



OCCAR-EA
OCCAR Management Procedure

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This document replaces: Annex A to OMP 3 Issue 2 dated 01/07/06

Record of changes

Date	Issue	Changes
19/05/05	1.1	Incorporation of document reference CO/200/473/PG/3 dated 12 March 2004, as amended and approved at 10th BoS, as annex to the OMP 3 and text in 17th FTPC Decision sheet regarding Observer Status for OCCAR non-programme business.
01/07/06	2	Converted to the OCCAR-EA graphical house style.
10/06/14	3	Major revision taking into account all stakeholder inputs.

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1. Observer Status in OCCAR Programmes

1.1 Purpose

To set the policy for granting Observer Status to non-participating States in OCCAR Programmes.

1.2 Decision making on Observer Status

In application of Article 12 (h) of the OCCAR Convention (Observer Status being a matter of principle for OCCAR) the representatives to the BoS shall approve all requests for Observer Status for OCCAR Programmes. Consistent with the Convention, this decision shall be taken by unanimity. All future Programme Decisions shall contain a provision reflecting this requirement.

1.3 Factors to take into account when considering requests

The general factors to be taken into account are the consequences for OCCAR of the introduction of an observer State with regard to workload, administrative budget and organisation. To avoid unforeseen consequences, the granting of Observer Status shall, in principle, be limited to a period of two years (with a possibility of extension).

In principle, requests from non-participating States to observe an OCCAR Programme should be granted if there is a likelihood of the observer joining the Programme as a Participant. Observer Status might also be permitted if the State is considering making a third party purchase or a Service Level Agreement with OCCAR in order to encourage that State to participate in an OCCAR Programme in the future.

Taking into account, inter alia, these factors, the BoS shall decide upon and determine the exact status of observership on a case by case basis.

All States granted Observer Status in an OCCAR Programme shall be required to state formally their clear interest in future participation in the Programme or to purchase off the shelf the system developed under the Programme and to sign a non-disclosure agreement.

1.4 Handling requests for Observer Status

Requests from States to be granted Observer Status shall be submitted formally from the State concerned to the Chairman of the BoS. Requests received through other channels shall be politely returned with advice on the correct procedure to follow. To take the matter forward, the BoS Chairman shall then consider the request with BoS colleagues. Once the decision is taken by the BoS, the Chairman shall reply to the request on behalf of the BoS.

The request shall be subject to a two step process:

- 1) The Participating States in the Programme (both OCCAR Member States and non-Member States where applicable) shall give their advice at BoS or Programme Board level;
- 2) The BoS shall give its final decision.

Each step requires that every State must give its view and, in the case of a rejection of a request for observing, explain the rationale for its decision. Subject to specific Programme agreements the position of the non-Member States participating in an OCCAR Programme will be treated on an equal basis to the Member States. The BoS cannot approve a request for Observership if there is an objection from a non-Member State participating in the Programme.

Taking into account all impacts on the respective Programme and on OCCAR as a whole, the BoS shall give the specific definition of the Observer Status in each case in its response.

2. Observer Status for OCCAR non-Programme Business

Requests to observe OCCAR business from prospective members would be dealt with in the same manner as requests to observe OCCAR Programmes (see Part 1).

Decisions on requests to observe specific parts of OCCAR business to meet a particular need (e.g. to improve inter-organisation understanding) are delegated to the OCCAR-EA Director who may seek the advice of the FTPC depending on the degree of sensitivity associated with the request.

Such specific requests would be met by providing relevant information and possibly granting permission to attend meetings appropriate to the request. The decision as to the amount of access will take into account the nature of the request, the interaction between OCCAR and the requesting State, and the need for OCCAR to be seen to be open to others.