

2nd/2021 SCM

Subject No 11



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

Souda Air Base, 73100, Chania
<https://www.iamd-coe.org>



**2nd/2021 Steering Committee Meeting
POINT PAPER**

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Date:	30 Sep 2021	E-mail:	info@iamd-coe.org

TO: See Distribution

SUBJECT: **Financial Administrative Procedures (FAPs) Revision**

No: **11**

REFERENCES:

- A. NU. 173/16 Jun 21/IAMD COE
- B. 09 14:12 Jul 2021 e-mail/CPT M. KARACA (TUR)
- C. 16 21:21 Jul 2021 e-mail/COL V. TOSA (ROU)
- D. 26 09:15 Jul 2021 e-mail/COL V. TZOLOV (BGR)
- E. 09 06:54 Aug 2021 e-mail/COL A. KALAMPAKAS (GRC)
- F. 31 08:48 Aug 2021 e-mail/COL J. DAVERNY (CZE)
- G. NU. 231/07 Sep 21/IAMD COE
- H. 24 09:28 Sep 2021 e-mail/COL V. TZOLOV (BGR)
- I. 26 18:17 Sep 2021 e-mail/COL A. KALAMPAKAS (GRC)
- J. 28 12:27 Sep 2021 e-mail/CPT M. KARACA (TUR)
- K. 30 07:30 Sep 2021 e-mail/COL V. TOSA (ROU)
- L. 30 15:41 Sep 2021 e-mail/COL J. DAVERNY (CZE)

PURPOSE: SC to note the results of implementing the FAPs' revision 1.

BACKGROUND: 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.

In this regard, the SC was informed about the issues to be amended and tasked the Centre to submit FAPs' revision proposal (1st/2021 SC Meeting).

With Ref. H-L documents the SC unanimously approved the FAPs revision proposal as it was submitted by the Centre (as Ref. A and G).

**ANALYSIS &
STATUS:**

For SC's information about the expected results and benefits of implementing the FAPs revision, a briefing will be presented by the

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Centre's FINCON concerning the relevant procedures, indicatively as follows:

- a. The advantages of using purchase (business debit) cards for the procurement process of low-value goods and services (supplies, travel tickets, payment of fees, etc.);
- b. The operation of "Travel Officer" regarding the completion of all the travel arrangements (booking of air tickets, payment of tuition - conference fees, etc.) without any occupation of travellers for these purposes;
- c. The operation of "Property Accountable & Disposal Officer" through whom the most effective management of all the Centre's property is achieved;
- d. The Standard Operating Procedures (SOP) which are to be issued in order to define any details of the implementation of FAPs (travel on duty templates and procedures, budget preparation and execution instructions, templates of statements, procurement documents, etc.).

RECOMMENDATIONS
& DECISION:

The SC members are requested to note the summary of FAPs' revision 1 presented.

FOR THE IAMD COE:

COL (OF-5) Evangelos TZIKAS GRC (AF)
Director

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