



## **OCCAR Management Procedure**

Title:	<b><u>Organisational Structure of OCCAR-EA</u></b>	
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This document replaces: Annex OMP 3-G – Issue 3 dated 21/10/16

## Record of changes

<b>Date</b>	<b>Issue</b>	<b>Changes</b>
09/12/08	1	Initial Issue. Approved by 19 <sup>th</sup> BoS on 28/11/08
10/06/14	2	Overall structure modification and major revision taking into account all stakeholder inputs.
21/10/16	3	Update of the OCCAR-EA Organisational Chart to include new Programmes. Minor change approved by 46 <sup>th</sup> FTPC on 21/10/16.
14/12/18	4	Establish the Quality Management Office.

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## List of acronyms/definitions/explanations

BDSPRO	Business Development Strategy, Planning and Reporting Office
BoS	Board of Supervisors
CSD	Corporate Support Division
FD	Finance Division
FTPC	Future Tasks and Policy Committee
HRD	Human Resources Division
IAC	Internal Audit Coordinator
OMP	OCCAR Management Procedure
PMSD	Programme Management Support Division
QMO	Quality Management Office

## 1. Purpose

The purpose of this annex is to provide a general overview of the organisational structure of OCCAR-EA and the mission of its entities.

## 2. Related documentation

- OMP 1 Principle Programme Management Procedure
- OMP 3 Corporate Management
- Annex OMP 3-F OCCAR-EA Director Terms of Reference

## 3. OCCAR-EA General Organisation

The structure of OCCAR-EA is set out in Chapter V of the OCCAR Convention. OCCAR-EA comprises a Central Office and Programme Divisions.

The Programme Divisions are headed by Programme Managers and are not necessarily co-located with the Central Office. When Programme Divisions are geographically separated from the Central Office for programme-specific reasons, each site will be supported by a Site Manager / Site Management Assistant.

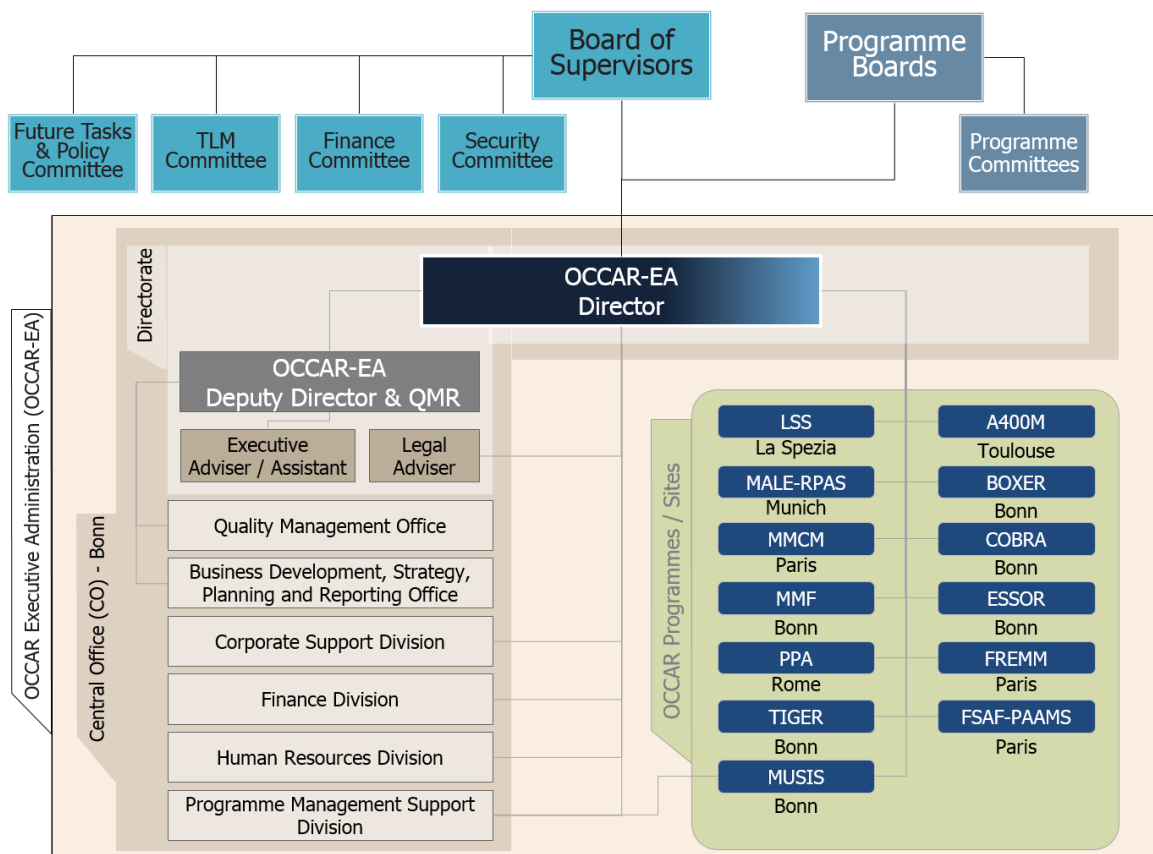


Figure 1: OCCAR-EA organisational chart

## 4. OCCAR-EA Director

The OCCAR-EA Director is directly responsible to the BoS for the operation of OCCAR-EA. The OCCAR-EA Director's Terms of Reference are set out at Annex OMP 3-F.

## **5. OCCAR-EA Deputy Director**

The OCCAR-EA Director is supported by the OCCAR-EA Deputy Director, who is authorised to substitute fully for him in his absence.

## **6. Organisational Structure and Mission of the Central Office**

### **6.1 General**

Central Office leads and coordinates all actions related to the strategic management and to corporate governance of OCCAR-EA. More specifically, Central Office is in charge of:

- Business Development;
- The integration of Programmes;
- Managing small Programmes (when the integration results in the setup of a Programme Management Cell);
- The provision of corporate services, including planning and reporting, legal advice, development of policies and procedures as well as services relating to human resources, finance, information management and information technology, security and site management;
- The provision of ad hoc expert support to the Programmes Divisions;
- Facilitating the implementation of best programme management practice in the Programmes, including in the financial domain, by:
  - Collecting and analysing lessons learnt and successful practices from all individual Programmes;
  - Developing best practices and making these practices available;
  - Monitoring appropriation and assisting implementation of these practices within the Programmes.

In addition to the OCCAR-EA Directorate (Director, Deputy Director, Legal Adviser, Executive Advisor, Assistant), the Central Office consists of:

- The Quality Management Office (QMO);
- The Business Development, Strategy, Planning & Reporting Office (BDSPRO);
- The Programme Management Support Division (PMSD);
- The Finance Division (FD);
- The Human Resources Division (HRD);
- The Corporate Support Division (CSD).

### **6.2 Quality Management Office**

The mission of the QMO is to:

- Assist the Quality Management Representative to monitor, maintain and improve the OCCAR-EA Quality Management System;
- Support the Legal Adviser as the Internal Audit Co-ordinator (IAC) in the annual internal audit strategy preparation and execution.

### 6.3 Business Development, Strategy, Planning & Reporting Office

The mission of BDSPRO is to:

- Plan and manage efficiently and effectively all activities and reports related to strategic management and to coordinate corporate governance in OCCAR-EA;
- Plan and manage efficiently and effectively activities related to business development in accordance with the objectives set by the BoS in close connection with the FTPC.

### 6.4 Programme Management Support Division

The mission of PMSD is to:

- Assist Programmes in implementing Through Life Programme Management policies and to supervise their application;
- Provide contractual advice and support to Central Office and the Programme Divisions;
- Define and assist in the implementation of selected best practice Through Life Programme Management methods and tools throughout OCCAR-EA;
- Support Programme Managers in matters related to Through Life Programme Management, specialist areas and through integration of lessons learned from the different Programmes;
- Provide to the OCCAR-EA Director a comprehensive view and advice on Programme related issues;
- Take over the lead from BDSPRO for the integration of new Programmes into OCCAR as soon as the Programme Management Authorisation has been signed;
- Support the integration of new Programme Stages into OCCAR;
- Prepare the Programme Decisions and lead OCCAR support to Memorandums of Understanding for any new activity;
- Lead the management of Programmes for which a specific Programme Management Cell has been setup;
- Coordinate information management needs and requirements from a Programme or Project as well as from a corporate perspective and to evaluate the effectiveness of respective technical solutions.

### 6.5 Human Resources Division

The mission of HRD is to:

- Achieve, through the application of the OCCAR personnel rules and procedures, the efficient and effective planning and management of the OCCAR-EA staff;
- Provide all staff members with assistance on human resources related issues.

#### 6.6 Finance Division

The mission of FD is to:

- Achieve, through a structured corporate approach, efficient and effective financial planning and management that meets the needs of all stakeholders;
- Provide best practice financial support and tools to the Programmes.

#### 6.7 Corporate Support Division

The mission of CSD is to provide efficient and effective support to the Programme Divisions and Central Office in the fields of information and communication technology, security and site management.

### **7. Programme Division Organisation**

Each Programme is headed by a Programme Manager whose responsibilities regarding the Programme and the Programme Division are described in OMP 1 and detailed in the Programme Decisions and in the Programme Management Plans.

### **8. Changes to the Central Office and Site Organisational Structures**

Any change to the organisational structure (including size and gradings) within the Central Office and Sites, outside the authority of the OCCAR-EA Director, as delegated to him through his Terms of Reference in Annex OMP 3-F, shall be handled within the annual planning cycle defined in OMP 3.