

1st/2023 SCM

Subject No 22



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

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**1st/2023 Steering Committee Meeting
POINT PAPER**

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TO: See Distribution

SUBJECT: **IAMD COE Concept Revision 4**

No: 22

PURPOSE: Steering Committee members to approve the IAMD COE Concept Revision 4.

BACKGROUND: Czech Republic expressed its interest in posting one (1) NCO SME in the field of NATO Education & Training to the IAMD COE E&T Branch, starting from August 2024, in the post ETB-06.

Greece also expressed its interest to bid the Chief of Staff (COS)'s post (IAMD-DIR03), covered by Greece until today as Voluntary National Contribution (VNC).

Furthermore, based on the growing activities of the Centre both on the operational (Programme of Work) and the supporting level (personnel administration, security/health & safety issues, financial procedures, increasing procurement - contracts and payments, etc.), three (3) new administrative/support posts under the Support Branch and FINCON were considered necessary to be added - to be assigned from Greece (as non-cost-share positions).

ANALYSIS & STATUS: Regarding Czech's Republic request, since it was counter proposed to establish a new cost-share position (ETB-07), tailored to the qualifications of an NCO and upon SC approval, IAMD COE Concept is needed to be revised due to respective modifications in the Organizational Chart and Workforce Table.

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Concerning COS's post, the relevant changes have been also made to the IAMD COE Concept Workforce Table and COS's Job Description (JD - as enclosed) determining this post as a cost share position, assigned to Greece.

Moreover, taking into consideration the experience acquired since the Centre's establishment up to now, the requirement of segregation of duties concerning specific administrative roles and the structure of other COEs, an amendment of the Chart and Workforce Table is deemed substantial, introducing the following new posts:

- a. The Assessment, Coordination and Engagement Officer (under Support BH)
- b. Procurement and Contracting Officer (P&C Officer) (under FINCON).
- c. Disbursing Officer (under FINCON).

The scope/main responsibilities of these new posts (as detailed in the enclosed JDs) are as follows:

POST No	TITLE	REMARKS
FNS-11	Assessment, Coordination and Engagement Officer	The officer in this new post, under the Support Branch, will be responsible for supporting the IAMD COE function, providing cross-functional capabilities and expertise in the IAMD COE Concept transformation/development and support of the IAMD COE activities and projects. The Assessment, Coordination and Engagement Officer is the supervisor of the relevant section within the Branch and supports planning and organization of the IAMD CoE main engagement events such as the annual conference, the Steering Committee meetings, the periodic assessment, etc., coordinating annual/periodic report documents, managing the process to draft, layout and distribution of the IAMD COE Directives, SOPs, etc..
DIR-9	Procurement and Contracting (P&C) Officer	The officer with the responsibility for the procurement and contracting on behalf of the IAMD COE according to the provisions of Financial Administrative Procedures (FAPs). Segregation of duties from FINCON is deemed necessary to avoid any conflicts of interest within the procure-to-pay process, which is subject matter of internal control and external audit (FAPs, Annex F, par. 3.2.9 and 3.4.4).
DIR-10	Disbursing Officer	The officer with the responsibility for preparing the payments, as the respective role and duties defined in FAPs. A separated/new post is deemed necessary [nominating this role to an official with other duties ("double duties")] is not rendered possible given the increasing responsibilities for this individual], taking also into consideration the need of segregation of duties, which is subject matter of internal control and external audit (FAPs, Annex A, par. 4.1 - Annex F, par. 3.2.9).

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Following the provision of these new posts, the respective JDs were prepared, including additionally the necessary revision of FINCON's JD given the allocation of responsibilities by adding the P&C Officer and Disbursing Officer.

FINANCIAL
CONSIDERATIONS
& FUNDING:

No financial obligations arise from the aforementioned issues.

It is noted that subsequent to the completion of bidding/assigning the new ETB-07 post by the Czech Republic and DIR-03 (COS) post by Greece, the total cost-share positions, from year 2024, will amount to 19, following the recent adding of France (16 positions as initially assigned, 1 as the recent addition of France, and 2 as the upcoming further assignments by the Czech Republic and Greece).

In addition, the three (3) new proposed posts regarding Assessment, Coordination and Engagement Officer, P&C Officer and Disbursing Officer are to be covered by the FN, being administrative and support positions not to be recorded in the Participation Table of the IAMD COE and therefore, they are not subject to the determination of a Participant's cost share (according to the provisions of par. 9.4 of Operational MOU).

RECOMMENDATIONS
& DECISIONS:

The SC members are kindly requested to approve the IAMD COE Concept Revision 4 and the enclosed JDs.

FOR THE IAMD COE:



B. Gen (OF-6) Nikolaos KOKKONIS 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.

ENCLOSURES

1. IAMD COE Concept Rev. 4
2. JD IAMD-DIR03 (COS) (Revision)
3. JD IAMD-DIR05 (FINCON) (Revision)
4. JD IAMD-DIR09 (P&C Officer) (New)
5. JD IAMD-DIR10 (Disbursing Officer) (New)

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6. JD IAMD-FNS11 (Assessment, Coordination and Engagement Officer) (New)

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Action: IAMD COE SC - Members

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Information: DIRECTOR