

ADMINISTRATIVE DETAILS

ANNEX A

1. GENERAL

For proper planning of your participation in the course some pre-course administrative information is given below. Further information will be given upon arrival and during the course as required. If you, however, need further information in advance, you may call:

- Point of contact Major Niels H. Broch Tel +45 41 12 17 71 or Corporal L. Jensen Tel +45 25 23 79 66
- E-mail efr-ktp-cimic@mil.dk.

2. LOCATION

The course will take place at Camp Nymindegab approximately 50 km north of ESBJERG.

The main traffic terminals serving Nymindegab Barracks are BILLUND Airport and ESBJERG Railway Station.

3. REPORTING/TRANSPORT

- a. All foreign students are asked to report to the CIMIC Admin Office, building no. 2, no later than 2200 hrs on Sunday 29th March 2020. Transportation to and from the course is a national responsibility, but if notified in advance by e-mail, The Intelligence Regiment will provide transportation from BILLUND Airport or ESBJERG Railway Station to Camp Nymindegab . The same applies for return travel on Friday 03rd April 2020 after the closing ceremony.
Please remember to bring payment for accommodation and meals (100 Euro day/night).
On Sunday 29th March dinning takes place in the dining facility in Building 2 at Nymindegab Barracks.
- b. For off-duty travel, local commercial bus and taxi services are available.

4. SECURITY:

- a. All students and instructors must carry national ID card, military ID card or similar identification, such as driver's license or passport.
- b. In general it is prohibited to take photographs of military installations. Only the Course Director can give permission.
- c. In order to get a seat you will be asked to provide personal data. In doing so you are also giving your consent to the processing and storing of your personal data for official use at The Intelligence Regiment. You will also be expected to clearly state to the course staff if you have any objections against appearing on course photos or have your data in course address lists etc.

5. CLOTHING AND EQUIPMENT

Military personnel will wear daily national uniform during duty hours.
Military personnel may wear civilian clothes for off duty purposes.
Civilian smart casual will be worn for the Course Dinner Thursday evening.

6. COURSE COSTS (accommodation, food, welfare, national events etc)

Course costs covering accommodation, food, welfare, etc. will be 100 Euro pr night, everything included, which will be collected on arrival, when reporting to the CIMIC Admin Office, except students from Nordic countries or special Global Framework-partner countries invited.

7. ACCOMMODATION

Most students will be accommodated within Nymindegab Barracks. Students will be quartered in single rooms.

8. FOOD SERVICE

- a. Special food requirements– please inform us on the reporting list, so our cafeteria can be prepared.
- b. You will have the meals in the cafeteria. There will be a buffet for breakfast, lunch and dinner from Monday 30th March morning to lunch upon departure Friday 03rd April 2020.
- c. Meal hours Monday – Friday: See Time Schedule

9. MESS FACILITIES

The bar in the Officers Mess will be open to all students in the evening.

10. MEDICAL SERVICE

Students who need medical care must report to the Course Admin Office before 0800 hrs.

11. MAIL

- a. Mail for the students should be addressed as follows:

**Rank and Name
NORDEFECO CIMIC SOC
Nymindegab Lejren
Vesterhavsvej 302
DK - 6830 Nørre Nebel
Denmark**

- b. The Admin Office will distribute all incoming mail.
- c. Letters may be handed to the CIMIC Admin Office for postage. Duty and recommended letters may be sent via the CIMIC Admin Office.

- d. The e-mail of the course may be used for incoming e-mails to students.
The address is: efr-ktp-cimic@mil.dk

12. TELEPHONE

- a. The telephone number to Nymindegab Barracks switchboard is
+ 45 72 45 16 00.
- b. Extensions of particular interest are:

+ 45 41 12 41 12 Course Director
+ 45 25 23 79 66 CIMIC Admin Office
- c. Only incoming emergency calls will be put through to the students during lectures, but messages will be received and distributed as soon as possible.
- d. WIFI will be available throughout Nymindegab Barracks.

Note: Student mobile phones must be on silent, during lectures and formal events.

13. WELFARE SERVICES

- a. **CIMIC Admin- / welfare – Office**
Open daily during working hours .
- b. **Bank-service:**
The Admin Office cannot exchange money, but may take you to an ATM.

14. MISCELLANEOUS

- a. Shopping hours in town generally are:
 - Monday - Thursday : 0930 - 1730 hrs
 - Friday : 0930 - 1900 hrs
 - Saturday : 0930 - 1300 hrs.Supermarkets are normally open 0900 - 2100 hrs (Monday - Sunday)
- b. Other addresses and telephones numbers:

EMERGENCY - Police, Fire brigade, Ambulance: Dial 1 1 2.

15. SCHEDULE

- a. Daily duty hours:
See "Daily Time Schedule"
- b. Special arrangements:

29 th March	2200 hrs	Latest arrival
30 th March	1900 hrs	Icebreaker
02 nd April	1900 hrs	Course Dinner
03 rd April	1000 hrs	Closing Ceremony
03 rd April	1400 hrs	Earliest dep. from airport

16. COURSE MATERIAL

Students will be provided with a USB-stick, containing all lectures, after the course. The Admin Office will provide additional paper, pencils, binders and other stationeries.