

Annex C to the NATO MW COE Operational MOU**The NATO MW COE's Director Terms of Reference**

1. The Director reports to and is tasked by the NATO MW COE SC.
2. The Director is responsible for:
 - a. Overall day-to-day management of the NATO MW COE;
 - b. Exercising leadership inside the NATO MW COE with regard to personnel;
 - c. Reporting to and informing the SC of all matters that need SC's attention or when so requested by the SC;
 - d. Ensuring the execution of the POW and implementation of the budget;
 - e. Preparing and submitting the drafts of the budget and POW, as well as the Medium-term Financial Plan for five following years to the SC;
 - f. Submitting the Annual Financial Statement for the preceding fiscal year to the SC;
 - g. Approving commitments only for the purpose and within the limits of the approved budget;
 - h. Processing any requests for the POW from HQ SACT, the Participants and Partners;
 - i. Forwarding additional out-of-cycle POW requests, as well as the budgetary implications to the SC for consideration and approval;
 - j. Performing the continuous coordination regarding the POW with HQ SACT, to include providing HQ SACT with regular reports;
 - k. Forming working groups for efficient implementation of the POW and optimizing implementation of other tasks of the NATO MW COE;
 - l. Ensuring internal security of the NATO MW COE as the Security Authority for the NATO MW COE as a NATO Military Body;
 - m. Maintaining safe custody of the equipment as listed in paragraph 2.a. in Annex E.
3. The Director is granted authority to:
 - a. Engage HQ SACT in the development and execution of the POW and establish, in coordination with HQ SACT, inter-relationships and bi-lateral functional arrangements with the NCS;
 - b. Consult with NATO, national authorities and other relevant organisations to facilitate the accomplishment of his mission. As such, he is acting as the single point of contact for formal external relationships of the NATO MW COE, unless otherwise decided by the SC;
 - c. Propose NATO MW COE Concept amendments to the SC;
 - d. Make recommendations to HQ SACT or – if requested - other NATO entities on mountain warfare related issues;
 - e. In compliance with relevant SC guidance, conclude cooperation arrangements not effecting the execution of the POW nor the budget;
 - f. Conclude contracts for the NATO MW COE on the basis of the approved budget and the FAP;
 - g. Propose additional meetings of the SC;
 - h. Temporarily reassign personnel to another position within the NATO MW COE, provided that the SC has been notified and the concerned Participant representative in the SC has not objected to it.