

1<sup>st</sup>/2022 SCM

Subject No 10



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

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



**1<sup>st</sup>/2022 Steering Committee Meeting  
POINT PAPER**

<b>Our Ref:</b>	NU. 346	<b>Tel.:</b>	+00302821440712
		<b>NCN:</b>	0302 – 615-4012
<b>Date:</b>	1 Aug 2022	<b>E-mail:</b>	info@iamd-coe.org

TO: See Distribution

SUBJECT: **Financial Administrative Procedures (FAPs) Revision 2**

No: **10**

REFERENCES

- A. IAMD COE Operational MOU, signed April 08, 2020
- B. IAMD COE DIR 60-01 Financial Administrative Procedures (FAPs), dated October 01 2021 (Revision 1)

PURPOSE: SC to approve the FAPs Revision (2) concerning “Revenues” provisions.

BACKGROUND: Taking into account the experience acquired from the implementation of the FAPs concerning the handling of potential and accrued revenues, the need of a few modifications was deemed necessary in order to improve the current provisions refer to Section 22 (“Revenues”) of Reference B.

ANALYSIS & STATUS: With the intention of adopting and establishing modern and fruitful procedures, the following adjustments/improvements (updates/changes are marked with red and strikethrough in black) are proposed as the 2nd Revision of IAMD COE FAPs:

- a. The provisions as set in paragraphs 10.15-10.18 of Reference A.
- b. The determination of the amount of fees, initially, per activity category, resting within the competence of the SC, granting authorization to the Director to make any future adjustments.
- c. Explicit definition of the categories of participants/attendees/trainees who may be exempted from activity fees, granting authorization to the Director to decide, on a case-by-case basis, the number of persons with fees exemption for any of these categories.

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d. The process of activity fees collection through the IAMDCOE web site electronic platform with card bank (debit or credit) card payment from participant's/ attendee's/trainee's side at the registration process, keeping the alternative of bank transfer in case the established option may not be possible.

e. Identification of the documents that will be issued in the context of determining the Centre's claims (confirmation message - invoice) and proving the completion/receipt of the respective payment (confirmation).

By incorporating the amendments proposed, positive results are achieved and obtained for the Centre's internal working procedures given that:

a. The current regulatory gap concerning any activity fees is supplemented with all the necessary provisions on hierarchic levels (SC approves the amount of fees at an initial level, categories of fees exemptions are expressly defined in FAPs, Director is author-ised to lay down details about the exact number of fees waivers per category).

b. Modern registration and fees collection procedures are implemented providing electronic user-friendly services for any potential activity participant from his/her registration up to the completion of fees payment, avoiding to the greatest possible extent any bureaucratic registering procedures (e.g. through e-mails exchanging) and any use of non-electronic payments (e.g. cash) enhancing transparency and cost-effectiveness.

FINANCIAL  
CONSIDERATIONS  
& FUNDING:

No financial obligations arise from the aforementioned issues.

RECOMMENDATIONS  
& DECISION:

The SC members are requested to unanimously approve the IAMDCOE FAPs Revision 2 concerning their Section 22 ("Revenues"), as Enclosure, in accordance with the provisions of par. 4.3 of the IAMDCOE Operational MOU.

FOR THE IAMDCOE:



B. Gen (OF-6) Nikolaos KOKKONIS GRC (AF)  
IAMDCOE Director

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**ENCLOSURES**

1. FAPs Revision 2 (Section 22 "Revenues")

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