



**COUNTER IMPROVISED EXPLOSIVE DEVICES  
CENTER OF EXCELLENCE**

CTRA. M-618 COLMENAR VIEJO - TORRELODONES, KM 14  
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**S267/2022**

**TO:** DISTRIBUTION LIST: NATO C-IED Annual Discipline Conference (ADC)

**SUBJECT:** Calling Letter 10<sup>th</sup> NATO C-IED Annual Discipline Conference (ADC 2023)  
from 07– 08 March 2023.

**DATE:** 13 DECEMBER 2022

**REFERENCES:**

- A. Bi-SC Education, Training, Exercise and Evaluation Directive 75-2, September 2016.
- B. Discipline Alignment Plan (DAP), C-IED COE 2022, 28 October 2022.
- C. SACEUR'S Annual Guidance on NATO Education, Training, Exercise and Evaluation (SAGE).
- D. C-IED ADC 2023 Save the Date letter, dated 05 September 2022.

1. On behalf of the NATO Joint Force Development and in accordance with reference A, it is my distinct pleasure to invite you for the NATO C-IED 10<sup>th</sup> Annual Discipline Conference (ADC). The Conference will be held from 07 – 08 March 2023 at the C-IED COE in Hoyo de Manzanares, Spain.
2. The purpose of the conference is:
  - a. To review the DAP (reference B), the summary of the C-IED E&T requirements and develop the landscape of C-IED E&T training opportunities (i.e. programs, courses, seminars) currently available in NATO and NATO nations.
  - b. To inform about the functional relations between C-IED training institutions, ACT JFD, Requirement Authority (RA) and Department Head (DH) for training and to discuss options to synchronize efforts, save resources and coordinate processes such as quality assurance and accreditation.
  - c. To provide a forum for the C-IED community of interest to express and identify individual and collective training requirements in a NATO and non-NATO environment (list of exercises with C-IED requirement), which may feed the cycles of the Training Integration Plans (e-ITEP, ETOC, ePrime).
  - d. Review of the Training Requirement Analysis (TRA), establish working groups as required initiating the analysis phase of the Training Needs Analysis (TNA) to be conducted in 2023 if required, which will facilitate the development of new training/education solutions for identified E&T gaps.
  - e. To provide a forum to coordinate the C-IED instructor/SME support to C-IED training activities and exercises.

NATO UNCLASSIFIED RELEASABLE TO 7NNN PARTNER NATIONS

- f. The main outcome of the Conference will be the DAP 2023 which shall reflect the main developments and achievements and outline the way ahead with respect to C-IED education and individual/collective training both in a NATO and non-NATO environment. This plan shall also cover Identification of the TNAs to be conducted in 2023.
3. The ADC is open to NATO organizations and nations, EU organizations (EDA) and the “7NNN” partner nations (AUT, NZL, AUS, FIN, IRL, SWE and CHE).
4. Application for the event: Candidates wishing to apply on this event should follow the “Courses register” on the C-IED COE webpage: <https://ciedcoe.org/index.php/courses-events/course-event-register-form/courses-register> (ADC)
5. In case you have any trouble getting into the webpage, contact the C-IED COE Course Assistant requesting an electronic version of the Personnel Application Form (Annex B). Once completed electronically send it back to the C-IED COE Course Assistant to [ofernandez@ciedcoe.org](mailto:ofernandez@ciedcoe.org). **Application deadline is January 27, 2023.**
6. The ADC has 25 seats available for participants. In case of more applicants than available seats a selection will be made by the COE. Therefore, Nations are requested to provide a priority list in case there is more than one candidate for the ADC. NLT **January 31 the confirmation mail will be send to the attendees**. Applicants should not book flights before receiving the confirmation of attending the ADC.
7. The selected attendees will be charged with a **fee of 15 EUR** during the first day in the in-processing administration briefing.
8. The final agenda will be released NLT **13 February 2023**
9. The classification will be NATO UNCLASSIFIED RELEASABLE TO EU AND 7NNN
10. Participating organizations, training entities and nations are requested to provide in advance any training support requirements (e.g. instructors, SMEs).
11. The ADC 2023 will be conducted in person, but all necessary and possible precautions will be taken into account to create a safe and secure meeting environment. Any additional information regarding travelling and staying in Spain could be found on the C-IED COE’s website (<https://www.ciedcoe.org>) or can be asked to the admin POC.

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

ANNEXES:

- A. Admin details for the ADC.
- B. Personnel Application Form (PAF).
- C. Main discussion Points ADC 2023.

**Admin Details of the NATO C-IED Annual Discipline Conference 2022**

a. General

The 10<sup>th</sup> ADC will be held from 07th to 08th March 2023 at the C-IED COE  
Ctra. M-618 Colmenar Viejo - Torrelodones, km 14  
28240 – Hoyo de Manzanares (Spain)  
40°37'56.86''N, 3°52'36.81''W

b. Dress code.

Duty uniform or battle dress uniform (BDU) or civilian equivalent.

c. Accommodation and meals.

i. Accommodation:

- (1) C-IED COE has its own lodging facilities with a sufficient number of rooms. This new accommodation is located inside the base where COE has its facility and you can request the complete information about this service and make your own reservation (**only when you receive the confirmation letter**) over the C-IED COE webpage or by contacting the Admin POC ([ofernandez@ciedcoe.org](mailto:ofernandez@ciedcoe.org)).
- (2) It is not mandatory to stay in the C-IED COE lodging facility; participants could stay in any other accommodation of their choice. However, daily transportation will **not** be provided from hotels to the C-IED COE. People should also be aware of Madrid very dense traffic in the rush hour.
- (3) Participants should make their own reservations. The closest Hotel is PAX Torrelodones (8 km far away). You can make the booking by phone or email listed below. When you make the booking call, please specify the code "**COE ADC**", in order to take advantage of the COE negotiated price. Participants will pay for their own accommodation.
- (4) Details Hotel Pax Torrelodones:  
Calle Sama de Langreo S/N  
28250 - Torrelodones  
Tel: 0034-918406606  
Fax: 0034-918406607  
Email: <https://paxhoteles.com/torrelodones/>

ii. Meals:

- (1) Breakfast for COE lodging facility guest is available in several options: COE lodging vending machines, Base Mess Hall or Cafeteria "JAS" (close to the lodge).
- (2) Lunch and dinner will be offered in the Base Mess Hall or in Cafeteria "JAS".
- (3) For those attendees who want to have breakfast, lunch and dinner in the Base Mess Hall please consider that the price of the daily meals is about 10.60 € per day. If some want to have only lunch in the Base Mess Hall should pay 5.30 € per day.
- (4) The costs for all meals will be collected during inprocessing. Be aware that it is not possible to pay electronically during inprocessing.

d. Transportation.

From and to the Airport:

- i. The nearest airport is Madrid Barajas. For more information:  
<http://www.aena.es/csee/Satellite/Aeropuerto-Madrid-Barajas/es/Inicio.html>
- ii. From the Airport you can take the 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 Torrelodones (20 minutes).
- iii. Madrid has two main train stations (Chamartin and Atocha) where all the high speed trains (AVE) and long distance trains arrive.
  - (1) From "Chamartin" 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.
  - (2) 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.
- iv. If you take a taxi from the airport the price should be around 70 €. For the students who wish to be accommodated in the lodging facility at the base, arriving at Sunday please contact C-IED COE POC for traveling details.
- v. Participants who announce to stay in the lodging facility will receive an information package with relevant details NLT one week before start of the ADC.
- vi. **Daily transportation will not be provided from/to the C-IED COE to/from any Hotel/Airport.** However, The CoE is prepared to facilitate in booking (not paying) taxi's for the participants from the CoE to the airport on the last day of the course. Requirement for this can be done during inprocessing.

e. Travel documentation

- i. It is recommended that NATO members attending the ADC obtain a NATO travel order.
- ii. A valid ID (with the same number that the attendees provided in the application) is needed for base access.
- iii. Delegates from countries other than NATO or the EU, where a visa to gain access to Spain is required, will have to take the appropriate action through their own national authorities.

f. C-IED COE Points of Contacts

- i. Branch Chief PTF Branch  
LTC Thomas BERNDT (DEU A)  
E-mail: [thberndt@ciedcoe.org](mailto:thberndt@ciedcoe.org)  
Phone: +34 918 561 069
- ii. Admin POC:  
MSGT (OR-7) Oscar Fernandez Alonso (ESP AF)  
E-mail: [ofernandez@ciedcoe.org](mailto:ofernandez@ciedcoe.org)  
Phone: +34 91 856 10 66

Personnel Application Form (PAF)

Last name:	
First name:	
Nationality:	
National ID No:	
Military Rank:	
NATO Grade:	
Civilian title:	
Gender:	
Service ( <i>Navy/Army/Air Force/ Marine</i> ):	
Specialist Branch ( <i>Infantry, Engineer, EOD...</i> )	
Organization or Unit:	
Job Title	

<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

In case you plan to drive to the COE, provide car make/model/plate number: \_\_\_\_\_



## ADC 2023- Main Discussion Points

<b>Global Programming Update Latest Developments, Status and Way Ahead</b>	<b>ACT JFD</b>
<b>C-IED COE mission and prioritization of activities for the future</b>	<b>C-IED COE</b>
<b>NATO C-IED DAP 2020 (review and update)</b>	<b>C-IED COE</b>
<b>C-IED requirements review and update, SAGE status and development</b>	<b>SHAPE (RA)</b>
<b>Individual Training Opportunities and Solutions</b>	<b>C-IED COI</b>