



OCCAR Management Procedure

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

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1. General

A Programme Committee will be established to oversee the management of the Programme, especially in respect of achievement of the High Level Objectives.

The Programme Board representative of each Participating State shall appoint their Programme Committee representative. Such appointments shall be issued in writing and provided to the other representatives and to OCCAR-EA. OCCAR-EA will act as the depository of such appointments.

The Programme Committee representative may be accompanied by a national delegation. These national delegations will be composed of personnel from national organisations and may include technical experts invited by the Participating State.

2. Tasks

The following OCCAR-EA staff are required to participate in the Programme Committee meetings:

- The OCCAR-EA Director or their nominated representative;
- Programme Manager (or head of the Programme Integration Team);
- Any other OCCAR staff member as deemed necessary by the Programme Manager.

The designated representative will head the national delegation and will be the only member of each delegation to have the right to vote. None of the OCCAR-EA staff has the right to vote. Decisions will be taken in accordance with the decision-making process described in the Programme Decision. If no agreement is reached, the matter will be escalated to the Programme Board.

The Programme Committee elects its chairperson, normally for a period of one year, choosing from the nominated Programme Committee 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 Committee convenes as appropriate, generally twice a year. Additional meetings may also be convened by decision of the Programme Board or at the request of the OCCAR-EA Director or of the head of a national delegation to deal with specific matters. The Programme Committee meetings will normally be held on the premises of the relevant Programme Division. OCCAR EA provides the secretariat.

The following responsibilities are delegated to the Programme Committee:

- The approval and the monitoring of the implementation of the Procurement Strategy based on OCCAR Rules. Any deviation will be referred to the Board of Supervisors for approval;
- Taking Note of the Programme Management Plan once approved by the OCCAR-EA Director, and making comments if necessary;
- The approval of the Contract Route;
- The approval of the award of Major Contracts or Major Amendments;

- The approval of the Programme Management structure identifying the different sections and posts/functions. The Programme Committee will also approve the grading for the posts of the Programme Division, if established, on proposal by the OCCAR-EA Director;
- Note the Programme Committee reports addressed to it by the OCCAR-EA Director;
- The endorsement of the Programme Administrative Budget;
- The endorsement of the final settlement of accounts after completion of each Programme Stage or after completion of the OCCAR Programme;
- The approval of the final sharing/disposal between the owners, of special tooling and other assets purchased with common funding, at the conclusion of the OCCAR Programme;
- The certification of the completion of the Programme based on a closure document submitted by the OCCAR-EA Director;
- The approval of the configuration changes or the launching of technical studies proposed by the Programme Manager with the support (if applicable) of a joint configuration management working group.

In taking its decisions, the Programme Committee will not deviate from the provision of the Programme Decision and will fulfil the following roles:

- Overseeing the management of the Programme against the High Level Objectives and when appropriate reporting to the Programme Board on any specific concern;
- Providing advice when appropriate to the Programme Board concerning the recommendations made by the OCCAR-EA Director on specific events likely to impede the progress of the Programme or which require adjustments to the finance plans and/or timetables to reflect changed circumstances which may affect the High Level Objectives;
- The monitoring of the collection of levies;
- The review of proposals for amendments to the Programme Decision and making of recommendations to the Programme Board; this will include in particular the examination of changes to the cost-share, off-take, withdrawal and termination;
- The examination of applications from non-Participating States to join or observe the Programme and making recommendations to the Programme Board;
- The consideration of proposals submitted by the OCCAR-EA Director on issues related to the management of the Programme, giving him direction as necessary, in the frame of its delegation specified above;
- Monitoring the security aspects of the Programme.