

MEMORANDUM OF UNDERSTANDING

AMONG

THE MINISTRY OF DEFENCE OF THE CZECH REPUBLIC,

THE FEDERAL MINISTRY OF DEFENCE OF
THE FEDERAL REPUBLIC OF GERMANY,

THE MINISTRY OF NATIONAL DEFENCE OF THE HELLENIC REPUBLIC,

THE MINISTRY OF DEFENCE OF THE ITALIAN REPUBLIC,

THE MINISTRY OF DEFENCE OF ROMANIA,

THE MINISTRY OF DEFENCE OF THE SLOVAK REPUBLIC,

THE MINISTRY OF DEFENCE OF THE REPUBLIC OF SLOVENIA

AND

THE MINISTRY OF DEFENCE OF THE UNITED KINGDOM OF
GREAT BRITAIN AND NORTHERN IRELAND

CONCERNING

THE ESTABLISHMENT, ADMINISTRATION AND OPERATION

OF

THE

JOINT CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR DEFENCE
CENTRE OF EXCELLENCE

(JCBRN DEFENCE COE OPERATION MOU)

NATO UNCLASSIFIED

NATO UNCLASSIFIED

JCBRN DEFENCE COE OPERATION MOU

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INTRODUCTION

The Ministry of Defence of the Czech Republic, the Federal Ministry of Defence of the Federal Republic of Germany, the Ministry of National Defence of the Hellenic Republic, the Ministry of Defence of the Italian Republic, the Ministry of Defence of Romania, the Ministry of Defence of the Slovak Republic, the Ministry of Defence of the Republic of Slovenia and the Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland, hereinafter referred to as the Sponsoring Nations (SNs) -

CONSIDERING that in furtherance of the North Atlantic Treaty they desire to unite their efforts for collective defence in ever closer co-operation;

CONSIDERING that in accordance with MC 324/1, dated 07 May 2004, and MCM-236-03, dated 04 December 2003, the NATO Command Arrangements (NCA) are supported by a network of Centres of Excellence (COEs);

CONSIDERING that they have agreed to establish the JCBRN Defence COE for the facilitation of transformation in the field of chemical, biological, radiological and nuclear defence within NATO's overall transformation efforts;

CONSIDERING that they will enter into a MOU with Headquarters, Supreme Allied Commander Transformation (HQ SACT) which governs the functional relationship between HQ SACT and the SNs regarding the JCBRN Defence COE (JCBRN Defence COE Functional Relationship MOU);

CONSIDERING that the Czech Republic will be the Host Nation (HN) and the Framework Nation (FN) for the JCBRN Defence COE;

HAVING REGARD to the provisions of the Agreement between the Parties to the North Atlantic Treaty regarding the Status of their Forces (NATO SOFA), dated 19th June 1951, the Protocol on the Status of International Military Headquarters set up pursuant to the North Atlantic Treaty (Paris Protocol), dated 28 August 1952, the Agreement among the States Parties to the North Atlantic Treaty and the other States participating in the Partnership for Peace regarding the Status of their Forces (PfP SOFA), dated 19 June 1995, the Additional Protocol to the Agreement among the States Parties to the North Atlantic Treaty and the other States participating in the Partnership for Peace regarding the Status of their Forces (Additional Protocol to the PfP SOFA), dated 19 June 1995, and the Further Additional Protocol to the Agreement among the States Parties to the North Atlantic Treaty and the other States participating in the Partnership for Peace regarding the Status of their Forces (Further Additional Protocol to the PfP SOFA), dated 19 December 1997;

CONSIDERING further that with MCM-236-03, dated 04 December 2003, the NATO Military Committee (MC) has established that a COE may be granted the status as an International Military Organisation under the Paris Protocol by the North Atlantic Council (NAC);

NOTING that the FN, in co-ordination with HQ SACT, is going to provide an application to the NAC for the activation of the JCBRN Defence COE as an International Military Organisation pursuant to Article XIV of the Paris Protocol and for the accreditation of the JCBRN Defence COE in accordance with the procedures laid down in document IMSM-0416-04 -

have reached the following understanding:

SECTION 1 DEFINITIONS

- 1.1 Unless a meaning is specified within this MOU and its follow-on documents, the NATO Glossary of Terms and Definitions (AAP-6) and the definitions laid down in the Allied Acquisition Practices Publication (AACP-1) PART I (Guidelines and Sample Provisions for Memoranda of Understanding) will apply.
- 1.2 In addition, in this MOU the following definitions will apply:
 - 1.2.1 Allied Command Operations (ACO) – Supreme Headquarters Allied Powers Europe (SHAPE) and the other entities subordinate to SACEUR.
 - 1.2.2 Allied Command Transformation (ACT) – Headquarters, Supreme Allied Commander Transformation and the other entities subordinate to SACT.
 - 1.2.3 Background Information – Information not generated in the performance of this MOU.
 - 1.2.4 Centre of Excellence (COE) – A nationally or multi-nationally sponsored centre to support NATO as defined in MCM-236-03, dated 04 December 2003.
 - 1.2.5 COE Network – A structured network of COEs supporting the NCA.
 - 1.2.6 Contributing Participant (CP) - Any nation, organisation or agency that is not a Sponsoring Nation (SN) that provides a contribution in kind to the JCBRN Defence COE and uses the services or products provided by the JCBRN Defence COE as concluded on a case by case basis among the SNs and the CP.
 - 1.2.7 Dependents – Persons as defined in Article III, paragraph 1 (c) of the Paris Protocol.
 - 1.2.8 Foreground Information – Information generated in the performance of this MOU.
 - 1.2.9 Framework Nation (FN) – The Czech Republic as the nation which provides the initial infrastructure, equipment, support personnel and the support in accordance with the provisions of the JCBRN Defence COE Operation MOU and which holds the position of the JCBRN Defence COE Director.
 - 1.2.10 Host Nation (HN) – The Czech Republic, as the nation on whose sovereign territory the JCBRN Defence COE is established.

- 1.2.11 Information - Any information, regardless of form or type, including that of a scientific or technical nature, and also including photographs, interim and final reports, manuals, threat data, experimental data, test, designs, specifications, processes, techniques, inventions, drawings, software including source code, technical writings, sound recordings, pictorial representations and other graphical presentations, whether in magnetic tape, computer memory or any other form and whether or not subject to copyrights, patents, or other legal protection.
- 1.2.12 JCBRN Defence COE Director – The officer directing the JCBRN Defence COE and a principal advisor to SACT for transformation in the field of CBRN defence.
- 1.2.13 NATO Command Arrangement (NCA) – NCA as defined in MC 324/1 (revised), dated 07 May 2004.
- 1.2.14 NATO Command Structure (NCS) – NCS as defined in MC 324/1 (revised), dated 07 May 2004.
- 1.2.15 NATO Military Committee (MC) – The NATO committee that provides military advice to the NAC.
- 1.2.16 North Atlantic Council (NAC) – The Council established pursuant to Article 9 of the North Atlantic Treaty.
- 1.2.17 Other Customer – Any non-NATO nation, organisation or agency that uses the services and/or products provided by the JCBRN Defence COE and is not a SN or a CP.
- 1.2.18 Programme of Work (POW) – The document setting out the JCBRN Defence COE activities in the domains of policy, concept and doctrine development, exercise, experimentation, training and education and the provision of services/subject matter expertise.
- 1.2.19 Senior National Representative (SNR) – Senior officer of each SN who will serve as the link between the JCBRN Defence COE Director and the SN's national authorities and as a link between the JCBRN Defence COE Director and the respective SN's personnel at the JCBRN Defence COE.
- 1.2.20 Sponsoring Nations (SNs) – The nations that are collectively proposing the JCBRN Defence COE to the Alliance and have consented to be represented in the JCBRN Defence COE providing personnel, equipment, funding and other support or resources to the operation of the JCBRN Defence COE.
- 1.2.21 Steering Committee (SC) – The main body set up by the SNs for guidance, oversight and decisions on all matters concerning the establishment, administration and operation of the JCBRN Defence COE.

- 1.2.22 Technical Arrangements (TAs) – Follow-on arrangements concluded among the SNs.

SECTION 2 PURPOSE

The purpose of this MOU is to make provisions for establishment, operation, funding, manning, equipment, infrastructure, administrative and logistical support of the JCBRN Defence COE and to define the provisions governing the activities of the personnel assigned to it.

SECTION 3 MISSION AND FOCUS

- 3.1 The mission of the JCBRN Defence COE is to:
 - 3.1.1 Provide advice in all CBRN defence related areas.
 - 3.1.2 Develop CBRN defence doctrines, standards, knowledge to support improvement of interoperability and capabilities.
 - 3.1.3 Provide opportunities to enhance education and training.
 - 3.1.4 Contribute to the relevant lessons learned processes.
 - 3.1.5 Within a POW approved by the SC, assist NATO, SNs and other international institutions/organisations in their CBRN defence related efforts, including validation through experimentation.
- 3.2 The JCBRN Defence COE will ensure first priority of work for services or products requested for NATO by HQ SACT.
- 3.3 The JCBRN Defence COE will focus its activities in the following areas:
 - 3.3.1 Assess the future security and defence environment and define the challenges, especially with regard to CBRN defence.
 - 3.3.2 Provide advice as required as part of the wider framework supporting the NCA, especially in support of the NCS.
 - 3.3.3 Liaise and co-ordinate with relevant bodies and organisations in order to establish:

- 3.3.3.1 Training and education concepts, doctrines, procedures and programmes, and offer training opportunities/conduct training, as required.
- 3.3.3.2 Measures/activities to enhance interoperability and capability.
- 3.3.3.3 Concept/Doctrine development and experimentation.

SECTION 4 LEGAL BASIS

- 4.1 By decision of the NAC, the JCBRN Defence COE may be granted the status as an International Military Organisation (IMO) pursuant to Article XIV of the Paris Protocol.
- 4.2 With its activation as an IMO by the NAC, the provisions of the NATO SOFA, the Paris Protocol, the PFP SOFA, and the Additional Protocol and Further Additional Protocol to the PFP SOFA will apply to the JCBRN Defence COE and its personnel, as applicable.
- 4.3 This MOU is not intended to conflict with the laws of the SNs or international law that may apply. In any occurrence of conflict the SNs will notify and consult with each other. In the event of such conflict the law of the SNs or international law will prevail.
- 4.4 This MOU does not create any rights and obligations under international law.

SECTION 5 CLAIMS

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- 5.1 Claims arising out of or in connection with the execution of this MOU will be handled in accordance with Article VIII of the NATO SOFA and Article VI of the Paris Protocol, as applicable.
 - 5.2 On the territory of a third country where the NATO SOFA or the Paris Protocol does not apply the SNs will waive the claims against each other in accordance with the stipulations of Article VIII of the NATO SOFA. Third party claims will be processed by the most appropriate SN or the JCBRN Defence COE, as determined by the SNs.
 - 5.3 Unless provided for in Article VIII of the NATO SOFA or Article VI of the Paris Protocol, claims and payments attributable to the official activities of the JCBRN Defence COE or its personnel will be shared by the SNs according to Section 8 of this MOU.

SECTION 6 RESPONSIBILITIES

- 6.1 The SNs will fill the posts allocated to them in the Peacetime Establishment (PE) in Annex A with capable and qualified personnel in accordance with the JCBRN Defence COE job descriptions.
- 6.2 The HN will provide support to the JCBRN Defence COE in accordance with Annex B.
- 6.3 The SC is to oversee all JCBRN Defence COE activities and provide direction and guidance to the JCBRN Defence COE Director for the execution of his mission, in accordance with the provisions of this MOU and Annex C hereto.
- 6.4 The JCBRN Defence COE Director or the Deputy Director, on his behalf, is responsible for the fulfilment of the mission, operation, and administration of the JCBRN Defence COE in accordance with the provisions of this MOU and Annex D hereto.

SECTION 7 PERSONNEL

- 7.1 The JCBRN Defence COE staff structure, manpower and post allocations to the SNs are outlined in Annex A.
- 7.2 Any addition to or reduction in the overall staff numbers in the JCBRN Defence COE set out in Annex A and its appendices, or any change in the post allocation, may only be made after the SC approval provided that any incremental proposal or withdrawal from allocated positions is to be submitted to the SC in writing 12 months in advance.
- 7.3 Should a SN not be temporarily able to fill an assigned position for more than 120 days, the SNR of that SN is to inform the JCBRN Defence COE Director in writing. The JCBRN Defence COE Director then may approach the other SNs to fill the post until the assigned SN can resume the post and fill it. Should a SN not be permanently able to fill an assigned position then the post is assigned to any other voluntary SN or left as nationality undetermined.
- 7.4 The management of JCBRN Defence COE personnel will follow the procedures in accordance with ACE Directive 45-1 or as decided by the SC.
- 7.5 In matters of discipline and national duties, the SNRs or their delegates hold, with regard to their own national personnel assigned to the JCBRN Defence COE, all powers conferred on them by their national law and regulations. They will ensure that within the limits imposed by the respective national law and regulations their personnel comply with the regulations issued by the JCBRN Defence COE Director.

- 7.6 In accordance with ACE Dir 45-1 the JCBRN Defence COE any staff member will be allowed to go on leave as permitted by his/her SN. The SN will provide to the JCBRN Defence COE Director a list of observable holidays.
- 7.7 The regulations of the HN apply in the field of occupational safety and health, including the supervision of standard safety precautions, so far as this does not conflict with the agreements mentioned in Section 4.
- 7.8 The official language of the JCBRN Defence COE is English.

SECTION 8 OPERATING COSTS

- 8.1 The HN will provide the Facility and additional support and will bear the costs as described in Annex B.
- 8.2 SNs will be responsible for:
 - 8.2.1 The travel expenses and per diem of their JCBRN Defence COE staff members incurred at the beginning and at the end of the tour of duty to the JCBRN Defence COE.
 - 8.2.2 Wages and allowances of their JCBRN Defence COE staff members within the JCBRN Defence COE.
 - 8.2.3 Per diem expenses for travel of their JCBRN Defence COE staff members directed by the JCBRN Defence COE.
 - 8.2.4 Travel expenses and per diem for their JCBRN Defence COE staff members authorised under national regulations in connection with temporary duty trips for national purposes.
 - 8.2.5 Any equipment or personnel brought into the JCBRN Defence COE by that SN for national purposes in excess of that provided by the HN.
 - 8.2.6 Communications and Information Systems arising from their own national requirements.
- 8.3 The approved budgeted costs for the JCBRN Defence COE will be paid by the SNs in accordance with the Section 9 of this MOU. With the exclusion of costs identified in Annex B that fall to the HN, Shared Funding costs may include alterations and modifications of the facility, replacement of the equipment initially provided by the FN, additional costs associated with the POW and JCBRN Defence COE-directed travel and training (excluding per diem), supplies, miscellaneous office support requirements.

Additional costs beyond the scope of authority provided in approved budgets must be authorised in advance by the SC.

SECTION 9 COST SHARING

- 9.1 The cost-sharing formula for the multinational budget is based on the agreed PE of the JCBRN Defence COE. SN's share of costs is as follows:

$$\frac{\text{number of SN's officers and civilian equivalents}}{\text{total number of JCBRN Defence COE's officers and civilian equivalents}} \times \text{total SC approved multinational budget}$$

Civilian positions (equivalent to OF positions) counted to the cost-sharing formula are specified in Annex A of this MOU.

- 9.2 Changes to the PE will change the SN's cost share as appropriate.
- 9.3 SNs will continue to be responsible for costs associated with assigned but unfilled posts.
- 9.4 Unassigned posts and temporary augmentees will not be included in cost-share calculations.
- 9.5 In principle, services provided to the SNs or HQ SACT for NATO are free of charge.
- 9.6 Services performed by the JCBRN Defence COE for others than the SNs or HQ SACT for NATO will be in principle on a reimbursable basis as determined by the SC. Any reimbursement will be partially reflected as income in the yearly multinational budget and partially as income in the yearly FN's budget. The proportion will be annually determined by the SC on the basis of the respective funding contributions by the FN and through the multinational budget.
- 9.7 For courses provided by or through the JCBRN Defence COE, individual course fees may be charged, provided that these are established in accordance with the principles of STANAG 6002 and will be partially reflected as income in the yearly multinational budget and partially as income in the yearly FN's budget, in accordance with paragraph 9.6 above.
- 9.8 National training measures (career training courses/regular training) and training and education as specified in the job descriptions will be financed by the respective SNs, including the costs directly related thereto, for example, travel costs.
- 9.9 Incidental training of personnel of the JCBRN Defence COE in order to enhance effectiveness of the JCBRN Defence COE will be multinationally funded taking paragraph 8.2 above into account.

- 9.10 As far as permitted by international and national laws and regulations, the SNs will not levy duties and taxes or similar charges for the official activities of the JCBRN Defence COE.

SECTION 10 BUDGETARY AND ACCOUNTING PROVISIONS

- 10.1 Funds provided by the SNs will be controlled in accordance with applicable NATO financial and accounting procedures, or as determined by the SC.
- 10.2 The fiscal year begins on 1 January and ends on 31 December.
- 10.3 The draft POW and budget showing the estimated expenses will be prepared and sent to the SC by the JCBRN Defence COE Director by the date determined by the SC for the coming fiscal year. At the same time the JCBRN Defence COE Director also will provide a medium term financial plan for the 5 years following the coming fiscal year for planning purposes. The draft budget will be examined and approved by the SC for the following fiscal year. If it emerges during the course of the fiscal year that the approved budgetary funds will be insufficient, the JCBRN Defence COE Director will submit a supplementary budget to SC for approval.
- 10.4 In accordance with the approved budget, the JCBRN Defence COE Director will submit normally one Call For Funds (CFF) per annum as determined by the SC, payable by the SNs, within 60 days of the date of the receipt of the CFF. Any credits will be balanced in the appropriate CFFs. Payments will be made free of charges, in the currency of the HN, to the bank account designated by the JCBRN Defence COE Director. If a supplementary budget is subsequently approved by the SC, a second CFF may be issued.
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- 10.5 The JCBRN Defence COE Director will submit to the SC a Financial Statement of Accounts (FSA) for approval by 31 March of the following year.
- 10.6 Auditing functions for the shared multinational funding will be performed as directed by the SC. The preferred agency is the International Board of Auditors for NATO (IBAN). If not performed by the IBAN, audits will be performed as directed by the SC. The SNs have the right of access to all necessary information on their contribution to the JCBRN Defence COE shared funding for audit purposes.
- 10.7 Financial responsibilities of the SNs under this MOU are subject to the authorisation and appropriation of funds in accordance with respective national laws.

SECTION 11 SECURITY

- 11.1 External Security is the responsibility of the HN.
- 11.2 Internal Security is the responsibility of the JCBRN Defence COE Director, acting in accordance with applicable HN and NATO security regulations.
- 11.3 SNs will safeguard the security of any classified information provided in the course of the JCBRN Defence COE mission in accordance with security rules and regulations no less stringent than provided for NATO classified information in C-M(2002)49, including all supplements and amendments thereto and in accordance with existing Security Agreements and Arrangements.
- 11.4 In the event of termination or withdrawal from this MOU, the provisions related to security of information will remain in effect.

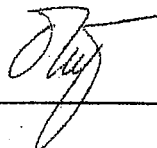
SECTION 12 FINAL CONSIDERATIONS

- 12.1 This MOU will come into effect on the date of the last signature thereto. It will remain in effect until such time as the SNs unanimously decide otherwise.
- 12.2 The financial provisions concerning shared funding will become effective on 1 January 2007.
- 12.3 Any dispute regarding the interpretation or implementation of this MOU will be settled only by consultation among the SNs.
- 12.4 This MOU may be amended only with the unanimous written consent of the SNs. The Annexes A, C and D may be amended by written decision of the SC. Amendments will be attached to the MOU.
- 12.5 TAs may be concluded among the SNs to amplify and provide additional details not covered in this MOU.
- 12.6 Participation in the JCBRN Defence COE is open to any NATO nation. The joining of any new SN to this MOU will be considered by the SC and recommended to the current SNs. The joining of a new SN will be accomplished through the signing of a Note of Joining (NOJ) by the new SN and all the current SNs and effective as of the date of the last signature hereto. Sample NOJ is included in Annex E.

- 12.7 In the event that a new SN joins this MOU, before the date of the NOJ coming into the effect the amount of the budgetary fund initially required of it will be negotiated and set between the new SN and the other SNs.
- 12.8 Any SN may withdraw from this MOU or reduce the scope of its participation on presentation of twelve months' written notice to the HN, which will immediately notify the other SNs about such withdrawal. Then the remaining SNs will discuss the consequences of this withdrawal or reducing of participation and will examine all projects that are not yet completed in order to decide whether they should be cancelled or reduced in scope. In the event no other SN assumes the withdrawal or reduced participation, the remaining SNs will endeavour to reduce operating costs as quickly as possible to adjust them to the new situation. Upon withdrawal of all SNs from this MOU, the JCBRN Defence COE will terminate.
- 12.9 Should a SN withdraw from this MOU or reduce the scope of its participation, and should its remaining share not be assumed by the other SNs, the withdrawing SN will:
- 12.9.1 Continue to support the COE until the end of the notice period, including paying its share of the budget spending which it approved.
- 12.9.2 Be reimbursed for the residual value of all investments to which it has contributed to the extent its share is assumed by another SN as agreed by the directly involved SNs. Should the withdrawing SN not be reimbursed at the time of withdrawal, it will retain its claim to the residual value until such time as another SN assumes its share and pays the compensation for them or until the goods have been written off in full.
- 12.10 In the event that this MOU is terminated, the residual value of the equipment and other capital goods, which have been commonly funded by the SNs, will be determined in accordance with Article IX of the Paris Protocol. In the determination of the residual value, the following aspects have to be duly considered:
- 12.10.1 The military value or, if no military follow-on use takes place, the economic value of these capital goods and other items in the Czech Republic.
- 12.10.2 The achievable profit of these capital goods.
- 12.10.3 The costs individually or commonly funded by the SNs.
- The calculation has to include the costs for rebuilding measures, in case they may be necessary, or the removal of environmental damage caused by JCBRN Defence COE. The determination of the residual value has to be approved by the SC.
- 12.11 The original of this MOU in the English language will be deposited with the HN, which will transmit certified copies to each SN.

THE FOREGOING REPRESENTS THE UNDERSTANDING REACHED AMONG THE SPONSORING NATIONS.

For the Ministry of Defence of the Czech Republic



Signature

Colonel CZ AF Petr TICHY

Name

National Liaison Representative to SACT

Appointment

Norfolk, United States of America, 26 October 2006

Place/Date

For the Federal Ministry of Defence of the Federal Republic of Germany



Signature

Colonel GE A Hans REIMER

Name

Acting National Liaison Representative to SACT

Appointment

Norfolk, United States of America, 26 October 2006

Place/Date

For the Ministry of National Defence of the Hellenic Republic

Signature

Colonel GR A Georgios BASIAKOULIS

Name

National Liaison Representative to SACT

Appointment

Norfolk, United States of America, 26 October 2006

Place/Date

For the Ministry of Defence of the Italian Republic


Signature

Colonel IT A Gian Paolo BORMETTI

Name

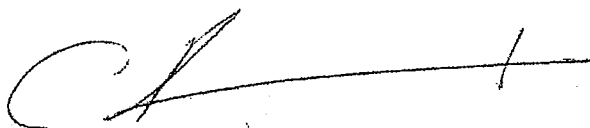
National Liaison Representative to SACT

Appointment

Norfolk, United States of America, 26 October 2006

Place/Date

For the Ministry of National Defence of Romania



Signature

Colonel RO AF Constantin RAILEANU

Name

National Liaison Representative to SACT

Appointment

Norfolk, United States of America, 26 October 2006

Place/Date

For the Ministry of Defence of the Slovak Republic

Kotlar

Signature

Colonel SK A Jozef KOTLAR

Name

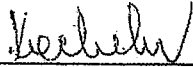
National Liaison Representative to SACT

Appointment

Norfolk, United States of America, 26 October 2006

Place/Date

For the Ministry of Defence of the Republic of Slovenia



Signature

Colonel SN A Andrej KOCBEK

Name

National Liaison Representative to SACT

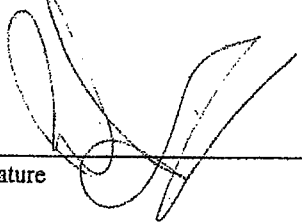
Appointment

Norfolk, United States of America, 26 October 2006

Place/Date

For the Secretary of State for Defence of the United Kingdom of Great Britain and
Northern Ireland

Signature



Colonel UK A Richard M. IRON, OBE

Name

National Liaison Representative to SACT

Appointment

Norfolk, United States of America, 26 October 2006

Place/Date

STAFF STRUCTURE AND MANNING

Introduction

1. The JCBRN Defence COE will provide subject matter expertise across the spectrum of CBRN. The JCBRN Defence COE will combine the powerful synergy of experimentation and exercising with the analytical and developmental resources of the SNs. Personnel chosen to man the JCBRN Defence COE will meet the requirements of the job descriptions (JDs).

Principles

2. The fundamental principles by which the Staff Structure and Manning will be established are as follows:

The organisation will be:

- a. Combined and jointly manned to ensure the fullest spectrum of CBRN defence; and
- b. Functionally organized to support project-driven work with the ability to refocus quickly on demand. Staff structure and procedures must be sufficiently flexible to be readjusted, as required, and maximize available subject matter expertise at any given time.

Organisation

3. The PE of the JCBRN Defence COE is detailed in Appendix 1 to this Annex.
4. The organisational structure of the JCBRN Defence COE may be subject to temporary change at any time by the JCBRN Defence COE Director who may effect temporary internal re-assignment for a period not exceeding 180 calendar days in accordance with the principles of ACE Directive 45-1 due to consideration of mission requirements, available resources and capabilities. The SC must grant final approval if adaptations are to be larger or longer.

Manning

5. The FN will man the JCBRN Defence COE Director post. The JCBRN Defence COE's Manning Table is shown in Appendix 1 to this Annex.
6. The SNs are responsible for providing qualified personnel to meet the requirements of the job descriptions (JDs).

Job Descriptions

7. Each individual post of the JCBRN Defence COE Manning Table, except the JCBRN Defence COE Director, will be supported by JDs.
 8. JDs will be approved by the SC. They will be deposited with the JCBRN Defence COE.
 9. JDs may be altered to meet changing requirements. Any changes to the JDs require the approval of the SC.
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Appendix 1 to ANNEX A

No	Organisation	Post Number	Post Title	Rank	Service	Nation	Remarks
1	Directorate	DR001	Senior CBRN Defence Staff Officer and JCBRN Defence COE Director	OF 6	Army	CZE	
2	Directorate	DR002	Senior CBRN Defence Staff Officer and Deputy Director	OF 5	All Services	NATO	CBRN Def Bn Cdr and MoD level Experience required
3	Directorate	DR003	Aide-de-Camp	OF 2	All Services	CZE	Experience as Public Information Officer required
4	Directorate	DR004	Legal Advisor	Civilian*	Civilian	CZE	
5	Directorate	DR005	Personal Assistant	OR 6	All Services	CZE	Experience in Protocol issues required
6	Budget and Finance Section	BUDFIN 001	Budget and Finance Chief of Section	OF 2	All Services	CZE	
7	Budget and Finance Section	BUDFIN 002	Senior Financial Clerk	OR 7	All Services	CZE	
8	Budget and Finance Section	BUDFIN 003	Junior Financial Clerk	Civilian	Civilian	CZE	
9	Transformation Support Department	TS001	Senior CBRN Defence Staff Officer and Department Director	OF 5	Army	DEU	CBRN Def Bn Cdr and MoD level Experience required
10	Concepts and Doctrines Section	TS002	SO 1 CBRN Defence Concepts and Doctrine and Section Chief	OF 4	Army	DEU	CBRN Def Bn Cdr or Deputy Bn Cdr, NATO and Concept / Doctrine development experience required
11	Concepts and Doctrines Section	TS003	SO 2 CBRN Defence Concepts and Doctrine and Deputy Section Chief	OF 4	Air	NATO	NATO and Concept / Doctrine development experience required
12	Concepts and Doctrines Section	TS004	SO 3 CBRN Defence Joint Doctrine Specialist	OF 4/3	Navy	GRC	NATO and Doctrine development experience required
13	Concepts and Doctrines Section	TS005	SO 4 CBRN Defence Tactical Doctrine Specialist	OF 3	Army	CZE	CBRN Def Coy Cdr and Operational experience required
14	Concepts and Doctrines Section	TS006	SO 5 CBRN Defence TTP Specialist	OF 2/3 or civilian equivalent*	All Services	NATO	CBRN Def/STO Operational experience required

No	Organisation	Post Number	Post Title	Rank	Service	Nation	Remarks
15	Lessons Learned Evaluation and Analysis Section	TS007	SO 1 CBRN Defence and Lessons Learned Analyst/Evaluator and Section Chief	OF 4	All Services	GBR	NATO and Operational CBRN Defence experience required
16	Lessons Learned Evaluation and Analysis Section	TS008	SO 2 CBRN Defence and Lessons Learned Analyst/Evaluator and Deputy Section Chief	OF 4	All Services	CZE	Operational CBRN Defence/STO experience required
17	Lessons Learned Evaluation and Analysis Section	TS009	SO 3 CBRN Defence and Exercise/Operations Evaluator	OF 3	Army	CZE	Operational CBRN Defence experience required
18	Lessons Learned Evaluation and Analysis Section	TS010	SNCO CBRN Defence and Exercise/Operations Evaluator	OR 6/7	All Services	DEU	Operational CBRN Defence experience required
19	Lessons Learned Evaluation and Analysis Section	TS011	Database Manager	Civilian*	Civilian	CZE	Experienced in developing and maintaining data bases
20	Force Planning and Capabilities Development Section	TS012	SO 1 CBRN Defence and Capabilities Manager and Section Chief	OF 4	All Services	ITA	NATO Force Planning experience required
21	Force Planning and Capabilities Development Section	TS013	SO 2 CBRN Defence and Force Planner Air Forces and Deputy Section Chief	OF 4	Army	CZE	NATO Force Planning experience required
22	Force Planning and Capabilities Development Section	TS014	SO 3 CBRN Defence and Force Planner	OF 3/4	All Services	CZE	NATO Force Planning experience required
23	Force Planning and Capabilities Development Section	TS015	SO 4 CBRN Defence and Force Planner Land Forces	OF 3/4	Army	ROU	NATO Force Planning experience required
24	Force Planning and Capabilities Development Section	TS016	Database Manager	Civilian*	Civilian	CZE	Experienced in developing and maintaining data bases
25	CBRN Defence Modelling and Simulation Cell	TS017	SO 1 CBRN Defence Modelling and Simulation	OF 3/4	All Services	CZE	Experienced in CBRN defence Modelling and Simulation
26	CBRN Defence Modelling and Simulation Cell	TS018	System Engineer and Database Manager	Civilian*	Civilian	CZE	Experienced in Modelling and Simulation

No	Organisation	Post Number	Post Title	Rank	Service	Nation	Remarks
27.	CBRN Defence Modelling and Simulation Cell	TS018	System Engineer and Database Manager	OF 2/3 or civilian equivalent*	All Services	NATO	Experienced in Modelling and Simulation
28.	CBRN Defence Training, Exercises and Education Department	TEE001	Senior CBRN Defence Officer and Department Director	OF 5	All Services	CZE	CBRN Def Bn Cdr or equivalent level and Operational Experience required
29.	CBRN Defence Multinational Education and War Gaming Section	TEE002	SO 1 CBRN Defence Course Instructor and Section Chief	OF 4	Army	CZE	Operational CBRN Defence experience and NATO Course Instructor experience required
30.	CBRN Defence Multinational Education and War Gaming Section	TEE003	SO 2 CBRN Defence Course Instructor and Deputy Section Chief	OF 4	All Services	CZE	Operational CBRN Defence/STO and NATO Course Instructor experience required
31.	CBRN Defence Multinational Education and War Gaming Section	TEE004	SO 3 CBRN Defence Course Instructor	OF 4	Navy	NATO	Operational CBRN Defence experience and Course Instructor experience required
32.	CBRN Defence Multinational Education and War Gaming Section	TEE005	SO 4 CBRN Defence Course Instructor	OF 3/4	Army	CZE	Operational CBRN Defence experience and Course Instructor experience required
33.	CBRN Defence Multinational Education and War Gaming Section	TEE006	SO 5 CBRN Defence War Gaming / MAPEX Planner	OF 3/4	Army	CZE	Operational CBRN Defence experience and NATO Exercise Planning experience required
34.	CBRN Defence Multinational Education and War Gaming Section	TEE007	SO 6 CBRN Defence War Gaming / MAPEX Planner	OF 3/4	Army	SVK	Operational CBRN Defence experience and NATO Exercise Planning experience required
35.	Mobile CBRN Defence Multinational Training Enhancement and Live Agent Exercise Section	TEE008	SO1 CBRN Defence Training and Exercise Instructor and Section Chief	OF 3/4	Army	CZE	CBRN defence Coy Cdr and Operational CBRN Defence experience

No.	Organisation	Post Number	Post Title	Rank	Service	Nation	Remarks
36.	Mobile CBRN Defence Multinational Training Enhancement and Live Agent Exercise Section	TEE009	SO2 CBRN Defence Training and Exercise Instructor and Deputy Section Chief	OF 2/3	Navy	NATO	Operational CBRN Defence experience
37.	Mobile CBRN Defence Multinational Training Enhancement and Live Agent Exercise Section	TEE010	SO3 CBRN Defence Training and Exercise Instructor	OF 2	Army	SVN	Operational CBRN Defence / STO experience
38.	Mobile CBRN Defence Multinational Training Enhancement and Live Agent Exercise Section	TEE011	SNCO CBRN Defence Training and Exercise Instructor	OR 6/7	All Services	CZE	Operational CBRN Defence / STO experience
39.	Mobile CBRN Defence Multinational Training Enhancement and Live Agent Exercise Section	TEE012	SNCO CBRN Defence Training and Exercise Instructor	OR 6/7	All Services	CZE	Operational CBRN Defence / STO experience
40.	Training, Exercise and Education Planning and Co-ordination Cell	TEE013	SO 1 CBRN Defence and S3	OF 3	All Services	CZE	Experience in planning and co-ordinating training, exercise and education events and courses
41.	Training, Exercise and Education Planning and Co-ordination Cell	TEE014	Clerk	OR 6/7	All Services	CZE	
42.	Support Department	SPT001	Support Department Director	OF 4	All Services	CZE	
43.	Communications and Information Systems Section	SPT002	Chief CIS Section	OF 2/3	All Services	CZE	
44.	Communications and Information Systems Section	SPT003	CIS Officer	OF 1/2	All Services	CZE	
45.	Communications and Information Systems Section	SPT004	IS Officer	OF 1/2	All Services	CZE	

No	Organisation	Post Number	Post Title	Rank	Service	Nation	Remarks
46.	Communications and Information Systems Section	SPT005	CIS Security NCO	OR 7	All Services	CZE	
47.	Communications and Information Systems Section	SPT006	Web Designer	Civilian*	Civilian	CZE	
48.	Logistic Support Branch	SPT007	Chief of Logistic Support Branch and Deputy Department Director	OF 3	All Services	CZE	
49.	Armament Provision Section	SPT008	Chief Armament Provision Section	OF 2	All Services	CZE	
50.	Armament Provision Section	SPT009	Logistic Support Officer	OF 2	All Services	CZE	
51.	Armament Provision Section	SPT010	Senior Logistic Support NCO	OR 8	All Services	CZE	
52.	Logistic Support Section	SPT011	Chief Logistic Support Section	OF 2	All Services	CZE	
53.	Logistic Support Section	SPT012	Logistic Support NCO	OR 7	All Services	CZE	
54.	Logistic Support Section	SPT013	Quartermaster NCO	OR 3	All Services	CZE	
55.	Administrative Support Section	SPT014	Chief Administrative Support Section	OF 2	All Services	CZE	
56.	Administrative Support Section	SPT015	Administration Officer	OF 1	All Services	CZE	
57.	Administrative Support Section	SPT016	Clerk	OR 7	All Services	CZE	
58.	Administrative Support Section	SPT017	Clerk	OR 7	All Services	CZE	
59.	Information Security Cell	SPT018	Chief of Cell - Information Security Officer	OF 2	All Services	CZE	

No	Organisation	Post Number	Post Title	Rank	Service	Nation	Remarks
60.	Information Security Cell	SPT019	Senior Sergeant and Registry Chief	OR 6/7	All Services	CZE	
61.	Information Security Cell	SPT020	Clerk	Civilian	Civilian	CZE	
62.	Personnel Support Section	SPT021	Chief Personnel Section	OF 2	All Services	CZE	
63.	Personnel Support Section	SPT022	Clerk	Civilian	Civilian	CZE	

* This position will be accounted in the cost-sharing formula in accordance with paragraph 9.1.

ANNEX B

SUPPORT PROVIDED BY THE HOST NATION

1. JCBRN Defence COE Office Space

Taking due account of local conditions, capabilities, and requirements, the HN will provide the facility free of rent. The Czech Republic as a FN will use its FN's budget for financing:

- a. The structural maintenance, cleaning, heating, lighting and security of the JCBRN Defence COE facility; and
- b. The initial furnishings, fittings, office equipment and supplies (including CIS equipment and support), and stationery together with office services and operational support services.

SNs will not bear costs of expenses mentioned above.

2. Messing and Recreational Facilities

HN will provide access to:

- a. Available military messing facilities, which may be used by the personnel of the JCBRN Defence COE;
- b. Adequate recreational sports facilities on a space-availability basis, which may be used by the personnel of the JCBRN Defence COE and their dependents. ~~Any charges for these facilities will be the same as those for the HN's own personnel and will be the responsibility of the individual involved. Such facilities include but are not limited to base recreation areas and gymnasiums;~~
- c. Available service clubs, which may be used by the personnel of the JCBRN Defence COE and their dependents as appropriate to their status; and
- d. Available military welfare activities to JCBRN Defence COE personnel and their dependents under the same conditions as for comparable own personnel.

3. Personal Support

HN will, to the extent of its available resources, provide appropriate personal legal and administrative support to JCBRN Defence COE personnel not belonging to the FN and their dependents.