



CIVIL-MILITARY COOPERATION
CENTRE OF EXCELLENCE

STUDENT INFO GUIDE

CCOE Training & Education



Civil-Military Cooperation Centre of Excellence
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Please consider the following information in case courses are offered online:

- **Course fees for the online courses will differ from fees for residential courses**
- **Technological requirements for students: minimum internet bandwidth of 2 Mbit**
- **Student's obligations (IAW the QA policy), being present at all times during lectures and syndicate work**

Student Information

1. Registration

You can register for a course on the CCOE's website (www.cimic-coe.org). Students from NATO-Partnerships are requested to follow the sign-in procedure that is described in ePRIME. In case of questions regarding the registration procedure, contact our coordination office by sending an e-mail to: T&E@cimic-coe.org

Please ensure the availability of funding prior to course registry.

If you are qualified for the modular course entry (only former students of the NATO CIMIC Field Worker Course, NATO CIMIC Staff Worker Course, NATO CIMIC Integrated Functional Specialist Course), please send us the course certificate for the appropriate course you have attended previously to: T&E@cimic-coe.org

Within the enrollment process for your course, you will further receive:

- **The Student Info Guide (also available as PDF at CCOE Homepage)**
- **Confirmation of Participation and further information**

2. Cancellation

Course cancellation, without being charged with the course fee, **can only be accepted 4 weeks prior to the course**. If cancellation is late, the course fee will be charged.

3. Payment, Fees and Charges

3.1. Tuition fee

After you have been selected as a participant for the course, you will receive a **confirmation of participation** and an **invoice** for the tuition fee. To pay the tuition fee, please use the bank account listed below:

Bank name:	ABN-AMRO Bank, Stationsplein, Enschede
Account number:	62 89 02 751
IBAN:	NL 93ABNA0628902751
Swift (BIC) Code:	ABNANL2A
Account name:	Civil-Military Cooperation Centre of Excellence

Please notice that the tuition fee has to be paid in advance to the course, and it's recommended that you check with your national authorities prior to departing to ensure the fee has been transferred to the CCOE.

Course	Students of Sponsoring Nations ¹	Students of Non-Sponsoring Nations
NATO CIMIC Field Worker Course (NCFWC)	345,00 Euro	695,00 Euro
NATO CIMIC Staff Worker Course (NCSWC)	345,00 Euro	695,00 Euro
NATO CIMIC Functional Specialist Course (NCFSC)	225,00 Euro	445,00 Euro
NATO CIMIC Analysis and Assessment Course (NCAAC)	395,00 Euro	795,00 Euro
NATO CIMIC Higher Command Course (NCHCC)	395,00 Euro	795,00 Euro
NATO CIMIC Liaison Course (NCLC)	225,00 Euro	445,00 Euro
RtCPC – Resilience through Civil Preparedness Course	225,00 Euro	445,00 Euro

You have to pay the respective fee either by bank transfer (preferred option) or exceptionally in cash on the day of your in-processing. **There is the possibility to pay this fee by bank/ credit card at the CCOE.**

¹ Sponsoring Nations of the CCOE: Germany, Hungary, Italy, Latvia, The Netherlands, Poland, Slovenia

3.2. Meals (breakfast, lunch, dinner)

Breakfast, lunch and dinner are served in the dining facility (Paresto) on the compound. The costs depend on your selection (costs for a daily full board approx. € 10-15). Coffee, Tea and a selection of fruit are complimentary during our courses. **Please bring your own cup. There will be no paper cups provided anymore.**

3.3. Social events

Icebreaker (first course day - mandatory evening event)

On the first day of the course, an icebreaker will be held as an evening event. The participation is mandatory for all students as it offers a great opportunity to get in contact with the fellow course comrades. The participation is free of charge, three drinks will be served for free.

Guided tour (mandatory event)

Depending on the course, a guided tour for the students is organized by the CCOE. The participation is mandatory for all students. Entrance fees for the visited facilities are paid by the CCOE.

Course dinner (last Thursday of the course - voluntary evening event)

Depending on the course, a course dinner for the students is organized by the CCOE. This dinner is normally scheduled on the last Thursday of a course. This dinner is voluntary, but your participation is encouraged as it is the last opportunity to meet each other outside of the classroom. The costs for the course dinner are paid by the CCOE.

4. Travelling to the CCOE

4.1. Travelling by car

If you travel by car, please use the following address for your navigation system:

Brasserskade 227a

2497 NX Den Haag

(GPS position: 52°17'23"N 4°21.796"E)

Parking is available and free of charge in designated areas within the facility.

4.2. Travelling by train also from Amsterdam Schipol Airport

1. Travel by train directly to DELFT Station
2. Take bus 60 with Destination NOOTDORP
3. Leave the bus at bus stop DEFENSIE (11th bus stop) just in front of the CCOE's entrance

CCOE does not provide any type of shuttle service.

There are several useful applications for mobile devices available to plan your journey using public transportation in the Netherlands:

<https://9292.nl/en/about-9292/services/mobile>

www.ns.nl/reisplanner

Remarks:

All military personnel should comply to their national uniform regulations. It is allowed to travel in your military uniform outside the military compound; however, it's recommended to wear civilian clothing when leaving the military compound.

After you arrive at the CCOE, please report to the reception desk in building A to receive your room key and additional guidance.

If you are not able to arrive at the CCOE by the reporting time, contact the T&E Branch.

In case of delay, report by calling **+31 (0) 653 725 664** between 0800 - 0900 hrs on the next working day.

5. In-processing

All CCOE courses start with an in-processing. Therefore you have to report at the main building at the time mentioned in the Confirmation of Participation. When entering the main building, signs will guide you to the in-processing area.

For the in-processing, you will need

- national or NATO identification card

During the in-processing, you will receive

- a security badge that ensures your entrance to the CCOE facilities
- room keys, if you have requested military quarters
- and the needed course equipment

6. Peculiarities during the courses

All courses may require participation until the evening hours.

7. Peculiarities during the courses conducted in The Hague

For the NATO CIMIC Field Worker Course, NATO CIMIC Staff Worker Course and the NATO CIMIC Higher Command Course, a guided tour is scheduled on 1st course week's Friday afternoon. The guided tour usually lasts until 16:00 hrs, and participation is mandatory.

8. Further Information

8.1. Dress code / Uniform requirement

8.1.1. During the course lectures

Soldiers wear Battle Dress Uniform (BDU), civilians accordingly. On the last day of the course, civilian clothes are also allowed for military personnel.

8.1.2. Social events

During the course dinner and the guided tour, appropriate casual clothing for all participants.

8.1.3. Leisure time activities

Outside the CCOE compound, civilian clothes are mandatory.

8.2. Holiday Policy

Our course schedules do not reflect religious or national holidays. You have to attend classes despite the observance of holidays in your nation and/or your headquarters.

8.3. Security

The CCOE has no storage capability to safeguard classified materials. Therefore it is not recommended to bring any classified items. At all times, the bearer of these materials is responsible for handling/storage IAW NATO security regulations.

Smart- and cellular phones are allowed inside the classrooms.

Do not leave briefcases, backpacks, bags etc. unattended within the CCOE compound.

Put name tags on all your luggage.

8.4. Sport

The gym is open 24/7. You need your security badge to enter the facility. When using the gym, please wear sportswear and use a towel. After finishing your exercises, please clean and put back the used dumbbells/ weights. Switch off the radio and lights when leaving.

If you prefer running outside, plans with different distances and running tracks are available at the reception desk and in your accommodation building. Please take your security badge with you for entering the CCOE compound afterwards.

8.5. Accommodation

8.5.1. CCOE compound

With their registration every student (military and civilian) can request accommodation on the compound of the CCOE. All rooms are single bedrooms with a toilet and a shower. The rooms are equipped with a TV, a fridge and internet access (Wi-Fi). In the accommodation building, you will also find a washing machine, a dryer and microwaves for your use. The dining facility, bar, sports facility and classrooms are in close proximity to your accommodation. The accommodation is free of charge for students. No further request needed.

In case of non-availability of accommodation at the CCOE, a statement of non-availability will be prepared and issued by the course administration.

8.5.2. Hotel accommodation

If there is no governmental accommodation available, or if you choose the opportunity to stay in a hotel during the course, please check the following links:

<http://www.booking.com> or <http://www.trivago.com>

It is your own responsibility to make the hotel reservation and make alterations/cancellations and payments. CCOE does not take any responsibility for costs resulting from late cancellations, etc.. We do not provide a transfer from the hotel to the CCOE and vice versa.

For security reasons, please provide the Course Assistant with the address and telephone number of your chosen residence.

8.6. Opening hours dining facility (Paresto)

Monday to Thursday	Friday	Saturday, Sunday
Breakfast: 0700 – 0800 hrs.	0700 – 0800 hrs.	usually closed (exceptions possible)
Lunch: 1130 – 1300 hrs.	1130 – 1300 hrs.	usually closed (exceptions possible)
Dinner: 1700 – 1830 hrs.	(to be taken at lunch, microwave menu)	usually closed (exceptions possible)

8.7. Opening hours bar (all ranks mess)

Monday to Thursday 1900 – 2330 hrs.

Friday, Saturday and Sunday closed

9. Supporting information

9.1. Emergency

In case of an emergency, please call 112 or contact the guard, Telephone number:

+31 (0) 889-566452

9.2. Useful addresses and telephone numbers

If you look for your nearest national support element, you will find it at NATO JFC HQ in Brunssum. For further information, please use the webpage:

<http://www.ifcbs.nato.int>

If you are looking for the address or telephone number of your embassy in The Netherlands, use the webpage:

https://en.wikipedia.org/wiki/List_of_diplomatic_missions_in_the_Netherlands

9.3. Money

The currency in the Netherlands is Euro. It is recommended to bring enough cash for food and expenses for the first few days. There are no cashpoints (ATMs) within the compound. They can be found at the following destinations:

Winkelcentrum Ypenburg
Plesmanlaan 174
2497 CC Den Haag
Bank: ING DIBA
Walking Distance: 1,9 km

Delft
Pyneport 11
2611 PX Delft
Bank: ABN AMRO
Walking Distance: 2,6 km

9.4. Grocery store(s)

If you want to buy groceries, you will find a large grocery store (Jumbo supermarket) at:

Winkelcentrum Ypenburg
Oude Kustlijn 6
2496 SE Den Haag
Walking Distance: 2,1 km

Opening hours:
Monday to Saturday 08:00 - 21:00hrs.
Sunday 10:00 – 18:00hrs.

9.5. Visit Delft

Delft enjoys a worldwide reputation due to its connection with Johannes Vermeer, Delft Blue pottery and the Royal House. Relive its glorious past as you wander along canals, churches, mansions and courtyards. This university town also offers canal tours, museums, markets, restaurants and many pubs.

Scan the QR-Code and navigate to Delft.



9.6. Visit The Hague

The Hague is one of the most extraordinary cities in the Netherlands. Not just because it is our government city, but also because of its many monuments, historic districts and its location near the beautiful North Sea coastline. The Hague is also known as 'the Royal City by the Sea' and is called 'the residence city'.

Scan the QR-Code and navigate to The Hague.



All information are based on GOOGLE MAPS.

10. Packing and travel checklist

Before departing to CCOE, you must verify the following items:

- Confirmation:** Did you receive a confirmation message for your seat in the course?
- ADL:** Did you complete the ADL part of the course?
- ID-Card:** Did you fill in the respective questions on the Registration Form? The guard needs this information beforehand.
- Fee payment:** Verify that the course fee has been paid, otherwise, you will have to pay cash on the first day of the course. Has the course fee already been paid, please bring a proof of payment.
- Accommodation:** Did you ask for accommodation at the CCOE compound or will you stay at a hotel?
- Transportation:** Check if your travel dates were on the registration form.
- Dress:** You will need Battle Dress Uniform (BDU) for the classes, smart casual for the course dinner, casual clothing for leisure activities and, on behalf of personal preferences, sportswear.
- Internet:** Free WIFI is available.
- Miscellaneous:** Please have enough cash available for at least the first few days of the course.

Your notes:

