



OCCAR-EA
OCCAR Management Procedure

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1. General

The Corporate Committees shall meet in accordance with their Terms of Reference set out in the respective OMP 3 Annex.

The Corporate Committees should keep their activities, constitution and Terms of Reference under review to ensure that they are operating at maximum effectiveness and report to the BoS.

2. Scope

This procedure is applicable to all OCCAR Corporate Committees unless otherwise stated. The operation of OCCAR Programme Committees is set out in OMP 1 and Programme Committees can decide to apply relevant parts of this Annex.

3. Membership

The OCCAR Corporate Committees normally comprise one nominated representative from each Member State. If a Member State appoints more than one representative, it will nominate one as the official representative. Each Member State has the authority to appoint or remove its representatives. Representatives in the Corporate Committees will hold delegated national authority necessary to perform their functions as detailed in the respective ToRs.

The official representatives shall nominate their personal focal point for assistance and day-to-day contact.

Where classified or sensitive issues (e.g. Programme sensitive issues) are to be discussed, the Committees will agree appropriate arrangements (e.g. concerning distribution of documents and attendance during discussion) for the relevant agenda item(s) in accordance with the appropriate provisions of OMP 11 and OMP 12.

4. Attendees

In addition to the members of the Corporate Committees, the Committee meetings are normally attended by the OCCAR-EA Director and / or Deputy Director and / or authorised representatives. Other attendees may include, on a case-by-case basis:

- Other staff from Member States and OCCAR-EA;
- Experts invited by the Committees;
- Attendees from non-Member States invited by the Committees;
- Attendees from other International Organisations such as EDA, as invited by the Committees.

5. Chairperson

The Corporate Committee will elect a Chairperson from amongst its members normally on a rotation basis and normally on a multiyear forward looking basis. The Chairperson is accountable to the Committee members. The Chairperson is responsible to:

- Coordinate discussions and facilitating communication between National Representatives on open issues when necessary;

- Organise and preparing the work of the Committee;
- Chair the Committee meetings;
- Prepare a report to the BoS of the Committee's actions, decisions, and results of actions' implementation by OCCAR-EA, and submitting this report for the approval by the Committee members prior to submission;
- Presenting the report at the BoS meetings.

6. Decision Making

All decisions of the Corporate Committees shall be made unanimously. Where a decision cannot be reached unanimously the issue shall be raised to the BoS.

Ex-committee decisions shall be taken through the sending by OCCAR-EA of an ex-committee approval form. This approval form shall precise which decision is taken, the reference of the document to be approved (if any) and the reference of the signatory. In such circumstances, the Members will formally record their vote in signing this form and returning it to OCCAR-EA electronically, and then provide the original signed hard copy to OCCAR-EA for retention.

7. Meeting Frequency

The Corporate Committees shall normally meet twice a year, or otherwise as required at the request of the BoS, of a Corporate Committee Member or the OCCAR-EA Director.

8. Meeting Location

The meetings of the Corporate Committees shall normally take place in Central Office.

OCCAR-EA shall, when the meeting is held in OCCAR-EA, make all the logistical and administrative arrangements unless otherwise decided by the Committees.

9. Secretariat

The Corporate Committees shall enjoy the administrative support necessary for it to carry out its duties. Secretariat support shall be provided by Central Office.

9.1 Tasks

The secretariat assist the Chairperson in the fulfillment of every activity related to the meetings, including:

- Invitations;
- Agendas;
- Supporting documentation;
- Meeting material;
- Decision sheets;
- Action lists;
- Logistical arrangements.

9.2 Agenda

Member States and OCCAR-EA shall submit items for discussion to the Chairperson. The Chairperson shall endorse the provisional agenda for each meeting set up by the secretariat. The provisional agenda shall then be sent by OCCAR-EA to the other Members at least three weeks before the beginning of the meeting. Where an extraordinary meeting is called, the agenda shall be forwarded at least one week prior to the meeting.

9.3 Decision Sheets

Every meeting shall lead to a Decision Sheet approved and signed by all nominated national official representatives normally at the end of the meeting. In the case where a Decision Sheet cannot be approved prior to the end of the meeting, the Decision Sheet shall be submitted using the ex-committee approval process for signature within two weeks. Decision Sheets are prepared by the secretariat.

Decision Sheets shall be forwarded by OCCAR-EA to relevant Committees and Working Groups. OCCAR-EA shall ensure appropriate communication of decisions and monitoring of resulting actions within OCCAR-EA and Committees.

9.4 Retention of Documentation

The secretariat retains and archives the Decision Sheets as well as all relevant meeting documentation.

10. Meeting Documentation

Reports, finalised agendas and related meeting documentation which are necessary for the performance of the meetings shall be distributed as early as possible and at least two weeks before the meetings. Comments on these should be distributed one week before the meetings.

All matters to be discussed should be included in an agenda agreed in advance by the Chairperson and supported by appropriate briefing papers prepared by Member States and / or OCCAR-EA.

11. Correspondence

Correspondence addressed to the Committees shall be forwarded to the Chairperson. It should be copied to the Corporate Committee Members and OCCAR-EA.

12. Languages

The official languages of OCCAR shall apply, although the working language to be used in the Committees is usually English.

13. Expenses

Attendees of Committee meetings shall bear their travel and accommodation expenses.