COUNTER IMPROVISED EXPLOSIVE DEVICES
CENTER OF EXCELLENCE
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MADRID (SPAIN)
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S067-2022

TO: See DISTRIBUTION LIST

SUBJECT: Calling Letter for Analyst's Notebook Users Course 27 June - 01 July 2022 (Hoyo de Manzanares-Madrid)

DATE: 30 MARCH 2022

REFERENCES:
A. Bi-SC Directive 075-007 10 September 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. C-IED COE POW 2021.
E. Save the date letter from 22 DEC 2021.

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1. In accordance with reference A and D, based on the doctrinal foundations of reference B and in order to meet the requirements of reference C, the C-IED Centre of Excellence (C-IED COE) conducts the Analyst's Notebook Users Course 22.2, from 27 June - 01 July 2022 at the C-IED Centre of Excellence in Spain.

2. The aim of the ANUC is to provide attendees with the theoretical and practical knowledge about the Analyst´s Notebook® software as a widely used software tool by intelligence analysts. Its intent is to train Military and Law Enforcement personnel involved in network analysis processes in their respective Units, Headquarters and Organizations.

3. Representatives of the C-IED COE sponsoring nations, NATO and the "7NNN" (Non-NATO-Nations: Australia, Austria, Finland, Ireland, New Zealand, Sweden, Switzerland) are invited to attend the Analyst's Notebook Users Course which will be conducted in the C-IED COE in Madrid.

4. The course has in total 10 seats for attendees. The amount of seats per nation will be prioritized according to requested operational needs.

5. 4 seats will be granted in priority for Law Enforcement personnel. Authority for prioritization is the C-IED COE.

6. The deadline for application for the Analyst's Notebook Users Course 22.2, is **20 MAY 2022.** Applications after the deadline will not be accepted.

7. If nations request more than one attendant for the course, they are kindly asked to prioritize their attendees.

8. COVID-19 prevention measures could involve course cancelation.

9. All applicants will receive the confirmation/regret mail from C-IED COE not later than **24 MAY 2022**. Selected participants can purchase the flight tickets after this mail. No travel arrangements should be made prior to receiving the confirmation of participation.

10. Should you have any questions, please contact the C-IED COE Point of Contacts:

    - Course Director:

      OF-4 Delgado, Pedro (Guardia Civil)

      E-mail: pdelgado@ciedcoe.org

      Phone: 0034 918561012

    - Admin POC:

      OR-7 Fernández Alonso, Óscar (ESP AF)

      E-mail: ofernandez@ciedcoe.org

      Phone: 0034 918561066

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Javier Corbacho Margallo
Lt. Colonel, ESP Army
C-IED COE Director

ANNEXES:

A. Course details
B. Admin instructions

DISTRIBUTION LIST

ACTION / TO:

ANUC COURSE DISTRIBUTION LIST

INFO / CC:

ANUC COURSE DISTRIBUTION LIST

ANNEX A:
COURSE DETAILS

1. Training Audience

a. Military and Law Enforcement from NATO, European Union primary Member States and Law Enforcement Agencies involved in network analysis processes are invited to attend the ANUC at the NATO C-IED COE facilities in Hoyo de Manzanares (Madrid, Spain).

b. Language proficiency
   i. An adequate understanding of written and spoken English is required.
   ii. In accordance with STANAG 6001, a level of 3.2.3.2. and the civilian equivalent, is highly recommended for students as the minimum requirement to attend and successfully fulfilled this course.

2. Tentative Agenda

Sunday 26 JUN: Travelling day.

Monday 27 JUN: In-processing, 08’30 h and classes till 16’45 h.

Tuesday 28 JUN - Thursday 30: 08’30 h. - 16’45 h.

Friday 01 JUL: 08’30 h. - 13`30 h. (Departure day).

The final day of the course will end promptly at 13h30. And on that Friday 01 July, **STUDENTS SHOULD NOT PLAN TO DEPART THE CoE PRIOR TO 13h30.**

It is essential that all students comply with these timings, as personnel arriving late or leaving early will have a detrimental effect on the course and on the host nation support, as well as those students will not be provided with their Certificate of Compliance at the end of the course.

3. Advanced Distributed Learning (ADL)

No ADL course is needed.

4. Coordination activities

Because of the current situation regarding COVID 19, some nations could have movement restrictions to other countries. Check your national rules to allow international trips.

ANNEX B:
ADMIN INSTRUCTIONS

1. Application for the course

Candidates wishing to apply on this course should follow the guidance bellow:

a. Click here and select **"Analyst's Notebook Users Course 22.2"**

https://ciedcoe.org/index.php/courses-events/course-event-register-form/courses-register

b. Fill in all the additional information required and submit the form.

c. In case you have trouble getting access to the webpage, contact the C-IED COE Course Assistant requesting an electronic version of the Personnel Application Form (PAF). Once completed send it back digitally to the C-IED COE Course Assistant.

d. Final seat allocation will be made by the C-IED CoE

2. Dress code.

Duty uniform or battle dress uniform (BDU) or civilian equivalent (no sport cloths).

3. Security Classification

The classification of the course is "NATO UNCLASSIFIED RELEASABLE TO 7NNN PARTNER NATIONS".

4. CIS

a. A briefing on the use of non C-IED COE equipment will be provided on entry.

b. Students are not allowed to use own laptops, CD/DVD-ROMs or flash disks at Classified Areas (Class I & Class II) according to C-IED COE regulations.

c. During the course each student will be provided a laptop.

d. Mobile phones are not permitted inside the briefing and syndicate rooms.

5. Course fee

There will be no course fee.

6. Real Life Support

More information about accommodation and facilities can be checked at https://ciedcoe.org/