

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

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



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Date:	20 December 2023	Email:	info@iamd-coe.org

SUBJECT: SEMINAR ON BEST PRACTICES IN ACCOUNTING SOFTWARE MANAGEMENT

REFERENCES: A. ACT/JFD/CPD/TT-7344/SER:NU1703 dated 26 June 2023
"NATO-Accredited Centres of Excellence Legal Advisors and Financial Controllers Workshop 2023"
B. Record Of Decisions from the COE LEGAD & FINCON Workshop 12-14 September 2023, Krakow, Poland

1. The Integrated Air & Missile Defence Centre of Excellence (IAMD COE) is pleased to announce the seminar titled "***Crafting accounting management solutions: Expert insights and best-practices on customising accounting software***", scheduled to take place on **28-29 February 2024** in Chania, Greece.

2. This Seminar, initiated by the IAMD COE, stems from the heightened interest generated by participants during NATO-Accredited COEs Legal Advisors and Financial Controllers Workshop 2023 (12-14 Sep 23, as References A and B), with the aim of sharing best practices and experience in accounting software utilisation.

3. The overarching goal of the Seminar is to disseminate knowledge pertaining to successfully implemented accounting software solutions. It intends to share the actions taken and experiences gained by the IAMD COE in the realm of financial management. This includes delving into the features and capabilities of a cost-effective software option meticulously tailored to an entity at the scale of a COE, adhering to International Public Sector Accounting Standards (IPSAS).

4. All involved financial staff from COEs (FINCONs, Fiscal and Accounting Officers, BUDFINs, etc.) and NATO entities are eligible and invited to participate.

5. To ensure a broad spectrum of attendance, Directors of COEs and IAMD COE SC members are kindly requested to forward this invitation on to their Framework/respective Nation in order for relatively interested personnel from MODs, General Staffs, NATO and national entities to attend this Seminar at their discretion, in addition to COEs representatives.

6. All interested participants are requested to register by submitting their application through IAMD COE website (www.iamd-coe.org) **NLT 20 January 2024**. An internal selection process will identify a limited number of attendees (with priority given to COEs staff), aiming to enhance the overall learning experience to the highest standards possible.

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7. Detailed information about educational objects (as tentative agenda) and administrative aspects of the Seminar are as Annexes A and B, respectively.

8. Should there be any need for clarification, we encourage you to reach out to us.

9. The instructor and OPR for the Seminar is the IAMD COE Financial Controller (FINCON), CPT (OF-2) Evangelos BALTADOROS, e-mail (unclassified): fincon@iamd-coe.org, tel.: +30 2821440712, NCN: 302-6154012.

FOR THE IAMD COE

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

ANNEXES:

- A. Seminar Tentative Agenda
- B. Seminar Administrative Information and Instructions

DISTRIBUTION:

External

Action:

List VIII

Information:

IAMD COE SC Chairperson

IAMD COE SC Members

Internal

Information:

DIR

DDIR

COS

SNRs

BHs

FINCON

SEMINAR TENTATIVE AGENDA

TIME	ITEM	LEAD - PARTICIPATION	LOCATION	
Wednesday, 28 February 2024				
08:00 - 08:35	Arrival and registration of participants	All	NAMFI Club "ASTERIA" (transportation to be provided)	
08:35 - 08:50	Welcome Address and Opening Remarks	IAMD COE DIRECTOR		
	Administrative issues	IAMD COE		
08:50 - 09:00	Group Photo	All		
09:00 - 10:20	Session 1 <ul style="list-style-type: none"> • Educational framework • Accounting software alternatives • Automated Accounting Software; establishing - customising "Manager" for the needs of IAMDCOE • Available editions - Pros and Cons • Customising the accounting software • Technical and accounting aspects • Users' Forum 	IAMD COE FINCON		
	10:20 - 10:35			
10:35 - 12:00	Session 2 <ul style="list-style-type: none"> • Configuring - "building" the software • Establishing Chart of Accounts (COA), Control and Special Accounts • Software adjusting to International Public Sector Accounting Standards (IPSAS) reporting - establishing the structure of Financial Statements to achieve their automated preparation • Cash and cash equivalents • Payments/Receipts • Suppliers/Customers database • Purchase Quotes/Orders/Invoices • Sales Quotes/Invoices 	IAMD COE FINCON		
	12:00 - 13:00			
			NAMFI Club "ASTERIA"	
13:00 - 13:45	Session 3 <ul style="list-style-type: none"> • Bank reconciliations • Fixed - Intangible Assets • Depreciation and amortization • Projects/Divisions/Investments • Configuration features 	IAMD COE FINCON		
	13:45 - 14:15			
14:15 - 15:30	Cultural event TBD	All	TBD (Chania city)	(transportation to be provided)
15:30 - 16:00	Return to hotels			
18:30 - 21:00	Icebreaker	All	TBD (Chania city)	

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TIME	ITEM	LEAD - PARTICIPATION	LOCATION
Thursday, 29 February 2024			
08:30 - 09:00	Arrival of participants	All	NAMFI Club "ASTERIA" (transportation to be provided)
09:00 - 09:05	Admin remarks	IAMD COE	
09:05 - 10:25	Session 4 <ul style="list-style-type: none"> • Journal Entries • Cash and Accrual basis accounting • Budget execution accounting • Recurring accounting records • Financial Reports and Statements <ul style="list-style-type: none"> ➤ Financial Position ➤ Financial Performance ➤ Cash flow ➤ Change in Net Assets/Equity ➤ Balance Sheet / Trial Balance ➤ Cash & cash equivalents summary ➤ General Ledger summary/transactions ➤ Suppliers' statements (aged payables/unpaid invoices/transactions) ➤ Customers' statements (aged receivables/unpaid invoices/transactions) 	IAMD COE FINCON	
10:25 - 10:40	Coffee break		
10:40 - 12:00	Session 5 <ul style="list-style-type: none"> • Property items management • Property items database • Property vouchers (property receipts) • Transfer of items between staff • Write-off • Reports <ul style="list-style-type: none"> ➤ Quantity by location/per officer • Backup safety • Establishing users' permissions • History action/timestamp • Lock date • Features <ul style="list-style-type: none"> ➤ Custom themes and templates ➤ Custom reports ➤ Batch create/update ➤ Files repository ➤ Special features ➤ Migration from other software <p style="text-align: right; margin-right: 20px;"><i>...and more ...for advanced users</i> [Hyperlinks, Application Programming Interface (API), AI-Chatbots integration utilities, etc.]</p>	IAMD COE FINCON	
12:00 - 13:00	Lunch		NAMFI Club "ASTERIA"
13:00 - 14:15	Session 6 Real practice on the programme <ul style="list-style-type: none"> • Test business file • Experimentation through practicing 	All	
14:15 - 14:30	Coffee break		
14:30 - 15:30	<ul style="list-style-type: none"> • Summary of 2nd day • Q & A - Discussion • Closing remarks 	All	
15:30 - 16:00	Return to hotels		(transportation to be provided)

SEMINAR ADMINISTRATIVE INFORMATION AND INSTRUCTIONS

Event

1. The Seminar "*Crafting Accounting Management Solutions: Expert Insights and Best Practices on Customising Accounting Software*" is scheduled for 28-29 February 2024, in the city of Chania (Crete, Greece).

Participants

2. Participants for this seminar encompass COEs FINCONs, Fiscal-Accounting Officers, BUDFINs, and professionals engaged in financial-accounting matters.

3. We extend a warm invitation to FINCONs, Accounting Officers, and relevant officials from NATO entities and national institutions/bodies (e.g., MoD/General Staff) entrusted with financial matters who are welcome to attend this Seminar. Seats will be allocated to these categories following the fulfilment of requests from COEs.

Schedule

4. The Seminar will commence at 08:00 on Wednesday 28 February 2024. For more details, please refer to the tentative agenda in Annex A. The final agenda will be accessible through the IAMD COE Web application, provided to selected attendees.

Fees

5. A seminar fee of 150,00 € per attendee is applicable to defray symposium-related expenditures.

6. The Seminar fee should be paid by (credit - debit) card through the IAMD COE website to complete the registration process upon approval of applicant's participation (see par. 8-10 for registration process details). A formal electronic receipt will be issued/sent (via email) upon the successful payment of fees.

7. One (1) seat per IAMD COE Participating Nation will be allocated as free of charge.

Application for Participation - Registration

8. Interested individuals are kindly requested to submit their applications for participation through electronic registration on the IAMD COE website (www.iamd-coe.org). Early registrations are earnestly encouraged to facilitate meticulous event planning.

9. Registrations should be made through the IAMD COE website not later than **20 January 2024**. Confirmation messages will be dispatched within five (5) working

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days, along with instructions to accepted participants, enabling them to conclude the Seminar registration. The payment of fees is the final step in the registration process and is a prerequisite for the completion of participant enrolment.

10. The Seminar fee should be settled not later than **02 February 2024**, ensuring the reserved seating of attendees and concluding the registration process. Failure to complete fee payment by this deadline may result in the cancellation of the pre-reservation, prompting the summoning of alternates to fill any vacated positions.

11. Applicants are strongly advised to initiate their transportation-accommodation arrangements only after receiving approval for participation, considering the limited seating available.

Location and accommodation

12. The Seminar will take place at the facilities of NATO Missile Firing Installation (NAMFI) Officers' Club "Asteria".

13. A list of hotels, located near shuttle bus stations, is provided on the IAMD COE website Seminar page (Events ⇒ *Accounting Software Solutions* Seminar ⇒ *Accommodation*). Special rates have been negotiated exclusively for IAMD COE's distinguished guests, applicable solely to participants engaging in direct bookings with each hotel, using the respective promotional codes.

14. Lodging options provided are not imposed by organisers; accommodation preferences and bookings are the sole responsibility of participants.

Transportation

15. Transportation from Chania city centre to the seminar's venue (and vice versa), along with transport to the cultural event, will be facilitated by the IAMD COE through designated shuttle bus pick-up points.

16. Chania International Airport (airport code: CHQ), located approximately 15 km (~25 min.) from the city centre, requires participants to arrange their own transportation during arrival and departure. Public transportation options from Chania airport to the city centre include:

a. Public Bus: The bus stop is conveniently located outside the terminal, and the one-way ticket cost is 2,50 €.

b. Taxi: The taxi stand, also situated outside the terminal, offers rides to Chania city center for approximately 25,00 €.

c. Rental car agencies are available at the airport for those who prefer private transportation.

17. Transportation to the ice-breaker venue is unnecessary, as it will conveniently be situated within walking distance from Chania city centre.

Security requirements

18. The Seminar is NATO Unclassified; hence, no NATO/National Security Clearance Certificates are required. Identification documents should be provided to enter the Seminar venue.

Lunch - Refreshments

19. Coffee, refreshments and lunch meals will be provided to Seminar participants at no cost.

Social Event

20. IAMD COE will host a networking icebreaker on the evening of the 1st day. Personal ID should be available for identification purposes.

Seminar Package

21. The Seminar will be a paperless event. All seminar-related information, including the agenda, administrative information, and instructions will be accessible through the IAMD COE website.

22. Exclusive access to read-ahead package, accounting software guides/handbooks, seminar presentations, and supporting documentation will be granted solely to registered attendees through the IAMD COE Web application. Credentials for access will be provided upon the completion of registration and payment of fees.

Seminar Live Practice

23. As part of enriching the educational experience, individual workstation (laptop) will be provided (from IAMD COE) to each attendee in order to engage actively with instructor's presentations by experimenting in training-customised file databases.

24. Attendees may also utilise their personal laptops/notebooks/MACs for practice, ensuring compatibility with the specified minimum requirements [Windows 7 SP1 (64-bit) / Mac OSX 10.14 / Ubuntu 18.10 (64-bit) / Fedora 33 (64-bit) or newer].

Dress code

25. Dress code for the Seminar and associated events is smart casual.

Language

26. English will serve as the working language of the Seminar. Active communication skills are essential, with a recommended Standard Language Proficiency (SLP) level of 3. Interpretation services will not be provided.

The Chatham House Rules

27. To foster open discussions, Chatham House Rule will apply throughout all sessions.

COVID 19 awareness

28. As of now, arrivals in Greece are exempt from completing a Passenger Locator Form (PLF). However, travellers are advised to stay informed about evolving rules. During the seminar, wearing a high-protection type FFP2/KN95/N95 respirator mask is recommended but not mandatory. For the latest information or any changes mandated by Greek authorities, please refer to <https://eody.gov.gr/en/covid-19/>.

Points of Contact (POCs)

29. Instructor and OPR of the Seminar is CPT (OF-2) Evangelos BALTADOROS, IAMD COE Financial Controller, tel. +30 2821440712, cell: +30 6946228982, e-mail: fincon@iamd-coe.org.