



## **OCCAR Management Procedure**

Title:	<b><u>Security Committee Terms of Reference</u></b>	
Number:	Annex OMP 3-E	Date: 11/12/2020
Computer Ref:	Annex OMP 3-E_SC ToRs_Issue6_20201211	
Current status:	Issue 6	
Contact address:	Central Office, OCCAR-EA Bonn Email: <a href="mailto:questions@occar.int">questions@occar.int</a>	

--

OCCAR File Ref: CO/DIRECTORATE/2020/00539
--

This document replaces: Annex OMP 3-E – Issue 5 dated 08/06/2016

## Record of changes

Date	Issue	Changes
19/05/05	1.1	Incorporation of Security Terms of Reference (final version dated 22 March 2002 as approved by BoS on 5 December 2002) as annex to the OMP 3 – Editorial changes in paragraphs 3 and 10
01/07/06	2	Converted to the OCCAR-EA graphical house style.
09/12/08	3	Revision tasked by BoS, during 17th BoS meeting on 04/12/07. Revised to take into account the revision of OMP12. Approved by BoS Ex-Committee (02/08).
11/09/13	4	Major review – draft 3
08/06/16	5	Major revision to incorporate the revised SC Terms of Reference.
11/12/2020	6	Update following the EC audit report regarding “Internal Controls” within OCCAR.

## Table of Contents

<b>1. General.....</b>	<b>3</b>
<b>2. Appointment and Membership.....</b>	<b>3</b>
<b>3. Attendees .....</b>	<b>3</b>
<b>4. Chairperson .....</b>	<b>3</b>
<b>5. Tasks .....</b>	<b>4</b>
<b>6. Discharge of Functions.....</b>	<b>4</b>
6.1 Meetings .....	4
6.2 Secretariat.....	4
6.3 Decision Sheet.....	5
6.4 Location .....	5
6.5 Languages.....	5

## List of acronyms/definitions/explanations

BoS	Board of Supervisors
FC	Finance Committee
FTPC	Future Tasks and Policy Committee
OMP	OCCAR Management Procedure
SC	Security Committee
ToR	Terms of Reference

## **1. General**

The Security Committee (SC) is established by the Board of Supervisors (BoS) in accordance with Article 7 of the OCCAR Security Agreement and Articles 12 and 17 of the OCCAR Convention. The primary purpose of the SC is to consider all aspects of security of Classified Information related to OCCAR and advise the BoS on security matters relating to the operation of OCCAR and decide on any matter delegated to it.

## **2. Appointment and Membership**

The SC comprise one nominated representative<sup>1</sup> of each Member State. By nominating their representative, the Member State should ensure a "cooling off period" of at least one year for previous OCCAR-EA staff members before joining the Committee.

The BoS representative of each Member State shall appoint their SC representative. Such appointment 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 representatives from each Member State are nominated for a renewable period of three years.

In order to perform their role effectively, each representative should obtain an understanding of the detailed responsibilities of SC membership as well as the OCCAR business, operations, financial and regulatory environment. This includes an appropriate background, technical capacity and objectivity to provide adequate oversight.

Representatives in the SC will be granted and delegated all authority necessary to perform their functions as detailed in these ToRs.

## **3. Attendees**

In addition to the members of the SC, standing attendees shall be the:

- Director and/or Deputy Director of OCCAR-EA;
- Head of Corporate Support Division;
- Security Section Leader and
- Head of Internal Audit Office.

Other staff from Member States and OCCAR-EA may also be invited to attend meetings.

## **4. Chairperson**

Based on a proposal of the SC, the BoS appoints the chairperson of the SC for a period of one year. This term may be renewed only once consecutively.

The role of the chairperson is to organise and prepare the work of the SC, to chair its meetings, to record its decisions and to keep it informed of the action by OCCAR-EA following these decisions.

Nevertheless, the chairperson must account to the SC for the actions undertaken on its behalf.

---

<sup>1</sup> From its National Security Authority or Designated Security Authority.

## **5. Tasks**

Within the authorities delegated to it by the BoS, the SC is responsible for:

- Ensuring that OCCAR Security Regulations adopted in accordance with Articles 12(g) and 42 of the OCCAR Convention are in compliance with the provisions of the OCCAR Security Agreement;
- Endorsing Security Agreements or Arrangements with non OCCAR Member States and International Organisations and provide guidance to OCCAR-EA on the negotiation of such Agreements or Arrangements;
- Proposing to the BoS, the security policy on the protection of Classified Information, in particular the requirements in OMP 11;
- Considering all questions that arise concerning the protection of Classified Information related to OCCAR; and
- Deciding on all matters of security affecting the principles and minimum standards of security for the protection of OCCAR Classified Information delegated by a Member State, the BoS, or the OCCAR-EA Director, in particular in respect of the provisions in OMP 11.

Decisions taken by the SC must be unanimous; if unanimity is not found then the issue must be referred to the BoS.

## **6. Discharge of Functions**

### **6.1 Meetings**

The chairperson determines a rolling programme of ordinary meetings of the SC, which must provide for at least two ordinary meetings in each calendar year.

Additional meetings can be called at the request of the chairperson.

### **6.2 Secretariat**

OCCAR-EA Central Office provides the secretariat services.

The secretariat assist the chairperson in the fulfilment of every activity related to the meetings, including:

- Invitations;
- Agendas;
- Briefing material;
- Decision Sheet; and
- Action List.

### 6.3 Decision Sheet

The SC keeps decision sheets of its proceedings and makes these available to the BoS, FTPC, FC and OCCAR-EA.

Draft decision sheets are prepared by the secretariat. The decision sheets are approved and signed by the SC members at the end of the meeting. The secretariat archives the decision sheets as well as all reports and documents, which were discussed.

### 6.4 Location

The meetings of the SC normally take place in OCCAR-EA Central Office.

### 6.5 Languages

The official languages of OCCAR shall apply, although the working language to be used for SC matters is usually English.