



## **OCCAR Management Procedure**

Title:	<b><u>Security Committee Terms of Reference and Rules of Procedure</u></b>	
Number:	Annex E to OMP 3	Date: 09/12/08
Computer Ref:	OMP3-E_SC ToRs and Rules of Procedure_issue3_091208.doc	
Current status:	Issue 3	
Author/editor:	Elmer Kremer	
Contact address:	Central Office, OCCAR-EA Bonn Tel: + 49 228 5502 121 Fax: + 49 228 5502 120 Email: <a href="mailto:elmer.kremer@occar.int">elmer.kremer@occar.int</a>	
Endorsed by QMR:	[Original Signed] Georges Peene, Deputy Director	
Date:	09/12/08	

Approved for issue:	OCCAR File Ref: CO/513/2505/Q-7
[Original Signed] Patrick Bellouard, OCCAR-EA Director Date: 09/12/08	

This document replaces: Annex E to OMP 3 dated 01/07/06

## Record of changes

<b>Date</b>	<b>Issue</b>	<b>Changes</b>
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 17 <sup>th</sup> BoS meeting on 04/12/07. Revised to take into account the revision of OMP12. Approved by BoS Ex-Committee (02/08).

## List of acronyms

BoS	Board of Supervisors
DSA	Designated Security Authority
NSA	National Security Authority

## **General Scope**

1. A Security Committee (hereafter called "Committee") shall be established to consider all aspects of security related to OCCAR.
2. The Committee shall report to the Board of Supervisors (BoS).

## **Composition**

3. It shall comprise nominated representatives of the National Security Authorities/ Designated Security Authorities (NSAs/DSAs) of each Member State as appointed by the respective BoS Member. If a Member State appoints more than one representative it shall nominate one as the official representative. The Director of the OCCAR-EA, or his authorised representative shall attend each meeting.
4. The Committee's representatives may be accompanied and advised by experts they deem necessary.
5. For examination of special matters the Committee may appoint "ad hoc" sub-committees, e.g. accreditation panel, with as many members as it considers necessary to perform the tasks involved. The results of the work of "ad hoc" sub-committees must be presented to the Committee for approval.

## **Responsibilities**

6. The Committee shall be responsible for:
  - a) Examining questions concerning OCCAR security policy;
  - b) Considering security matters referred to it by the BoS, a Member State or the OCCAR-EA;
  - c) Preparing appropriate recommendations to the BoS;
  - d) Proposing amendments and changes of the OCCAR Security Regulations.

## **Administrative support**

7. The Committee shall enjoy the administrative support necessary for it to carry out its duties.
8. Secretarial support shall be provided by OCCAR-EA.
9. Member States and OCCAR-EA shall support the Committee's meetings by preparing appropriate briefing papers tasked to it by the Committee or the chair.

## **Meetings, Chairmanship and Votes**

10. The Committee shall meet once a year, and otherwise as required at the request of the BoS, of a Member State or of the OCCAR-EA.
11. The Chairman shall be elected by a majority vote among the Member States' representatives.
12. All other decisions of the Committee shall be made unanimously.

### **Agenda and Minutes**

13. Member States and OCCAR-EA shall submit items for discussion to the chair. The chair shall draw up the provisional agenda for each meeting of the Committee. It shall be sent to the other members at least twenty-one days before the beginning of the meeting. Where an extraordinary meeting is called, the agenda shall be forwarded one week prior to the meeting.
14. Items may be included on the provisional agenda only where the documents relating thereto have been sent to the members not later than the date on which the agenda is sent out.
15. Draft minutes of each meeting of the Committee shall be drawn up, and shall include a list of those present, a report of the discussions and decisions adopted by the Committee. The draft minutes shall be sent to the members not later than four weeks after the meeting.
16. The draft minutes shall be submitted for approval of the Committee either during the next meeting or if there is a long interval between two meetings by written procedure.

### **Correspondence**

17. Correspondence addressed to the Committee shall be forwarded to the chair. It should be copied to the other Member States and OCCAR-EA.

### **Expenses**

18. The members of the Committee and their experts attending meetings shall bear the travel and accommodation expenses.

### **Revision of the Terms of Reference and the Rules of Procedure**

19. Revisions to these Terms of Reference may be proposed by the Committee. New terms and rules shall enter into force on the day following that of their approval by the BoS.

### **Entry into force**

20. These terms and rules shall enter into force immediately following their approval by the BoS.