



ADMINISTRATION INSTRUCTION - CIOR CIMEX - 3 TO 6 AUG 2019 – TALLINN

References:

Annex A: Google Map.

Annex B: Photographs of Estonian Academy of Security Sciences.

Annex C: CIMEX Program (to follow).

INTRODUCTION

1. On behalf of the CIOR CIMIC Committee, congratulations on your selection to attend this year's CIMEX in Tallinn. I am honored to welcome each of you and look forward to facilitating another successful event this year.

2. This year's CIMEX will take place from Saturday, 3 August to Tuesday, 6 August 2019. Participants are expected to arrive between 1500-1700 on the afternoon of 3 August. The location for all CIMEX activities and accommodation will be at the Estonian Academy of Security Sciences (Kase 61, 12012 Tallinn, Estonia). Google map attached.

AIM

3. The aim of this Administration Instruction is to provide all participants with the relevant information to deploy to Tallinn and participate in CIMEX 2019.

EXECUTION

4. Intent. The CIOR CIMIC Committee will plan and run CIMEX 2019, with support and logistics being provided by an Estonian support team.

5. Scheme of Maneuver. A CIMIC Committee advance party led by Col Vanessa Dornhoefer will arrive in Tallinn on Thursday 31 July. All participants are to arrive in Tallinn between 1500-1700 on the afternoon of 3 August. The CIMEX will kick-off with an Ice-Breaker event at 1830 on 3 August. On 4 August, all CIMEX participants will be encouraged to attend the CIOR Congress Opening Ceremony to be immediately followed by an Estonian-hosted National Evening at [Maarjamäe Palace](#). We anticipate CIMEX participants from several NATO and partner countries. The CIMEX will conclude after lunch on Tuesday 6 Aug.

6. The overriding CIMEX objectives are to encourage liaison opportunities, networking and information sharing while exploring emerging CIMIC concepts and promoting best practices within the international CIMIC community. The CIMEX is not designed to be a formal CIMIC training course and will consist of a number of presentations and a brief table-top exercise. During the table-top exercise, participants will be placed into multinational syndicates to work on specific CIMIC tasks. They will present their syndicate task solutions to a group of senior officers and CIMIC experts on the morning of 6 August. The theme for CIMEX 19 is: *CIMIC in the Information Age: Opportunities and Challenges*. Participants should expect to gain a common understanding of this subject.



ARRIVAL INSTRUCTIONS

7. Academy Arrival/Departure. Participants will be responsible for their own transportation to/from the Tallinn airport. Airport taxis and public transportation provide the best options. The following directions have been provided by our Tallinn hosts on the best options to travel to the Academy via the airport or personal car.

EASS Address (GPS coordinates): Kase 61, 12012 Tallinn, Estonia

8. Parking. Car parking is available at EASS with prior coordination.

9. Registration at the Academy. Participants will be guided through a registration process on arrival at the Academy. Participants will be given an orientation brief, a welcome pack, and shown their accommodation.

10. CIMEX Program. All participants will receive a copy of the CIMEX program along with pre-reading materials.

SERVICE SUPPORT

11. Accommodation. Accommodations will be in shared barrack-styled rooms (see photo). Towels and bed linen will be provided by the Academy. Recommend bringing extra towel and shower shoes.

12. Messing. Messing will be in the Estonian Academy of Security Sciences. Normal meal times will apply:

- | | |
|---------------|----------------|
| a. Breakfast: | 07.30 – 08.30* |
| b. Lunch: | 12.30 – 13.30* |

*times may vary slightly due to program

13. Dress. Working dress for CIMEX participants should be national combat uniform, appropriate to the climate. Dress for all social activities is smart casual. Bring sports wear, as there will be the opportunity to do some personal physical training. Personnel moving onto the Summer Congress after CIMEX, will require full service dress for the opening ceremony, service dress less jacket for daily working dress, and formal mess dress for the final dinner.

14. Medical. Medical cover will be provided by the Estonian Academy of Security Sciences.

15. Equipment. Participants are encouraged to bring laptops if possible, but at least bring a USB memory stick.

16. Documentation. Bring passport and some form of military or national identity card with photograph. All participants are to ensure that they have provided passport details as part of their registration process, or directly to their country representatives. Identification should be carried at all times, as due to recent incidents across Europe, it is possible that the Estonian authorities could conduct spot identity checks.



COMMAND AND SIGNALS

19. Officer in command of CIMEX. Col Vanessa Dornhoefer

18. Host nation Liaison Officer and support. Major Ingrid Mühling

Please direct any additional questions to cior.cimic.committee@gmail.com (our CIOR Organization e-mail and website are currently down for maintenance).

We look forward to seeing all of you in Tallinn!

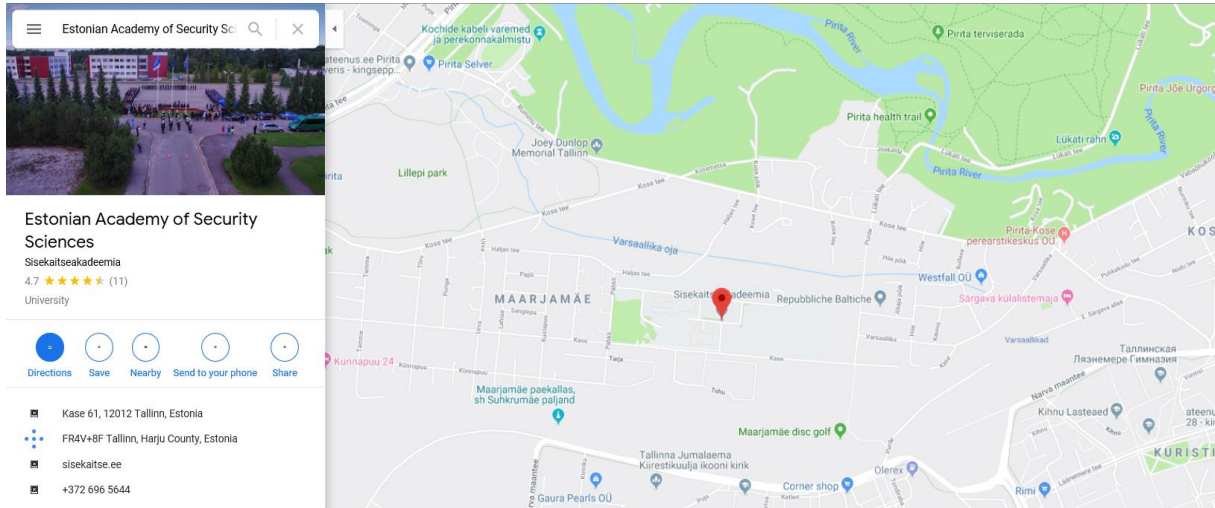
Vanessa Dornhoefer

Vanessa Dornhoefer, Colonel, US
Chairman, CIOR CIMIC Committee
Mobile/What's App: +1 856 297 9240
cior.cimic.committee@gmail.com

***See next page for Annex A & B**



ANNEX A: GOOGLE MAP



ANNEX B: ESTONIAN ACADEMY OF SECURITY SCIENCES



