

ADMINISTRATIVE GUIDE (Annex A)

1. GENERAL

Course Director, Major Niels H. Broch

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Point of Contact (POC) Corporal Lone Jensen

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2. LOCATION

The course will take place at VARDE BARRACKS approximately 15 km north of ESBJERG.

The main traffic terminals serving VARDE BARRACKS are BILLUND Airport and ESBJERG Railway Station.

3. TRANSPORT

- a. Transportation to and from the Barracks is a national responsibility. If notified in advance by e-mail, the Army Intelligence Centre (AIC) will provide transportation from BILLUND Airport or ESBJERG Railway Station to VARDE BARRACKS. The same applies for return travel.
- b. For off-duty travel, local commercial bus and taxi services are available. The POC (admin) will distribute updated bus schedule.
- c. Parking of civilian vehicles inside the barracks will take place in the parking area "BORRIS".

4. SECURITY

- a. All participants must carry national ID card, military ID card or similar identification. As well non-Danish students need to bring a National Security Clearance.
- b. A temporary access card will be issued upon arrival. The access card must be worn within the barracks.
- c. In general it is prohibited to take photographs of military installations. Only the OPR or the POC (admin) can give permission.

5. CLOTHING AND EQUIPMENT

Military personnel will wear daily national uniform during duty hours.

Military personnel may wear civilian clothes for off duty purposes.

You are encouraged also to bring sports clothing.

6. ACCOMMODATION

Students will be quartered in single rooms.

7. COURSE FEE AND MEALS

The course fee will be 100 Euro per day (500 Euro) which covers accommodation and meals. The fee has to be paid in cash during the first day. Please be aware that the currency in Denmark is Danish kroner.

8. COMMUNICATION

- a. WIFI
Will be available throughout Varde Barracks.
- b. The telephone number to VARDE BARRACKS switchboard is
+ 45 72 82 92 00.
- c. Extensions of particular interest are:

+ 45 72 82 92 02 Duty NCO (VARDE BARRACKS after duty hours).
- d. Only incoming emergency calls will be put through to the participants during lectures, but messages will be received and distributed as soon as possible.

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

10. REGISTRATION

For registration, please send attached registration form (annex D) NLT 14 AUG 2020 to efr-ktp-cimic@mil.dk.

11. MISCELLANEOUS

- a. Bank-service:
The Admin Office cannot exchange money, but may take you to an ATM downtown.

- b. Other addresses and telephones numbers:

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

Varde Police
Storegade 79
6800 Varde, telephone: +45 76 95 14 48

Varde Taxa, telephone: +45 75 22 00 55