

Pooling & Sharing
Mountain Training Initiative
Staff Organisation Instructions (SOI)



References:

1. Memorandum of Understanding (MoU) Concerning Cooperation on the Pooling & Sharing Mountain Training Initiative, 09.06.2015
2. Terms of Reference (ToR) Planning Committee Pooling & Sharing Mountain Training Initiative, 19.11.2015

Table of content

1	Aim of P&S MTI.....	5
2	Area of Applicability	5
3	P&S MTI Organisation.....	5
3.1	Org Chart	5
3.2	Description of P&S MTI Elements and Functions	5
3.2.1	Participants	5
3.2.2	Planning Committee (PC).....	6
3.2.3	P&S MTI Administration:	6
3.2.4	P&S MTI Procedure:	7
3.2.5	Point of Contact (PoC)	7
3.2.6	Syndicate	7
3.2.7	Observers	7
3.2.8	Permanent Guest.....	8
3.2.9	Guests	8
4	Basic Rights and Responsibilities.....	8
4.1	Participants.....	8
4.2	PC.....	8
4.2.1	Chair:	8
4.3	Syndicates	9
4.3.1	Syndicate Capability Development:	9
4.3.2	Syndicate Needs&Offers	9
4.3.3	Syndicate LI/LL.....	9
4.4	Observer, Permanent Guest, Guest	10
4.4.1	Observers:	10
4.4.2	Permanent Guest:.....	10
4.4.3	Guest:.....	10
5	Principles of Work.....	10
5.1	Battle Rhythm	10
5.2	Decision Making Process Planning Committee.....	10

5.3	Conference Management	11
6	Information Management	11
6.1	Information Management (Language, Subject, etc.).....	11
6.2	Information Exchange (E-Mail, Platform).....	12
6.3	Local Network (LAN):	12
6.4	Info Security.....	13
6.5	Documentation	13
7	Communication	13
7.1	Platform.....	13
7.2	E-Mail	13
7.3	Telephone.....	13
8	External Cooperation, Cooperation with Media.....	13
	Annexes	14
	Annex A Appendix 1: Syndicate Work – Capability Development.....	15
	Annex A Appendix 2: Syndicate Work – Needs&Offers.....	17
	Annex A Appendix 3: Syndicate Work – LI/LL	19
	Annex B: Checklist Conferences.....	21
	Annex C: Corporate Design	22
	Annex D: General Provisions for MTI Courses (Annex A MoU)	23
	Abbreviations.....	26

1 Aim of P&S MTI

“The aim of the MTI is to offer the Participants a forum to preserve and develop the capabilities of their mountain troops with the long-term perspective to enhance the European Union’s capability to operate in mountainous areas.

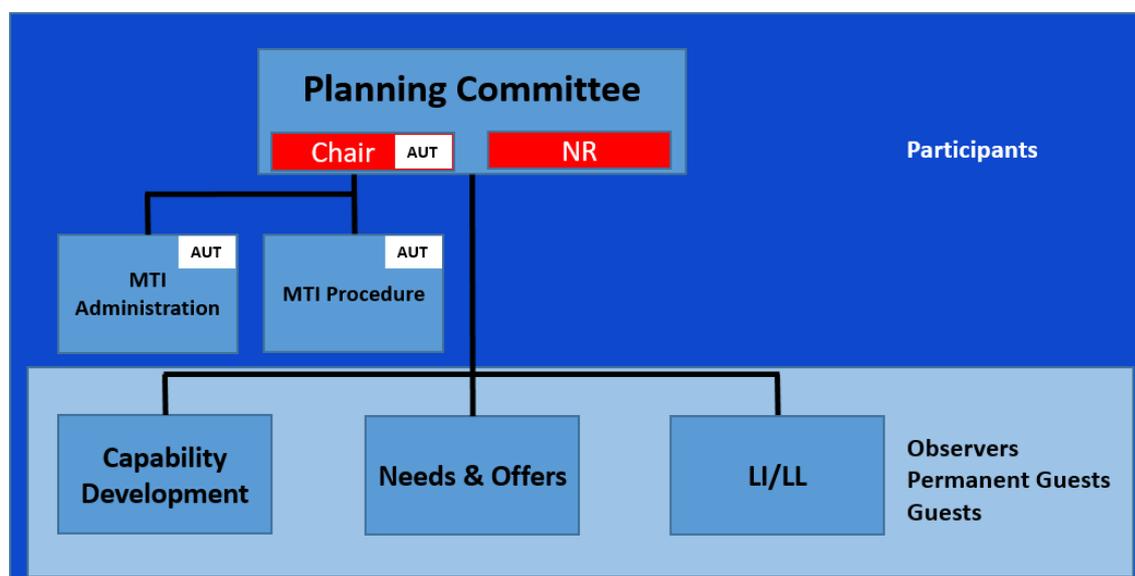
The MTI is intended to complement similar initiatives in other international organisations, in order to avoid unnecessary duplication and to reach possible synergies.”¹

2 Area of Applicability

The aim of this SOI is to regulate, beyond the signed MoU and the fixed Terms of Reference, the cooperation within the P&S MTI during the conferences and between them. In addition, the responsibilities, rights and obligations of the various P&S MTI Elements and Functions are described in order to facilitate cooperation, thereby improving the results and ultimately achieving the goal to enhance the European Union’s capability to operate in mountainous areas.

3 P&S MTI Organisation

3.1 Org Chart



3.2 Description of P&S MTI Elements and Functions

3.2.1 Participants

Participants are the eight founding members of the initiative (AUT, BEL, BGR, DEU, HRV, NLD, POL, SVN) and those nations that have been accepted as participants under the

¹ MoU Reference 1

“Admission of New Participants” Regulations². These are SWE since 28th Nov 2016, CZE since 6th Dec 2017 and ESP since 26th Oct 2020.

3.2.2 Planning Committee (PC)

“Within the framework of the MTI-MoU, the Planning Committee (PC) is set up to manage the MTI, being the sole body to decide on all MTI-related matters.”³

“The PC will comprise one voting representative from each Participant and a non-voting Chair provided by Austria.”⁴

3.2.2.1 National Representative (NR):

The one voting representative from each Participant will be the NR. He *“will be duly prepared and empowered by the respective Participant to take decisions on its behalf. Each Participant may provide any other required experts in an advisory capacity to support its PC representative. The experts may participate in the discussions at PC meetings.”⁵*

3.2.2.2 Chair:

Austria as Lead Nation of MTI chairs the initiative. It uses the following functions and elements provided by Austria:

3.2.2.3 Chairman:

The Chairman chairs the PC.

3.2.2.4 Acting Chairman:

The Acting Chairman is to prepare, direct and follow up the conferences and expert talks in general, and to work on and further develop the initiative between the meetings.

3.2.2.5 Legal Adviser:

The Legal Adviser supports the PC as required, especially for legal advice during the PC Meetings (PCM).

3.2.2.6 Secretary:

The Secretary records the results of the PCM, conferences and expert talks.

3.2.3 P&S MTI Administration:

The Austrian chairmanship uses the P&S MTI Administration primarily for the preparation, prosecution and follow-up of the conferences and expert talks and for the ongoing administration between the meetings. The P&S MTI Administration is ensured by Austria.

² MoU Reference 1, Section 12

³ ToR Reference 2

⁴ MoU Reference 1

⁵ ToR Reference 2

3.2.4 P&S MTI Procedure:

The development and operation above all of CIS matters and the operation of the platform is ensured by Austria.

3.2.5 Point of Contact (PoC)

“The Participants will designate a Point of Contact (PoC) for all matters regarding the initiative. The PoC of the Participants may also be their representative in the PC “⁶.

These regulations do also apply to Observers, Permanent Guests and Guests.

3.2.6 Syndicate

“The MTI will especially focus on the following areas of cooperation:

- *Coordination of training courses and use of infrastructure;*
- *Standardisation of training;*
- *Establishment and coordination of research projects;*
- *Implementation of an EU-wide lessons identified- and lessons learned-process.”⁷*

For this purpose, three syndicates were formed:

- Capability Development (until 2019 Standardization)
- Syndicate Needs&Offers
- Syndicate LI/LL

Each syndicate has a syndicate leader. This function is open to all Participants and is assigned by the PC to a Participant. After DEU has given back the syndicate lead of the Syndicate Standardisation during the 3rd PCM & 2017 Annual Conference, all syndicates are currently led by Austria. In addition, all Participants, Permanent Guests, Observers and Guests send one or more members to the respective syndicates in which they are interested in collaborating.

3.2.7 Observers

“The PC may decide that non-participating EU-Member States or non-participating States that have an Administrative Arrangement with the European Defence Agency (EDA) be invited as Observers to its meetings or to parts thereof. Observers may not participate in the decision-making process. However, they may take part in deliberations or discussions if the PC decides so.”⁸

The PC will grant the status Observer.

With the decision in the course of the 2nd PCM (2016), FRA was granted the status Observer.

⁶ MoU Reference 1

⁷ MoU Reference 1

⁸ MoU Reference 1

3.2.8 Permanent Guest

Permanent Guests are institutions or organizations that cannot become Participant due to the regulation stated in the MoU, but permanent participation in the P&S MTI is in the interest of the Participants and the Permanent Guest.

The PC will grant the status Permanent Guest.

Permanent Guests are the NATO Mountain Warfare Centre of Excellence (NATO MW COE) since Nov 2015 and the NATO Centre of Excellence for Cold Weather Operations (NATO COE CWO) since Oct 2017.

3.2.9 Guests

A Guest is primarily an EU member state (or a state that has an Administrative Arrangement with the EDA) that has no other status and is seeking for Participant or Observer.

4 Basic Rights and Responsibilities

4.1 Participants

Participants have the right to participate in PCM with their National Representative (NR). Furthermore, they can register additional points up to 30 days before the PCM. They have to nominate a NR and a PoC. If they are interested, they can apply to the PC to lead a syndicate. They may participate in all syndicates, have access to the password-protected area of the platform and to the results of the PC.

4.2 PC

“The PC will meet as often as necessary but at least once a year as decided and scheduled by the PC. PC meetings will be hosted and arranged by Austria, unless otherwise decided by the PC.”⁹

“The responsibilities and tasks of the PC include, but are not limited to:

- *manage all activities and related matters regarding the MTI;*
- *develop annual plans of all MTI courses and other activities;*
- *approve new activities to be pursued under the MTI-MoU;*
- *designate, if necessary, a Participant as role specialist nation or syndicate leader;*
- *prepare amendments to the MTI-MoU;*
- *recommend the admission of new Participants.”¹⁰*

4.2.1 Chair:

The Chair of the PC will be provided by Austria. *“The Chair does not have a vote in the PC. The primary responsibilities of the Chair are:*

⁹ MoU Reference 1

¹⁰ ToR Reference 2

- *to initiate and preside PC meetings;*
- *to initiate decision-making in PC meetings;*
- *prepare the draft annual plan of work;*
- *taking of minutes of PC meetings including all decisions made;*
- *to invite Observers and Guests to PC meetings or parts thereof in accordance with the respective decisions of the PC and the provisions of the MTI-MoU.*¹¹

*“The Chair of the PC is responsible for preparing the meetings, including timely distribution of the agenda with adequate supporting documentation needed for any decision at least 30 days prior to each meeting. Agreed minutes and the agreed record of the decisions reached will be distributed by the Chair after each meeting.”*¹²

4.3 Syndicates

The syndicate processes the tasks given by the PC and makes suggestions for possible future edits. The working procedures of the syndicates are described in Annex A. The standing tasks to the syndicates given during the 5th PCM are the following:

4.3.1 Syndicate Capability Development:

The syndicate is to:

- Identify requirements for individual and units’ capabilities, as well as procedures
- Establish a roadmap for syndicate work
- Support to the P&S MTI Exercise Series as required
- Support to NATO MW COE publications development

to enhance the European Union’s capability to operate in mountainous areas.

4.3.2 Syndicate Needs&Offers

The syndicate is to:

- Identify required training/infrastructural Needs
- Coordinate Offers of the partner nations
- Establish feasible procedures for participation

to enhance the MTI-nations’ capabilities and share their resources

4.3.3 Syndicate LI/LL

The syndicate is to:

- Collect and gather identified lessons from operations/exercises/training concerning mountain warfare ICCW NATO MW COE
- Establish a process to evaluate, verify LI, and develop recommendations ICCW NATO MW COE

¹¹ ToR Reference 2

¹² ToR Reference 2

- Contribute to development of TTP, STANAGs, manuals, equipment, etc. ICCW NATO MW COE
- Establish and coordinate research projects;

to enhance the European Union's capability to operate in mountainous areas.

4.4 Observer, Permanent Guest, Guest

4.4.1 Observers:

Observers may participate in PCM but are not entitled to vote in the decision-making process.

Observers may also participate in all syndicates, have access to the password-protected area of the platform and to the results of the PC.

4.4.2 Permanent Guest:

As decided in the 1st PCM, Permanent Guests will be invited to Conferences with the exception of PCM. They may only be invited to PCM with the approval of the PC, if required for the discussion of specific agenda items¹³. They may participate in and contribute to all syndicates.

They have access to the password-protected area of the platform but they will not have access to results of PCM.

4.4.3 Guest:

Guests are allowed to participate in all meetings and conferences with permission of the Participants except PCM. They may only be invited to PCM with the approval of the PC, if required for the discussion of specific agenda items¹⁴. They are invited to contribute to all syndicates and will get the results of the syndicate work.

They have no access to the password-protected area of the platform and the results of the PC.

5 Principles of Work

5.1 Battle Rhythm

The Battle Rhythm of the Initiative was decided during the 1st PCM, with the Planning Committee Meeting, the Annual Conference scheduled for October/November, and the Expert Talks scheduled for May/June each year.

5.2 Decision Making Process Planning Committee

“The PC can take decisions when more than half of the Participants are represented. The PC will reach its decisions unanimously. Unanimously means that every voting representative must vote yes, or abstain for a decision to be approved (with a minimum of one yes vote). Should there be a negative vote the decision is not approved.”

¹³ ToR reference 2

¹⁴ ToR Reference 2

*Decisions can also be taken by other means of communication than a meeting, as agreed by the PC.*¹⁵

5.3 Conference Management

Generally, the Lead Nation conducts the conferences. Participants are invited to offer to host a conference.

The interest in hosting a conference shall be expressed in the course of previous conferences. The PC makes the decision on this when the Program of Work (PoW) is determined.

In advance, Austria sends a Draft Administration Order in which the necessary information, requirements and action for the Host Nation (HN) are specified.

In consultation with the HN, the Lead Nation will conduct a reconnaissance 14-20 weeks before the conference. During this reconnaissance, the Invitation Letter and the Administration Order including the Annexes are developed and completed together.

The Invitation Letter and the Administration Order will always be sent by the Lead Nation via:

- EUMC WG/HTF to
 - all EU Member States
- attaché services to
 - all EU Member States
- email to
 - EU P&S MTI NR and PoC

Registration for the conference takes place in accordance with the HN instructions under the responsibility of the HN.

For additional information for preparing a conference, see Annex B.

6 Information Management

6.1 Information Management (Language, Subject, etc.)

“The working language of all MTI activities will be English.” (1)

MTI-related documents, presentations and paperwork have to fulfil the Corporate Design requirements (Annex C).

¹⁵ ToR Reference 2

Document Hierarchy and Authorizations

Papers	Level	Groups							
		Public	Guests	Permanent Guests	Participants Observer	Syndicate Member	Syndicate Leader	Planning Committee	Chair
MTI Official Paper		read	read	read	read	read	read	read	read
					edit	edit	edit	edit	edit
									sign
MTI Internal Paper			read*	read	read	read	read	read	read
					edit	edit	edit	edit	edit
									sign
Syndicate Paper			read*	read	read	read	read	read	read
						edit	edit		
							sign		
PC Internal Paper					read	read	read	read	read
								edit	edit
									sign

* from the respective conference in which they participated

6.2 Information Exchange (E-Mail, Platform)

Platform:

Unclassified material and overall information are distributed via www.mti.bmlv.gv.at.

The site is hosted by Austria. For any administration matters or requests contact office.mti@bmlv.gv.at.

6.3 Local Network (LAN):

At conferences, an unclassified LAN (Ethernet or WiFi) has to be provided by the HN for all participants at all conference rooms with access to a LAN-printer. Minimum Requirements:

- unlimited internet access
- minimum 30 devices simultaneously
- 5 GB data space (NAS)
- LAN-print (Din A4, colour)

Austria provides unclassified computers for syndicates and presentations if needed. Participants can bring own IT-devices if needed.

Use of national crypto-devices for national classified communication has to be provided by the participating nation itself and accorded by the HN.

6.4 Info Security

In accordance with MoU, all information shared at MTI platform has to be “RELEASEABLE TO PUBLIC”.

Nevertheless, HN has to provide a certain level of security for all networks used.

Classified material has to be handled in accordance with national and international regulations.

6.5 Documentation

The Minutes of the PCM will be distributed to the MTI Participants and Observers via Email to NR and the POC and officially via the national attachés to respective MODs.

Minutes of Annual Conferences and Expert Talks will be distributed

- to all NR and PoC of Participants, Observers and Permanent Guests and to all PoC of Guests who took part at the meeting via email,
- via the national attachés to respective MODs of Participants Observers and Permanent Guests and to all MODs of Guests who took part at the meeting as well as
- via the EUMC HTF to all EU members.

Any other information will be provided on the platform.

7 Communication

7.1 Platform

The MTI Website is used for data sharing and documentation.

7.2 E-Mail

Data exchange for unclassified materiel and overall information is provided via e-mail.

7.3 Telephone

Phones are used as primary communications for unclassified information.

Classified communications are not provided.

8 External Cooperation, Cooperation with Media

External cooperation is not foreseen, unless the PC decides so.

Cooperation with the media takes place under the responsibility of the respective nation.

Annexes

Annex A Appendix 1: Syndicate Work – Capability Development

Annex A Appendix 2: Syndicate Work – Needs&Offers

Annex A Appendix 3: Syndicate Work – LI/LL

Annex B: Checklist Conferences MTI Team

Annex C: Formats and Corporate Design

Annex D: General Provisions for MTI Courses (Annex A MoU)

Abbreviations

Annex A Appendix 1: Syndicate Work – Capability Development

Task of the syndicate

The syndicate Capability Development is to:

- Identify requirements for individual and units' capabilities, as well as procedures
- Establish a roadmap for syndicate work
- Support to Exercise Series European Mountain Thunder (EMT) as required
- Support to NATO MW COE publications development

to enhance the European Union's capability to operate in mountainous areas.

Organization of the syndicate

The syndicate comprises the Subject Matter Experts (SMEs) of the Participants, Guests and Observers as well as the Syndicate Leader, currently the CO of the Austrian Mountain Warfare School. The Syndicate Leader is responsible for the organization of the syndicate as well as for the recording and the distribution of documents including the Syndicate Paper.

The syndicate holds sessions during Annual Conferences and Expert Talks of the P&S MTI. Topics are proposed by the syndicate and agreed upon by the PC. For preparation a read-ahead package will be provided in advance of every session. During the sessions SMEs are invited to share their expertise and discuss on the topic of the meeting, results are recorded in the Syndicate Paper.

Description of the syndicate

The MTI Training Architecture – a product of the Syndicate Standardisation – contributed to the development of NATO-Standards issued in the ATrainP-6 Mountain Warfare Education and Training. After finishing the standardisation-work in close co-operation with the NATO MW COE the PC decided in its 5th PCM in POTSDAM held 22-24oct19 to rename the Syndicate Standardisation to Syndicate Capability Development.

The aim of the syndicate is to standardize the techniques and procedures in Mountain Training and Mountain Warfare, and to enhance interoperability between the European Mountain troops. The syndicate is now to contribute to the development of a NATO ATP by the NATO MW COE. To achieve this, the MTI Nations are asked to share their national experiences and solutions in regard of the Combat Functions described in the ATrainP-6 based on the ATP 3.2.1 Allied Land Tactics. As it is only possible to focus on very small segments during the MTI-Conference and - Expert Talks, the work here might encourage the Nations to contribute to the process in between.

The results of this work are going to be recorded and made available in a document called "Syndicate Paper". It is understood as a developing and living document to be constantly

amended and nourished as well as reviewed. This process will obviously rely on the willingness of the Nations to contribute.

The following four main points will be figured out for each combat function:

- 1) Decisive parameters
- 2) Common results of the Nations' approaches
- 3) Special solutions for the development of capabilities
- 4) Further Demands

The overall aim is to make tactical standards available in order to create a common basis for the co-operation in the upcoming exercise-series mentioned in the MTI-vision.

Annex A Appendix 2: Syndicate Work – Needs&Offers

Task of the Syndicate

The Syndicate is to

- Identify required training/ infrastructural Needs,
- Coordinate Offers of the partner nations,
- Establish feasible procedures for participation,

to enhance the MTI-nations' capabilities and share their resources.

Organization of the syndicate

The syndicate holds sessions during Annual Conferences and Expert Talks of the P&S MTI.

For preparation 6 weeks in advance of every session the Needs and Offers have to be sent to office.mti@bmlv.gv.at. During the sessions, a last coordination will take place if necessary.

Description of the syndicate work

The identification of the required Needs and the coordination of the Offers take place in 6 steps.

1st step:

All participating nations send their Needs and Offers for the following year to office.mti@bmlv.gv.at, by using the format sheets. The format sheets should be sent 6 weeks before the Expert Talks.

- In the row "date" fill in: Your preferred period
- and in "alternative date" Your alternative date
- In the column "annotations" fill in:
if there are any bilateral agreements related to the course
if your country prefers a specific course, or the training in a specific country

2nd step:

The Syndicate Leader collects the Needs and Offers, makes a proposal how to cover up the Needs and sends out the draft training database 2 weeks before the Conference.

3rd step:

The nations check the results.

The nation, which has a Need, gets in contact with the nation that covers up and clarifies the details.

All nations with Needs give a response to the Syndicate Leader during the Expert Talks.

Content of the response:

- Are the Needs covered up?
- By whom are the Needs covered up?
- Are there open Needs?

- Are there additional Needs or Offers?

4th step:

During the Expert Talks a coordination for Needs and Offers will take place.

At the end of the Expert Talks the Syndicate Leader presents the database plus subsequent changes.

5th step:

According to the database 6 weeks before the Annual Conference, all nations send subsequent changes to office.mti@bmlv.gv.at.

The Syndicate Leader reworks the training database.

A last coordination will take place during the Annual Conference.

6th step:

The final training database will be sent out by the office MTI.

Annex A Appendix 3: Syndicate Work – LI/LL

Task of the syndicate

The syndicate is to:

- Collect and gather identified lessons from operations/exercises/training concerning mountain warfare ICCW NATO MW COE
- Establish a process to evaluate, verify LI, and develop recommendations ICCW NATO MW COE
- Contribute to development of TTP, STANAGs, manuals, equipment, etc. ICCW NATO MW COE
- Establishment and coordination of research projects

to enhance the European Union's capability to operate in mountainous areas.

Organization of the syndicate

The syndicate comprises SMEs of the Participants, Guests and Observers. Austria is in Lead of the syndicate.

The syndicate holds sessions during Annual Conferences and Expert Talks of the P&S MTI. Topics are proposed by the syndicate and agreed upon by the PC.

For preparation a read-ahead package will be provided in advance of every session. During the sessions, SMEs are invited to share their expertise and discuss on the topic of the meeting, results are recorded in the Syndicate Paper.

Description of the syndicate work

Collect and gather identified lessons

SMEs of the P&S MTI are in general trained personnel in mountaineering and mountain warfare, rather than experts in the field of Lessons Identified/Lessons Learnt. During national multi-/international operations/exercises/training observations and lessons identified concerning mountain warfare are gathered by themselves or their respective nation's MW troops and MW schools to be evaluated according to national regulations.

The syndicate's personnel ICCW NATO MW COE is to join EU P&S MTI participants and EU P&S MTI exercises and to advice EU P&S MTI exercise-planners to apply to the MTI (NATO) LI/LL process in order to collect and gather observations and identified lessons. (EMT exercise series)

During the 2019 annual conference it was agreed upon to set up a Database to share not only UNCLASSIFIED but CLASSIFIED information in regards to LI/LL. Additionally, it was agreed upon to share the information of nations' PoC for LI/LL.

Process to evaluate, verify LI, and develop recommendations

During the 2nd PCM in 2016 it was decided to use the NATO template for reporting observations and to follow the NATO LI/LL process within P&S MTI. The NATO LI/LL process applies for MTI-LI/LL.

Contribute to development of TTP, STANAGs, manuals, equipment, etc.

As of now, a Draft for a Database for MW equipment was developed to be further on shared on the MTI-website.

Dependent on nations' contributions, observations, identified lessons are shared and discussed during Expert Talks and Annual Conferences ICCW NATO MW COE in order to enhance the European Union's capability to operate in mountainous areas.

Annex B: Checklist Conferences

	Tasks	Who is responsible
	Public relations – AUT & HN	
	Pictures during recce for Public relations	
	Compare the arrival of the participants with the schedule	
	Presence of Chairman & High Ranking Officers HN during the conference	
	Comparison of the tasks at the help desk (AUT/HN)	
	Check PoC/NR – Email & phone, Department, Function (address list)	
	Flag parade	
	Group picture	
	Pictures during Conference	
	Base material, name tags, place cards	
	Water on tables during Conference	
	Stand tables at the Icebreaker	
	Flags, pennant, banner	
	Data backup	
	Data transfer	
	IKT Support LAN Printer Cables	

Annex C: Corporate Design

All actual Corporate Design formats are available on the MTI Platform.

Annex D: General Provisions for MTI Courses (Annex A MoU)

The following general provisions will apply to all MTI courses:

1. Definitions

<u>Host Nation (HN)</u>	A nation which receives Trainees on its territory.
<u>Sending Nation(s) (SN)</u>	A nation deploying personnel, supplies and/or equipment to the HN and requesting HNS.
<u>Trainee</u>	SN personnel participating in a MTI course.
<u>Force Protection (FP)</u>	All measures taken and means used to minimize the vulnerability of personnel, facilities, equipment and operations to any threat and in all situations, to preserve freedom of action and the operational effectiveness of the force.
<u>Host Nation Support (HNS)</u>	The civil and military assistance rendered by the HN to SN which are located on, operating in or transiting through the HN territory, territorial waters or airspace.
<u>Statement of Requirement (SOR)</u>	A document prepared by the SN detailing forces and equipment to be deployed and related facilities, supplies and services required.

2. Legal status of Trainees

The PfP SOFA or the NATO SOFA, as applicable, and/or any other relevant agreements that may be in force between the SN and the HN will govern the legal status of Trainees.

3. Command and control

Trainees will remain under full command of their national authorities, retaining national chain of command. No transfer of authority (ToA) will take place.

For each course, the HN will designate a course director who will exercise control over all Trainees for the duration of the course.

The course director will be the authority concerning all technical and administrative issues of a course. He or she will be responsible for the direction, guidance and supervision of all activities.

4. Course Costs

Course costs will be subject to the decision of the respective HN.

5. Force protection

The HN will inform the SN of its proposed FP measures, limitations and restrictions.

Each SN will identify and provide its FP requirements and limitations to the HN through the SOR process.

6. Host Nation Support

Based on the SOR and within existing capabilities and subject to availability, the HN will provide the SN with support as necessary for the purpose of each course.

The SN will, as much as possible, make sure that SOR specify the type, quantity and quality of support required.

The SN will reimburse the HN for agreed HNS. Reimbursement will be carried out in accordance with applicable multi- or bilateral agreements or arrangements.

The HN will keep administrative and financial records necessary to establish reimbursement for the requested support provided to the SN in compliance with HN regulations.

7. Medical Support

The SN is responsible for ensuring that its Trainees are medically and dentally fit prior to the respective course and will guarantee sufficient health insurance for its Trainees.

The HN will provide medical and dental care according to the respective national laws and regulations, as outlined in the course instructions.

8. Statement of Requirement

The SN will, no later than 30 days before the start of a course, provide the HN with their SOR detailing forces and equipment to be deployed and related facilities, supplies and services required.

9. Contracting

The HN will facilitate the conclusion by the SN of necessary contracts with civil and commercial sources.

Whenever the HN cannot provide support, the HN will act as an intermediary to facilitate the flow of information and signature of contracts between the SN and the civil and commercial sources. The HN will however not sign contracts on behalf of the SN.

All bills will be paid directly by the contracting SN to the civil or commercial supplier, without interference of the HN.

10. Border crossings

Border crossing requirements will be detailed by the HN in the course documentation.

11. Aircraft accidents or incidents

Any accident or incident involving aircraft will be dealt with in accordance with the specific national laws of the HN and/or applicable multi- or bilateral agreements or arrangements.

12. Environment

The HN will provide the SN with copies of environmental rules or standards, which apply during the conduct of a course. SN will respect HN environmental standards.

13. Claims

Non-contractual claims arising out of, or in connection with, the execution of this Annex will be handled in accordance with the provisions of the PfP SOFA or the NATO SOFA, if applicable.

Any other claims will be dealt with by the nations involved, and will be settled on a case-by-case basis in accordance with applicable national and international law.

Abbreviations

<i>ATP</i>	<i>Allied Tactical Publication</i>
<i>ATrainP</i>	<i>Allied Training Publication</i>
<i>CIS</i>	<i>Communications and Information Systems</i>
<i>EDA</i>	<i>European Defence Agency</i>
<i>EMT</i>	<i>European Mountain Thunder</i>
<i>FP</i>	<i>Force Protection</i>
<i>HN</i>	<i>Host Nation</i>
<i>HNS</i>	<i>Host Nation Support</i>
<i>ICCW</i>	<i>in close coordination with</i>
<i>LAN</i>	<i>Local Network</i>
<i>LI/LL</i>	<i>Lessons identified/Lessons learned</i>
<i>MODs</i>	<i>Ministry of Defence</i>
<i>MoU</i>	<i>Memorandum of Understanding</i>
<i>N&O</i>	<i>Needs and Offers</i>
<i>NATO COE CWO</i>	<i>NATO Centre of Excellence for Cold Weather Operations</i>
<i>NATO MW COE</i>	<i>NATO Mountain Warfare Centre of Excellence</i>
<i>NR</i>	<i>National Representative</i>
<i>Org</i>	<i>Organisation</i>
<i>P&S MTI</i>	<i>Pooling & Sharing Mountain Training Initiative</i>
<i>PC</i>	<i>Planning Committee</i>
<i>PCM</i>	<i>Planning Committee Meeting</i>
<i>PfP</i>	<i>Partnership for Peace</i>
<i>PoC</i>	<i>Point of Contact</i>
<i>PoW</i>	<i>Program of Work</i>
<i>SME</i>	<i>Subject Matter Expert</i>
<i>SN</i>	<i>Sending Nation</i>
<i>SOFA</i>	<i>Status of Forces Agreement</i>
<i>SOI</i>	<i>Staff Organisation Instructions</i>
<i>SOR</i>	<i>Statement of Requirement</i>
<i>STANAGs</i>	<i>Standardization Agreement</i>
<i>ToA</i>	<i>Transfer of Authority</i>
<i>ToR</i>	<i>Terms of Reference</i>
<i>TTP</i>	<i>Tactics, Techniques and Procedures</i>