



OCCAR-EA
OCCAR Management Procedure

Title:	<u>In-Service Support Committee Terms of Reference</u>	
Number:	Annex H to OMP 3	Date: 09/12/08
Computer Ref:	OMP 3-H_ISSC_ToRs_issue1_091208.doc	
Current status:	Issue 1	
Author/editor:	Dietmar Fiegas	
Contact address:	Central Office, OCCAR-EA Bonn Tel: + 49 228 5502 Ext 156 Fax: + 49 228 5502 Ext 100 Email: dietmar.fiegas@occar.int	
Endorsed by QMR:	[Original Signed] Georges Peene, Deputy Director	
Date:	09/12/08	

Approved for issue:	OCCAR File Ref: CO/513/2495/Q-7
[Original Signed] Patrick Bellouard, OCCAR-EA Director	
Date: 09/12/08	

This document replaces: N/A

Record of changes

Date	Issue	Changes
09/12/08	1	Initial Issue. Approved by 19 th BoS on 28/11/08.

Table of Contents

<u>1. General.....</u>	<u>4</u>
<u>2. Membership.....</u>	<u>4</u>
<u>3. Attendees</u>	<u>4</u>
<u>4. Chairperson</u>	<u>4</u>
<u>5. Secretariat.....</u>	<u>4</u>
<u>6. Tasks</u>	<u>4</u>
<u>7. Decision making.....</u>	<u>6</u>
<u>8. Discharge of Functions.....</u>	<u>6</u>
8.1 General management	6
8.2 Meetings	6
8.3 Secretariat	6
8.4 Decision sheets	6
8.5 Location	6
8.6 Languages.....	7

List of acronyms/definitions/explanations

BoS	Board of Supervisor
DDP	Design, Development and Production
FTPC	Future Task and Policy Committee
In-Service Support (ISS)	<p>The In Service Support starts with the first piece of equipment of a new defence system entering the services of the forces and ends with the last piece of equipment leaving the services. The ISS activities comprise the following main components:</p> <ul style="list-style-type: none"> • Maintenance; • Configuration Management; • Obsolescence Management; • Supply Support; • Technical Events Management; • Technical Documentation; • Post Design Services; • Training Support. <p>In this respect ISS is but one element of the Through Life approach of a defence system, from definition of the capability gap to the Disposal that delivers and sustains the required cost-effective operational capability.</p>
ISSC	In-Service Support Committee
ISS EWG	In-Service Support Expert Working Group
ToRs	Terms of Reference
WG	Working Group

1. General

The In Service Support Committee (ISSC) is established¹ by the BoS to advise, assist and make recommendations on the way ahead in developing OCCAR ISS capability and competence in such areas as strategy, policy, procedures, tools and methods, and thereby contribute optimally to the Through Life Management approach of OCCAR, including Disposal. Where relevant, the ISSC will coordinate closely with the Future Tasks and Policy Committee (FTPC) in this work.

2. Membership

The ISSC comprises one nominated representative from each Member State. Representatives in the ISSC will hold delegated national authority necessary to perform their functions as detailed in these ToRs.

3. Attendees

In addition to the members of the committee, the meetings of the ISSC are normally attended by the Director and/or Deputy Director of OCCAR-EA. Other attendees may include, on a case-by-case basis:

- Other staff from Member States and OCCAR-EA;
- Experts invited by the ISSC;
- Attendees from Non-Member States invited by the ISSC.

4. Chairperson

The ISSC will elect a Chairperson from amongst its members normally on a rotation basis. The Chairperson is accountable to the ISSC members and shall serve for a term of one year. This term may be renewable once consecutively taking into account that the Chairperson of the FTPC and the Chairperson of the ISSC should preferably come from different Member States. The Chairperson is responsible for:

- Organising and preparing the work of the ISSC;
- Chairing the ISSC meetings;
- Preparing a report of the committee's actions, decisions, and results of actions' implementation by OCCAR-EA, and submitting this report for the approval by the ISSC;
- Presenting the report at the BoS meetings;
- Sending this report for information and cooperation to the FTPC.

5. Secretariat

OCCAR-EA Central Office will provide the secretariat services.

6. Tasks

The BoS reserves to itself overall responsibility for establishing the business objectives and targets of OCCAR and for the strategic direction and control of OCCAR's activities.

¹ In accordance with Articles 12 and 17 of the OCCAR Convention.

The ISSC is given authority, subject to the powers delegated to it (see para. 7 below), to perform the tasks described below in view to further the strategy, business objectives and target of ILS/ISS disciplines, including Disposal. The ISSC will take into account the responsibilities and delegated powers of the OCCAR-EA Director. The latter may, whatever action or decision is taken by the ISSC, reserve the right to directly refer any case or issue to the BoS for discussion or decision.

The key tasks of the ISSC are detailed below:

- 6.1 Providing guidance on OCCAR-EA ISS development and strengthening in the field of ISS, with a view towards a Through Life approach on the management of programmes, based on best practice and lessons identified from National and Collaborative ISS experiences and emerging National ISS strategy and policy;
- 6.2 Providing guidance to OCCAR-EA to improve the transition of programmes from the Definition, Development and Production (DDP) phases to the In-Service Support phase by liaising with responsible national entities and OCCAR-EA;
- 6.3 Providing feedback to the BoS regarding best practice of National and collaborative ISS activities and transition of programmes from DDP to ISS, in close cooperation with the FTPC;
- 6.4 Providing recommendations to the BoS on the necessary updates of the OCCAR ISS strategy;
- 6.5 Establishing, tasking and monitoring an In-Service Support Expert Working Group (ISS EWG) for special studies, actions, and any recurring ISS activities (update of the Catalogue of ISS Services, etc.);
- 6.6 Establishing, tasking and monitoring ad hoc Working Groups for special ISS studies and actions, including contribution to Through Life matters;
- 6.7 Requesting OCCAR-EA to undertake any preparatory work required as input to such special ISS studies, actions and recurring activities, including contribution to Through Life matters;
- 6.8 Approving the Catalogue of ISS Services;
- 6.9 Recommending to the BoS, amendment / change of the OMPs in order to take account of the potential role of OCCAR in ISS;
- 6.10 Requesting OCCAR-EA to prepare and provide presentations on various ISS related topics (programmes and methods, ongoing projects, etc) to be discussed at the ISSC meetings, including contribution to Through Life presentations;
- 6.11 Assessing the ISS implications of OCCAR proposals for organisational changes;
- 6.12 Assessing, keeping under review and making recommendations to the Director of OCCAR-EA on the adequacy of the work carried out inside OCCAR on ISS matters, including OCCAR-EA proposals prior to submission to the BoS;
- 6.13 Monitoring the OCCAR-EA actions implemented following decisions by the BoS or the ISSC;
- 6.14 Advising the FTPC on all relevant topics;

6.15 Collaborating with the FTPC in all activities which have influence on the scope of the relevant mandates.

7. Decision making

Decisions taken by the ISSC must be unanimous and in accordance with OCCAR Convention; if unanimity is not found, but a decision is required, then the issue must be referred to the BoS. The ISSC cannot take policy decisions or decisions within the ambit of other OCCAR Committees or related to a specific programme or programmes.

8. Discharge of Functions

8.1 General management

The ISSC national representatives should nominate their personal focal point for assistance and day-to-day contact.

8.2 Meetings

The ISSC convenes, upon request of the Chairperson, two times per year. In addition to regular meetings, further meetings may be called by the Chairperson following:

- A decision by the BoS;
- A request by one of the members of the committee;
- A request by the Director of OCCAR-EA.

8.3 Secretariat

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

- Invitations;
- Agendas;
- Decision Sheets;
- Action List.

8.4 Decision Sheets

Draft Decision Sheets are prepared by the secretariat. The Decision Sheets are approved and signed by the committee members at the end of the meeting. The secretariat archives the Decision Sheets as well as all reports and documents which were discussed.

Decisions Sheets are forwarded to the ISS EWG, and all active WGs in the field of ISS.

8.5 Location

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

8.6 Languages

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