



Education
and Training

C4ISR & Cyber Training Catalogue of Services 2020 Introduction

Version 3; June 2019



Introduction from Chief Education & Training Service Line

Jean-Paul Massart

Dear customer,

I am proud to present to you the NCI Agency C4ISR and Cyber Training Catalogue. It provides the 300+ course offerings of the NCI Agency, including courses organised by the NCI Agency, but provided by commercial parties. With the opening of the new NCI Academy site, in 2020 most courses will be delivered by default at this great venue in Oeiras, Portugal.

This comprehensive catalogue covers in the entire spectrum of C4ISR (including traditional CIS) and Cyber Security. Training is available on many of the services and systems provided by the NCI Agency. The Catalogue also explains the procedure for seat allocation as well as the pricing policy and prices for many of the courses. The catalogue is a living document, as the Agency dynamically adjusts its course offerings to accommodate new systems being delivered, systems being phased out, new versions and changing customer requirements.

We look forward to continue providing the best possible NATO C4ISR & Cyber Training.

Sincerely,



Jean-Paul Massart

NCI Agency

Chief Education and Training Service Line

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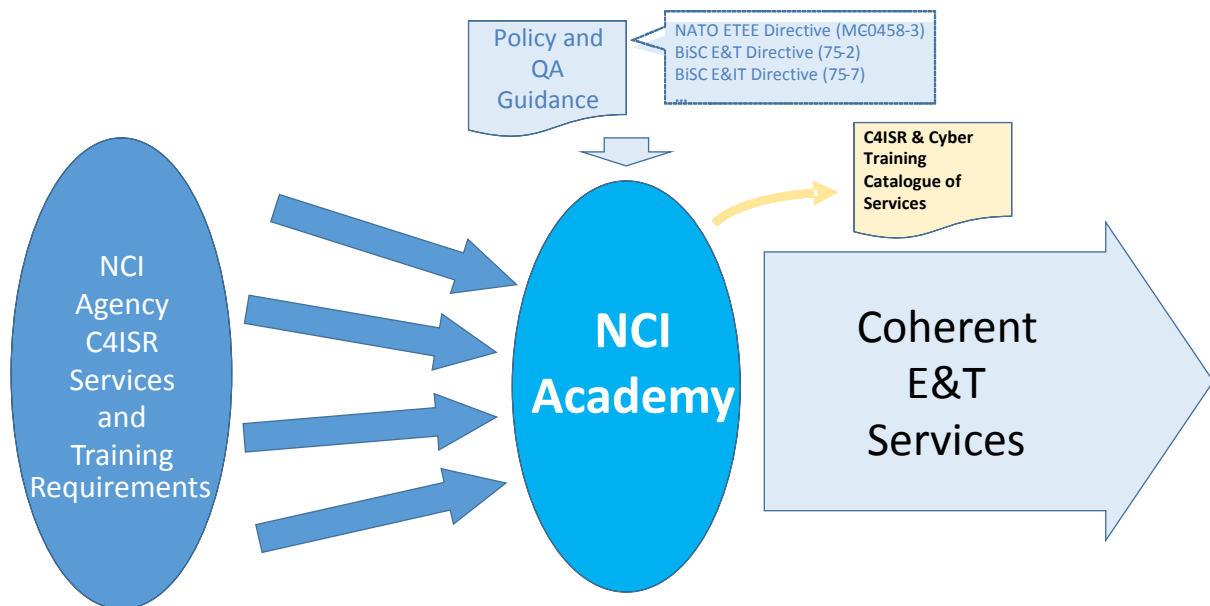
Background and Scope

The NCI Agency is NATO's IT and Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR) provider, including Cyber and Missile Defence. The NCI Agency is a key pillar of NATO Secretary General's Smart Defence and Connected Forces initiatives, where supporting NATO operations is the top priority.

NCI Academy is accountable for the provision of Education and Training (E&T) Services to NATO and the Nations.

NCI Academy provides individual and collective training on NATO Communications and Information systems (C&I), including AirC2, support to the Military Training and Exercise Programme (MTEP) and assistance to NATO and National Commands preparing for NATO operations. It also provides E&T services for internal Agency staff in support of professional and personal development, and mission (post) specific requirements to ensure that the Agency has the necessary skills to meet customer requirements. The NCI Academy comprises 150 dedicated professionals in Agency locations in The Netherlands, Belgium and Portugal.

NCI Academy Value Added to C4ISR Services



The NCI Academy applies the relevant NATO Training Policy and Quality standards in order to achieve a coherent delivery of E&T services across the different agency entities, locations and services.

Requests for Courses

The most recent and up to date NCI Agency 2020 course catalogue and the course schedule is published at www.nciss.nato.int, under the "Courses" tab. Note that this address will be updated soon to reflect the formation of the NCI Academy, at which time you will be informed through separate communication. The catalogue and schedule are updated on a regular basis; please check regularly for the latest information.

Training will be provided at one of the NCI Academy training facilities or by a mobile training team on-site at the requesting unit. The NCI Academy training facilities are:

- NCI Academy site in Oeiras (PRT);
- NCI Academy element in Mons, (BEL);
- NCI Academy element in The Hague, (NLD). In 2020 this site will have limited availability due to construction work. Courses will be held mainly at the Oeiras site.

The process to request participation in NCI Agency 2020 training is supported through STUDABA (available on unclassified internet) and consists of the following steps:

- All addressed units are requested to check their STUDABA account and nominate a local training coordinator if required.
- Unit Training Coordinators are requested to indicate the training requirements by 12 July 2019, through STUDABA with the following steps:
 - How many seats will be required for the scheduled course iterations (already planned) through “Seats Request” tab.
 - Training required by Mobile Training Team (MTT) or on top of/outside scheduled iterations can be addressed using the “Class Request” tab, adding the preferred dates, the location and remarks.

Since the NCI Agency is a customer-funded organisation, courses will be charged to the respective customers. Many courses are prepaid for specific target audiences through Service Level Agreements; others require separate contracts with the NCI Agency. A document with indicative course prices is available under the “Courses” tab of the web site as well. Definitive course prices for 2020 will be published later in 2019. Policies applied to the different courses are summarized below:

- Cat A: Prepaid through the 2020 Centralised Service Level Agreement; pricing applied to MTTs for units outside NCS (if available). Note that for mobile training teams to NCS units, travel and (if applicable) per diem for the instructor will be charged to the unit.
- Cat B: Prepaid for SHAPE through SHAPE SLA; pricing applied to seats and MTTs for other units (if available).
- Cat C: Prepaid for NCS through AMDC2 POW; pricing applied to seats and MTTs for units outside NCS (if available).
- CAT D: Pricing applied to seats and MTTs (if available).
- CAT E: Prepaid for specific audiences through other contracts.

In case course seats or iterations are requested which are not covered under overarching contracts, the NCI Agency will contact the respective customer training coordinators to provide a Rough Order of Magnitude cost estimate and to initiate development of a contract for course delivery in 2020. Detailed arrangements related to courses provided in yearly contracts are described in the Annex to this document.

The STUDABA User Guide is available at the web site mentioned above. Further coordination of the training requests and communication on NCI Agency courses will be with the local training coordinators. Please provide any updates for names and e-mail addresses of training coordinators to training@ncia.nato.int. This e-mail address is also available for questions on the bidding process.

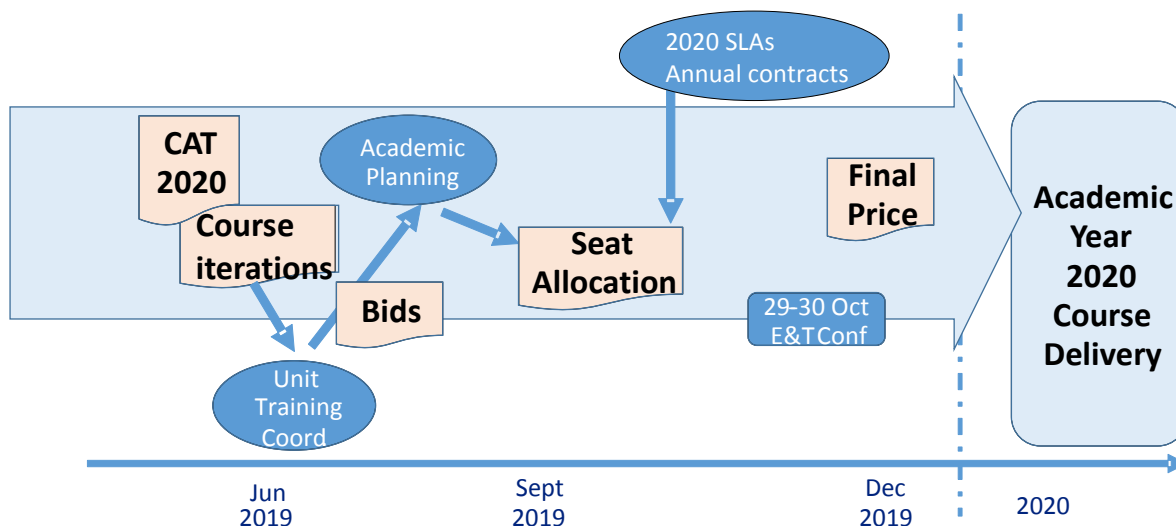
Prioritisation

For most courses, requests for students filling or preparing for posts in NATO Command Structure units will be prioritised.

As a secondary prioritisation mechanism, the following applies:

- Priority 1;
Course directly supports NATO operations
- Priority 2;
Course directly supports NATO Exercises and NRF rotation cycle
- Priority 3;
Course covers the required skills for a position within NATO HQs/Entities (as identified in the job description)
- Priority 4;
Course supports NATO staff's professional development/National staff requirements.

NCI Agency Academic Planning 2020



Education and Training Conference

The NCI Agency will hold its 4th NCIA Education & Training Conference on 29-30 October 2019 at the NCI Academy site in Oeiras, Portugal. Further information will be shared via the NCI Academy portal.

Contact

All questions and requests related to this catalogue and NCI Agency training in general can be addressed to

training@ncia.nato.int

Please visit www.ncia.nato.int/training for more information.

Annex: Detailed Arrangements for Yearly Contracts

Introduction

This Annex describes specific arrangements for delivery of education and individual training by the NCI Agency as proposed in the price proposal/agreement.

Scope, Budget and Timeline

Price proposals/agreements for education and individual training cover the requirement for a specific customer over a calendar year. Actual delivery of the courses is dependent on having sufficient students for each specific course and on availability of resources. Dates of courses are not part of the contract; these are scheduled through the on-line STUDABA application for course seats and through task orders for local course iterations. Deviations from course types and numbers of seats/local iterations within the budget and timeline of the contract may be changed in mutual agreement without amending the contract.

Training Point Of Contact

Customer is required to provide a training point of contact who has the mandate to commit seats in STUDABA and local course iterations within the financial scope of this price proposal/agreement on behalf of the organisation.

Fixed Price Courses

Most courses have fixed prices as listed in the NCI Agency C4ISR and Cyber Training Catalogue. Prices are usually available for seats in a course organised at an NCI Agency site and for local course iterations at the customer site. Course prices include time for preparation, travel and delivery of the course by the instructor and, if applicable, technical support staff, as well as cost for travel and per diem.

For the local course iterations, different prices are available for sites in Europe and sites outside Europe (covering different levels of travel expenses).

Cost Reimbursable Price Proposals/Agreements

The price proposal/agreement is cost reimbursable. Only courses and local course iterations that have actually been delivered to your students will be invoiced, with the exception of courses/local course iterations that were cancelled by the customer later than six weeks before the start of the course.

Course Commitments and Cancellations

Seats in courses organised at NCI Agency sites are committed by the customer as their training point of contact uploads a student name to the seat in the on-line STUDABA application. The customer can cancel participation up to six weeks before the start of the course without being charged. After this date, the customer is still allowed to transfer the seat to another student within its organisation, provided the new student also meets the pre-requisites for the course. Further details on the STUDABA application can be found in the [STUDABA User Guide](#).

NCI Agency's commitment to deliver the course is by sending a confirmation message to the customer training point of contact and to the student. In general, the NCI Agency sends the confirmation between four and six weeks before the start date of the course.

For confirmation of local course iterations, the NCI Agency sends a task order to the customer training point of contact (by e-mail) with the specific arrangements for delivery of the course. Customer commitment is by e-mail acceptance of the task order within the time specified (normally one week).

Pre-Requisites

Students are expected to meet the pre-requisites for the courses attended as specified in the NCI Agency C4ISR and Cyber Training Catalogue, including language proficiency. The NCI Agency can request proof of meeting the pre-requisites. In case the pre-requisites are not met, the NCI Agency has the right to deny or discontinue provisioning of the course without re-imburement.

Annual Project Management Cost

Annual project management costs of 5,000 EUR is included in this price proposal/agreement. This covers requirement collection and management through STUDABA, development, staffing and management of the contract and quarterly reporting and invoicing. An amendment cost of 3,000 EUR applies in case the financial scope of the contract needs to be revised.

Invoicing

Invoices will be issued quarterly, based on a report of all courses and local course iterations received. The project management cost will be included in the first quarterly invoice.