

COOPERATION AREA ARMAMENTS (COPA ARMA) Standing Operational Procedure (SOP)

Ref:

- a. NORDEFECO GUNOP.
- b. COPA ARMA ToR approved by MCC 24 SEP 2013.

1. Purpose.

This document provides guidelines for the work of the COPA ARMA. The intention with the document is:

- To enable implementation of the COPA ARMA tasks (ref) and give guidance for the overall working methods, structure and processes.
- By providing common procedures and terms, to be a foundation for quality, transparency, traceability and interoperability.

2. Applicability.

The primary audience is personnel working in the COPA ARMA. The guidelines are also aimed to be a description for COPA ARMA working groups about the COPA ARMA structure and its processes.

3. Validity and Revision.

This version of COPA ARMA SOP is valid from the date of its release until the release of the next version. The SOP is revised whenever needed. The SOP is approved by COPA ARMA Management.

4. Introduction.

The main tasks and mandate for COPA ARMA are stated in the Terms of Reference (ToR):

- COPA ARMA reports to the Military Coordination Committee
- COPA ARMA is responsible for leading, managing and implementing armaments decisions made by the MCC.
- COPA ARMA is to facilitate efficient common defence acquisition and life cycle solutions to increase operational effects and quality of the participating nations' armed forces.
- COPA ARMA is to compare national plans for procurements and identify possible items for cooperation, and subsequently develop and manage these accordingly.
- COPA ARMA is responsible for communication and cooperation with relevant interest forums and other related parties, including but not limited to industrial actors.
- COPA ARMA ensures necessary coordination with the other COPAs, especially with COPA Capabilities. Coordination includes, but is not limited to, harmonizing and de-conflicting business procedures.

5. Organization.

5.1 Management. COPA ARMA is structured in order to reflect the need to synchronize and utilize the relevant national line organizations that are in charge of the procurement processes. As such, the work is organized in COPA ARMA Management (MGMT) and the Secretariat (SEC).

The chairmanship of COPA ARMA rotates amongst the nations on a two year basis, applicable to both MGMT and SEC. The rotation is synchronized with the overall NORDEFECO COPA rotation.

5.1.1 COPA ARMA Management. Each nation must nominate one national representative (NATREP) to COPA ARMA MGMT. The MGMT NATREP should have sufficient national mandate in the running of the nation's procurement/material business.

COPA ARMA MGMT responsibilities include at least the following tasks (but not limited to):

- Direct the secretariat's work.
- Decisions on establishment and closing of Working Groups (WG).
- Decisions on actions to be taken with regards to screening results.
- Directions and guidelines for the national staffing of WG proposals.

5.1.2 COPA ARMA Secretariat. Each nation must nominate one national representative (NATREP) to the secretariat, at the privy of the corresponding MGMT NATREP. Nations may nominate additional SEC NATREPs at their own discretion.

SEC works on behalf of and is directed by MGMT.

5.2 Working groups. Time limited working groups will be established and tasked to harmonize, investigate, share information and concretize the possibilities of co-operation within the field of acquisition and life cycle support. The responsibility for hosting the kick-off meeting will be decided by COPA ARMA but the chairing nation of the working group is to be decided by the group itself during the kick-off meeting.

NATREPs in working groups will be subject matter experts from national military organizations and authorities.

Detailed working group directives are in Annex 4.

6. Business Processes.

6.1 Co-operation process in general (procurement, life cycle support and exchange of information). COPA ARMA works through a transparent and mutual exchange of information on national procurement plans in order to identify and exploit possibilities for common development programs, procurement and maintenance of existing and emerging capabilities. The end state of the working groups' work is to establish operational and cost effective common Nordic projects and life cycle support solutions between national line-organizations.

6.2 Screening process. The purpose of the screening process is to compare national procurement plans and life cycle support management plans to identify possibilities for co-operation.

The screening process is defined in Annex 3.

6.3 AD-HOC initiatives. COPA ARMA Management may also facilitate cooperation initiatives within the area of procurement and life cycle support outside the annual screening process put forward as ad-hoc initiatives by the national line organizations on a case by case basis.

6.4 National mandates. NORDEFECO is a cooperation framework that has no chain of command and no supra national mandate. Decisions that imply national obligations are made in the national chain of command.

6.5 COPA ARMA Management decision making. COPA ARMA management decisions must be unanimous.

6.6 Meetings. COPA ARMA will arrange meetings according to annual meeting plans. Meeting invitations will only be sent out on special occasions, for example to guests outside of ARMA. The hosting nation in cooperation with the chairing nation will prepare the meeting program.

The chairing nation will prepare the agenda for the meeting. The agenda will be prepared with contributions from all NATREPs using a meeting space in the COPA ARMA calendar on SharePoint.

The administrative notes for the meeting will be launched by the host nation at least ten working days before the meeting.

The Chair is responsible for keeping minutes of the meetings and to submit these according to NORDEFECO GUNOP. All COPA ARMA minutes will be posted on SharePoint.

Further and more specific instructions are stated in Annex 1 (Sharepoint) and Annex 5 (meeting cycle).

6.7 Communications and information sharing. COPA ARMA Management uses the NORDEFECO information system (ALLVIS) as required by the GUNOP.

For internal work and information sharing COPA ARMA uses the ARMA Sharepoint (Annex 1).

For external communication NORDEFECO website is used (Annex 2).

6.8 Language. All COPA ARMA meetings are conducted in English.

6.9 Costs. The costs for COPA ARMA activities are shared by the participating nations, unless otherwise agreed. The expenses related to meeting facilities will be shared by the participating nations taking turns on hosting meetings. Each nation covers own travel, accommodation and per diem expenses.

6.10 Management of working groups. COPA ARMA working groups are established based on an identified need for a common Nordic approach to an issue. The need for the establishment of a working group usually emerges via the annual screening process. Besides the screening process, COPA ARMA Management can establish working groups based on so called ad-hoc initiatives where nations can agree on cooperation on an urgent requirement. Establishing, altering and closing down working groups falls within the sole responsibility and mandate of COPA ARMA Management.

Detailed instructions on working groups and their management are in Annex 4 and its appendixes. ARMA management processes are described in Annex 5.

7. Reporting and documentation.

COPA ARMA will submit an Annual Report to MCC not later than end of January each year.

Working groups report to COPA ARMA Management according to the procedures described in Annex 4.

8. Security.

The general security agreement signed and ratified by DNK, FIN, NOR and SWE allows for the exchange of classified information between the parties.

9. Cooperation and communication with other forums.

9.1 COPA CAPA. COPA ARMA and COPA CAPA chairs are to coordinate before each MCC meeting. If needed, one co-located meeting will be held annually.

9.2 Other COPAs, Interest Area Forums and other relevant parties. Meetings and coordination will be performed, if needed.

9.3 Defence Industry. The NORDEFECO Industrial Dialogue Concept describes the principles for communication with defence industry. Main communications methods with the industry are meetings and the biennial Nordic Defence Industry Seminar (NDIS).

9.5 Non-Nordic nations and international organizations. COPA ARMA conducts annual orientation meetings with similar entities in the Baltic States (3B). Other non-Nordic nations must apply officially through the departmental channels for participation in a NORDEFECO co-operation. PSC and/or in some case MCC will decide on a case by case basis for the groups under their responsibility.

10. NORDEFECO/ARMA website.

The main platform for ARMA Management and working groups external communication is the NORDEFECO website. Principles and responsibilities are described in Annex 2.

Annexes

01 Annex 1 ARMA SharePoint.

02 Appendix 1.1 SharePoint Management Guide.

03 Annex 2 ARMA Website.

04 Appendix 2.1 Website Management Guide.

05 Annex 3 Screening Process.

06 Annex 4 Working group Guide.

07 Appendix 4.1 Aim Matrix.

08 Appendix 4.2 Working group Directive.

09 Appendix 4.3 Working group Charter.

10 Appendix 4.4 Annual Report.

11 Appendix 4.5 Final Report.

12 Annex 5 ARMA Management Processes.

13 Annex 6 National Staffing (Draft version awaiting SWE input and approval).