breakfast rate is 8,50€. To benefit this special rates, add as booking remark : “*Conforme al acuerdo TARIFA CORPORATIVA con el COE C-IED para el año 2026*”.

“Hotel Pax Torreldones”:

Calle (street) Sama de Langreo S/N

Torreldones

28250 Madrid

Tel: 0034-918406606 / Fax: 0034-918406607

Email: [reservas@paxtorreldones.com](mailto:reservas@paxtorreldones.com)

- 2) C-IED COE has its own lodging facilities with rooms available for all attendees, if needed. This accommodation is located inside the base where the IDC is located.

- 3) You can request the complete information about this service and make your own reservation on the following email addresses: [billeting@ciedcoe.org](mailto:billeting@ciedcoe.org); c/c: [wit@ciedcoe.org](mailto:wit@ciedcoe.org). More information regarding prices can be found in the following link: [Accommodation Request](#).
- 4) It is not mandatory to stay in the C-IED COE lodging facility. Participants can choose to stay in any other accommodation.
- 5) Daily transportation will not be provided from hotels to the IDC.

**c. Meals.**

- 1) Breakfast for COE lodging facility guests is available through several different options, as follows: Base Canteen, COE lodging vending machines or at the Mess Hall.
- 2) For those attendees who want to have breakfast, lunch and dinner in the Base Mess Hall please consider that the total price of the daily meals is 10,06€. In case someone chooses to have only lunch in the Base Mess Hall the price is 5,03€ per day.
- 3) The attendees should indicate their intent regarding the catering support, described above.
- 4) Be aware that there is no possibility to pay electronically during in-processing. It is advised to bring enough cash (Euro €). There is an ATM available at the barracks to withdraw money.
- 5) The Base offers some possibilities:
  - a) Mess Hall: The Engineers' Base Mess Hall offers a daily menu. Special diet or food restrictions should be advanced in the PAF. All services should be paid in the first day of the course during the in processing. Hereunder, might be found the opening hours and prices:
    - Breakfast (07:30 - 08:00): Price= 1,68€
    - Lunch (13:15 - 14:30): Price= 5.03€
    - Dinner (21:00 - 22:00): Price= 3.35€
  - b) Base Canteen (*Cafetería JAS*): For those who are going to use the COE Lodge, might be the best option, as it is only 40m away from the accommodations. The *Cafeteria* offers a variety of fresh pastries for breakfast, a sort of menus for lunch and some mixed dishes for dinner. The *Cafeteria* is open from 07:30 – 16:00 (Monday to Friday) and from 19:30 to 21:00 (Tuesday to Thursday).

**d. In-processing**

- 1) All participants will be in-processed during the first day of the WS. In processing will start at 08:30 hrs in the IDC receiving area. Applicable fees and working days' lunch will be paid at in-processing, in EUR (cash only).
- 2) Personal security clearance certificate and ID are to be presented at in-processing.

e. **Command and Signal**

1) POC for **Real Life Support**:

OF-8 PEDRO MIGUEL CABEZAS PAREJO (ESP)

Email: [pcabpar@et.mde.es](mailto:pcabpar@et.mde.es)

Phone: +34 918 562 478

2) POC for administrative issues (**Applications**):

Course Administration, Email (UNCLAS): [coursesadmin@ciedcoe.org](mailto:coursesadmin@ciedcoe.org)

(Please include always as C/C the WIT generic address [WIT@ciedcoe.org](mailto:WIT@ciedcoe.org) in all WIT Review WS related emails.)

3) Questions on **Workshop content and agenda** can be referred to:

OF-4 Rui CORDEIRO (PRT Army)

Phone: +34 918 561 040 / +34 669 470 884 (WhatsApp)

Email (UNCLAS): [wit@ciedcoe.org](mailto:wit@ciedcoe.org)

**Appendix B-1:**  
**PAF**  
**(Personnel Application Form)**  
**For the NATO Weapons Intelligence Team (WIT) Review Workshop**

E-mail to [coursesadmin@ciedcoe.org](mailto:coursesadmin@ciedcoe.org) (cc: [WIT@ciedcoe.org](mailto:WIT@ciedcoe.org) ) or Fax to: + 34 91 856 2390

Last name:	
First name:	
Nationality:	
National ID No:	
Military Rank:	
NATO Grade:	
Civilian title:	
Gender:	
Dietary restrictions (allergies, religion, etc.):	
Service ( <i>Navy/Army/Air Force/ Marine</i> ):	
Specialist Branch ( <i>Infantry, Engineer, EOD...</i> )	
Organization or Unit:	
Duty Title:	
Security clearance:	
Priority No (according to para. 6.)	
List previous WIT experience and in what role	
<p>Are you (or have you been) a WIT or Level 1 Technical Exploitation instructor? YES/NO .....</p> <p>Specify: .....</p> <p>Do you have WIT or Level 1 Technical Exploitation education? YES/NO .....</p> <p>Specify type of education: .....</p> <p>Are you currently working in Technical Exploitation issues? YES/NO .....</p> <p>Specify Technical Exploitation-related role: .....</p> <p>Are you currently working in the development of your national Technical Exploitation capabilities? YES/NO .....</p> <p>Specify Technical Exploitation-related role: .....</p>	

<b>Attendee Contact details</b>			
Telephone n°	Fax n°	E-mail address	NS1/Classified address

<b>Attendee's Unit/Organization Contact details</b>			
Telephone n°	Fax n°	E-mail address	NS1/Classified address

<b>Travel details</b>		
Arrival to	Date / Time	Method of travel
Departure from	Date / Time	Method of travel