

THE ORGANISATION & CO-ORDINATION BRANCH

Presentation Of The Branch

by Maj Giovanni Boggeri

Within NRDC-ITA HQ there is a Branch that is used to working in the shadows performing tasks related to real life support of the staff and Information Management. This branch is ORGANISATION AND COORDINATION, better known as Org & Coord. The Branch is part of Central Staff Division, commanded by the Director of Staff Operations (DOSO), BG Bonfanti. Also within the Central Staff are the DOSO's Office, Public Affairs Office, Protocol Office, Security and Public Order Adviser (SPOA), Provost Marshal and the Legal Adviser. Org & Coord is responsible for organising and coordinating the provision of specialised clerical support and services to HQ NRDC-ITA divisions and branches. The centralised management of these services includes reproduction of classified/unclassified documents, management and dissemination of classified/unclassified mission critical information through the Central Registry/Receipt and Dispatch Center (RDC), management of NRDC-ITA duty personnel, staff car motor pool, travel booking as well as the provision of stationery and selected clerical equipment. The branch is also responsible for all Information Management processes within the Headquarters. The branch acts in support of the Command Group as a focusing point for the permanent logistic interactions with the Italian Support Brigade to NRDC-ITA (HQ), and in this contest it plays a significant role.

The branch, under the command of Col Papa (ACOS ORG & COORD) is composed of two sections each with a critical role both on operations and in barracks:

- Staff Support.
- Information Management.

LTC Esposito (SO1 Staff Support) is currently the commander of the Staff Support Section. His mission is to take care of all aspects of real life business, supervision of duty personnel's taskings and to act as a point of contact with all Support Units (Signal Brigade, Support Regiment, and Post HQ). All of this is in support of the NRDC-ITA Staff and Headquarters as a whole. The Staff Support Branch is composed of Italian personnel due to the requirement for daily interaction with Italian units and the need for native language speakers. The following cells are under command of Staff Support fulfilling these core functions:

- **Central Registry/RDC.** Responsible for the processing of unclassified and classified materials both NATO and national during peace time, exercises and operations. This is essential in ensuring that all correspondence is correctly processed.
- **Reproduction Cell.** Responsible for managing all aspects of the organisation and running of reproduction activities, providing graphic and printing service to all Divisions.
- **Travel Office.** Responsible for dealing with the organisation of HQ NRDC-ITA duty travels.
- **Quartermaster Office.** Responsible for keeping of the stationery delivery account book; updating both national and share funds register for general postal shipping costs, maintaining contacts with Support Regiment motor Pool and managing car-booking requests for NRDC-ITA Personnel.

The above tasks are essential in order to ensure that the day to day running of the Headquarters remains efficient and workable. For this reason one of the essential characteristics of the Staff Support Section is flexibility and rapidity of reaction; essential when dealing with real life issues on a daily basis.



The second component of Org & Coord is the Information Management Section (IM Section). This Section is composed of an Italian Major, a US Captain and an Italian Warrant Officer 1st Class. The mission of this Section is to implement the HQ Information Management strategy and policy and in particular to advise and support all community members when regarding IM. The section also provides and maintains the HQ Web Homepage and keeps the operational record during deployments. In addition to these tasks the section is also required to:

- Provide administrative support to Web Information Service Environment (WISE) site of NRDC-ITA and acts as WISE Content Manager for the Central Staff Division.
 - The daily management of the WISE site.
- Surveying of the activities performed by the Divisional, Branch and Section WISE Content Managers, to provide a "help desk" for the daily issues related to the WISE.
 - Organise periodical WISE Content Managers courses.
 - The setting the WISE user policies.
 - Coordination of all Functional Systems implemented within the HQ.

The implementation of IM strategy and policy is conducted through Divisional and Branch Information Management Officers (DIMOs and BIMOs), with supervision and direction from the IM Section. The coordination of all Information Management activities is vital and must include all interested parties. It requires regular meetings to ensure that coordination and cooperation is achieved across the IM piece. The most important IM meeting is the "Information Management Working Group" (IMWG). Held every two months, the IMWG meeting is chaired by DOSO and attended at ACOS level, with the participation of key personnel such as the SO1 CIS NWTS, SO1 CIS Security, G3 OPS Systems, G2 Systems and 1st Signal Regiment representative.

The IMWG is preceded by monthly DIMO/BIMO meetings where issues concerning daily Info management are discussed and problem areas identified. The IM Section provides the organisation and the secretariat for all meetings and provide the subject matter expertise required to facilitate efficient Info management policies. The IMWG acts as the staffing focus for the formulation and implementation of an Information Management Policy within HQ NRDC-ITA.

Its purpose is to develop/define that IM policy and to give direction on the plan for its implementation. The IM Section acts in close coordination with NRDC-ITA CIS Division and with the CSC4 Platoon, detached from the 1st Signal Regiment to the HQ. Additionally the IM Section has established good relationships with the Information Management agencies of other NATO rapid Reaction Corps such as the ARRC and the NRDC-TUR who visited the HQ in June.

The work of the branch can at times go unnoticed but remains crucial to the effective day to day routine of the Headquarters. Unglamorous, but at the same time-vital.

