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Annex attachements : Nil

Invitation and Convening Instructions to the CBRN-Analysis CIWG 2025

To: See distribution list

1. Introduction

The CBRN-Analysis Continuous Improvement Working Group (CIWG) 2025 will be held at Hotel Scandic Kodbyen in the centre of Copenhagen, Denmark, on Wednesday and Thursday the **5th** and **6th November**, starting at **09:00 hrs** and finishing approximately at **16:00 hrs** on **both days**.

The aim of this Working Group is to bring the CBRN-Analysis community together for the following reasons:

1. Introduction to the next version of CBRN-Analysis, showcasing it's new features and also encouraging discussions with all participating nations to push forward their ideas in enhancing and improving CBRN-Analysis for the following year.
2. Participant Beta testing and comments to the next version of CBRN-Analysis.
3. The development roadmap of the replacement of CBRN-Analysis, under the title of CBRN-Analysis NG with a possibility of Beta testing.
4. Receiving the latest information from the NATO Knowledge Management Panel and it's possible implications on Warning and Reporting.
5. The ability to collaborate with Bruhn NewTech and network with the CBRN-Analysis community to forge any collective experience using CBRN-Analysis within the Warning and Reporting Structure.
6. If requested, One to One meetings with Bruhn NewTech on Procurement, module enhancements or any other enquires that the participant has requested to discuss.

The main presentations and minutes of the Working Group will be collated, then a download link for the Bruhn NewTech Download Server and a password will be made available for all the participants to be able to download the required material.

Before the meeting dates, please be aware that Bruhn NewTech has the right to adjust the agenda without the permission or notification of the participants.

A hosted Lunch will be from 12:00 hrs to 13:00 hrs on both the 5th and the 6th of November, various breaks will be included within the agenda.

2. Location

Bruhn NewTech has pre-booked a meeting room at the Hotel Scandic Kodbyen for the duration of the CIWG meeting.

The hotel is located at the following address:

- Skelbækgade 3A
1717 Copenhagen
- +45 72 18 33 40

<https://www.scandichotels.com/hotels/denmark/copenhagen/scandic-kodbyen>

For this Working Group there are no security requirements, no passports or ID cards will be necessary to gain access, a participant badge will be placed in the meeting room at a designated position which will be easily identifiable to the participant.

Please do not wear any military uniform, just casual or smart civilian clothing only.

If a participant is booking into the same hotel as the meeting, then they can use the following discount code to ensure a reduction in the cost of the hotel room: **BBRU041125**

The discount code is available until the 31st October and is only valid for the period of the 4th to the 6th November.

Hosted Ice Breaker

There will be a Hosted buffet ice breaker (informal get together) on the evening of Tuesday the 4th of November at 20:00 hrs in the hotel at the MØR Bar, which is located on the lefthand side as you walk into the main hotel entrance. There will be an allocated area for Bruhn NewTech.

Meeting Room

The Working Group will be held in Ballrooms 1 and 2, which will be combined and can accommodate up to 40/60 personnel with water, snacks, and fruit available during the meeting.

The room will be equipped with AV-equipment for the presentations and Wi-Fi access for everyone. It will be configured into a Conference area once the final numbers of participants is known.

A member of Bruhn NewTech will be in the Conference reception area to guide personnel to the correct meeting room on the first day.

Please be aware that the hotel is split between the main hotel area with hotel rooms and the conference area, access can be gained to the conference area by using the underground passageway or by going outside the hotel and using the conference entrance.

The Conference reception area is right next to Ballroom 1.

Breaks

There are programmed breaks during the agenda, depending on the time available, smaller breaks may be fitted into the two days. Main breaks will be taken outside of the meeting room in a designated area for the CIWG Meeting.

There will be a break for lunch on Wednesday the 5th and Thursday the 6th, which is hosted by Bruhn NewTech, this will be served in the hotel restaurant MØR.

All personnel are invited to a hosted evening meal starting at 18:30 hrs, Wednesday the 5th in the hotel restaurant MØR.

3. Security Clearance

The meeting content will be **UNCLASSIFIED**. No certificates or requests are required.

4. Dress Code

Dress for the Ice Breaker, the Working Group and the evening meal is casual. Please dress appropriately.

The Working Group is in November and therefore almost winter in Denmark, the average temperature in Copenhagen during November is between 5 to 8 °C.

5. Additional Accommodation

It is assumed that personnel will book their own accommodation over the meeting period.

Hotel Scandic Kødbyen is the location of the CIWG meeting but if participants prefer to stay at a different location, then listed below are a few alternatives:

Other hotels within a 10-minute walk from Hotel Scandic Kødbyen:

- Hotel Ansgar <https://go-hotel.com/hoteller/go-hotel-ansgar>
- Hotel CoCo <https://coco-hotel.com/>
- Hotel Løven <http://loevenhotel.dk/>

But of course, there are many others within the Copenhagen city area.

6. Transportation

Metro

There is an option to either take the main railway train or the Metro into the Copenhagen city Centre. It is a 10–15-minute journey, cost approximately 36 DKK for single ticket.

From the city centre you can catch an S Train (S-Tog) that will take you to Dybbølsbro station, then a 3-minute walk to Hotel Scandic Kødbyen.

For itineraries and tickets, please visit

<https://www.cph.dk/en/parking-transport/bus-train-metro-taxi/metro>

City Car

There is the possibility to use a City Car from the airport – visit <https://www.cph.dk/en/parking-transport/other-parking-options/city-car> for additional info.

Taxi

Taxi from Copenhagen Airport Kastrup to Hotel is approx. DKK 350 on a weekday taking approx. 25 minutes depending on traffic.

7. Beta Version v.26 CBRN-Analysis

Working Group participants will be allowed a Beta version of CBRN-Analysis for evaluation before the CIWG dates. Please be aware that the Beta software will only be available as a download from the Bruhn NewTech secure cloud and will not be delivered as a hard copy. Furthermore, the Beta software requires a Software License Key (SLK), which will also be provided to the participant directly.

Please contact us if you wish to have a Beta version which will be available after the 10th October.

The installation of CBRN-Analysis requires that the computer is compliant with the hardware and software requirements for CBRN-Analysis and that the Operator has administrative rights to install the Application onto a laptop/computer.

The hardware and software requirements for CBRN-Analysis can be found in the CBRN-Analysis Fact Sheet, which is available on the Bruhn NewTech Webpage:

<https://bruhn-newtech.com/wp-content/uploads/2022/01/CBRN-AnalysisNEW.pdf>

CBRN-Analysis is an Export Controlled software application covered by category ML21.b.3 in EU directive 2014/108/EU. To export the software, Bruhn NewTech needs to verify that your organisation is covered by a valid export license or must apply for a new license if required.

8. Laptop

Alternatively, if a participant wishes to install the Beta software during the Working Group, please bring a laptop with a USB port and Wi-Fi connectivity, from which you are allowed to copy data from a USB device or download, you must also have administrative rights to install CBRN-Analysis. The laptop must also be able to connect to the internet to activate the Software License Key.

9. Bruhn NewTech Point of Contact

For any other enquires or for clarification of any of the information in this document then please contact Keith at the following Email address:

kmg@bruhn-newtech.co.uk

10. Distribution List

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