

**INTEGRATED AIR & MISSILE DEFENCE
CENTRE OF EXCELLENCE**

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IAMD COE DIRECTIVE 40-03 Revision 1

IAMD COE SENIOR NATIONAL REPRESENTATIVES (SNRs)

REFERENCES: A. IAMD COE Functional and Operational MoUs, signed 8 Apr 2020;
B. IAMD COE Directive 40-01, Processing of Personnel;
C. IAMD COE Directive 05-02, Display of Flags;
D. IAMD COE Directive 10-01, Standing Working Hours;
E. IAMD COE Directive 40-02, Staff Absence;
F. IAMD COE Directive 15-04, Visits, Conferences, Meetings and Briefings;
G. IAMD COE Directive 15-04 IAMD COE SENIOR NATIONAL REPRESENTATIVES (SNRs), 17 Aug 2020

1. **Status.**

This is ~~a new~~ Directive's Revision and supersedes ref.G.

2. **Purpose.**

To state the responsibilities of SNRs, the policies and procedures for their activity.

3. **Applicability.**

This Directive applies to the IAMD COE SNRs and Directorate.

4. **Publication Updates.**

Updates are authorized when approved by the SC.

5. **Proponent.**

The proponent for this directive is the Director.

FOR THE IAMD COE:

Col Evangelos Tzikas GRC (AF)
Director

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Internal:

IKM

IAMD COE Staff via NU Intranet e-Library («Pittacus LAN»)

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1. Policy.

1.1 General.

1.1.1 Each Sponsoring Nation must appoint an officer to be its SNR at the IAMD COE. Similarly, each Nation that provides a liaison officer to the IAMD COE will nominate him/her as its SNR.

1.1.2 The SNRs are assigned to represent their Nation at the IAMD COE and enhance the contact between the IAMD COE and the Nations regarding issues of common interest.

1.1.3 A SNR is eligible to forward any national request for support directly to the IAMD COE Project Board.

1.1.4 A SNR Meeting has to be established to create an arena for the SNRs to exchange information and personal/national views. The exchange of information and views should be in the interest of both the Sponsoring Nations and the IAMD COE in their effort to contribute to the transformation of Integrated Air and Missile Defence. The IAMD COE COS is invited to the SNR Meeting as a representative of the IAMD COE Directorate.

1.1.5 In matters of discipline and national duties, the SNRs hold, with regard to their own National personnel assigned to the IAMD COE, all powers conferred on them by their national laws and regulations.

1.2. Organisational Relationships.

Matters related to temporary change of personnel are to be coordinated between the respective SNR, the IAMD COE COS and the Branch Heads concerned. Whenever the Director of the IAMD COE directs temporary changes to be made to the IAMD COE Agreed Post Allocations and staffing plan (staff structure), with regard to the national personnel, the SNR will be requested to express national views.

2. Responsibilities.

Each SNR, within the limits imposed by respective national laws, regulations and directives, is responsible for:

2.1 Representing his/her Nation and national interests at the IAMD COE, including at ceremonial and social occasions.

2.2 Liaising between the IAMD COE and his/her national Headquarters or Ministry of Defence.

2.3 Maintaining a current perspective of national positions on Integrated Air and Missile Defence related issues and in reporting any major change.

2.4 Taking part in IAMD COE SNR meetings.

2.5 Submitting national documents and records required for medical support, to Personnel Office.

2.6 Ensure that, within the limits imposed by the respective national laws and regulations, their personnel comply with the regulations issued by the Director IAMD COE.

2.7 Maintaining the control and record of national personnel's yearly leave allowance and working hours. Responsibilities to be conducted in accordance with IAMD COE Directive 40-2, Staff Absence and IAMD COE Directive 10-1, Standing Working Hours.

2.8 Submitting requests for International Evaluation Reports (IER).

2.9 Submitting requests for national flag to be flown in accordance with IAMD COE Directive 05-02, Display of flags.

2.10 In the event of temporary changes to IAMD COE Posts Allocation with regard to national personnel, SNRs will provide national views as reflected in Para 2b of this Directive.

2.11 Initiation and facilitation of the In- and Out-Processing of their respective national personnel according to IAMD COE Directive 40-01, Processing of Personnel. Coordinating with the gaining Branch Chief to ensure a non-national Sponsor is allocated.

2.12 SNRs and National Delegations are to co-ordinate all National visits as directed in IAMD COE Directive 15-04, Visits, Conferences, Meetings and Briefings.

2.13 SNRs or their designated representative approve / disapprove availability of national "per diem" funds according to national regulations and IAMD COE Financial Administrative Procedures for Shared Funding.

2.14 SNRs are to keep the IAMD COE Contact Database updated at all times regarding national addresses.

3. Procedures.

The SNRs will follow directions and procedures that are related to their function and responsibilities, and as laid down in this directive and in IAMD COE Directives that specifically cover the issue in question.

Only procedures related to the SNR function and not specifically covered elsewhere are covered in this directive.

3.1 The aim of the SNR Meetings is to:

3.1.1 Discuss/review IAMD COE issues.

3.1.2 Provide a forum to leverage information flow in order to enhance IAMD COE contribution to the transformation of integrated Air and Missile Defence capabilities. Especially where SNRs can provide information on the development of their respective Forces.

3.1.3 Exchange ideas and visions of nationally related IAMD COE subjects.
The purpose is:

3.1.3.1 To facilitate at the IAMD COE the development of a consolidated perspective on current military capabilities and visions of the IAMD COE Nations' forces transformation process. If required, specific topic preparation and briefings will be requested through the COS to the IAMD COE Branches that have expertise in the topic area.

3.1.3.2 Provide resources of national reach back to support dedicated IAMD COE projects.

3.1.3.3 Coordinate national positions on nationally related IAMD COE subjects.

3.1.3.4 Contribute to necessary preparations for Steering Committee (SC) meetings.

3.1.3.5 Coordinate necessary preparations for social events and activities.

3.2 Decisions.

3.2.1 The SNR Meeting takes decisions within its area of responsibility.

3.2.2 Decisions during the SNR Meetings will be made on the basis of a simple majority, providing that at least 2/3 of IAMD COE Nations are represented at the meeting.

3.2.3 The ~~Chairman~~ **Chairperson** is responsible for the issuing of meeting reports. The reports will be drafted by the Facilitator and reviewed by the SNRs. When finalized they will be distributed to the SNRs and made available in the IAMD COE digital archive system.

3.3 SNR Meeting ~~Chairman~~ **Chairperson**

3.3.1 To coordinate the organisation of the SNR Meetings, a SNR Meeting ~~Chairman~~ **Chairperson** will be appointed. The ~~Chairman~~ **Chairperson** will be selected and appointed according to the three letter National alphabetical order. If there is no national representative present at IAMD COE or if the candidate declines, the next SNR, preferably in alphabetical order, will be chosen.

3.3.2 The selected SNR will normally be in position for one calendar year. He/she will be supported by a Facilitator.

3.3.3 The ~~Chairman~~ **Chairperson** attends regular IAMD COE Leadership meetings.

3.3.4 Responsibility for the SNR Meeting always rests with the ~~Chairman~~ **Chairperson**.

3.4 SNR Meeting Facilitator.

3.4.1 The Facilitator's role is to support the SNR Meeting ~~Chairman~~ **Chairperson** in all organisational aspects related to the SNR Meetings.

3.4.2 The Facilitator will be selected by the SNR Meeting according to the same National alphabetical order and among the same Nations as for the ~~Chairman~~ **Chairperson**. Enough alphabetic spacing between the ~~Chairman~~ **Chairperson** and the Facilitator will be provided to avoid these duties to fall on one nation following each other.

3.4.3 The selected SNR will normally be in position for one calendar year.

3.4.4 The Facilitator will publish and distribute the Agenda at least one week prior to the Meeting.

3.5 General Notes.

3.5.1 SNR Meetings will be held as required, preferably once every semester. Request for meetings outside the preferred cycle has to be forwarded to the ~~Chairman~~ **Chairperson**, which will take appropriate action.

3.5.2 Those SNRs who cannot attend the Meeting will nominate an Acting SNR, if possible.