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26 June 2013

NOTICE

AC/225(IF)N(2013)0002 (PFP)

Copy NSA

NATO ARMY ARMAMENTS GROUP (NAAG)

INTEGRATED CAPABILITY GROUP INDIRECT FIRE

**Administrative Package for the 5th meeting of the Integrated Capability Group on
Indirect Fire (ICGIF)**

Fall Meeting will be held in Bracciano, Rome, Italy

Period 7-11 OCTOBER 2013

**(7 Oct is a travel day and panel meeting - if requested by Panel Chairs, and 11 Oct is
a travel day)**

Dear Member of the ICGIF and Subordinate Panels,

1. Please find attached at Enclosure, the next meeting administrative details provided by the host nation, Italy. This notice should be considered as the official invitation for your participation in the subject meeting.
2. All participants are kindly requested to follow the guidelines for their registrations, booking of accommodation and any other administrative issues.
3. This information was already posted on the DI Portal: <https://diweb.hq.nato.int>¹, meeting folder.
4. For any visa support, please contact the host nation directly.

¹ To access the Defence Investment Division Web Portal from NATO LRE use the hyperlink: <http://irshpp1a:6002>

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5. Please action as required. Contact the meeting host directly for further information:

Meeting Point of Contact:

Major Antonino ASCIUTTO

Tel: +39 06 99803445 Ext. 0274

Fax: +39 06 99803446

E-mail: antonino.asciutto@esercito.difesa.it

6. The Agenda (AC/225(IF)A(2013)0002 (PFP)) of the meeting will be circulated 6 to 8 weeks prior to the meeting date.

(Signed) O. TASMAN

1 Enclosure

Action Officer: O. TASMAN, x4300
Original: English

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COMANDO ARTIGLIERIA



To Members of ICGIF

**Subject: CONVENING ORDER FOR THE 5TH MEETING OF THE
INTEGRATED CAPABILITY GROUP ON INDIRECT FIRES
BRACCIANO (ITALY), 7 - 11 OCTOBER 2013.**

1. GENERAL

- a. From 7 to 11 October 2013, Italy is honored to host the NATO-Integrated Capability Group on Indirect Fire (ICGIF) meeting. The Italian delegate, supported by the Italian Artillery HQ, is in charge of the organization.
- b. The meeting will be divided in two parts. The first one (7-8 Oct) will be allocated for traveling and panel meetings, while the second (9 – 10 Oct) for official ICGIF plenary meeting. Departure day will be 11 Oct 2013.
- c. This convening order will provide all delegates with the necessary information in order to allow them to make their necessary arrangements.
- d. The overall security classification of the meeting is NATO UNCLASSIFIED.
- e. Partnership for Peace (PfP) Nations are invited to attend as observers throughout the 4-day period, but may only attend the meeting for those topics deemed releasable to non-NATO Nation Representatives.
- f. The meeting will be conducted in English without translation.

2. SUPPORT

- a. For all administrative issues, the administrative Point of Contact (POC ADMIN) is:

**Major Antonino ASCIUTTO
COMANDO ARTIGLIERIA
SM-Ufficio Dottrina, Studi e Lezioni Apprese
Caserma Montefinale
Via Braccianese Claudia s.n.c.
00062 BRACCIANO (ROMA) ITALY
Phone: +39 06 99803445 Ext. 0274
Fax: +39 06 99803446
antonino.asciutto@esercito.difesa.it**

- b. At the following link is possible find more details related to the meeting organization:
http://www.esercito.difesa.it/Organizzazione/Armi_corpi/Artiglieria%20e%20Specialit%C3%A0/NCGIF/Pagine/elenco.aspx
- c. Please contact POC ADMIN in case of any problems or need for additional information.

3. ACCOMODATION

- a. The delegations will be accomodated at the “Alfredo Hotel” in Bracciano.



- b. Alfredo Hotel is less than 2 km away from Bracciano Railway Station (around 15 minutes walking) and about 50 km away from Rome Fiumicino International Airport, which can be reached by train, bus or car). A free covered parking is available at the hotel.



- c. Alfredo Hotel is placed on the Bracciano Lake shore at short distance from Bracciano centre, where the Italian Artillery HQ is located. Any request for transportation during the free time must be requested to the POC.
- d. Adress: «Alfredo Hotels & Restaurants» Via Circumlacuale, 7/A, 00062 Bracciano (Roma)
Phone: +39 06 99802168; web Site: www.alfredohotels.com; e-mail: info@alfredohotels.com
- e. Thirty-five rooms have already been pre-booked for delegates from 7 till 11 Oct 2013.

- f. Delegates, after booking directly the hotel using "5ICGIF" code, are invited to fill in the attached participation form and send it by mail to the POC ADMIN NLT 1 Sep 2013 in order to make proper arrangements for the meeting.
- g. An update of EXCEL sheet will be regularly posted on the forum (Web site Defence Investment Division Web Portal: <https://diweb.hq.nato.int>) in order to show the participants list.
- h. Delegates who wish to stay in another hotel, or those who are too late to get a room at Alfredo Hotel must organize their own accommodation in another hotel.
- i. The Alfredo Hotel propose different accommodations with the following rates:
 - (1) Single Rooms - €70 / night
 - (2) Double Rooms - €90 / night
- j. The mentioned rates include breakfast, wireless Internet connection and free covered cars park. Payment for accommodation will be carried out at the lobby of the hotel (credit cards accepted).
- k. Check-In is possible from 12.00 a.m., Check-Out should be carried out before 10.30 a.m.

4. MEETING LOCATION

- a. The meeting will take place at Italian Artillery HQ "Cosenz Barracks".
- b. The plenary Conference Room is available all meeting days.
- c. Two complementary meeting rooms are available, if needed, for the panel meetings starting from 08.00 7 Oct 2013.
- d. The meeting rooms are equipped with overhead projector and screen (Electric power 220 volts 50 hertz - EU plugs).

5. ARRIVAL/DEPARTURE OF DELEGATES

- a. The easiest way to get to Bracciano and reach Alfredo Hotel is by plane using Rome-Fiumicino International Airport "Leonardo da Vinci". ITA Artillery HQ designated personnel will accompany you from the Airport Terminal to the hotel. Each delegate is kindly requested to notify the POC arrival time and details on flight in order to let the POC arrange transportation to the Alfredo Hotel.
- b. After your arrival at the hotel you will find an information package at the reception desk which will include a map of Bracciano and Rome and some local information.
- c. For the departure, each delegate will notify the POC departure time in order to arrange the bus service to the International airport.

6. DINING

- a. Breakfast is served at the hotel Restaurant, located on the ground floor, daily from 07.00 till 10.00.
- b. During working days a morning and afternoon coffee break is planned at 10.30 and 15.30.
- c. Lunch will be served from 13.00 to 13.40 at the barrack's mess.
- d. On the 8 Oct (Tuesday evening) a Social Ice Breaker is organised at the "Alfredo Hotel" restaurant from 19.00 till 21.00.
- e. Evening meals etc..., can be taken in various restaurants or "pubs" in Bracciano. There is also a restaurant at Alfredo Hotel.
- f. A formal dinner is planned on Wednesday 9 Oct 2013 at Artillery HQ facilities.

- g. Each delegate will be charged a Conference fee covering lunches, coffee breaks and the formal dinner. The amount has to be paid cash during the first day and a receipt will be released upon request. The amount depends on the number of days that the delegate participates. The maximum charge will be €105,00 (four days meeting).

7. PROGRAM FOR THE MEETING

- a. The program of the meeting will be provided by the Working Group Chairmen.
- b. Working hours: approximately 08.00 - 17.00.
- c. No activities are planned on Friday 11 Oct 2013 .

8. DRESS CODE

- a. Working days of the ICGIF (from 7 till 11 Oct 2013): civilian clothes (jacket and tie).
- b. Social Ice Breacker (Tuesday) and Formal Dinner (Wednesday): jacket and tie.
- c. Cultural event: casual

9. CLIMATE

The weather in central Italy can be somewhat rainy and unstable in October, daily average temperatures range from 18 -10 °C.

10. ACTIONS TO BE TAKEN BY DELEGATES

Fill in the attached Participation Form and send it by mail **NLT 1 Sep 2013** to the POC ADMIN

Antonino ASCIUTTO
Major
Italian Army Artillery Command

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HOST NATION PARTICIPATION FORM**From:**

To: antonino.asciutto@esercito.difesa.it

HOST NATION RESPONSE FORM TO THE CONVENING ORDER OF THE 5TH MEETING OF THE INTEGRATED CAPABILITY GROUP ON INDIRECT FIRE. BRACCIANO (ITALY) 7-11 OCT 2013.

HEAD OF DELEGATION										
Rank	Surname	First Name	Birth place	Birth date	Security Clearance	Country Code	Passport number	Expiration date	phone	Email

MEMBERS										
Rank	Surname	First Name	Birth place	Birth date	Security Clearance	Country Code	Passport number	Expiration date	phone	Email

Booked at the "Alfredo Hotel" (Yes or NO)	
Booked at another Hotel (name of the Hotel)	
Check in date (DTG) <i>e.g. 171500 OCT 11</i>	
Check out date (DTG) <i>e.g. 211500 OCT 11</i>	
Request bus service to reach the Alfredo Hotel (Yes or NO)	
Flight details: <i>e.g. ALITALIA AZ 160 from Brussels departing (local) time 171300 OCT 11</i>	
Arrival time IOT arrange the bus service to reach the Alfredo Hotel (DTG) <i>e.g. 171500 OCT 11</i>	
Special request concerning the food (If you cannot eat something)	

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