



Dated 29 January 2025

## Codification College Policy

### 1. Organizer, training purpose

NATO Allied Committee 135 (AC/135) and the NATO Support and Procurement Agency (NSPA) (called “organisers”) organize NATO Codification System (NCS) College courses for Managers and Directors with the mission to advance knowledge and application of NATO codification policies and procedures.

The Course for Codifiers and Logisticians provides more in-depth understanding of the procedures including hands on codification exercises. It also provides an opportunity to visit a Military Warehouse or Depot in order to fully understand the importance of the NSN and how it is used throughout the Logistics Lifecycle.

### 2. Course dates

Both courses operate once per year on dates published via the courses website. The course for Managers lasts three (3) days, whereas the one for Codifiers eight (8) business days. All classroom-based courses run on working days only, unless otherwise stated. Organisers reserve the right to alter course dates, venues and location where necessary without liability. Organisers endeavour to give the delegate as much advance notice as possible in case of any such change via the attendee’s email address provided at the time of registration.

Before the course:

### 3. Enrolling in a Class & registration

Students must register via the online registration form in order to book the desired course referenced at [www.nato.int/codification](http://www.nato.int/codification), no later than the deadline stated at the registration web site. The class capacity is maximum 30 students, whereas class will run with at least 9 students registered.

### 4. Payment

Payment fees must be remitted and cleared **30 days prior to commencement of the course**. Registered students who have not paid registration fees 30 days before the course commences will automatically have their registrations cancelled and will be accordingly notified through their registration email. The course price does not include travel, accommodation, meals or other related expenses unless explicitly stated.

### 5. Cancellation

Cancellations must be submitted in writing via email to [AC135Secretary@nspa.nato.int](mailto:AC135Secretary@nspa.nato.int) and must contain the full booking details including delegate’s and organization name and contact details. Cancellation will be in turn confirmed in writing to the fee payer. The following charges will apply if a registrant cancels a course’s registration: cancellations during the



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period of 20 days prior to the course's start date will entail no refund at all. Cancellations prior to 20 days in advance of the course start date entail a 100% refund.

## 6. Language, preparatory

Students should have a good command of written and spoken English.

The students are expected to familiarize themselves with eLearning relevant materiel as specifically instructed at the registration instructions.

## 7. Travel and accommodation

Organisers will arrange for pre-booked accommodation, publish the booking website, and provide instructions, so that students can self-reserve accommodation. Students are free to arrange accommodation of their choice at their own responsibility. Any travel or other costs incurred are entirely the attendees' responsibility and will be explicitly borne by students.

## 8.

### During the Course 9. Participation

Training objectives can be achieved only if students have mutual respect for each other and show genuine interest in course proceedings. Students are expected to act in a professional manner to other students, instructors and organisers while attending a course. All participants are requested to show respect to their group members and behave in a professional manner. Group discussion may lead to differences of opinions, so all participants can "agree to disagree" in a proficient fashion. It is appreciated that participants arrive at least 15 minutes prior to the session commencing. All mobile phones should be switched off during sessions. Internet access is provided to registrants of the Codifiers course based on the fact that students will only access web sites related to the course objectives and identified by the lead instructor. Registrants of the Codifiers course must bring over their own laptop computer in order to access course's materiel. Following registration, NSPA will email to registrants of the Codifiers course a specific form in order to provide Wi-Fi access during the course. NSPA cannot provide any laptops during the Codifiers course.

## 10. Venue, administration

The course will be hosted at a NATO facility. Course Administration can be by either performed by NSPA or a NATO or TIER 2 country.

## 11. Course outlines

In order to respond to changes in the NCS, Organizers reserves the right to alter courses contents and/or trainer at any time. All specific requirements, audience or demonstration needs are to be pre-arranged with the lead instructor before the courses commence, eliminating any last minute changes.



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## 12. Course website

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## Post the Course 13. Feedback

Students share their feedback prior course termination. The material and knowledge gained shall be used in enhancing the operation of the National Codification Bureau and application of the NATO Codification System procedures in line with the most up to date material. Students are invited to share their feedback, observations and recommendations for course improvements with the Organisers.

## 14. Closure

No variation to these NCB College Policy shall be effective unless made in writing and signed by an authorized representative of AC/135.