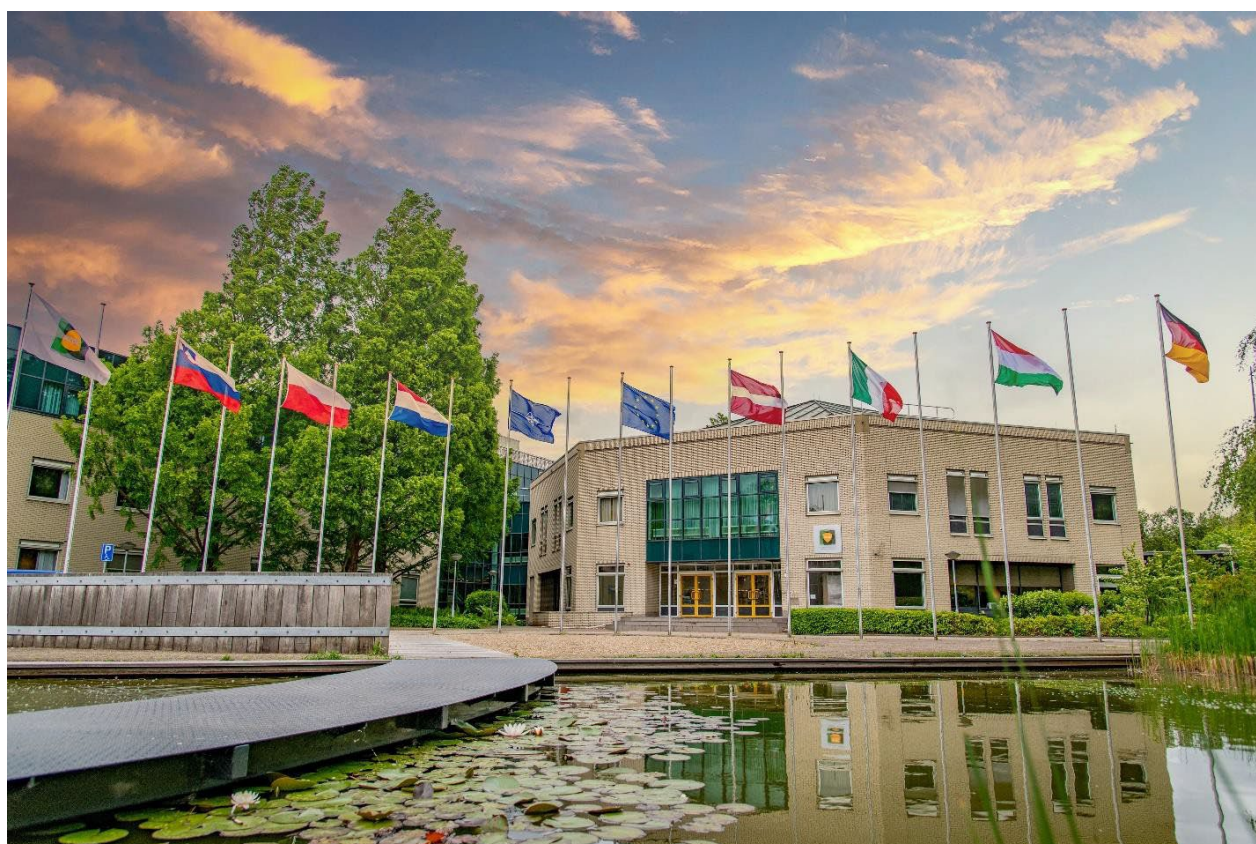




CIVIL-MILITARY COOPERATION
CENTRE OF EXCELLENCE

STUDENT INFO GUIDE

Civil-Military Cooperation Centre of Excellence



Civil-Military Cooperation Centre of Excellence
Brasserskade 227A | 2497 NX The Hague | The Netherlands
Email: T&E@cimic-coe.org | Web: www.cimic-coe.org
T&E:: +31 (0)88 956 6452 | Reception MJLC: +31(0)889 561990

Student Information

Welcome to the Civil-Military Centre of Excellence (CCOE). This Student Information Guide (Student Info Guide) has been designed to help you make the most of your time with us by providing clear, practical information about our courses, facilities, and support services.

Whether you are here for a course, conference, seminar or another programme, this guide will serve as a reference to orient you to the CCOE, outline expectations, and highlight the resources available to support your learning. Our aim is to create an environment where you can grow professionally, collaborate with peers, and contribute meaningfully to the evolution of NATO Civil-Military Cooperation.

1. Registration

You can register for a course on the CCOE's website (www.cimic-coe.org). 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.

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 from our Budget and Finance Office.

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.

Please consider the following information in case courses are offered online:

- Course fees for the online courses will differ from fees for residential courses
- Student's obligations (IAW the QA policy), being present at all times during lectures and syndicate work

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.

Courses	Students of Sponsoring Nations¹	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

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 and 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.

T&E@cimic-coe.org

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 Letter. When entering the main building, signs will guide you to main class room.

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 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. Students Certification

8.1. Certificate of Completion

Constructive participation, appropriate support to fellow students, demonstrated ability to apply acquired knowledge in practice, achievement of the required learning objectives, and absence below 10% of scheduled course time.

8.2. Certificate of Participation

Constructive participation during periods at attendance, but incomplete achievement of the requirements for a Certificate of Completion due to documented medical or other serious excusable reasons, with absence of 10% or more but below 20% of scheduled course time.

8.3. No Certificate

Misconduct in accordance with the Civil-Military Cooperation Centre of Excellence Code of Conduct, or absence above 20% of scheduled course time.

8.4. Student Appeal

If a student does not agree with the awarded certification, the student may appeal by informing the Course Director orally and in writing. The student may also consult the Branch Chief or the CCOE Director.

9. Further Information

9.1. Dress code / Uniform requirement

9.1.1. During the course lectures

Soldiers wear Battle Dress Uniform (BDU).

9.1.2. Social events

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

9.1.3. Leisure time activities

Outside the CCOE compound, civilian clothes are mandatory.

9.2. 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.

9.3. 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.

All Smart devices are allowed inside the classrooms.

Do not leave briefcases, backpacks, bags etc. unattended within the CCOE compound. Put name tags on all your luggage.

9.4. 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.

9.5. Accommodation

9.5.1. 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.

9.5.2. 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.

9.6. Opening hours dining facility (PARESTO)

Monday to Friday	Saturday, Sunday
Breakfast: 06:30 – 08:30 hrs.	usually closed
Lunch: 11:30 – 13:30 hrs.	usually closed
Dinner: 16:30 – 18:30 hrs.	usually closed

9.7. Opening hours bar (all ranks mess)

Monday to Thursday 19:00 – 23:00 hrs.

Friday, Saturday and Sunday closed

10. Supporting information

10.1. Emergency

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

+31 (0) 889 561990

10.2. 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.jfcbs.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

10.3. 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

10.4. 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 - 21:00 hrs.
Sunday 10:00 – 18:00 hrs.

10.5. 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.



10.6. 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.

11. 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: | Don't forget your ADL online course. |
| ID-Card: | Don't forget your ID Card to bring with you. |
| 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: | Your accommodation at the CCOE compound is for free. |
| Transportation: | Check your travel dates to arrive in time at the CCOE. |
| Dress: | You will need Battle Dress Uniform (BDU) for the classes, casual clothing for the course dinner and for leisure activities. On behalf of personal preferences bringing sportswear is recommended. |
| Internet: | Free WIFI is available. |
| Miscellaneous: | Please have enough cash available for at least the first few days of the course. |

Your notes:

