

1st/2021 SCM

Subject No 9



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.140	Tel.:	+302821440715
		NCN:	615-4015
Date:	14 Apr 2021	Email:	info@iamd-coe.org

TO: See DistributionSUBJECT: **FAPs Revision**No: **9**PURPOSE: To note the preparation of 1st revision of the IAMD COE Financial Administrative Procedures (FAPs) (Directive 60-01).BACKGROUND: 1. In accordance with par. 1.2.h of the IAMD COE Operational MoU, the FAPs are the procedures, "*based on NATO Financial Regulations*", which govern the financial administration of shared funds.

2. The FAPs were approved by the SC (Sep 20) and have been in force for Fiscal Year 2021 onwards.

3. Taking into account the experience acquired from the first implementation of the FAPs, the need of a few modifications was deemed necessary in order to clarify various procedures, to enhance transparency and to define procedures that will contribute to more effective and efficient operation of the Centre.

ANALYSIS & STATUS: 1. In order to conform with NATO Financial Regulations (NFR) and Financial Rules and Procedures (FRP), taking into consideration the Bi-SCD 060-070 Procurement Directive and mainly the recent revision of the FN's legislation concerning the procurement and contracting procedures, an amendment regarding mainly the "Procurement and Contracting Procedures" is deemed necessary as follows:

a. Detailed defining of the governing principles (integrity, competition, transparency, accountability, responsiveness, segregation of roles/duties etc.) and policies (competition requirements, market research, determination of contractor responsibility, pre-solicitation conferences, publicizing requirements, payments, contracting with NATO agencies - training in NATO Schools, commercial sourcing/outsourcing etc.);

1st/2021 SCM

Subject No 9

b. Explicit description of the involved personnel (Director, FINCON, LEGAD, Originators - Authorized requestors/Fund Managers, Procurement & Contracting (P&C) Officer, Property Accountable & Disposal Officer) and committees in procurement and contacting procedures, and their roles and responsibilities;

c. Segregation of the duties concerning the purchasing, procurement and contracting procedures from the FINCON to the P&C Officer, to avoid any conflicts of interest, based on the NFR - FRP and the structure of other NATO entities;

d. Assignment of Property Accountable & Disposal Officer, an individual to be responsible for receiving and maintaining physical custody of all IAMD COE's property, as well as for accounting for such property, maintaining up to date the entity's asset register and ensuring the effective management of any disposal of Centre's assets and materiel;

e. Defining suppliers from NATO Nations for purchases of low-value (up to 2.500,00 €) goods and services as eligible sources;

f. Tightening the procurement procedures and adjusting proportionally the Established Financial Limits (EFL) in relation with the existing FAPs, based on the revision of the relevant FN's legislation, in order to enhance transparency, achieve optimal cost effectiveness-efficiency by using e-procurement procedures, such as electronic bulletin boards, portals, internet platforms and any other appropriate electronic means for asking and obtaining bids;

g. Defining the using of purchase (business debit) cards, to streamline the procurement process of low-value (up to 2.500,00 €) goods and services, based on the FRP;

2. In addition, in the context of achieving the smooth operation of the Centre and fully clarifying financial procedures, the following improvements are deemed necessary:

a. Including provision of the assignment of "Travel Officer", an individual to make the appropriate arrangements and the booking of airline tickets for the IAMD COE travelers.

b. Defining the International Public Sector Accounting Standards (IPSAS) as the applicable standards for accounting and preparing the IAMD COE financial statements, based on NFR.

c. Granting authorization to the Director to issue Standard Operating Procedures and Instructions (SOP-SOI) to defining any ancillary issues and details for the implementation of the FAPs (templates of statements and procurement documents, instructions for the budget execution, accounting framework etc.).

FINANCIAL
CONSIDERATIONS
& FUNDING:

No financial obligations arise from the aforementioned issues.

1st/2021 SCM

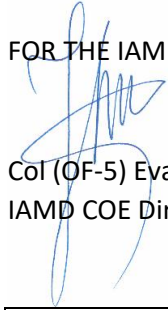
Subject No 9

RECOMMENDATIONS

& DECISION:

The SC members are requested to be informed regarding the above-mentioned issues and relevant revision of the FAPs, for future approval.

FOR THE IAMD COE:



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

Disclaimer: This is a document of the Integrated Air & Missile Defence Centre of Excellence (IAMD COE). It is produced for specific motives with regard to the IAMD COE Program of Work and does not necessarily reflect the notions of NATO or the Participating States of IAMD COE.

DISTRIBUTION (via e-mail if not otherwise stated)

External

Action: SC - Members

Information: -

Internal

Action: FINCON

Information: Dir