

TERMS OF REFERENCE
STOCKPILE PLANNING COMMITTEE
(SPC)

1. Purpose. These Terms of Reference (TOR) describe the structure, role, mission, functions, and responsibilities of the Stockpile Planning Committee (SPC).
2. Applicability. The SPC TOR are applicable to Allied Command Transformation (ACT) as the Lead SC and to Allied Command Operation (ACO) as the Support SC, stockpile planning representatives from NATO Headquarters, NATO commands, nations, agencies and, as applicable, designated working groups.
3. Background. The SPC was formed to replace the Bi-SC Logistics Coordination Board Stockpile Planning Policy Committee (Bi-SC LCB SPPC) and the Bi-SC Stockpile Planning Working Group (Bi-SC SPWG). The consolidation of these two stockpile planning bodies resulted from direction by the Bi-SC Logistics Coordination Board (Bi-SC LCB) to develop a leaner, more efficient and effective Stockpile Planning related meeting structure. Thus the SPC provides a singular forum for SCs, NATO nations, and designated agencies to discuss and to reach consensus on NATO stockpile issues.
4. Scope of Work. The SCs have established the SPC as their forum for coordinating Alliance-wide concerns for stockpile policy and planning as well as the Alliance-wide use of Automated Data Processing (ADP) support for the NATO Stockpile Planning Process within the Logistic Functional Area Services (LOGFAS). The SPC is subordinate to the Bi-SC LCB and provides advice on stockpile policy, guidance, doctrine, concepts, structures, plans, and procedures in support of the NATO Defence Planning Process and the NATO Operational Planning Process.
5. Composition. The SPC will meet in plenary sessions. Plenary membership will be as follows:
 - a. Co-Chairs - NATO Supply Class Management Section, Logistics Branch, HQ SACT;
 - b. Secretariat - NATO Supply Class Management Section, Logistics Branch, HQ SACT;
 - c. National Representatives from each of the Alliance nations dealing with Stockpile Planning Policy and/or Stockpile Planning calculation software;
 - d. Logistic representatives from ACO;

- e. ACT technical and scientific advisors;
- f. Observers: NATO International Staff, NATO International Military Staff and
- g. Other representatives who may be invited by the Co-Chairs in support of the agenda.

6. Responsibilities.

- a. The general responsibilities of the SPC are:
 - 1) Formulate recommendations and give advice on NATO Stockpile Planning Policy and Guidance to the Bi-SC LCB;
 - 2) Ensure the stockpile planning process adequately supports the Defence Planning Process and the Operational Planning Process;
 - 3) Assess the impact of and find solutions for stockpile issues affecting more than one NATO member country;
 - 4) Analyse stockpile planning requirements;
 - 5) Form working groups to study and report on stockpile planning issues;
 - 6) Coordinate the development and the Alliance-wide use of ADP support for the NATO Stockpile Planning Process, including:
 - a) Convene Data Expert Meetings to discuss and review the existing Allied Commands Resources Optimisation Software System (ACROSS)
 - b) Agree on proposals to update parameters and data values used in ACROSS and ensure the continuing validity of the modules;
 - c) Identify and coordinate ACROSS user requirements for processing through the Logistics Functional Services Information Management Working Group (LOG FS IM WG);
 - d) Plan and agree on the needs of training on ACROSS modules for stockpile purposes and sustainment planning
 - e) Oversee the maintenance and update of the ACROSS and Sustainment Planning Module (SPM).
 - 7) Establish and maintain liaison and coordination with other NATO bodies, military groups and agencies on stockpile related matters;
 - 8) Review the Stockpile Planning Policy and the Stockpile Planning Procedural Documents periodically and recommend changes as required;
 - 9) Review the TOR periodically and recommend changes as required;
 - 10) Promote standardisation and interoperability in the field of stockpile planning guidance; and

- 11) Promote improvements based on the results of lessons learned from NATO exercises and operations.
- b. The responsibilities of the Co-Chairs are:
- 1) Convene general and, when necessary, extraordinary SPC meetings;
 - 2) Control the SPC meeting cycle including all necessary sub working groups, database related meetings and workshops;
 - 3) Harmonise stockpile requirements to generate the Stockpile Planning Guidance (SPG);
 - 4) Keep the SPC participants informed of all relevant NATO Commanders' logistics responsibilities that may be of interest to national logistics staffs and
 - 5) Ensure that Logistics sustainability and readiness policies laid out in MC 55/4 are properly supported.
- c. The responsibilities of the ACO representative are:
- 1) Oversee all operational issues relating to Ammunition Stockpile Planning including development and use of any operational ammunition model;
 - 2) Act as primary point of contact and Database responsive officer for any data in direct support to the Sustainment Planning Module (SPM)
 - 3) Act as primary point of contact for the development and testing of any new model that will support other classes of supply management and planning in the operational arena such as but not limited to Fuel Management and Supply tracking tools;
 - 4) Oversee Reportable Items Code (RIC) request for changes from the SPC community and
 - 5) Support when appropriate ACT in any other capacity as it relates to Stockpile Planning.
- d. The responsibilities of the Head of National Delegation are:
- 1) Present national positions at the SPC meeting;
 - 2) Assure that national participation complies with all requirements related to the meetings (e.g. number of national delegates, etc.);
 - 3) Identify national representatives to working groups or sub-working groups established by the SPC;
 - 4) Distribute SPC related correspondence to all national delegates who will attend the meeting;

- 5) Distribute all Stockpile Planning ADP models and database-related information received from the SPC Co-Chairmen to the respective users within the nation;
 - 6) Inform the SPC Co-Chairmen about change of SPC delegates and ACROSS users and
 - 7) Designate a national Joint Point of Contact (JPOC) for all Maritime, Land and Air Force related Stockpile Planning and sustainment planning issues.
- e. The responsibilities of the National delegates are:
- 1) Inform the SPC of situations, which might adversely affect their nation's capability to meet the SC's stockpile requirements;
 - 2) Actively contribute to resolve stockpile-planning issues;
- f. Invited Representatives and observers are asked to:
- 1) Keep their authorities informed of matters of interest put before the SPC and
 - 2) Present, on behalf of their authorities, matters, advice or solutions to the SPC which require consideration/action or were requested by the SPC.

7. Meetings. The SPC will meet in plenary sessions twice a year. SPC will be hosted by one of the participating Alliance nations or NATO organisations. The committee will meet at alternating locations determined by the SPC participants. Ad-hoc meetings may be convened as necessary but will not conflict with other major logistics conferences (Bi-SC LCB, LPAC, LSM, SNLC, etc.). Any plenary member may request an ad-hoc meeting but the decision to convene rests with the Co-Chairs. All plenary members will be kept informed on issues of the ad-hoc meetings and will receive the minutes to these meetings.

8. Working Groups. When formed, working groups or sub-working groups will convene for the resolution of an issue and may consist of plenary members and/or other specialists/experts if necessary. These working groups will be disbanded at the conclusion of their work following the presentation of their proposals and resolutions to the SPC plenary.

9. Convening Procedures. The following procedures will be employed to convene the SPC in plenary session:

- a. In other than exceptional circumstances the secretariat of the SPC will issue a convening order (calling message) approximately 10 weeks prior to the meeting date detailing the proposed agenda for the meeting. This agenda will normally commence with common issues followed by Maritime and Land/Air related issues. The final agenda will be forwarded not later than 4 weeks before the meeting date;

b. The agenda will be developed from inputs of the SPC plenary members. Stockpile planning issues will be presented to SACT SPC secretary as agenda items. Proposed agenda items, including background material, will be forwarded to the Secretary no later than 7 weeks before the meeting so that advance documents can be forwarded to the members. Background data should include the following:

- 1) Statement of the issue/problem;
- 2) Brief history of issue/problem;
- 3) Rationale for including issue in plenary session and
- 4) Recommended resolution(s)/alternatives.

c. The timeline described above may not be strictly followed for ad-hoc SPC meetings.

d. All delegates to the SPC should attend the meeting fully briefed and prepared and authorised to present national or NATO views as appropriate. Conference presenters should forward the supporting documentation to the Secretariat for distribution to the members 4 weeks prior to the meeting.

10. Minutes. Minutes of all SPC meetings will be prepared by the Co-Chairs and distributed not later than 4 weeks after the conclusion of the meeting.

11. Action List. The SPC Secretariat will publish an action list, to be included in the minutes, which will serve as an official summary of SPC recently completed or pending action items.

12. Approval of TOR. Approved by the 27th Bi-SC LCB, Key West, FL, USA, 19 November 2009.