



INTEGRATED AIR & MISSILE DEFENCE CENTRE OF EXCELLENCE

Souda Air Base, 73100, Chania

<https://www.iamd-coe.org>



1st/2021 Steering Committee Meeting POINT PAPER

Our Ref:	NU. 136	Tel.:	+302821440715
		NCN:	615-4015
Date:	14 Apr 2021	Email:	info@iamd-coe.org

TO: See Distribution

SUBJECT: IAMD COE CONCEPT – ORGANIZATIONAL CHART

No: 6

ENCLOSURES: IAMD COE Concept

PURPOSE: Inform the SC about the proposed amendment of the IAMD COE Concept – Organizational Chart

BACKGROUND: According to SC-01/20, item SC-08:

- a. IAMD COE Concept was approved including the IAMD COE Organizational Chart and Workforce table as Annex B and C respectively.
- b. An updated Organizational Chart was suggested to be submitted by the IAMD COE Director, following the minutes from the IAMD COE Concept Refinement Conference held at AIRCOM HQ, Ramstein during 24-26 Sep 2019.

**ANALYSIS &
STATUS:**

1. Taking into consideration:

a. Experience from COE's first year of operation.

b. The requirement of segregation of duties concerning specific support/administrative roles.

an Organizational chart and Workforce Table amendment as Annexes B and C are proposed introducing the following new posts:

- Property Accountable & Disposal Officer
- CIS Technician
- Personnel and Administration Assistant

- Registry Assistant

2. The following table summarizes the proposed changes for the Organizational chart, along with remarks/justification on the scope/reason for the amendment. In the enclosure, insertions are in green text and deletions are strike-through in black.

Post No	Title	Remarks
FNS-03 (35)	Property Accountable and Disposal Officer (New)	Definition of the role and duties of the "Property Accountable and Disposal Officer", iaw NFR and FRP
FNS-05 (37)	CIS Technician (New)	Definition of the role and duties of the CIS Technician and segregation of duties with CIS & Security Specialist.
FNS-06 (38)	Personnel & Administration Assistant (New)	Definition of the role and responsibilities of the "Personnel & Administration Assistant", regarding COE's National personnel matters and the support of administrative activities during COE's events
FNS-08 (40)	Registry Assistant (New)	Definition of the role and responsibilities of the "Registry Assistant", regarding National registry issues and the support of administrative activities of COE's events.

3. Regarding the IAMD COE Concept structure / contents the proposed:

- Record of Revisions as page i,
- List of Effective Pages as page ii,
- Relocation of Contents before References as page iii,

provide a Concept's better administrative control.

Further vocabulary / phrasal corrections are recorded in detail at Annex D.

FINANCIAL
CONSIDERATIONS
& FUNDING:

No financial obligations arise from the aforementioned issues. The aforementioned posts are funded by the framework nation.

RECOMMENDATIONS
& DECISION:

SC members are requested to consider the proposed IAMD COE Concept amendment as per Enclosure and approve it.

FOR THE IAMD COE:

Col (OF-5) Evangelos Tzikas GRC (AF)
IAMD COE Director

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1st/2021 SCM

Subject No 6

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