



## NORTH ATLANTIC TREATY ORGANISATION



Supreme Allied Commander, Europe  
B-7010 SHAPE  
Belgium

Supreme Allied Commander, Transformation  
Norfolk, Virginia 23551-2490  
United States of America

---

**SHAPE:** 074/SH/RJ4L/KS/14  
**SACT:** 4320 TS FCL 0010/TT11112/Ser: NU 0678

**Tel:** +32-(0)65-44-7111 SHAPE  
**Tel:** +1- 757 747 3407 SACT  
**Fax:** +32-(0)65-44-3545 SHAPE  
**Fax:** +1- 757 747 3715 SACT

**Date:** 31 July 2014

---

### TERMS OF REFERENCE (TOR)

#### The Bi-strategic Logistic Functional Services and Information Management Working Group (Bi-SC LOGFS and IM WG)

**1. Introduction.** The Bi-SC Logistics Coordination Board (Bi-SC LCB) has recognized that the current and future state of NATO Logistic Information Management (IM) and Information Technology (IT) must be coordinated. Outcomes must be validated and harmonized with NATO AIS policy, principles and doctrine. As a result, the Bi-SC LOG FS and IM WG has been established under the co-chairmanship of NATO Allied Command Operations and Allied Command Transformation to provide guidance and leadership on the management of current and future systems delivering logistic functional services, coordinating and de-conflicting issues from the different logistics working groups working on IM/IT development and support.

**2. Applicability.** The Bi-SC LOGFS and IM WG TOR are applicable to Allied Command Operations (ACO), Allied Command Transformation (ACT), their subordinate commands, NCIA and NSPA.

**3. Purpose.** The purpose of the LOG FS and IM WG is to provide guidance and leadership on the management of current and future systems delivering logistic functional services, coordinating and de-conflicting issues from the different logistics working groups working on Logistics IM / IT development in NATO. The scope of this work covers all NATO logistics business processes and their information exchange requirements. These process interactions and exchanges shall occur:

- a. Between all NATO logistics systems, whether used by HQs, Agencies, operations or other entities
- b. With all other military function components (and their supporting

systems)

c. With national logistics processes/systems

**4. Roles and responsibilities. The Bi-SC LOG FS and IM WG will:**

a. Coordinate and manage logistic information requirements as well as prioritize them

b. Oversee logistic business process models in coordination with stakeholder's community to ensure that they are in line with NATO overarching Logistic information management policy and guidance

c. Maintain the common database (LOGNET) including the referred documents for logistic IM/IT

d. Provide representations to the Logistics Information Management Group (LOG IMG) to present BI-SC view (doctrinal) on matters of LOG FS IM WG concern

e. Review and provide a forum for feedback and information exchange on the activities carried out by the WG member organizations in the context of LOGFS

f. Monitor other NATO AIS/IM efforts with the aim of achieving harmonization of information exchange requirements

g. Ensure that the endorsed decisions will be implemented.

**5. Tasking authority.** The Bi-SC LOGFS and IM WG will execute its tasks under Bi-SC LCB.

**6. Composition.**

a. **Chairmanship:** The Bi-SC LOG FS and IM WG will be co-chaired by an officer of HQ SACT Logistics Branch and by an officer from SHAPE J4 Logistics.

b. **Members:** The Bi-SC LOG FS IM WG is composed of representatives from: ACT, ACO, JFCB, JFSN, LCC, ACC, MCC, NSPA, NCIA, LOGFAS M&T WG, RIC CMB and NDSS WG.

c. **Guests, observers and supporting/advising entities:** Working bodies in close cooperation with LOGFS and IM WG (See Annex A) and Nations are encouraged to send their representatives to the meetings. Additional subject matter experts will be invited to a specific meeting if required. National representatives from partnering countries authorised to participate in LOG IMG are also authorised to participate in the LOGFS and IM WG meeting as an observers.

d. **Meetings:** The Bi-SC LOGFS and IM WG will convene twice a year, or as required. Coordination of meetings with the LOG IMG including the

common session is recommended but not mandatory. Joint session with LOG IMG is focused on common issues for the whole NATO Information Management community. The session is co-chaired with LOG IMG Chairman; final Decisions brought up during that common session are applicable to both working bodies.

**7. Bodies under LOGFS and IM WG.** In order to fulfil its responsibilities, LOGFS and IM WG utilize the following supporting bodies to accomplish the majority of its work (see also Annex A):

- a. LOGFAS Movement and Transportation (M&T) Working Group
- b. Reportable items code (RIC) Coordination Management Board
- c. NATO Depot & Support System (NDSS) Working Group

LOGFS and IM WG can establish additional bodies to deal with specific problems concerning NATO information management (WG, Tiger teams etc.). When established, LOGFS and IM WG will specify the task of the supporting bodies, its leaders, organisations which should provide the desired expertise, timelines, final product format and reporting procedure.

Supporting bodies are to provide a report to the WG on their activities in the past year during spring meeting and programme of work (POW) for the upcoming year in the meeting scheduled in fall. The reports and POW- s should be directly linked to the accomplishment of objectives listed in the most current NATO Logistics Vision and Objectives.

**8. Decision making process.**

- a. Decisions shall be made by consensus at LOGFS and IM WG meetings
- b. A formal voting procedure will be used in the event that consensus cannot be achieved and/or time limitations restrict or interfere with effective consensus building. Each member organization has one (1) vote in formal decision making processes. In case of equal vote, the chairperson will have the casting vote.
- c. The recommendations or decisions of the supporting bodies should be presented to the LOGFS and IM WG for endorsement.

**9. Approval and review of TOR**

- a. LOGFS and IM WG TOR should be reviewed at least every two years during the regular meetings. The WG chairperson is responsible to prepare the reviewed TOR when necessary, to be reviewed and approved by LCB between two LOGFS and IM WG sessions. LOG IMG should be consulted via LOG IMG Chairperson with TOR before the final approval.
- b. LOGFS and IM WG sub groups will prepare their TOR-s for review at least every two years. After LOGFS and IM WG review these TOR-s will be

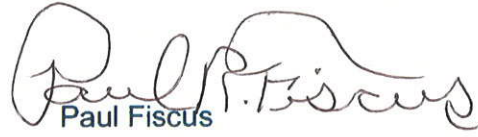
sent to LCB which will act as the final approval authority for all LOGFS and IM WG subordinated working groups.

**10. Summary Records.** The minutes of the WG meeting will be prepared as soon as practicable. The chairperson will ensure the minutes are made available to the WG members within four weeks after the meeting. Action list is part of the minutes and will be reviewed at the beginning of the following meeting and updated thereafter.

FOR THE SUPREME ALLIED COMMANDERS, EUROPE AND TRANSFORMATION:



Viorel ROS  
Colonel, ROU AF  
SHAPE Logistics Operations and  
Plans Branch Head



Paul Fiscus  
Colonel, USA A  
SACT Logistics Deployment and  
Sustainment Branch Head

ANNEX:

A. LOGFS and IM WG working bodies relationship

# NATO/EAPC UNCLASSIFIED

## LOGFS WORKING BODIES RELATIONSHIP

