



## **OCCAR-EA** **OCCAR Management Procedure**

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Author/editor:	Martin Winter, Head HRD	
Contact address:	Central Office, OCCAR-EA Bonn Tel: + 49 228 5502 181 Fax: + 49 228 5502 180 Email: <a href="mailto:martin.winter@occar.int">martin.winter@occar.int</a>	
Endorsed by QMR:	[Original Signed] Georges Peene, Deputy Director	
Date:	09/12/08	

Approved for issue:	OCCAR File Ref: CO/513/2494/Q-7
[Original Signed] Patrick Bellouard, OCCAR-EA Director	
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This document replaces: OORG 1 and OORG 2 documents, approved by the BoS

## Record of changes

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## List of acronyms

BDSPRO	Business Development Strategy, Planning and Reporting Office
BoS	Board of Supervisors
CO	Central Office
CSD	Corporate Support Division
FD	Finance Division
FTPC	Future Tasks and Policy Committee
HRD	Human Resources Division
MoU	Memorandum of Understanding
OMP	OCCAR Management Procedure
PD	Programme Division
PM	Programme Manager
PMSD	Programme Management Support Division
TDP	Technology Demonstration Programme
ToR	Terms of Reference

## **1. Purpose**

The purpose of this annex is to provide a general overview of the organisational structure of OCCAR-EA and the mission of its entities.

## **2. Related documentation**

- OMP1 Principal Programme Management procedure
- OMP3 Corporate Management
- Annex OMP3-F OCCAR-EA Director Terms of Reference

## **3. OCCAR-EA general organisation**

OCCAR-EA comprises a Central Office (CO) and Programme Divisions (PDs).

The PDs are headed by Programme Managers and are not necessarily co-located with the Central Office. When Programme Divisions are geographically separated from the Central Office for programme-specific reasons, each site will be supported by a Site Manager.

## **4. OCCAR-EA Director**

The OCCAR-EA Director is directly responsible to the BoS for the operation of OCCAR-EA. The Director's Terms of Reference (ToRs) are approved by the BoS and incorporated at Annex OMP3-F.

## **5. OCCAR-EA Deputy Director**

The OCCAR-EA Director is supported by the OCCAR-EA Deputy Director, who is authorised to substitute fully for him in his absence.

## **6. CO Organisational Structure and missions of the CO divisions**

### **6.1 General**

CO leads and coordinates all actions related to the strategic management and to corporate governance of OCCAR-EA. More specifically, Central Office is in charge of:

- Business Development;
- The integration of Programmes and Technology Demonstrator Programmes (TDPs);
- TDP management (when the integration of a TDP does not result in the set-up of a specific Division);
- The provision of corporate services, including planning and reporting, legal advice, development of policies and procedures as well as services relating to human resources, finance, information management and information technology, security and site management;
- The provision of ad hoc expert support to the Programmes Divisions;

- The harmonisation of best programme management practice in the Programmes, including in the financial domain.

In addition to the OCCAR-EA Directorate (Director, Deputy Director, Legal Adviser, Information Manager), the Central Office consists of:

- The Business Development Strategy Planning & Reporting Office (BDSPRO);
- The Programme Management Support Division (PMSD);
- The Finance Division (FD);
- The Human Resources Division (HRD);
- The Corporate Support Division (CSD).

The organisational structure of the CO is shown at Attachment OMP3-G-1.

## 6.2 Business Development Strategy, Planning & Reporting Office (BDSPRO)

The mission of BDSPRO is to:

- Plan and manage efficiently and effectively all activities and reports related to strategic management and to coordinate corporate governance in OCCAR-EA;
- Plan and manage efficiently and effectively activities related to business development in accordance with the objectives set by the FTPC.

## 6.3 Programme Management Support Division (PMSD)

The mission of PMSD is:

- To define and implement through life programme management policies and to supervise their application;
- To define and manage the implementation of selected best practice through life programme management methods and tools throughout OCCAR-EA;
- To support Programme Managers in matters related to through life programme management, specialist areas and through integration of lessons learned from the different programmes;
- To provide to the OCCAR-EA Director a comprehensive view and advice on programme-related issues;
- To take over the lead from BDSPRO for the integration of new programmes and TDPs into OCCAR as soon as the potential Participating States provide a clear indication of their intention to integrate;
- To support the integration of new programme phases into OCCAR;
- To prepare the Programme Decisions and lead OCCAR support to MoUs for any new activity;
- To manage TDPs for which a specific PD is not set up;
- To monitor, maintain and improve the OCCAR-EA Quality Management System.

6.4 Human Resources Division (HRD)

The mission of HRD is to achieve, through the application of the OCCAR-EA personnel rules and procedures, the efficient and effective planning and management of the OCCAR-EA staff and to provide all staff members with assistance on HR-related issues.

6.5 Finance Division (FD)

The mission of FD is to achieve, through a structured corporate approach, efficient and effective financial planning and management that meets the needs of all stakeholders.

6.6 Corporate Support Division (CSD)

The mission of CSD is to provide efficient and effective support to the Programme Divisions and Central Office in the fields of information technology, security and site management.

**7. Programme Division organisation**

Each Programme Division is headed by a Programme Manager (PM) whose responsibilities regarding the Programme and the Programme Division are described in OMP 1 and detailed in the Programme Decisions and in the Programme Management Plans.

**8. Changes to the CO and Site Organisational Structures**

Any change to the organisational structure (including size and gradings) within the OCCAR-EA Central Office and sites, outside the authority of the OCCAR-EA Director as delegated to him through his Terms of Reference, shall be handled within the annual planning cycle defined in OMP 3.

**9. Attachment**

Attachment OMP3-G-1	Central Office Organisation Chart
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