



Hellenic National Defence General Staff  
Hellenic Supreme Joint War College

Thessaloniki, 20 Jan 2023

## INVITATION

### ***International Joint Operations Planning Course (IJOPC 23-01)***

8<sup>th</sup> Training Course in Joint Operational Planning Process

Dear Sir / Madam,

The Hellenic National Defence General Staff (HNDGS) and the Hellenic Supreme Joint War College (HSJWC) are pleased to extend an invitation to the International Joint Operations Planning Course (IJOPC 23 - 01) – 8<sup>th</sup> Training Course in Joint Operational Planning Process for Military Officers assigned in Joint HQs, or involved in Joint Ops planning, which will be organized in Thessaloniki, from **18 Sep to 6 Oct 2023**, at the premises of the Supreme Joint War College.

The course, which will be delivered in English, is designed for selected International officers, as well as a small number of officers from Hellenic Armed Forces. It aims at the preparation of students so they are able, in the performance of their duties as planners, Staff Officers and Commanders in their countries, to cope with planning, coordinating and executing operational level joint operations.

To achieve the aim of the course we have planned a curriculum that will build on already existing knowledge and experience, but will be reinforced with theoretical based tools and procedures, military expertise coming from national and international background and hands-on exercise, through guided workshops.

The students will develop their professional skills and expertise, by exercising themselves in operational planning principals and procedures like the

analysis of Planning Categories, Levels and methods, Operational Design - Concept and Tools / Operational Art. Also, lectures will be given on STRATCOM POLAD, LEGAD and Law of Armed Conflict, Media Ops and Public Affairs related to the Operational Environment, Civil/Mil Co-Ops, and JIPOE focusing on the integration of these elements in planning.

Most of all, the course will promote students' initiative, judgment, operational instinct and induce them in being unbiased, constructive teammates, and committed to the common objective of operational planning thus fostering, through understanding each other, long lasting friendship bonds that promote cooperation, security and stability. A course certificate will be granted to the students upon graduation.

Information documents to include, the training outline, the draft program of the course, administrative issues and the PAF, are attached hereby.

Yours sincerely,

Major General Ioannis Birmpilis  
Commandant HSJWC

**ENCLOSURES:**

1. Draft Schedule of Events for the "8<sup>th</sup> International Joint Operations Planning Process" Course
2. Administrative Instructions
3. Personnel Administration Form (PAF)



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## OVERVIEW

## AIM OF THE COURSE

The preparation of students in order to perform their duties as planners, Staff Officers and Commanders in their countries, cope with rapidly changing situations of the joint operational environment and face successfully the demanding challenges of operational planning. The goals of the course are achieved by building on existing knowledge of students, studying principals and procedures related to operational planning and conducting practical exercise, through guided workshops..

**DURATION: 3 weeks**

**FREQUENCY: 1 course per year**

**NUMBER OF PARTICIPANTS PER COURSE: 12 min / 20 max**

## PARTICIPATION ESSENTIALS

- This course is suitable for officers who, at minimum successfully graduated from an Intermediate Command and Staff College or equivalent. Graduation from an Advanced Joint Command and Staff College or equivalent is desirable. Additionally, the course is recommended for Officers assigned to Joint Operations Level Headquarters, for which a broad knowledge of the principles and application of the Joint Operational Planning process is required. The course is open to all international partners.

- English language proficiency is necessary, at least at level 3333, IAW STANAG 6001 (Professional level for: listening / speaking / writing). No additional language training or translation will be provided throughout the course.
- Students must have basic level computer skills in the Microsoft Office package (mostly Word and Power Point).

**RANK LIMITATION:  
OF2 - OF5 and equivalents from all services**

**OUTLINE SYLLABUS**

- Civil/Mil Co-op in planning
- Law of Armed Conflict
- Rules of Engagement
- Public Affairs in the Operational Environment
- Media Ops in the Operational Environment
- Introduction to Operational Planning
- Levels - Categories of Planning
- Operational Design - Operational Art
- Operational Design - Concept and Tools
- Operational Planning Method
- Red teaming/wargaming

**STUDENT EVALUATION**

- Participation in class to include presentations of operation planning phases products / plans
- Participation in Syndicates / workshops
- Participation in Staff Rides / visits
- Individual Student Evaluation Questionnaire

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## **INFORMATION AND ADMINISTRATIVE ISSUES**

### **Foreword:**

We would be grateful if you could designate participants to this course, who would have to fill in the application form (Personal Administrative Form - PAF). The Application Form authorized and **signed by Authorized National Approval Authority POC (Point of Contact)** has to be sent to **Hellenic National Defence General Staff**, together with a photocopy of their passport and ID card, no later than **28 July 2023**. Due to the limited number of available slots, registration will take place on a “first-come-first-served” basis.

The course is offered free of tuition charges, however sending authorities are requested to cover travel, accommodation and other administrative cost. A limited number of scholarships will be offered, **exclusively on Military Facilities**, based upon timely received requests by interested countries and final approval by the HNDGS. Military Lodge billeting service is available (also on a “first-come-first-served” basis) at the participants disposal.

Additionally, we provide you with a list of recommended Hotels (see Information and administrative issues) which are often used by military visitors and offer special promotional rates. Participants may enjoy the dining services and the unique view at the Officers’ Club of Thessaloniki.

<b>Location of HSJWC</b>
The Hellenic Supreme Joint War College (HSJWC) was founded on the 25th of July 2003. It is located in Thessaloniki, the capital of Macedonia region, at “Brigadier General Constantinos LASKARIDIS” camp, 6 kilometers from the city centre and 2 kilometers from the “Makedonia” International Airport. A map of the area and information regarding the HSJWC can be found on the following website: <a href="http://www.adispo.mil.gr">www.adispo.mil.gr</a> .
<b>Arrival</b>
Students with scholarship should arrive in Thessaloniki on 17 Sep 2023 no later than 18.00 hrs local time. Transportation from the airport to your accommodation will be provided only to the scholarships students.
<b>Access to Camp “BG Laskaridis”</b>
Camp LASKARIDIS can be easily reached by taxi or by bus, following the map. In order to facilitate your access, a security entrance card is mandatory.
<b>Security</b>
In the camp, participants have to carry their Entrance Pass, which will be received from the security office.
<b>Insurance</b>

<p>The SJWC will not cover any health care expenses. All participants are responsible for ensuring that they are in possession of a valid and adequate insurance (accident, repatriation, liability and health).</p>
<p><b>Sending Nations</b></p>
<p>Sending organisations are in charge of arranging the required permits for military personnel to enter Greek territory.</p>
<p><b>Visa request</b></p>
<p>According to the international regulations, certain foreign nations need passport and a visa to enter Greece. If a visa is required, it is the responsibility of the sending nation and of the proposed student to apply for it, in advance. All participants should be aware of the valid international regulations.</p>
<p><b>Language</b></p>
<p>Working language is English (STANAG 6001: 3333). No translation will be provided. All documents will be published in English.</p>
<p><b>Dress Code</b></p>
<p>All participants are requested to wear their service dress uniform (Class B) for reception (i.e. Ice-breaker and hosted dinner). Civilian clothes are not allowed in the camp during the course, for all participants. Please, be aware of weather conditions during the season.</p>
<p><b>Accommodation and meals</b></p>
<p>Accommodation can be arranged, depending on the availability of the Military Lodge billeting service. For those interested in staying in a hotel, the HSJWC POC can provide additional information upon request. However, there are a number of advantages if you choose to stay in the available military facilities, such as:</p> <ol style="list-style-type: none"> <li>(1) 24/7 provided security in a military camp (in the city centre). Access in the facilities will be granted by using the relevant security card.</li> <li>(2) Low cost</li> <li>(3) Furnished, air conditioned rooms. Water and electricity are free of charge.</li> <li>(4) First aid medical assistance</li> <li>(5) Proximity to the Officers Club (meals, entertainment), city centre.</li> </ol> <p>Dinning and messing Services will be available at the Officers' Club. The OPR of the course will distribute the menu and the cost information in due time to the participants.</p>
<p><b>Transportation</b></p>
<p>Transportation from your accommodation to Camp "BG LASKARIDIS" and then to the Officers Club and vice versa, will be provided in a daily basis during the working days.</p>
<p><b>Social programme and weekend</b></p>
<p>A welcome cocktail event (ice-breaking) will be arranged during the first week of the course and also a closing dinner on the last Thursday of the course. During the weekends, you are free to arrange your own schedule. If a special event will be organized, you will be informed well in advance.</p>
<p><b>Fees</b></p>
<p>No participation fees are applied.</p>

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**PERSONAL ADMINISTRATION FORM (PAF)**

Full name: (Last – First name)	
Rank:	
National ID Number:	
Passport No:	
Branch (Service):	
Specialty:	
Gender:	
Place & Date of Birth:	
<b>Contact Information</b>	
Home UNIT/HQ:	
Position Title:	
Phone (personal mobile):	
Phone (emergency or business):	
E-mail:	
FAX:	
<b>Travel Schedule</b>	
<b>Arrivals</b>	
Transportation means:	
Arrival location in Thessaloniki:	
Arrivals: (DD/MM/YYYY)	
Arrival time:	
Arrival Flight No (if applicable)	
<b>Departures</b>	
Transportation means:	
Departure location from Thessaloniki:	
Departures: (DD/MM/YYYY)	
Departure time:	
Departure Flight No (if applicable)	
Additional Comments: (please provide any additional comments or remarks)	

Please complete this application form in English and return it by e-mail signed by an authorized National approval authority no later than **28 July 2023**  
(Authorized National Approval Authority POC: Point of Contact)  
POC, Rank, Name:  
POC, Organization:  
POC, Role /Position  
POC, Email address: POC Signature

HSJWC abide by the European Data Protection Directive  
The information will only be used for course administration and will not be shared to other organizations and countries.