

ADMIRAL PITKA RECON CHALLENGE 2016
LIAISON OFFICER (LNO) OPERATING INSTRUCTIONS

1. The purpose of the LNO is to be the intermediary between non-national competition teams and the event organizers during the competition.
2. LNO tasks are as follows:
 - 2.1 Assists non-national competition teams throughout the entire period of the competition:
 - Before the start of the competition, the LNO will familiarise himself/herself with the documentation concerning the objectives and organisation details of the competition (familiarise with and print out the information found on the competition home page. <http://www.pitkachallenge.eu/>);
 - Fully understands the objectives and rules of the competition and is able to familiarise them to non-national competition teams and guests;
 - Translates necessary information to non-national competition team members;
 - Participates in meetings scheduled by the competition staff;
 - Escort non-national competition team support person to all open competition checkpoints;
 - Helps the team to find solutions to problems that occur during course of the competition.
 - 2.2 Recommendations **to** LNOs:
 - Familiarize themselves with the necessary foreign language vocabulary;
 - Become acquainted with the competition area and local life (shops, petrol stations, attractions, history).
3. Arrival of and Transportation for Non-National Competition Teams:
 - The LNO will meet his/her team at the harbour or airport. Non-national competition team contact information, together with arrival and departure times will be sent by the Women`s Voluntary Defence Organization (“Naiskodukaitse“) to the respective LNO e-mail address. If necessary, the LNO will help the non-national competition team to arrive at its accommodation in Tallinn.
 - Generally, the LNOs’ means of transport to Tallinn will be provided by the appropriate district headquarters. Arrival by personal vehicle or public transport is possible in exceptional cases and / or in agreement with the district headquarters and “Naiskodukaitse” POC. Upon request, secure personal vehicle parking at no charge in Tallinn can be provided for the entire duration of the competition, provided this request is forwarded to the “Naiskodukaitse“ POC one week prior to the event. If arriving at the competition base camp by personal vehicle, then it is to be parked in the designated parking lot.

- A place for the LNO in the non-national competition team vehicle is ensured for the duration of the competition.
 - Fuel for district vehicles will firstly be provided by district headquarters, which can later be applied for a refund from EDL G7. Compensation for personal vehicle fuel or the cost of bus fare can be refunded in accordance with the accounting regulations of the EDL.
4. Accommodation
- Accommodation is assured by the competition organisers.
 - Participants must bring their own sleeping bag and mat. The time of year and weather conditions must be taken into consideration. Request for a cot must be sent to the HQ of the EDL G7 no later than one month before the event.
5. Washing Facilities:
- Washing Facilities are provided by the competition organisers.
6. Dress:
- Combat uniform is to be selected according to the season. Sports and leisure clothing are to be selected according to weather conditions. Updated information is relayed every evening at the Umpires, Support Personnel and Contact Personnel Meeting (U. Reitelmann).
7. Internet:
- Internet is provided in accordance with the Communications Department regulations (16 AP Administrative Order Communication Annex H).
8. Catering:
- Catering is provided by the competition organisers.
9. Information Exchange:
- During the planning phase, information is exchanged through the "Naiskodukaitse" POC (Kersti Podmošenski, 717 9139, kersti@naiskodukaitse.ee).
- The first event briefing is issued by the competition headquarters personnel at 2030 hours 08.01.2016 (Umpires, Support Personnel and Contact Personnel Meeting).
- During the competition, the Umpires, Support Personnel and Contact Personnel Meeting will take place every day at 2030 hours. As well, information is available on the information board and via the Internet. Further information can be requested during the competition from the staff operations centre telephone, which can be found in Communication Annex H.
- Information concerning open checkpoints is provided daily during the evening meetings.

Compiled by:
Estonian Defence League Headquarters
Training Department