



OCCAR-EA
OCCAR Management Procedure

Title:	<u>Future Tasks and Policy Committee Terms of Reference</u>
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This document replaces: Annex OMP 3-C, issue 4 dated 09/12/08

Record of changes

Date	Issue	Changes
19/05/05	1.1	Incorporation of document BoS 10/E dated 07/072000 as annex to the OMP 3. Amendments to paragraphs 3,7, 8 and 9. Editorial changes.
01/07/06	2	Converted to the OCCAR-EA graphical house style.
08/12/06	3	Complete revision by FTPC.
09/12/08	4	Description of the relationship with the ISS Committee. Minor cosmetic changes. Approved by 19 th BoS on 28/11/08.
10/06/14	5	Overall structure modification and major revision taking into account all stakeholder inputs.

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1. General

In accordance with Articles 12 and 17 of the OCCAR Convention, the FTPC is established by the OCCAR Board of Supervisors (BoS) to advise and assist the BoS in the achievement of its functions in the areas of business and corporate management, policy and future tasks. Future tasks comprise mainly programmes (including Technology Demonstrator Programmes (TDPs)) not yet integrated into OCCAR.

2. Tasks

2.1 The BoS has overall responsibility for establishing the business objectives and targets of OCCAR and for the strategic direction and control of OCCAR's activities. The FTPC is authorised, subject to the powers delegated to it, and subject to it reporting its decisions to the next available meeting of the BoS, to take such steps on behalf of the BoS as it considers necessary to further the strategy, business objectives and targets established by the BoS, in all regards taking into account the responsibilities and delegated powers of the OCCAR-EA Director. The latter may, whatever action or decision taken by the FTPC, reserve the right to directly refer any case or issue to the BoS for discussion or decision.

2.2 Within the authorities delegated to it by the BoS, the tasks of the FTPC are inter alia to:

- Exercise corporate oversight of OCCAR; monitor its effectiveness, performance and development and make recommendations to the BoS as necessary;
- Actively supervise the development, implementation and successful execution of the BoS strategies, policies, procedures and other matters, the principles or policies of which have been specifically approved by the BoS. In particular, this item covers matters linked to the general management of all Programmes (corporate level matters, topics relevant to all programmes, etc.);
- Recommend objectives and strategies to the BoS in the development of OCCAR business, identifying potentially difficult issues and developing corporate risk mitigations and solutions, having regard to the interests of its customers, employees and stakeholders;
- Recommend direction and provide feedback to the BoS regarding policy priorities and OCCAR-EA Corporate Strategy items;
- Assist OCCAR-EA in the development and implementation of the OCCAR Corporate Strategy (including the Vision, Mission and Values) and Business Plan;
- Receive and consider regular reports from OCCAR-EA so as to monitor and ensure improvements are driven through;
- Clear all papers on topics which are not assigned to other committees (allowing for minor exceptions arising only as a result of practical difficulties) intended for consideration by the BoS in advance of circulation and make recommendations to the BoS if required;
- Investigate and pursue the opportunities for new programmes (including TDPs as well as other activities as defined in OMP 2 and COTS / MOTs) to be assigned to OCCAR-EA and submit proposals to the BoS accordingly;

- Assess and keep under review the adequacy of external reporting arrangements and the corporate effectiveness of internal control systems and risk management;
- Assess the need for change to the organisational structure of the OCCAR-EA Central Office outside of the scope of the authority delegated to the OCCAR-EA Director;
- Assist OCCAR-EA in establishing and maintaining an effective system of learning from experience and change management;
- Support, in accordance with its Terms of Reference, the BoS in its decision-making process;
- Note the OCCAR-EA corporate reports addressed to it;
- Express a view on decisions envisaged by the OCCAR-EA Director at his request and decide upon recommendations from the OCCAR-EA Director in accordance with its terms of reference;
- Liaise with the TLM Committee for close coordination of all policy aspects of the Through Life Management approach of OCCAR;
- Prepare the agenda of each BoS meeting as well as the decisions to be taken.

3. Specific Delegations from the BoS

In addition to delegations set out in the OMPs and in specific BoS decisions, in undertaking the above tasks, the FTPC is authorised to take decisions on issues within its competence and which have not been delegated to the OCCAR-EA Director. This includes but is not limited to:

- Approval of business initiatives;
- Annual pay scales & allowances;
- Minor amendments to OMPs;
- Extensions of Central Office Heads of Division staff contracts;
- Minor changes to the CO organisational structure;
- Other matters as delegated by the BoS.

The FTPC cannot take policy decisions or decisions within the ambit of other OCCAR Committees or related to a specific Programme or Programmes. Decisions taken by the FTPC must be unanimous; if unanimity is not found then the issue must be referred to the BoS.

4. Other

The Chairperson of the FTPC must come from the same Member State as the Chairperson of the BoS.