

Annex B to the NATO MW COE Operational MOU**Terms of Reference of the NATO MW COE's Steering Committee**

1. Within the framework of the MOU, the SC is responsible for the guidance and supervision of all the NATO MW COE activities and administration, taking into consideration Participants' interests regarding all matters pertaining to the NATO MW COE.

2. The responsibilities and tasks of the SC will include, but will not be limited, to:

- a) Providing the long-term strategic perspective and reviewing and approving the development plan for the NATO MW COE;
- b) Monitoring the performance of the mission and tasks of the NATO MW COE, including its funding, administration and personnel establishment;
- c) Approving the budget and POW for the coming fiscal year;
- d) Approving Financial Accounting Procedures (FAP);
- e) Providing directives for the operation of the NATO MW COE;
- f) Approving annual financial statements;
- g) Reviewing and noting the medium-term financial plan and approving the budget report of the Director;
- h) Considering and approving additional out-of-cycle requests for the POW and possible amendments to the budget;
- i) Directing auditing functions and reviewing audit reports;
- j) Recommending the terms of participation of OP in the NATO MW COE activities and ensuring corresponding appropriate arrangements or agreements;
- k) Approving job descriptions of the NATO MW COE personnel;
- l) Addressing other principal personnel, legal and other administrative issues;
- m) Providing guidance on the functional relationships of the NATO MW COE with other entities;
- n) Reviewing and amending the Concept of the NATO MW COE;
- o) Proposing changes to the MOU and its Annexes to the Participants through the FN;
- p) Noting the Director's report of any procedure in accordance with Section 16.5 and decides, if a Participant's obligations are fulfilled;
- q) Establishing subsidiary bodies such as working groups that report to the SC.

3. The SC is entitled to:

- a. Task the Director;
- b. Get assistance from the NATO MW COE through its Director.

4. The SC will meet at least once a year. The SC will determine the frequency, the place and duration of the meetings.

5. The NATO MW COE SC Chair is responsible for preparing the meetings, including timely distribution of the agenda with adequate supporting documentation. The agendas of SC meetings will be drawn up in advance and distributed together with all other supporting documents needed for any decision at least 45 days prior to each meeting. Agreed minutes will be distributed to the members of the SC. A record of the decisions reached will be distributed at the end of each meeting.

The Chair of the SC is to:

- a. Be responsible for conducting the meetings of the SC;
- b. Overseeing the execution of the decisions taken by the SC;
- c. If necessary, arrange for decisions to be taken by the SC between meetings;
- d. Maintain liaison between the NATO MW COE Director and Participants, as well as HQ SACT;

- e. Consider out-of-cycle requests as appropriate and necessary beyond the approved POW, provided these requests will not exceed the approved budget;
- f. Represent the SC in external relations under explicit tasking by the SC.

The NATO MW COE SC Chair may request assistance by the NATO MW COE for the execution of his responsibilities.

6. No SC decisions can be taken under silence procedure. The decisions can be taken by other means of communication than a meeting, as agreed by the SC.

7. Each Participant may provide any other required experts in an advisory capacity to support its SC representative.

8. HQ SACT will and other NATO entities may be invited to participate, without any voting rights, in the relevant SC meetings to advise the SC on NATO entities' requirements and priorities. Other entities may be invited after the approval of the SC.

9. The SC will be chaired by an appropriately ranked official provided by the FN.