



NORTH ATLANTIC TREATY ORGANISATION



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TERMS OF REFERENCE (TOR)

LOGISTICS REPORTING WORKING GROUP (LOGREP WG)

LEAD SC: **SHAPE**

1. **Purpose.** The Bi-SC LOGREP WG provides advice on logistics reporting policy and guidance on its implementation. In addition, it manages logistics reporting requirements in terms of policy and doctrine. Furthermore, the LOGREP WG acts as the User Group for the LOGFAS (future LOGFS) logistics reporting tools.

2. **Objectives.** The LOGREP WG:

- a. Analyses and formulates NATO logistics reporting requirements,
- b. Formulates recommendations and gives advice on NATO logistics reporting in order to update and improve logistic reporting policy and doctrine,
- c. Provides guidance on logistics reporting to Nations and NATO Commands,
- d. Maintains the BI-SC Directive 80-3, Volume V (Logistics Reports) and submits information exchange requirements to the respective bodies,
- e. Participate in the maintenance of other related documents with NATO logistic reporting capability incorporated,
- f. Promotes improvements based on the results of lessons learned from NATO exercises and operations,

- g. Promotes the development and the use of automated logistics reporting tools within NATO and nations,
- h. Collects and coordinates training requirements and monitors the execution of training at NATO schools and in operations,
- i. Promotes standardization and interoperability in the field of logistics reporting,
- j. Acts as the User Group for logistics reporting tools and represents this group in other bodies,
- k. Establishes and maintains liaison and coordination with other NATO bodies and agencies for logistic reporting related matters,
- l. Performs additional tasks as directed by the Bi-SC Logistics Coordination Board (LCB).

3. **Tasking Authority and Responsibilities.**

- a. **LCB** is the tasking authority for the LOGREP WG.
- b. The LOGREP WG provides a status and progress report to the LCB for all tasks.
- c. The LOGREP WG cooperates with and therefore can provide status and progress report to the Bi-SC LOGFS Information Management WG (LOGFS IM WG) and other groups when requested.
- d. The chairman represents the LOGREP WG in related meetings.

4. **Composition of WG.**

- a. **Chairperson** is provided by SHAPE J4 Division.
- b. **Standing members** of the LOGREP WG are representatives from ACT, JFCB, JFCN, LANDCOM, AIRCOM, MARCOM, NCIA, NCISS and NATO nations.
- c. In order to enhance interoperability the LOGREP WG may also invite subject matter experts (SMEs) from other NATO or national commands/bodies, EU, Partner Nations and other LOGFAS or logistics reporting related WGs if required.

5. **Subordinate bodies.** The LOGREP WG does not have permanent sub-bodies but can establish additional supporting sub-bodies to deal with specific problems concerning Logistics Reporting within NATO environment (Sub-WG, Boards, Tiger teams etc.). When established, LOGREP will specify the task of the supporting sub-bodies, the leaders, and composition to provide the desired expertise, timelines, final products and the required reporting procedures. Supporting sub-bodies are to provide regular reports to the LOGREP WG on their activities, programme of work (POW) and results. The reports and POWs should be directly linked to the accomplishment of objectives specified by LOGREP WG.

6. Decision making process.

- a. Decisions shall be made by consensus at LOGREP WG meetings.
- b. In case of consensus cannot be achieved and/or time limitations restrict or interfere with effective consensus building, the chairperson will have the deciding vote.


7. Approval and review of TOR. These TOR have to be reviewed at least every three years or whenever changes are considered necessary. The TOR has to be approved by LCB and signed by SHAPE DCOS Recourses.

8. Meetings. The LOGREP WG will convene twice a year or as required. The LOGREP WG will be hosted in turn by NATO nations and NATO bodies (ACO, ACT, JFCs, CCs, Agencies, etc.).

9. Summary Records. Summary record with decision sheet incorporated in Annex will be produced after every meeting and will be distributed electronically, under silence procedure to POCs and presented to LCB.

10. Dissolution. The LCB will decide on a bi-annual basis on the continuation of the LOGREP WG.

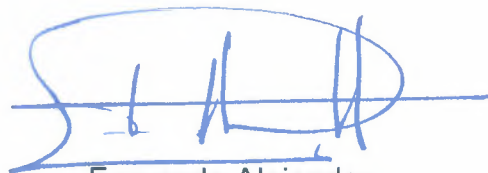
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