



OCCAR Management Procedure

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11/12/2020	1	Creation of separate terms of reference document.

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1. General

The Programme Board is formed by the Board of Supervisors representative(s) of the Member State(s) participating in the Programme and, where appropriate, the representative(s) of the non-Member Participating State(s) at an equivalent level¹.

Where this role has been delegated, each delegation shall be issued by the Minister of Defence or his / her duly authorised representative in writing and provided to the other representatives and to OCCAR-EA. OCCAR-EA will act as the depository of such delegations.

The Programme Board is responsible for making the high-level decisions related to the Programme. If there are several Programme Decisions within a Programme, Participating States representation at Programme Board will be determined by the interested parties of each Programme Decision.

2. Tasks

For each Programme, the Programme Board will:

- Sign the Programme Decision and any corresponding amendments;
- Approve the High Level Objectives of the Programme Stage and any subsequent amendments;
- Approve the consequence of the withdrawal/change of off-takes of a Participating State;
- Approve the appointment of the Programme Manager;
- Approve the Programme Operational Budget(s) of the Programme Stage, unless this decision is delegated to the Programme Committee;
- Note the Programme Board reports addressed to it by the OCCAR-EA Director;
- If requested, decide upon the OCCAR-EA Director's recommendations resulting from the above reports or regarding any issue related to the Programme.

In addition to the Programme Board representatives, the OCCAR-EA Director and/or their Deputy normally attend the meetings of the Programme Board. Attendees may also include other staff from Participating States and OCCAR-EA, and experts invited by the Programme Board.

The Programme Board elects its chairperson, normally for a period of one year, choosing from the nominated Programme Board representatives. By default, the chair of the Programme Committee will be from the same Participating State as the chair of the Programme Board.

The Programme Board convenes as appropriate, generally once a year. Further meetings may be called by the chair of the Programme Board on request by a Participating State. The Programme Board meetings should, as far as practicable, take place immediately before or after the Board of Supervisors meetings. OCCAR-EA provides the secretariat.

¹ The BoS representatives of the Member States are the Ministers of Defence or their Delegates.

The Programme Board will comply with OCCAR Rules. The OCCAR-EA Director is responsible to the Board of Supervisors for submitting any deviations from these.

Decisions are generally made on a unanimity basis of the concerned Participating States, unless otherwise decided unanimously by the Programme Board representatives of the concerned Participating States. Exceptions from the unanimity basis include simple majority, qualified majority and reinforced qualified majority. Details about scope and type of majority to be used in a Programme Stage will be described in the relevant Programme Decision.

The Programme Board Chair may be required to conduct investigations in the event of an allegation of fraud, malpractice or bribery related to its Programme in compliance with OMP 3.