

1st/2022 SCM

Subject No 7



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

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



**1st/2022 Steering Committee Meeting
POINT PAPER**

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Date:	1 Aug 2022	Email:	info@iamd-coe.org

TO: See Distribution

SUBJECT: **Directive 15-01 Rev.1 (IAMD COE Official Stamp)**

No: **7**

PURPOSE: To revise the IAMD COE Directive 15-01 regarding the official seals of the Centre.

BACKGROUND: Due to the continuous development and increase of the Centre's activities, the Centre identified the need of revising the existing Directive and establishing an official stamp for the IAMD COE.

ANALYSIS &
STATUS:

1. The Centre establishes its official stamp in order to execute its documentation under seal. The official stamp secures the authenticity of the signatory and in specific cases, like NATO travel orders, proof of payments/ invoices and agreements, ensuring the validity of the document is more than necessary.
2. In the light of the abovementioned, the Centre prepared a revision of the relevant Directive, regulating the IAMD COE's official stamp and any other necessary issue.
3. A relevant Standard Operating Instructions (SOI) will clarify further details needed as below:
 - a. Documents the stamp will be placed upon
 - b. Copies of official stamp in physical version
 - c. Personnel authorized to use the stamp
 - d. Any other relevant issues arising
4. Updates/changes are marked with red and strikethrough in black

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FINANCIAL
CONSIDERATIONS
& FUNDING

Any financial impacts from the implementation of the proposed Directive (as well as any relevant SOI which will be issued) e.g. for the supply of the required stamp(s) and its digitization (as qualified electronic stamp), will be covered from the Centre's shared budget (and by transferring of appropriations within the authorization granted to the Director in accordance with Financial Administrative Procedures, if required) without the need for any supplementary funding.

It is noted that the digitization of the stamp will counterbalance any expenditures from its use in physical way (e.g. cost of printing, delivery of documents through postal services or with physical presence, etc.) and therefore, is deemed as a cost effective and efficient alternative.

RECOMMENDATIONS
& DECISIONS

The SC members are kindly requested to approve the attached Directive Revision.

FOR THE IAMD COE:



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

ENCLOSURES

1. One (1) Directive 15-01 Rev.1

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