



OCCAR Management Procedure

Title:	<u>Acronyms & Definitions</u>	
Number:	Annex OMP 1-C	Date: 11/12/2020
Computer Ref:	Annex OMP 1-C-Acronyms&Definitions_Issue1_20201211	
Current status:	Issue 1	
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Date:	11/12/2020	

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Date: 11/12/2020

OCCAR File Ref:
CO/ DIRECTORATE/2020/00538

This document replaces: N/A

Record of Changes

Date	Issue	Changes
11/12/20	1	Creation of separate acronyms and definitions document.

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1. **Acronyms**

Name	Definitions / Explanations
BDSPRO	Business Development Strategy, Planning & Reporting Office
BoS	Board of Supervisors
CE	Cost Estimation
CFF	Call for Funds
CI	Configuration Item
CM	Configuration Management
CO	OCCAR-EA Central Office
COMPUSEC	Computer Security
COMSEC	Communication Security
CR	Contract Route
CSD	Corporate Support Division
DNE	Detached National Expert
DSA	Designated Security Authority
EDA	European Defence Agency
EMC	Electro Magnetic Compatibility
EMI	Electro Magnetic Interference
EWG	Expert Working Group
FD	Finance Division
FTPC	Future Tasks and Policy Committee
GB	Global Balance
GFE	Government Furnished Equipment
GFF	Government Furnished Facility
GFI	Government Furnished Information
GFP	Government Furnished Personnel
GFS	Government Furnished Service
GFX	GFX includes GFE, GFF, GFI, GFP and GFS
GQA	Government Quality Assurance
HLOs	High Level Objectives
HR	Human Resources
ICT	Information Communication Technology
ILS	Integrated Logistic Support
IS	In-Service
ISO	International Standard Organisation
ISS	In-Service Support
ITT	Invitation to Tender
LCC	Life Cycle Cost
LoA	Letter of Acceptance

Name	Definitions / Explanations
LoO	Letter of Offer
LSA	Logistic Support Analysis
MoU	Memorandum of Understanding
NATO	North Atlantic Treaty Organisation
NPC	National Programme Coordinator
NQAA	National Quality Assurance Authority
NSA	National Security Authority
OCCAR	Organisation Conjointe de Coopération en matière d'ARmement
OCCAR-EA	OCCAR Executive Administration
OMP	OCCAR Management Procedure
PB	Programme Board
PC	Programme Committee
PD	Programme Division
PIT	Programme Integration Team
PM	Programme Manager
PMA	Programme Management Authorisation
PMC	Programme Management Cell
PMP	Programme Management Plan
ProcS	Procurement Strategy
ProgD	Programme Decision
PS	Participating State
PSI	Programme Security Instruction
PWG	Programme Working Group
QMS	Quality Management System
RFI	Request for Information
RM	Risk Management
SMART	Specific, Measurable, Achievable, Realistic and Time-related
TDP	Technology Demonstrator Programme
TEMPEST	Telecommunications and Electrical Machinery Protected from Emanations Security
TLM	Through Life Management
TMP	Transition Management Plan
ToR	Terms of Reference
VAT	Value added Tax
VOP	Variation of Price
WG	Working Group

2. Definitions

Name	Definitions / Explanations
Administrative Budget	<p>The AB (Administrative Budget) is the amount of expenditure authorised to cover activities associated with the internal functioning of OCCAR-EA for one year. It corresponds to the "administrative section" used in article 35 of the Convention.</p> <p>It is inclusive of all Programme Administrative Budgets.</p>
Approving Authority	The body responsible for approving award of a contract.
Board of Supervisors (BoS)	The highest decision-making level within OCCAR, which comprises of the ministers of defence or their delegates from each Member State. It directs and supervises the Executive Administration and the corporate committees.
Closure Activities	The work to be performed to support the controlled end of the last Programme Stage. This includes in particular the reallocation of residual work, rights and obligations outstanding at the end of this Programme Stage.
Configuration	The functional and physical characteristics of a materiel as described in its technical documentation and later achieved in the materiel.
Configuration Item (CI)	Any hardware, software, or combination of both, that satisfies an end use function and is designated for separate configuration management. Configuration Items are typically referred to by an alphanumeric identifier, which also serves as the unchanging base for the assignment of serial numbers, which uniquely identify individual units of the Configuration Item.
Contract Route (CR)	OCCAR document detailing all the aspects related to the procurement process leading to the award of a specific contract/amendment, consistent with the relevant Procurement Strategy. This includes appropriate justification for the selection of the method of procurement as the best option to achieve value for money in that contract/amendment.
Defence System	The result of the design, development and procurement of a Programme for defence, including all elements to use, support and dispose of it. This also may include services.
Defence System Life Cycle	The complete set of phases for a Defence System comprising of Preparation, Design, Development, Production, In-Service and Disposal.
Functional Configuration Audit	The formal examination of functional characteristics of a configuration item, or system to verify that the item has achieved the requirements specified in its functional and/or allocated configuration documentation.
Government Furnished Equipment (GFE)	Any equipment (e.g. test equipment, tools, embodiment items) that the Participating States agree, as part of the contract, to provide to industry.

Name	Definitions / Explanations
Government Quality Assurance (GQA)	Process by which the appropriate national authorities establish confidence that the contractual requirements relating to quality are met.
High Level Objectives (HLOs)	The objectives set in terms of cost, time and performance of the work to be performed under a Programme Decision.
Life Cycle Cost (LCC)	It consists of all direct costs plus indirect-variable costs associated with the procurement, operating & support and disposal of the system. Indirect costs may include linked costs such as additional common support equipment, additional administrative personnel and non-linked costs such as new recruiters to recruit additional personnel. This does not include indirect costs related to activities or resources that are not affected by the introduction of the system.
Logistic Support Analysis (LSA)	The selective application of scientific and engineering analyses, during the system engineering and design process to assist in complying with supportability and other Integrated Logistic Support objectives.
Major Contract / Major Amendment	As defined in the Programme Decision, these are contracts / amendments, which require formal approval of the concerned Programme Committee members prior to award.
Maturity Gate	Decision point consisting of a set of criteria to be met, allowing a Defence System to transition to its next life cycle phase.
Member State	See "OCCAR Member State".
Memorandum of Understanding (MoU)	Arrangement between PSs in respect of a collaborative Programme, a specific phase of a Programme, a project, a Technology Demonstrator Programme or a study.
Minor Contract / Minor Amendment	Any contract / amendment not defined as Major.
Non-Member State	Any State that is not a Member State of OCCAR. This term is also used in the context of this OMP to refer to any international organisation or institution, except OCCAR.
Note (or Noted)	See "To Take Note".
OCCAR Executive Administration (OCCAR-EA)	Standing executive body of OCCAR, headed by the OCCAR-EA Director, responsible for the day-to-day management in accordance with regulations adopted by the Board of Supervisors (BoS). The Executive Administration comprises the Central Office and Programme Divisions.
OCCAR Management Procedures (OMPs)	Documents that provide rules and policy from the Board of Supervisors for the management of OCCAR and OCCAR-managed Programmes.

Name	Definitions / Explanations
OCCAR Member State (Also referred to as Member State)	A State that has ratified the OCCAR Convention and signed the OCCAR Security Agreement.
OCCAR Rules	The OCCAR Convention, the OCCAR Security Agreement, including relevant decisions pertaining to their interpretation, and OCCAR procedures (including all principles, strategies and policies). The version of these documents to apply is the one in force at the time of application.
OCCAR-EA Internal Control Process	Implemented by all OCCAR-EA staff, applied in strategy setting and across OCCAR-EA, designed to address potential risks that may affect OCCAR-EA, to provide reasonable assurance regarding the achievement of OCCAR-EA's objectives.
OCCAR-EA Organisational Units	The Directorate, BDSPRO, the Central Office Divisions and the Programme Divisions.
OCCAR-EA's TLM	The approach of managing a programme throughout its whole life cycle. Through Life Management is achieved by applying and integrating best practice management techniques in a coherent manner across all system aspects in order to deliver, sustain and dispose the required cost-effective defence system.
OCCAR-managed Programme	A Programme assigned to OCCAR for management from the signature of the first Programme Decision by the Programme Board.
Participating State (PS)	A State (Member or Non-Member of OCCAR) which participates in an OCCAR-managed Programme as defined in the corresponding Programme Management Authorisation. This term is also used in the context of this OMP to refer to any international organisation or institution, which participates in an OCCAR-managed Programme as defined in the corresponding Programme Management Authorisation.
Phase(s)	Any element of the OCCAR Programme Life Cycle.
Physical Configuration Audit	The formal examination of the "as-built" configuration of a configuration item against its technical documentation to establish or verify the configuration item's system baseline.
Procurement Strategy (ProcS)	OCCAR document detailing and justifying the best way to satisfy the Participating States declared requirements through the achievement of the most economically advantageous solution, while ensuring the application of the OCCAR Rules. It includes an assessment of the possible procurement and support options, in terms of cost (including Life Cycle Cost estimates), timescales, risks and benefits.
Programme	A group of related projects managed in a coordinated way.

Name	Definitions / Explanations
Programme Administrative Budget	The amount of expenditure authorised to cover the administrative costs of a Programme Stage for one year. It is inclusive of VAT and VOP where this is applicable.
Programme Board (PB)	The highest OCCAR decision body in an OCCAR-managed Programme. Roles and responsibilities of the Programme Board are described in Annex OMP 1-A.
Programme Committee (PC)	OCCAR decision body established to oversee the running of an OCCAR-managed Programme. Roles and responsibilities of the Programme Committee are described in Annex OMP 1-B.
Programme Decision (ProgD)	A legally binding decision approved and signed by the representatives to the Programme Board of the States participating in the activities covered by this Programme Decision, which sets out all the commitments of these States. A Programme Decision may cover the whole or part of a Programme. Each Programme Decision is associated to a unique Programme Stage.
Programme Division (PD)	A multi-disciplinary team in charge of the management of one or more Programme Stages.
Programme Management	The planning, organisation, monitoring and control of all aspects of a project and the motivation of all involved to achieve the project objectives safely and within agreed time, cost and performance criteria.
Programme Management Authorisation (PMA)	A decision taken by the Board of Supervisors to authorise the assignment of a Programme to OCCAR for management purposes. The decision is non-binding regarding the formal integration of a Programme into OCCAR. Formal integration will be achieved by the signature of the respective Programme Decision.
Programme Operational Budget	The amount of expenditure authorised to cover the operational costs of a Programme Stage for one year. It is inclusive of VAT and VOP where this is applicable.
Programme Stage	The activities assigned to OCCAR-EA through the signature of a specific Programme Decision. A Programme Stage can cover a partial Programme Phase, a single Programme Phase or multiple OCCAR Programme Life Cycle Phases.
Quality Management System (QMS)	A system used to direct and control an organisation with regard to quality.
Risk	An event which may occur and modify a programme/project, with either a positive or negative effect in terms of cost, time, performance or other attributes.

Name	Definitions / Explanations
Safety	Freedom from those conditions that can cause death, injury, occupational illness, or damage to or loss of equipment or property, or damage to the environment.
Security	The condition achieved when designated information, materiel, personnel, activities and installations are protected against espionage, sabotage, subversion and terrorism, as well as against loss or unauthorised disclosure.
Significant Event	A main event relating to the activity of a Programme or Central Office Division. A Significant Event shall be defined by its description, its delivery date and its associated deliverables. Significant Events are established on an annual basis.
Stakeholder	Individuals, entities, groups or organisations who have an interest in the OCCAR-managed Programme and whose interests can be affected as a result of the OCCAR-managed Programme.
Technology Demonstrator Programme (TDP)	A Programme in which a combination of technologies is intended to validate either a proposed technology capability or operational requirement. The products of a Technology Demonstrator Programme may include, but are not necessarily limited to: equipment, materials, and software (including system architecture and source codes).
TEMPEST	Investigations and studies of compromising emission.
Through Life Management (TLM)	Managing a programme throughout its whole life cycle, in a Use-Centric way. Through Life Management is achieved by applying and integrating best practice management techniques in a coherent manner across all system aspects in order to deliver, sustain and dispose the required cost-effective defence system.
To Take Note / Note / Noted	Something reported verbally or in writing has been brought to one's attention without the need to approve or disapprove.
Use-Centric	The attribute describing that the in-service use of a defence system has to be at the centre of attention at any time of the life cycle of a defence system.
Waivers/Deviations	A specific, written authorisation to depart from a particular requirement of a product's current approved configuration documentation for a specific number of units or time period (A variance differs from an engineering change in that an approved engineering change requires corresponding revision of the product's current approved configuration documentation).