

REVIEW OF THE PROJECT PLAN BY THE NATO EXPERT PANEL

PRIOR TO THE MEETING AT WHICH THE PROJECT PLAN SHALL BE PRESENTED

At least two months before the Expert Panel meeting, the Project Co-Directors will be informed of a possible date when the Project Plan could be presented. Once agreed, an information e-mail notifying deadlines for Project Plans, PowerPoint presentations, visa requirements and other meeting arrangements will then be sent to all presenting NPDs and PPDs, along with guidelines for the presentation of SfP Projects.

Twenty-five copies of the Project Plan must be received by the SfP Programme Office before the notified deadline. These Plans will be distributed to the Expert Panel members for evaluation before the meeting on the understanding that they are confidential. The Panel members will study the Project Plan, formulate opinions and questions concerning the proposal and, in some cases, may solicit expert advice concerning the scientific and technical merit of proposed research and the relevance of the Project's objectives for security.

The presentation will be made with the aid of PowerPoint. The combined final PowerPoint presentation of the NPD and PPD should be sent to the SfP Programme Office by e-mail before the notified deadline in order to be processed and transferred to the meeting computer.

In cases where a NATO Consultant has been appointed, his/her opinion and recommendation will also be sent to the Panel Members.

The NPD and PPD will present the Project Plan. Should a replacement be needed, approval from the SfP Programme Office must be received in due time before the meeting.

The NPD and the PPD have to make their own travel arrangements to the meeting. Instructions for this travel and for the presentation will be sent by the SfP Programme Office. All travel and accommodation costs, allowable within NATO rules, have to be covered through the Planning Grant.

DURING THE MEETING

The NATO Expert Panel consists of a group of scientific experts coming from NATO Member States and Partner/Mediterranean Dialogue countries.

Equipment: The presentation should be given with the aid of Power Point. A computer with projector will be available in the meeting room. No personal computers, software, usb sticks, etc. may be used.

In no more than 15 minutes: the PPD will present the Project, detailing its objectives, organization and budget. The NPD may give further explanation. It will be important to describe the work plan, the role of each participating institution, the management plan for all essential project activities and, particularly, the implementation of the results and their relevance to security. 'Criteria for Success' – clearly quantified statements of what will have been accomplished when the Project has been successfully completed – should be expressed.

A max. 30-minute question/answer session follows the presentation, during which the Project Co-Directors may answer questions from the Expert Panel. Following this session the Project Co-Directors are excused from the meeting room.

Where a NATO Consultant has been appointed the Expert Panel will ask him/here questions in a short separate session.

In the final section of the review period, the NATO Expert Panel, together with the NATO Staff, remains in executive session. It is then the Expert Panel's responsibility to recommend either accepting the Project for immediate funding, deferring acceptance until further specified conditions are met, or rejecting the proposed project.

FOLLOWING THE MEETING

Recommendations of the Expert Panel will be given to NATO's nations for approval. The final decisions will be communicated to Co-Directors as soon as possible. If a project is approved, the Project Co-Directors will receive a formal letter/contract called the 'Initial Grant'.

The initial grant specifies any conditions to the approval as well as the funding provisions and terms and conditions for the administration of SfP projects. The initial grant will be for the initial start-up costs of the project and further grants, called 'supplementary grants', will be made step-by-step according to the requirements of the project up to the overall estimated amount specified in the initial grant.

Funds from SfP project grants may be used during the period of the year in which it is granted plus the following two years (Management Handbook refers).