

**MULTILATERAL INTEROPERABILITY PROGRAMME
PROGRAMME MANAGEMENT PLAN (MPMP)**



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ITALY

Head of Delegation for
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**Munich, Germany
22 April, 1999**

This MIP Programme Management Plan has been reviewed and is hereby “Approved” by the **Heads of Delegation** of the participating nations.

RECORD OF CHANGES PAGE

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MIP PROGRAMME MANAGEMENT PLAN

1. INTRODUCTION

1.1 Aim

The aim of the Multilateral Interoperability Programme (MIP) is to achieve international interoperability of Command and Control Information Systems (C2IS) at all levels from corps to battalion, or lowest appropriate level, in order to support multinational, combined and joint operations and the advancement of digitisation in the international arena including NATO. To this end, this programme will make maximum use of the operational, procedural and technical work previously undertaken within the Quadrilateral Interoperability Programme and the Battlefield Interoperability Programme, as well as seeking closer co-operation with similar programmes.

1.2 Background

The MIP was established by the Project Managers of the army C2IS of Canada, France, Germany, Italy, the United Kingdom and the United States of America in April 1998 in Calgary, Canada, to replace and enhance two previous programmes: BIP (Battlefield Interoperability Programme for Lower Echelon Command and Control Systems) and QIP (Quadrilateral Interoperability Programme). The aim of these programmes were to achieve interoperability between their national army C2IS at battalion and below level for the BIP and brigade to corps level for the QIP, using fielded, secure, tactical communication systems. The method adopted was to use a set of formatted messages that met the operational information exchange requirements of the participating nations.

The QIP started in 1984 with an initial target demonstration of interoperability planned for early 1990. The demonstration was achieved with four nations: France, Germany, United Kingdom and the United States. In addition the interface was successfully tested in an operational environment during the QIP Field Trial (Exercise HARMONY) which took place in May 1993 in Ulm, Germany. Since Exercise HARMONY, the QIP Interface has been successfully utilised in several exercises including PRIMAVERA, PEGASUS, PROUD LION, and ATLANTIC RESOLVE. The QIP membership then expanded to include Italy and Canada. The final target demonstration for QIP was Exercise FINAL RIDE, which was completed successfully in December 1998 in Greding, GE.

The BIP started in 1995 with a target demonstration of interoperability planned for end of 1997. This demonstration was achieved with four nations: France, Germany, the United Kingdom and the United States. The interface was successfully tested in summer 1997 and used in an operational environment during the BIP Field Experiment (Exercise CONCORDIA) which took place in November 1997 in Pöcking, Germany.

1.3 Objectives

The MIP has two objectives:

- Phase 1, short/medium term: to have improved structured message (ADatP-3) capabilities supporting vertical and horizontal interoperability of C2IS at all levels from corps to battalion, or lowest appropriate echelon, fieldable in 2001/2002,
- Phase 2, long term: to have a (push) data capability that supports vertical and horizontal interoperability of C2IS at all levels from corps to battalion, or lowest appropriate level and is backward compatible to the agreed common message capability, fieldable by 2005.

1.4 Purpose

The purpose of the *MIP Programme Management Plan (MPMP)* is to define the procedures and structures to be used in the management of the MIP. This plan provides guidelines detailing the authority and responsibilities for all WGs within MIP. It also establishes procedures for membership.

1.5 Scope

The MPMP serves as the Terms of Reference (ToR) for the MIP Management Group (MMG) and includes:

- The Terms of Reference for the WGs,
- A short description of MIP documents,
- A summary of national responsibilities.

1.6 Schedule

The programme will be conducted in two phases:

- Phase 1 will develop a fieldable message based interoperability capability for national C2IS in the 2001/2002 timeframe.
- Phase 2 will develop a fieldable data distribution based interoperability capability for national C2IS that is backward compatible, by 2005.

These two phases, that are preceded by the close out of QIP, depicted in Figure 1 will:

- be conducted in parallel and
- have as a basis these same doctrinal, operational and procedural requirements.

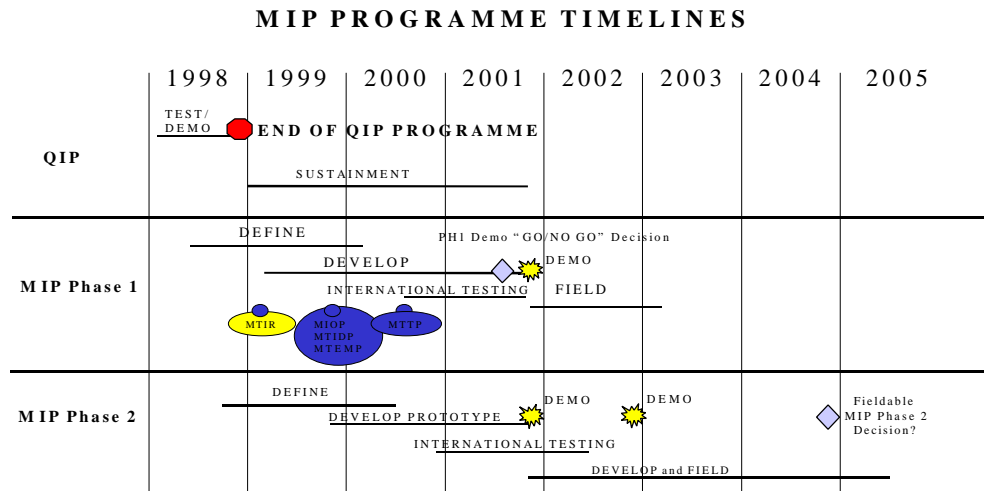


Figure 1. Programme Timelines

1.7 Resources

The resources and funding required for the implementation of the programme by each participant is a national responsibility. The participants will take the necessary measures to secure provision of the resources required for the successful execution of the programme, but recognise that such provisions are subject to national approval.

1.8 Language

The working language for the MIP is English. All documentation will be provided in English only. Provision of any translation or interpretation services shall be a national responsibility.

2 ORGANISATION

2.1 Structure

MIP has a two tiered structure: one level for management and one level for task execution. There is one management group and six WGs. Figure 2 is a diagram showing the various groups and the relationship between them.

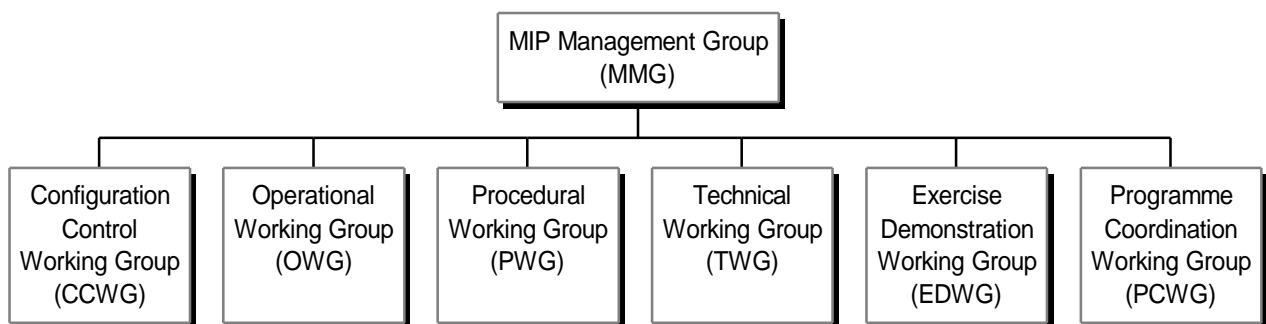


Figure 2: MIP Organisation

2.1.1 Management Level

The management level of the MIP consists of a single body, the MIP Management Group (MMG).

Management guidance and oversight is also required at the execution task level to facilitate coordination:

- between the WGs,
- between the management level and WGs to ensure execution of the MIP is successful, efficient, and in line with MMG overall policy and guidance.

The Programme Coordination Working Group (PCWG) performs this function on behalf of, and within the overarching programme direction and policy established by the MMG.

2.1.2 Task Execution Level

The task execution level of the MIP consists of six WGs:

Operational Working Group (OWG),

Procedural Working Group (PWG),

Technical Working Group (TWG),

Exercise Demonstration Working Group (EDWG),

Configuration Control Working Group (CCWG),

Programme Coordination Working Group (PCWG).

Terms of Reference (ToRs) for the WGs are contained in Annexes C - H.

2.2 Membership

Membership in the MIP may be as full members or observers.

2.2.1 Full Members

Only nations are eligible to become full members of the MIP. MIP membership procedures are specified in Annex B. The current list of Full Members is listed in Appendix 1 to Annex B.

2.2.2 Observers

Observers include nations other than the full members, as well as military agencies and formations showing an interest in this programme that have been granted observer status by the MMG. Observers are entitled to send representatives to meetings as agreed by the MMG and to receive copies of approved MIP baseline documents. MIP Observer procedures are specified in Annex B. The current list of Observers is listed in Appendix 2 to Annex B.

3 MANAGEMENT GROUP AND WORKING GROUPS

3.1 MIP Management Group

3.1.1 Aim

The aim of the MIP Management Group (MMG) is to define the overall strategy for the programme and make overall programme policy decisions.

3.1.2 Responsibilities

The MMG defines the overarching Programme objectives, strategy, milestones and Programme phase capstone events; it provides overall guidance for the programme. The MMG is the final multinational authority for resolution of program issues. The MMG is responsible for the *MIP Programme Management Plan (MPMP)*.

3.1.3 Activities

The MMG is the approval authority for the programme of work as presented by the WGs. The MMG will also receive periodic updates from each WGs concerning work performed, accomplishments to date, current status, future plans and issues.

3.1.3 Membership

Each full member shall attend with an empowered representative as their national HoD; there can only be one HoD. The HoDs may attend with other national representatives if they wish. The nation hosting the meeting shall provide a chairman and a secretary for the MMG. The Chairmen of the WGs will also attend the MMG to report on their working group activities and receive programme guidance. Each observer may attend with up to two representatives.

3.1.4 Procedures

All MMG decisions shall be by the unanimous agreement of the HoDs. The MMG directs the WGs, who in turn report back at each MMG meeting. The MMG shall approve the Action Item Lists, Decision Lists and minutes of its meetings.

3.1.5 Meetings

The MMG will meet as required to fulfil MIP objectives. The location and timings of these meetings are to be agreed upon by the MMG. Each full member will host an MMG meeting in turn on a rotational basis. Meetings other than those formally scheduled may be requested by a full member, who shall make a proposal to other full members, including the details of the location, dates and agenda for the meeting.

3.1.6 Administration for the MMG Meetings

The host nation shall:

Provide a suitable location and facilities for the meeting,

Prepare and distribute an agenda for the meeting,

Provide all necessary secretarial support for the meeting

Minutes, Decision Lists and Action Item Lists are to be taken. These shall constitute the official record of the proceedings of the meeting. The host nation is responsible to record the minutes, decision list and action item list and arrange for copies of these items to be produced and distributed.

Decision Lists and Action Item Lists will be reviewed and approved on a daily basis. If possible the minutes of the MMG will also be reviewed and approved on a daily basis. In any event, the first draft of the Minutes of a MMG meeting shall be prepared and distributed for comment no later than four weeks from the end of the MMG meeting. Comments on the first draft of the Minutes shall be returned to the Host Nation no later than seven weeks from the end of the meeting. The Host Nation shall distribute the draft Minutes within ten weeks from the end of the meeting. The final draft Minutes will be tabled for discussion and approval at the next MMG meeting.

3.2 Working Groups

3.2.1 Operational Working Group

3.2.1.1 Aim

The aim of the OWG is to specify the detailed operational requirements and provide operational interfaces in fieldable form to enable the C2IS of member nations to interoperate. It is also the aim of the OWG to steer operational validation of the C2IS solution packages within the MIP.

3.2.1.2 Tasks

The main task of the Operational Working Group (OWG) is to define the operational Concept Of Use and the Information Exchange Requirements (IERs). The OWG shall provide operational advice to all other WGs on an as required basis. It is the responsibility of the OWG to make a report of its activities to the MMG/PCWG as appropriate. The specific tasks assigned to the OWG are detailed in the Terms of Reference at Annex C.

3.2.1.3 Membership

Each full member shall send at least one knowledgeable person to serve as their national representative to attend meetings of the OWG. The United States shall provide both a chairman and a secretary when a meeting of the OWG is convened.

3.2.2 Procedural Working Group

3.2.2.1 Aim

The aim of the Procedural Working Group (PWG) is to define, develop and test procedural interoperability solutions for command and control information systems (C2IS) to meet the information exchange requirements (IERS) as specified by the Operational Working Group (OWG). This includes defining a common data model for interoperability based on the ATCCIS Battlefield Generic Hub-3 (GH-3+) Data Model.

3.2.2.2 Tasks

The main task of the PWG is to take the IERS defined by the OWG and develop a common interoperability data model and message set that will allow automated information exchange. The PWG shall provide procedural advice to all other WGs on an as required basis. It is the responsibility of the PWG to make a report of its activities to the MMG/PCWG as appropriate. The specific tasks assigned to the PWG are detailed in the Terms of Reference at Annex D.

3.2.2.3 Membership

Each full member shall send at least one knowledgeable person to serve as their national representative to attend meetings of the PWG. France shall provide both a chairman and a secretary when a meeting of the PWG is convened.

3.2.3 Technical Working Group

3.2.3.1 Aim

The aim of the Technical Working Group (TWG) is to specify the technical solution package that satisfies C2IS interoperability requirements between participating nations at all levels from Corps to Battalion (or lowest appropriate level) in order to support multinational, combined and joint operations as specified by the OWG/PWG.

3.2.3.2 Tasks

The main task of the TWG is to define and test technical solution(s) to satisfy operational and procedural requirements; implementation of the technical solution is a national responsibility. The TWG shall provide technical advice to all other WGs on an as required basis. It is the responsibility of the TWG to make a report of its activities to the MMG/PCWG as appropriate. The specific tasks assigned to the TWG are detailed in the Terms of Reference at Annex E.

3.2.3.3 Membership

Each full member shall send at least one knowledgeable person to serve as their national representative to attend meetings of the TWG. Germany shall provide both a chairman and a secretary when a meeting of the TWG is convened.

3.2.4 Exercise Demonstration Working Group

3.2.4.1 Aim

The aim of the Exercise Demonstration Working Group (EDWG) is to plan and conduct field experiments, demonstrations and exercises in order to demonstrate vertical and horizontal interoperability.

3.2.4.2 Tasks

The main task of the EDWG is to integrate the solutions of the other WGs into a series of field experiments, demonstrations and exercises. The EDWG shall coordinate activities with other WGs on an as required basis. It is the responsibility of the EDWG to make a report of its activities to the MMG/PCWG as appropriate. The specific tasks assigned to the EDWG are detailed in the Terms of Reference at Annex F.

3.2.4.3 Membership

Each full member shall send at least one knowledgeable person to serve as their national representative to attend meetings of the EDWG. The United Kingdom shall provide both a chairman and a secretary when a meeting of the EDWG is convened .

3.2.5 Configuration Control Working Group

3.2.5.1 Aim

The aim of the Configuration Control Working Group (CCWG) is to define and to manage the configuration control procedures to be used in the management of documents within the MIP.

3.2.5.2 Tasks

The main tasks of the CCWG are to specify a common set of procedures, methods and formats for controlling document configuration and production, and to maintain configuration control of all MIP baseline documents. The CCWG shall provide configuration control advice to all other WGs on an as required basis. It is the responsibility of the CCWG to make a report of its activities to the MMG/PCWG as appropriate. The specific tasks assigned to the CCWG are detailed in the Terms of Reference at Annex G.

3.2.5.3 Membership

Each full member shall send at least one knowledgeable person to serve as their national representative to attend meetings of the CCWG. Italy shall provide both a chairman and a secretary when a meeting of the CCWG is convened.

3.2.6 Programme Coordination Working Group

3.2.6.1 Aim

The aim of the Programme Coordination Working Group (PCWG) is to ensure the strategic goals and objectives of the MIP are achieved.

3.2.6.2 Tasks

The main tasks of PCWG are to facilitate coordination between the working groups, and to make the necessary implementation level decisions to facilitate programme execution within the framework of the MMG overarching policy and direction. The PCWG will be the arbitrator and decision-maker amongst WGs during WG Meeting Sessions. It is the responsibility of the PCWG to make a report of its activities to the MMG as appropriate. The specific tasks assigned to the PCWG are detailed in the Terms of Reference at Annex H.

3.2.6.3 Membership

National Heads of Delegation of full members or their representatives empowered to make decisions and WG Chairmen shall attend PCWG. Observers to the MIP will not, under normal circumstances, attend PCWG meetings or participate in PCWG activities.

Canada shall provide both a chairman and a secretary when a meeting of the PCWG is convened.

3.2.7 Working Group Procedures and Meetings

3.2.7.1 Procedures

Decisions shall be taken unanimously among the full members. While Members may have more than one representative at a WG meeting, each full member shall be entitled only to one vote. Where such agreement can not be reached among the WG members, the WG Chair must refer the item back to the PCWG/MMG for resolution.

Each WG shall prepare and approve its respective Minutes. WG Minutes shall be comprised of three parts:

- Part A: Meeting Name, Sequence Number, and Date; List of Attendees; Agenda; Key Discussion Points; and any National Statements
- Part B: List of Decisions
- Part C: List of Action Items

Minutes of WG meetings shall be distributed internally within a WG, and externally to all HoDs, and to all WG Chairs.

3.2.7.2 Meetings

Normally all WGs will meet concurrently, at the same location, to facilitate coordination and interaction. The meeting schedule will be as directed by the MMG. At the end of each meeting period, the PCWG will establish a weekly timetable for the following weekly meeting period, based upon coordination of all WG Chairmen. . WG Chairmen have the authority to request holding meetings other than those already scheduled and agreed by the MMG or extending already agreed ones. The request must include details of locations, dates and agenda for the meeting and requires support and approval of the WG Members.

3.2.7.3 Administration

Section 3 contains details about which nation is to provide the chairman for the various WGs. Minutes as defined above are required for each WG meeting. The chairman shall arrange for copies of the to be produced and distributed.

Each WG Chairman shall:

- Arrange for a suitable location and facilities for the meeting
- Prepare and distribute an agenda for the meeting
- Distribute Minutes
- Designate another WG member to serve as acting WG Chairman when unable to attend the WG meeting.

4 DOCUMENTS

4.1 Responsibilities

MIP Baseline Documents are listed below together with the body responsible for drafting and amending them and the country nominated as the custodian. The entire list of MIP documents (including non-baseline documents) with their references and version number is to be found in the *MIP Document Register (MIP Doc Reg)* maintained by the CCWG.

<u>Document</u>	<u>Drafting Body</u>	<u>Custodian</u>
MIP Programme Management Plan (MPMP)	PCWG	US
MIP Configuration Management Plan (MCMP)	CCWG	IT
MIP Tactical C2IS Interoperability Requirement (MTIR)	OWG	US
MIP Interface Operating Procedures (MIOP)	PWG	FR
MIP Technical Interface Design Plan (MTIDP)	TWG	GE

<u>Document</u>	<u>Drafting Body</u>	<u>Custodian</u>
MIP System Interconnections Security Policy (MSISP)	PCWG	UK
MIP Test and Evaluation Master Plan (MTEMP)	PCWG	CA
MIP Technical Test Plan (MTTP)	TWG	GE
MIP Exercise and Demonstration Plan (MEDP) (as required)	EDWG	UK
MIP Communications Plan (MCP)	PCWG	CA

4.2 MIP Programme Management Plan (MPMP)

The *MPMP* provides management guidance for the programme. It describes the management organisation and procedures; defines national responsibilities; and identifies the MIP Baseline documentation required.

4.3 MIP Configuration Management Plan (MCMP)

The *MCMP* defines Configuration Management Procedures.

4.4 MIP Tactical C2IS Interoperability Requirement (MTIR)

The *MTIR* defines the Concept of Use and the user Information Exchange Requirements (IERs) between the national army C2IS.

4.5 MIP Interface Operating Procedures (MIOP)

The *MIOP* contains the detailed procedures for establishing, maintaining, and disestablishing interface(s) between national army C2IS. It is to be based on the *MTIR* and is to include implementation of employment concepts, managing the interface, message composition, defining message text formats (MTF), contracts, transmission, reception, interface support agreements and the MIP Interoperability Data Model.

4.6 MIP Technical Interface Design Plan (MTIDP)

The *MTIDP* contains the technical specification for an interface to meet the requirements stated in the *MTIR* and the *MIOP*.

4.7 MIP System Interconnections Security Policy (MSISP)

The *MSISP* defines the policy for ensuring that the interconnection of the individual nation's army C2IS via the MIP interface does not compromise their security as defined by national policy.

4.8 MIP Test and Evaluation Master Plan (MTEMP)

The *MTEMP* defines the overall test philosophy and critical test issues. It provides the overall framework for MIP testing, demonstrations, evaluation events and exercises.

4.9 MIP Technical Test Plan (MTTP)

The *MTTP* is the overarching document which defines the overall technical test approach including; schedule, aim, objective and scope.

4.10 MIP Exercise Demonstration Plan (MEDP)

The *MEDP* contains the planning and coordination details necessary to enable field experiments, demonstrations, exercises or other such activities.

4.11 MIP Communications Plan (MCP)

The *MCP* contains the methods and procedures which members use to exchange and coordinate information. It also defines the policies, processes, and procedures to be used in the administration and operation of the MIP web site as well as other Internet and World Wide Web usage.

5 SUMMARY OF NATIONAL RESPONSIBILITIES

5.1 Canada (CA)

Provide the chairman and secretary for the Programme Coordination Working Group,

Custodian of the following documents:

- *MIP Test and Evaluation Master Plan (MTEMP),*
- *MIP Communications Plan (MCP).*

Establish and maintain the MIP Web Site

Provide host nation support for those meetings held in Canada,

Provide host nation support for tests and exercises held in Canada,

Provide the appropriate representatives for every meeting of the MMG and each WG.

5.2 France (FR)

Provide the chairman and secretary for the PWG,

Custodian of the following documents:

- *MIP Interface Operating Procedures (MIOP)*,

Provide host nation support for those meetings held in France,

Provide host nation support for tests and exercises held in France,

Provide the appropriate representatives for every meeting of the MMG and each WG.

5.3 Germany (GE)

Provide the chairman and secretary for the Technical Working Group,

Custodian of the following documents:

- *MIP Technical Interface Design Plan (MTIDP),*
- *MIP Technical Test Plan (MTTP).*

Provide host nation support for those meetings held in Germany,

Provide host nation support for tests and exercises held in Germany,

Provide the appropriate representatives for every meeting of the MMG and each WG.

5.4 Italy (IT)

Provide the chairman and secretary for the Configuration Control Working Group,

Custodian of the following documents:

- *MIP Configuration Management Plan (MCMP),*
- *MIP Document Register (MIP Doc Reg)*

Provide host nation support for those meetings held in Italy,

Provide host nation support for tests and exercises held in Italy,

Provide the appropriate representatives for every meeting of the MMG and each WG.

5.5 United Kingdom (UK)

Provide the chairman and secretary for the Exercise Demonstration Working Group,

Custodian of the following documents:

- *MIP Exercise and Demonstration Plan (MEDP),*
- *MIP Systems Interconnection Security Policy (MSISP).*

Provide host nation support for those meetings held in the United Kingdom,

Provide host nation support for tests and exercises held in the United Kingdom,

Provide the appropriate representatives for every meeting of the MMG and each WG.

5.6 United States of America (US)

Provide the chairman and secretary for the Operational Working Group,

Custodian of the following documents:

- *MIP Programme Management Plan (MPMP),*
- *MIP Tactical C2IS Interface Requirement (MTIR).*

Provide host nation support for those meetings held in the United States of America,

Provide host nation support for tests and exercises held in the United States of America,

Provide the appropriate representatives for every meeting of the MMG and each WG

6. MODIFICATION TO THE MPMP

This document can be modified only with the unanimous agreement of the full members and in accordance with configuration management procedures established in the *MCMP*.

ANNEX A

GLOSSARY

ACE	Allied Command Europe
ADatP-3	Allied Data Publication 3
APP	Allied Procedural Publication
ARRC	ACE Rapid Reaction Corps
ATCCIS	Army Tactical Command and Control Information System
BIP	Battlefield Interoperability Programme for Lower Echelon Command and Control Systems
BICES	Battlefield Intelligence Collection and Exploitation System
C2IS	Command and Control Information Systems
CA	Canada
CCWG	Configuration Control Working Group
CCIS	Command and Control Information System
COTS	Commercial Off The Shelf
EDWG	Exercise Demonstration Working Group
EUROFOR	European Force
FR	France
GE	Germany
HoD	Head of Delegation
HQ AFCENT	Headquarters Allied Forces Central Europe
HQ AFSOUTH	Headquarters Allied Forces Southern Europe
HQ ARRC	Headquarters ACE Rapid Reaction Corps
HQEUROCORPS	Headquarters European Corps

IAW	In Accordance With
IER	Information Exchange Requirement
IOB	Inter-Operability Branch
IT	Italy
LG.1	Land Group 1 (of the NATO Army Armaments Group - NAAG)
LFCS	Land Force Command Systems
MAS	Military Agency for Standardisation
MCMP	MIP Configuration Management Plan
MCP	MIP Communications Plan
MEDP	MIP Exercise and Demonstration Plan
MIOP	MIP Interface Operating Procedures
MIP	Multilateral Interoperability Programme
MMG	MIP Management Group
MOD	Ministry of Defence
MOU	Memorandum of Understanding
MPMP	MIP Programme Management Plan
MSISP	MIP System Interconnections Security Policy
MTEMP	MIP Test and Evaluation Master Plan
MTF	Message Text Format
MTIDP	MIP Technical Interface Design Plan
MTIR	MIP Tactical C2IS Interoperability Requirement
MTTP	MIP Technical Test Plan
NHQC3S	NATO Headquarters Consultation, Command and Control Staff
NIPD	NATO Interoperability Planning Document
OWG	Operational Working Group
PCWG	Programme Coordination Working Group
PM	Project Manager
PWG	Procedural Working Group

QIP	Quadrilateral Interoperability Programme
SHAPE	Supreme Headquarters Allied Powers Europe
TOP WG	Land Forces Tactical Doctrine and Operational Procedures Working Group
ToR	Terms of Reference
TWG	Technical Working Group
UK	The United Kingdom
US	The United States of America
WG(s)	Working Group(s)
WTD 81	Wehrtechnische Dienststelle 81 (Federal Armed Forces Technical Centre for Communications and Electronics 81)

ANNEX B

PROCEDURES FOR MIP MEMBERSHIP

PROCEDURES FOR PARTICIPATION

IN THE

MULTILATERAL INTEROPERABILITY PROGRAMME (MIP)

1. PURPOSE

The purpose of this Annex is to define the rules and requirements for participation in the Multilateral Interoperability Programme (MIP).

2. MEMBERSHIP

Within MIP, there are two levels of participation:

- Full Member
- Observer

2.1 Full Members

A Full Member is a nation that has signed the MIP Memorandum of Understanding (MOU) regarding their participation in MIP. Full Members have voting and access rights at all meetings.

2.2 Observers

Observers include nations other than Full Members, as well as military agencies and formations showing an interest in this programme, that have been granted observer status by the MIP Management Group (MMG). Observers are entitled to send representatives to meetings as agreed by the MMG and to receive copies of approved MIP baseline documents. Observers do not have any voting rights at meetings, and participation is normally limited to the management level of the MIP.

3. FULL MEMBERSHIP

3.1 Requirements

Only a nation is eligible to become a Full Member. Before a nation becomes eligible for full membership, it must first be an Observer, it must agree to the MIP baseline documents, and it must agree to pursue becoming a signatory to the MIP MOU. The nation applying for membership must have a C2IS either available, or in the planning or development stage, and inform the MMG accordingly. No new Full Members will be accepted until such time as the six original nations have all signed the MIP MOU.

3.2 Application

The official request shall be made by formal written proposal to the MIP member nations through the MMG. This proposal must contain a statement indicating the country's commitment to MIP, its intention to sign the MIP MOU, and its agreement conform to current baseline documents, architecture, configuration and employment concepts. The request must also acknowledge commitment to MIP administrative requirements.

3.3 Acceptance

Acceptance as Full Member to the MIP requires unanimous consent of all MIP Full Members at an MMG meeting. Prior to acceptance by MIP Full Members, a review of the MIP MOU will be conducted to determine if any changes are required subsequent to inclusion of another nation.

3.4 New Member Responsibilities

Participation with "English speaking" representatives in all management and working groups is required.

Full members are expected to host and chair MMG meetings on a rotational basis as determined by the MMG.

4. OBSERVER STATUS

4.1 Requirements

Nations and military agencies and formations wishing to become Observers to the MIP must meet the following requirements:

- be sponsored by a MIP Full Member,
- be involved with a C2IS either at a national or international level,
- agree to abide by the decisions of the MMG

4.2 Application

The official request shall be made by formal written proposal to the MIP member nations through the MMG. This request must be endorsed by a current MIP Member. Upon unanimous agreement of all MIP Full Members, the applicant will be invited to the next MMG where their application will be considered. The date and time for this meeting will be determined by the MMG.

The application must include a statement on the status of involvement in a C2IS, the nature of interest in the MIP, and an agreement to abide by MMG decisions regarding attendance at MIP meetings and access to MIP documents. Applications for Observer Status will be considered upon receipt by the MMG.

4.3 Acceptance as Observers

Acceptance as an observer requires unanimous consent of all MIP Full Members at an MMG meeting or by official written correspondence between MMG HODs. Observers will be notified in writing of their acceptance or rejection by the Full Member Sponsor.

4.4 Observer Restrictions

Observer participation in MIP meetings will be defined by the MMG, but will normally be limited to the management level of the programme.

Attendance at the MMG meeting is by invitation only. The MMG will specify which portion(s) will be opened to observers.

Only approved MIP Baseline Documents will be made available to Observers. MIP information, other than that contained in the MIP Baseline Documents, may not be communicated to Observers unless specifically authorised by the MMG. Information so obtained will be treated as OFFICIAL USE ONLY and not passed on.

4.5 Observer Responsibilities

Observers attending MMG meetings will provide a Status Report on their C2IS.

5. WITHDRAWAL

A Full Member or an Observer may withdraw at any time from the MIP upon written notification to the MMG.

Any Full Member or Observer that has withdrawn from participation in MIP and requests reinstatement must re-apply in accordance with the MIP Membership procedures outlined in this Annex.

Appendix 1 to Annex B

MIP Full Members

The below listed nations are Full Members of the MIP:

<u>Nation</u>	<u>Current C2IS</u>
Canada	Land Force Command System (LFCS)
France	Système d’Information pour le Commandement des Forces (SICF) and Système d’Information Régimentaire (SIR)
Germany	Heeres-Führungsinformationssystem für die rechnergestützte Operationsführung in Stäben (HEROS- 2/1) and — Gefechtsfeldführungssystem des Heeres (GeFüSys)
Italy	Sistema Automatizzato di Comando e Controllo (SIACCON)
United Kingdom	Enhanced Interim Allied Command Europe Rapid Reaction Corps Information System (E-IARRCIS)
United States of America	Maneuver Control System (MCS)

Appendix 2 to Annex B

Candidate Observers

The following countries and organisations were Observers in the BIP and/or QIP and will be invited to become Observers in the MIP:

<u>Nation</u>	<u>Current C2IS</u>

ANNEX C

OPERATIONAL WORKING GROUP
TERMS OF REFERENCE

Multilateral Interoperability Programme (MIP)

Terms of Reference of the Operational Working Group (OWG)

This Term of Reference has been reviewed and is hereby **approved**
by the **Heads of Delegation** of member nations.

**Munich, Germany
22 April, 1999**

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1. AIM

The aim of the OWG is to specify the detailed operational requirements and provide operational interfaces in fieldable form to enable the C2IS of member nations to inter-operate. It is also the aim of the OWG to steer operational validation of the C2IS solution packages within the MIP.

2. RESPONSIBILITIES

The OWG works under the guidelines and direction of the MMG and coordinates its activities with the other working groups.

3. TASKS

The main OWG Tasks are:

3.1 Operational Requirements:

- To identify user/operational requirements to support C2IS interoperability at the levels of command Corps to Battalion, or lowest appropriate level, in order to support multinational, combined and joint operations.
- To identify and prioritise IERs in order to achieve both horizontal and vertical exchange of information in accordance with the OWG work plan.
- Identify and develop possible new IERs and recommend change proposals on existing IERs.
- To define business rules for horizontal and vertical information exchange, e.g., orders, status reports, situational awareness, etc.
-
- To identify and take heed of lessons learned from other interoperability initiatives and deployments (e.g., ATCCIS, BIP, QIP, APP-9, APP-6A, LG1, Bosnia deployment, etc.)

- To provide user and operational guidance (IERS, Doctrine, Concepts, User Requirements) to other MIP WGs through the Programme Coordination Working Group in the development/ execution of the MIP workplan, and ensure that the C2IS Solution Package meets operational requirements.
- To define the concept of use for the fieldable solutions developed. To subsequently validate operational aspects of the solutions developed.
- To develop detailed workplan to ensure the accomplishment of MIP objectives.

3.2 Operational Validation:

- To define Measures of Success (Measures of Effectiveness and Measures of Performance) for EXERCISE/operational tests and validation.
- To recommend to the MMG the appropriate time for activation of the Ex Demo WG, and provide the latter with an Exercise Planning Directive.
- To provide the Exercise Planning Directive to the other WGs of the MIP which establishes the mechanism for operational validation. This will include:
 - The Exercise/ Demo Scope (extent of validation)
 - Operational Scenario
 - The Measures of Success

3.3 Liaison:

- To establish and maintain liaison with relevant doctrinal and operational organisations such as LG1, TOP WG, APP-9 Panel, APP-6A Panel, ATCCIS, MAS Army, and IOB. Particularly relevant when the need arises to identify appropriate operational sponsors for messages.

4. ORGANIZATION

4.1 Full Members

Members of the OWG are representatives of Full Members of MIP. Each Full Member shall send at least one representative to the OWG, ideally drawn from the same staffs attending APP-9 Panel and/ or ATCCIS. In addition to this, representation from interested organisations participating, or interested in deploying a MIP solution package (HQ ARRC, HQ EUROCORPS, EUROFOR, etc) may be invited to attend. The decision on this matter will be taken by the full members of the MMG.

4.2 Chairmanship

The United States representative to the OWG will be Chairman of OWG. The Chairman shall be a representative from a Government organisation. If GE is unable to provide a chairman, they may ask another nation to provide one.

4.3 Meeting Modus

Meeting frequency: The OWG will normally meet four times per year, concurrently with the other MIP WGs. Other meetings may be called at the request of any Member of the OWG in accordance with the procedures established in the MPMP.

Meeting location: The PWG will normally meet in the same location as the other MIP WGs.

Agenda: The Chairman will provide an agenda for members' approval and consideration at least four weeks before each meeting.

Invitations: Official invitations to participants will be sent in written format by the Chairman at least eight weeks prior to the scheduled meeting date.

Minutes: Minutes shall be taken as an official record of the OWG. All minutes will be in English. It will be a national responsibility for any translation. Minutes at a minimum will contain the following parts:

- Part A: Meeting Name, Sequence Number and Date; List of Attendees; Agenda; Key Discussion Points; and any National Statements.
- Part B: Decision Lists
- Part C: Action Items Lists

The meeting Chairman shall provide draft versions of the minutes within four weeks after the meeting via email.

Participants will provide comments within six weeks after the meeting.

Comments will be sent to all participants.

A complete and final draft of the minutes will provided within eight weeks after the meeting. The official MIP Point of Contact List (POC List) **approved by the MMG should be used** for the distribution.

Minutes will be approved by all WG participants at the following OWG meeting.

5. GENERAL WORKING MODUS

Decisions and Action Items will be made by unanimous agreement, of all national representatives or their empowered representatives.

Where unanimity is not achieved, the OWG Chair may raise the issue to the PCWG for resolution.

Decisions will be made among equals. 6. RELATIONS TO OTHER GROUPS

There are no direct management relations to groups external to the MIP.

Internally, the OWG Chair is responsible for coordination with other WG Chairs. OWG members are encouraged to liaise with the other MIP WGs to ensure effective coordination and communication.

7. REPORTING AND DIRECTION

The OWG Chair, or delegated representative, will report OWG activities to the MMG. Individual OWG members are responsible to report OWG activities to their respective national Heads of Delegation (HoD) and other national personnel as appropriate.

8. DURATION

This ToR is valid from the date of execution. The OWG may be suspended at any time by decision of the MMG.

ANNEX D

PROCEDURAL WORKING GROUP

TERMS OF REFERENCE

Multilateral Interoperability Programme (MIP)

Terms of Reference of the Procedural Working Group (PWG)

This Term of Reference has been reviewed and is hereby **approved**
by the **Heads of Delegation** of member nations.

Munich, Germany

22 April, 1999

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1. AIM

The aim of the Procedural Working Group (PWG) is to define, develop and test procedural interoperability solutions for command and control information systems (C2IS) to meet the information exchange requirements (IERS) as specified by the Operational Working Group (OWG). This includes defining a common data model for interoperability based on the ATCCIS Battlefield Generic Hub-3 (GH-3+) Data Model..

2. RESPONSIBILITIES

The PWG works under the guidelines and direction of the MMG and coordinates its activities with the other working groups.

3. TASKS

Taking into account QIP and BIP Lessons Learned, the Main PWG Tasks are:

- Take the IERS defined by the OWG and develop a common data model upon which all future C2IS message data definitions will be based; investigate in conjunction with the OWG and TWG, whether the use of this model for Phase 1, will affect the way MIP Phase 2 is implemented.
- Liaise with the OWG during the production of information exchange requirements (IERS).
- Research, in collaboration with the NATO Headquarters Consultation, Command and Control Staff (NHQC3S) / Inter-Operability Branch (IOB), common ADatP-3 (Version 11) messages, sets, fields and data elements to satisfy IERS.
- In consultation with IOB, identify and coordinate the process to amend or format messages in accordance with ADatP-3 (starting with Version 11.0).
- With due consideration to operational sponsors, devise and adopt procedures for MIP to initiate change proposals to existing, and / or the creation of new, ADatP-3 (Version 11) messages.

- Develop implementation rules and user interface operating procedures in close co-operation with the TWG in order to enhance their ability to conduct tests within an integrated, procedural and technical environment.

In conjunction with the other MIP Working Groups, develop procedures:

- to test and validate the chosen messages to ensure that the messages fulfill the OWG requirements
- to test and validate that the data elements have been mapped to the agreed common data definition mechanism (model / dictionary)
- to ensure that nations recognize the need to map to their national data models.
- *Liase with the following external bodies:*
 - Land Group 1
 - TOP Working Group (e.g. APP-9, APP-6)
 - Army Tactical Command, Control and Information System (ATCCIS)
 - Inter-Operability Branch (IOB)
- In collaboration with other MIP Working Groups, and under the guidance of the MMG, develop a work plan with milestones, timelines and deadlines.
- Investigate and determine the requirement for a procedural working group in MIP Phase 2, and what tasks it would be required to do.

4. ORGANIZATION

4.1 Full Member

Members of the PWG are representatives of Full Members of MIP.

Each full member shall send at least one representative to the PWG. In addition to this, representation from interested organizations participating, or interested in deploying a MIP solution package (HQ ARRC, HQ EUROCORPS, EUROFOR, etc) may be invited to attend. The decision of this matter will be taken by the full members of the MMG.

4.2 Chairmanship

France shall provide both a chairman and a secretary when a meeting of the Procedural WG is convened. The chairman shall be a representative from a Government organisation. If France is unable to provide a chairman and/or a secretary; they may ask another nation to provide one or both.

4.3 Meeting Modus

Meeting frequency: The PWG will normally meet four times per year, concurrently with the other MIP WGs. Other meetings may be called at the request of any Member of the PWG in accordance with the procedures established in the MPMP.

Meeting location: The PWG will normally meet in the same location as the other MIP WGs.

Agenda: The meeting Chairman will prepare an agenda based on input from all participating nations and provide it to them at least four weeks prior to the scheduled meeting date.

Invitations: Official invitations to participants will be sent in written format by the Chairman at least eight weeks prior to the scheduled meeting date.

Minutes: Minutes shall be taken as an official record of the OWG. All minutes will be in English. It will be a national responsibility for any translation. Minutes at a minimum will contain the following parts:

- Part A: Meeting Name, Sequence Number and Date; List of Attendees; Agenda; Key Discussion Points; and any National Statements
- Part B: Decision Lists
- Part C: Action Items Lists

The meeting Chairman shall provide draft versions of the minutes within four weeks after the meeting via email.

Participants will provide comments within six weeks after the meeting. Comments will be emailed to all participants.

A complete and final draft of the minutes will be provided within eight weeks after the meeting. The official MIP Point of Contact List (POC List) approved by the MMG should be used for the distribution.

Minutes will be approved by all WG participants at the following PWG meeting.

5. GENERAL WORKING MODUS

Decisions and Action Items will be made by unanimous agreement, of all national representatives or their empowered representatives.

Where unanimity is not achieved, the PWG Chair may raise the issue to the PCWG for resolution.

Decisions will be made among equals.

6. RELATIONS TO OTHER GROUPS

There are no direct management relations to groups external to the MIP.

Internally, the PWG Chair is responsible for coordination with other WG Chairs. PWG members are encouraged to liaise with the other MIP WGs to ensure effective coordination and communication.

7. REPORTING AND DIRECTION

The PWG Chair, or delegated representative, will report PWG activities to the MMG. Individual PWG members are responsible to report PWG activities to their respective national Heads of Delegation (HoD) and other national personnel as appropriate.

8. DURATION

These ToR are valid from the date of execution. The PWG may be suspended at any time by decision of the MMG.

ANNEX E

TECHNICAL WORKING GROUP
TERMS OF REFERENCE

Multilateral Interoperability Program (MIP)

Terms of Reference of the Technical Working Group (TWG)

This Term of Reference has been reviewed and is hereby **approved**
by the **Heads of Delegation** of member nations.

Munich, Germany
22 April, 1999

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1. AIM

The aim of the TWG is to specify the technical solution package that satisfies C2IS interoperability requirements between participating nations at all levels from Corps to Battalion (or lowest appropriate level) in order to support multinational, combined and joint operations as specified by the OWG/PWG.

2. RESPONSIBILITIES

The TWG works under the guidelines and direction of the MMG and coordinates its activities with the other working groups..

3. TASKS

The main tasks of the TWG are to:

- Define and test technical solution(s) to address operational and procedural requirements (Implementation of the technical solution will be a national responsibility),
- Support the planning, coordination, and execution of tests and demonstrations,
- Provide day to day technical accomplishment of engineering tasks,
- Draft technical papers (including working papers).
- Coordinate with Industry and other agencies as required.

With the accomplishment of these tasks the following objectives will be achieved:

- Phase I: to have improved BIP and QIP capabilities taking into account vertical and horizontal interoperability fieldable in 2001/2002.

- Phase II : to have a fieldable Data Exchange Mechanism capability, using a fully automated interface as defined by the NIPD Level 5 interconnection for vertical and horizontal interoperability by 2005.

In detail the TWG has to execute the following tasks:

- Take into account the technical work done by the BIP and QIP
- Produce a detailed work plan in accordance with the Program Plan provided by the MMG.
- Report to the MMG (The TWG Chairman is responsible for this task)
- Work to find alternative solutions for
 - Test and integration
 - Field exercises
 - Operational use
- Simulation for testing and as part of field exercises
- Use of the Internet for testing whenever appropriate
- Investigate and agree different data transmission media and appropriate protocols
- Investigate Security aspects
- Investigate and evaluate COTS solutions
- Increase the horizontal interoperability functionality developed under BIP and QIP
- Investigate, and define solutions for vertical interoperability from Corps to Battalion
- Test a common set of messages (Corps to Battalion) derived and agreed upon by the OWG and PWG.

- Investigate and provide technical demonstrations for information exchange other than AdatP-3 messages (e.g. database to database, Intranet and Internet solutions, file transfer, collaborative planning tools, imagery, video teleconference, etc.)
- Conduct QIP gateway testing (if required)
- Investigate and agree on common test tools if required
- Support OWG and PWG validation/tests for MIP (Phase I and II)
- Review ATCCIS data model and replication mechanism
- Define, and test technical implementation of the Data Exchange Mechanism (DEM)
- Ensure backward compatibility MIP Phase I and Phase II

4. ORGANIZATION

4.1 Full Member

Members of the TWG are representatives of Full Members of MIP.

Each full member shall send at least one representative to attend meetings of the TWG. The TWG consists of technical experts from each of the full members and these could include representatives from contractors if required. In addition to this, representation from interested organisations participating, or interested in deploying a MIP solution package (HQ ARRC, HQ EUROCORPS, EUROFOR, etc) may be invited to attend. The decision on this matter will be taken by the full members of the MMG.

4.2 Chairmanship

GE shall provide a chairman for the TWG. The Chairman shall be a representative from a Government organisation. If GE is unable to provide a chairman, they may ask another nation to provide one.

4.3 Meeting Modus

Meeting frequency: The TWG will normally meet four times per year, concurrently with the other MIP WGs. Other meetings may be called at the request of any Member of the TWG in accordance with the procedures established in the MPMP.

Meeting location: The TWG will normally meet in the same location as the other MIP WGs.

Agenda: The meeting Chairman will prepare an agenda based on input from all participating nations and provide it to them at least four weeks prior to the scheduled meeting date.

Invitations: Official invitations to participants will be sent in written format by the Chairman at least eight weeks prior to the scheduled meeting date.

Minutes: Minutes shall be taken as an official record of TWG meetings. All minutes should be in English. It will be a national responsibility for any translation. Minutes will contain the following parts:

- Part A: Meeting Name, Sequence Number and Date; List of Attendees; Agenda; Key Discussion Points; and any National Statements
- Part B: Decision Lists
- Part C: Action Items

The meeting Chairman shall provide draft versions of the minutes within four weeks after the meeting via fax or Email.

Participants will provide comments within six weeks after the meeting. Comments will be faxed or emailed to all participants.

A complete and final draft of the minutes will be provided within eight weeks after the meeting. The official MIP Point of Contact (POC) List approved by the MMG should be used for the distribution.

Minutes will be approved by WG at the next TWG meeting.

5. GENERAL WORKING MODUS

Decisions and Action Items will be made by unanimous agreement, of all national representatives or their empowered representatives.

Where unanimity is not achieved, the TWG Chair may raise the issue to the PCWG for resolution.

Decisions will be made among equals.

6. RELATIONS TO OTHER GROUPS

There are no direct management relations to groups external to the MIP.

Internally, the TWG Chair is responsible for coordination with other WG Chairs. TWG members are encouraged to liaise with the other MIP WGs to ensure effective coordination and communication.

7. REPORTING AND DIRECTION

The TWG Chair, or delegated representative, will report TWG activities to the MMG.

Individual TWG members are responsible to report TWG activities to their respective national Heads of Delegation (HoD) and other national personnel as appropriate.

8. DURATION

These ToR are valid from the date of execution. The TWG may be suspended at any time by decision of the MMG.

ANNEX F

EXERCISE DEMONSTRATION WORKING GROUP

TERMS OF REFERENCE

Multilateral Interoperability Programme

(MIP)

Terms of Reference

of the

Exercise and Demonstration Working Group

(EDWG)

This Term of Reference has been reviewed and is hereby **approved** by
the **Heads of Delegation** of member nations.

Munich, Germany

22 April, 1999

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1. AIM

The aim of the EDWG is to plan and conduct field experiments, demonstrations and exercises in order to demonstrate vertical and horizontal interoperability on behalf of the Multilateral Interoperability Programme (MIP) as directed by the MMG.

2. RESPONSIBILITIES

The EDWG works under the guidelines and directions of the MIP Management Group (MMG) and coordinates its activities with the other working groups.

3. TASKS

The main tasks of EDWG are:

- Integrate the solutions of the other Working Groups into a series of field experiments, demonstrations and exercises.
- Ensure the field experiments, demonstrations and exercises demonstrate the status of interoperability between the participating command and control systems of the nations involved.
- Operational, technical and administrative preparation of field experiments, demonstrations and exercises.
- Support and conduct the field experiments, demonstrations and exercises.
- Produce a work plan based on direction from the MMG and the requirements of the OWG.
- Produce a detailed schedule plan.
- Report to the MMG on a regular basis.
- Plan and prepare for the field experiments, demonstrations and exercises.

- Military facilities (terrain and location)
- Military instrumentation
- Visitors and accommodations
- Military system support
- Schedule of events
- Tactical executions
- Preparation of test site
- Preparation of speeches and presentations
- Identify data to be collected
- Develop data collection and analysis plan
- Conduct the field experiment/demonstration/ exercises.
- Conduct an evaluation of the field experiment/demonstration/ exercises.

4. ORGANISATION

4.1 Full Member

Members of the EDWG are representatives of Full Members of MIP

Each full member shall send at least one knowledgeable person to serve as their national representative to attend meetings of the EDWG. The decision of this matter will be taken by the full members of the MMG.

4.2 Chairmanship

The UK shall provide both a chairman and secretary when a meeting of the EDWG is convened. The Chairman shall be a representative from a government organisation. If the UK is unable to provide a chairman and/or a secretary, they may ask another nation to provide one or both.

4.3 Meeting Modus

Meeting frequency: The EDWG will normally meet four times per year, concurrently with the other MIP WGs. Other meetings may be called at the request of any Member of the EDWG in accordance with the procedures established in the MPMP.

Meeting location: The PCWG will normally meet in the same location as the other MIP WGs.

Agenda: The meeting Chairman will prepare an agenda based on input from all participating nations and provide it to them at least four weeks prior to the scheduled meeting date.

Invitations: Official invitations to participants will be sent in written format by the Chairman at least eight weeks prior to the scheduled meeting date.

Minutes: Minutes shall be taken as an official record of EDWG meetings. All minutes should be in English. It will be a national responsibility for any translation. Minutes will contain the following parts:

- Part A: Meeting Name, Sequence Number and Date; List of Attendees; Agenda; Key Discussion Points; and any National Statements
- Part B: Decision Lists
- Part C: Action Items

The meeting Chairman shall provide draft versions of the minutes within four weeks after the meeting via fax or Email.

Participants will provide comments within six weeks after the meeting. Comments will be faxed or emailed to all participants.

A complete and final draft of the minutes will be provided within eight weeks after the meeting. The official MIP Point of Contact (POC) List approved by the MMG should be used for the distribution.

Minutes will be approved by the WG at the next EDWG meeting.

5. GENERAL WORKING MODUS

Decisions and Action Items will be made by unanimous agreement, of all national representatives or their empowered representatives.

Where unanimity is not achieved, the EDWG Chair may raise the issue to the PCWG for resolution.

Decisions will be made amongst equals.

6. RELATIONS TO OTHER GROUPS

There are no direct management relations to groups external to the MIP.

Internally, the EDWG Chair is responsible for coordination with other WG Chairs. EDWG members are encouraged to liaise with the other MIP WGs to ensure effective coordination and communication.

Decisions will be made among equals.**7. REPORTING AND DIRECTION**

The EDWG Chair, or delegated representative, will report EDWG activities to the MMG.

Individual EDWG members are responsible to report EDWG activities to their respective national Heads of Delegation (HoD) and other national personnel as appropriate.

8. DURATION

These ToRs are valid from the date of execution. The EDWG may be suspended at any time by decision of the MMG.

ANNEX G

CONFIGURATION CONTROL WORKING GROUP

TERMS OF REFERENCE

**Multilateral Interoperability
Programme
(MIP)**

**Terms of Reference
of the
Configuration Control Working Group
(CCWG)**

This Term of Reference has been reviewed and is hereby **approved**
by the **Heads of Delegation** of member nations.

Munich, Germany

22 April, 1999

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1. AIM

The aim of the Configuration Control Working group (CCWG) is to define and to manage the configuration control procedures to be used in the management of documents within the MIP.

2. RESPONSIBILITIES

The CCWG works under the guidelines and directions of the MIP Management Group (MMG) and coordinates its activities with the other working groups through the PCWG.

3. TASKS

The main CCWG tasks are:

- to agree to a common set of procedures and mechanisms as defined in the MIP Configuration Management Plan (MCMP) upon which all MIP baseline documents will be managed
- to implement the procedures defined in the MCMP
- to record and report the status of configuration controlled items
- to coordinate the change implementation process of the programme documentation
- to process requests for waiver and requests for deviation
- to prepare and report for its activities to the MMG
- to implement and maintain the MIP official lists related to the distribution of the programme documents and working documents.

4. ORGANIZATION

4.1 Membership

Members of the CCWG are representatives of Full Members of MIP

Each full member shall send at least one knowledgeable person to serve as their national representative to attend meetings of the CCWG. The decision of this matter will be taken by the full members of the MMG.

4.1 Chairmanship

Italy shall provide both a chairman and a secretary when a meeting of the CCWG is convened. The chairman shall be a representative from a Government organisation. If Italy is unable to provide a chairman and/or a secretary; they may ask another nation to provide one or both.

4.3 Meeting Modus

Meeting frequency: The CCWG will normally meet four times per year, concurrently with the other MIP WGs. Other meetings may be called at the request of any Member of the CCWG in accordance with the procedures established in the MPMP.

Meeting location: The CCWG will normally meet in the same location as the other MIP WGs.

Agenda: The meeting Chairman will prepare an agenda based on input from all participating nations and provide it to them at least four weeks prior to the scheduled meeting date.

Invitations: Official invitations to participants will be sent in written format by the Chairman at least eight weeks prior to the scheduled meeting date.

Minutes: Minutes shall be taken as an official record of CCWG meetings. All minutes will be in English. It will be a national responsibility for any translation.

Minutes will contain the following parts:

- Part A: Meeting Name, Sequence Number and Date; List of Attendees; Agenda; Key Discussion Points; and any National Statements
- Part B: Decision Lists
- Part C: Action Items Lists

The meeting Chairman shall provide draft versions of the minutes within four weeks after the meeting via fax or e-mail.

Participants will provide comments within six weeks after the meeting. Comments will be faxed or e-mailed to all participants.

A complete and final draft of the minutes will be provided within eight weeks after the meeting. The official MIP Point of Contact List (POC List) approved by the MMG should be used for the distribution.

Minutes will be approved by all participants at the following CCWG meeting.

5. GENERAL WORKING MODUS

Decisions and Action Items will be made by unanimous agreement, of all national representatives or their empowered representatives.

Where unanimity is not achieved, the CCWG Chair may raise the issue to the PCWG for resolution.

Decisions will be made among equals.

6. RELATIONS TO OTHER GROUPS

There are no direct management relations to groups external to the MIP.

Internally, the CCWG Chair is responsible for coordination with other WG Chairs. CCWG members are encouraged to liaise with the other MIP WGs to ensure effective coordination and communication.

7. REPORTING AND DIRECTION

The CCWG Chair, or delegated representative, will report CCWG activities to the MMG.

Individual CCWG members are responsible to report CCWG activities to their respective national Heads of Delegation (HoD) and other national personnel as appropriate.

8. DURATION

These ToR are valid from the date of execution. The CCWG may be suspended at any time by decision of the MMG.

ANNEX H

PROGRAMME COORDINATION WORKING GROUP

TERMS OF REFERENCE

Multilateral Interoperability Programme (MIP)

Terms of Reference of the Programme Coordination Working Group (PCWG)

This Term of Reference has been reviewed and is hereby **approved**
by the **Heads of Delegation** of member nations.

**Munich, Germany
22 April, 1999**

RECORD OF CHANGES PAGE

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1. AIM

The aim of the Programme Coordination Working Group (PCWG) is to ensure the strategic goals and objectives of the MIP are achieved.

2. RESPONSIBILITIES

The activities of Detailed Planning, Coordination, and Task Execution within the MIP must be synchronised and complementary. These three activities must be mapped from the Programme Management level to the Task Execution level.

Strategic planning is predominantly a Programme Management level activity conducted by the MMG, which is concerned with identifying the MIP goals, objectives, milestones and Short and Long Term plans. Task Execution level activities, conducted by the WGs, are concerned (mostly) with the implementation of the detailed Short and Long Term plans.

Coordination is the responsibility of, and is carried out within, both levels of the MIP structure. First, the adoption of the high-level Short and Long Term plans (with specific milestones, events and end dates), conducted at the Programme Management level, is a responsibility of the MMG. This level of coordination is most important as it provides strategic purpose, guidance and direction to the Working Groups. This is augmented, at the Task Execution level, by the coordination conducted by the PCWG during the WG meeting periods as it effects horizontal coordination between the MIP WGs.

The PCWG will be the arbitrator and decision-maker amongst WGs during WG Meeting Sessions.

3. TASKS

The main tasks of the PCWG are to facilitate coordination between the working groups, and to make the necessary implementation level decisions to facilitate programme execution within the framework of the MMG overarching policy and direction

To this end, the specific tasks of the PCWG are to:

- Effect coordination between the MIP WGs
- Make implementation level decisions as necessary
- Develop and maintain the *MIP Programme Management Plan (MPMP)*
- Develop and maintain the *MIP Integrated Programme Schedule (MIPS)*
- Develop and maintain the *MIP System Interconnections Security Policy (MSISP)*
- Develop and maintain the *MIP Communication Plan (MCP)*
- Develop and maintain any other MIP Documents as directed by the MMG
- Establish and maintain the MIP Web Site
- Develop and maintain the PCWG ToR and Work Plan
- Provide support for staffing of Programme Management documents
- Report PCWG activities to the MMG
- Coordinate WG reports to the MMG
- Raise issues as necessary for resolution by the MMG.
- Maintain a formal record of all PCWG meetings
- Execute other specific tasks as may be directed by the MMG

4. ORGANIZATION

4.1 Membership

4.1.1 WG Members

The members of the PCWG include:

- The National HoDs of MIP Full Members, or their delegated representative, empowered to make decisions

- The Chairs of all MIP WGs. A WG Chair may also be a National HoD.

4.1.2 Observers

Observers to the MIP will not, under normal circumstances, attend PCWG meetings or participate in PCWG activities.

4.1.3 Members to the PCWG may bring additional representation to PCWG meetings should the need arise. Participation by such additional representatives should be kept to a minimum. The PCWG Chair and HoDs should be notified in advance of such participation.

4.2 Chairmanship

CANADA shall provide the Chair and any required secretarial support for the PCWG. The Chair shall be a representative from a Government organisation. If CANADA is unable to provide a chair and/or secretarial support, it shall arrange for another MIP Full Member to do so in an acting capacity. The PCWG Chair shall represent PCWG interests at all MMG meetings.

4.3 Meeting Modus

Meeting frequency: The PCWG will normally meet four times per year, concurrently with the other MIP WGs. Other meetings may be called at the request of any Member of the PCWG in accordance with the procedures established in the MPMP.

Meeting location: The PCWG will normally meet in the same location as the other MIP WGs.

Agenda: The PCWG Chair will prepare an agenda based on input from all Members and distribute at least four weeks prior to the scheduled meeting date.

Invitations: Official invitations to all participants will be sent by the Chair at least eight weeks prior to the scheduled meeting date.

Minutes: Minutes shall be taken as an official record of PCWG meetings. All minutes will be in English. It will be a national responsibility for any translation. Minutes will contain, as a minimum, the following parts:

- Part A: Meeting Name, Sequence Number and Date; List of Attendees; Agenda; Key Discussion Points; and any National Statements
- Part B: List of Decisions taken
- Part C: List of Action Items

The meeting Chair shall provide a draft version of the minutes within four weeks after the meeting.

Participants will provide comments six weeks after the meeting. Comments will be sent to all PCWG Members.

A complete and final draft of the minutes will be provided within eight weeks after the meeting. The official MIP Points of Contact List (POC List) approved by the MMG should be used for the distribution.

Minutes will be approved by the WG at the next PCWG meeting.

5. GENERAL WORKING MODUS

Decisions and Action Items will be made by unanimous agreement, of all national HoDs or their empowered representatives.

Where unanimity is not achieved, the PCWG Chair may raise the issue to the MMG for resolution.

6. RELATIONS TO OTHER GROUPS

There are no direct management relations to groups external to the MIP.

Internally, the PCWG Chair is responsible for coordination with other WG Chairs. PCWG members are encouraged to liaise with the other MIP WGs to ensure effective coordination and communication.

7. REPORTING AND DIRECTION

The PCWG Chair, or delegated representative, will report PCWG activities to the MMG.

Individual PCWG members are responsible to report PCWG activities to their respective national Heads of Delegation (HoD) and other national personnel as appropriate.

8. DURATION

These Terms of Reference are valid from the date of execution.

The PCWG may be suspended at any time by decision of the MMG.

ANNEX I

REFERENCES

TBD