

BASELOG Brochure



Basic Tools for NATO CodificationA Key to Interoperability

Issued by the Group of National Directors on Codification

February 2000

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This brochure describes the principles and framework of the AC/135 BASELOG Program. Details of some of the specific services and products provided by individual supporting NATO nations can be found in the BASELOG CATALOGUE.

For further information, contact NAMSA as outlined in the introduction to this brochure.

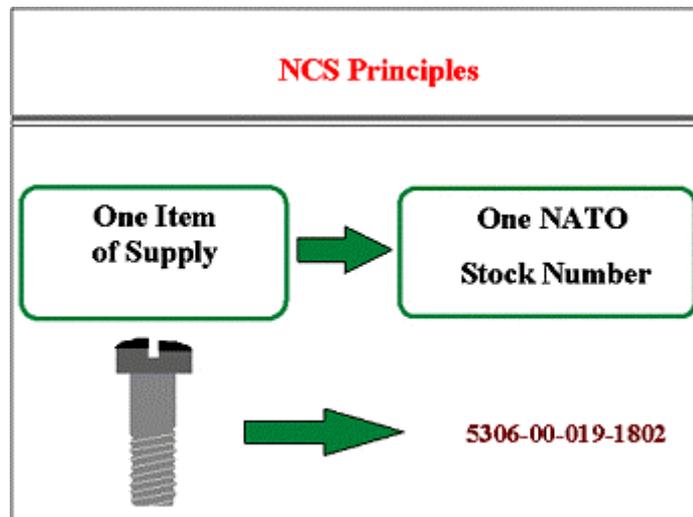
INTRODUCTION

Co-operative Logistics within NATO is based on the fact that Armed Forces can communicate in one standard language in the field of materiel management. The NATO Codification concept creates this common language by use of the NATO Stock Number. The adoption of the NATO codification concept is considered an important measure for nations to co-operate with NATO in the field of logistics to ensure inter-operability and effective logistics support.

The NATO Codification System (NCS) is based on two fundamental principles:

Principle no. 1: One item - one stock number.

Principle no. 2: All items that are to become part of national inventories of NATO countries are to be identified and codified by the NATO country where the items are designed/manufactured.



Increasingly, relationships have been forged with non-NATO countries that have opted for the NATO Codification concept. As a consequence of this, the non-NATO sponsorship program emerged. AC/135 now interacts with over 20 sponsored nations. Several others, including PfP and Pacific Area Nations are contemplating applying for sponsorship.

The increasing contacts with specific partner countries and their industries makes it necessary to establish a program whereby NATO countries can assist PfP and Sponsored nations in establishing codification capabilities in their nations. The NCS is relatively complex and requires substantial amounts of resources over a rather long period of time to put in place.

Nations contemplating adoption of the NCS will definitely require assistance in the area of training, technical and organizational consultancy and the provision of data products to insert into or link to their system.

While the AC/135 and/or NATO Maintenance and Supply Agency (NAMSA) have already, since 1997, provided some services in the areas of consultation and training to several PfP and sponsored nations, this was not done in a structured or coordinated way.

This type of assistance is generally required over a number of years during the various phases of their system development activities. In the last couple of years, it became evident that more and more nations required more and more intensive support. The ad hoc approach no longer caters for the requirements of the nations. The AC/135 decided that a better-structured framework to provide support to nations was required. That is when they approved the BASELOG program.

There are some PfP or Sponsored nations that may not have the necessary resources to put in place a complete codification system but want nevertheless to achieve interoperability. These nations can still achieve logistics interoperability with NATO by outsourcing the actual codification of their material to one of the NATO countries through the AC/135 BASELOG program.

This brochure contains an explanation of the AC/135 BASELOG program. It is intended as a guide to those nations that require assistance as well as to the NATO nations that will be providing this assistance.

These are the main reasons for establishment of the AC/135 BASELOG Program.

The AC/135 BASELOG program is open to all PfP nations and all non-NATO sponsored nations. The services offered within BASELOG are also available to any of the NATO nations that may require them.

Should you require more information on this AC/135 program or have suggestions for improvements, please do not hesitate to contact the AC/135 through the project coordinator:

NATO Maintenance and Supply Agency (NAMSA)
ATTN: LZ – BASELOG
11, Rue de la Gare
L-8302 Capellen
Grand Duchy of Luxembourg

TEL.: +(352) 3063 6004
FAX: +(352) 3063 4004
E-MAIL: baselog@namsa.nato.int



SCOPE

The Group of National Directors on Codification (AC/135) is, in principle, composed of the Directors of the Codification Authorities of all the NATO member countries and a representative from NAMSA. It is subordinated to the Conference of National Armaments Directors (CNAD), meets at least once a year and reports to the Conference through the National Armaments Directors Representatives (NADREPs). Within the general directives given to the AC/135 Group by the Conference of National Armaments Directors, its objectives are to:

1. Promote the use and operation of the NATO Codification System (NCS) by user countries and NATO agencies.
2. Prevent wasteful duplication of effort in operation of the NCS.
3. Enhance the effectiveness of the NATO forces.
4. Enhance the effectiveness of cross-services within NATO.
5. Construct and operate rules and procedures to ensure the maximum efficiency in operation of the NCS.
6. Provide methods to achieve flexibility in interpretation and operation of the NCS.
7. Manage the expansion of the use of NCS by non-NATO countries.

As part of its in-service Logistics mission, NAMSA has been assigned by the North Atlantic Council as the single NATO Agency dealing with codification on behalf of the NATO Alliance and the sponsored nations, under the auspices and policy management of the AC/135. The Agency works in collaboration with the National Codification Bureaus (NCB) of NATO member countries, especially in the area of technical support for these initiatives in order to avoid duplication. NAMSA will co-ordinate, on behalf of AC/135, the provision of services offered by the AC/135 BASELOG program. Specific services will be rendered by one or more NATO codification bureaus or NAMSA, depending on the levels of competencies and technical capabilities required

GENERAL

When a nation is faced with the decision on the development and implementation of a Codification System complying with the NATO Codification system, there are a number of options available. A nation could very well choose not to implement such a system and continue working with its existing system. Of course, this option would not provide any improvement to the level of interoperability with NATO nations nor would it enhance its materiel management capabilities. Two other options available to a nation are that they develop and implement their own Codification System or acquire an existing system from a NATO nation or from another PfP nation.

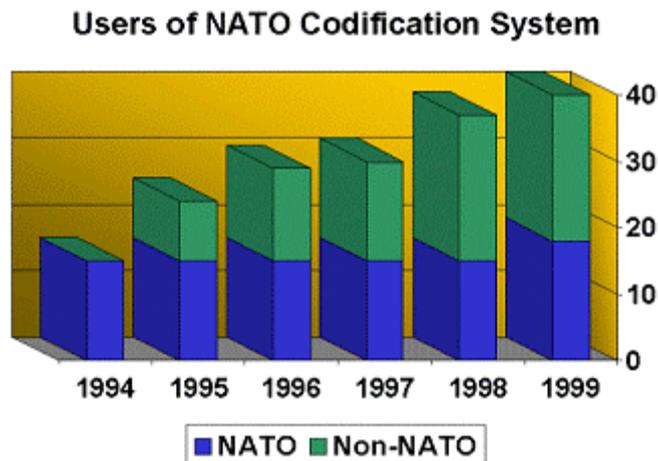
Up to now, the three options mentioned in the previous paragraph were the only ones available. However, the first option is not acceptable in terms of interoperability while the other two are rather expensive and involve a great deal of risk. The collective experience in NATO is that it takes at least 3 to 5 years to develop a system and 1 – 2 years to implement an acquired system. Both of these options require a rather high level of investment in terms of money and highly qualified personnel. Furthermore, the costs of operation of the NCS are significantly high even if they are compensated by substantial savings in the area of materiel management.

The BASELOG program supports 3 different approaches to introducing a Codification System

- Approach 1:** National development and implementation of the NATO Codification System.
- Approach 2:** Acquisition of the NATO Codification System from another nation.
- Approach 3:** Shared codification system with another nation.

The third approach provides nations with another option that may be advantageous to all. This option is to let one of the NATO NCBs perform Codification on behalf of one or more Partner nation(s). A nation selecting this option would still be required to set up a codification bureau but on a much smaller scale than if it were to codify its own items. Under this option, the client nation's NCB would be responsible to submit its data to the NATO codification bureau of its choice. The NCB, providing the service, would, for example, provide the service of actually codifying the items or provide codification system support and publications. Finally the client NCB would make the codified data available to its Armed Forces or Services.

This option should be of interest to those nations that want to reduce the initial investment, the personnel, the time, the operational costs as well as the risks involved in putting in place the NCS. It could also be of interest to those nations that decide to develop full codification capabilities but want to start codifying their materiel while the system is being developed and implemented.



BASELOG SERVICES

AC/135 and NAMSA have agreed to work together to put in place the necessary infrastructure and resources to Partner nations in the following areas:

- Provision of a level of codification services (the third approach); that is, to share the work of codification of materiel in a negotiated arrangement. The ultimate aim here is that the client nation will gain enough expertise to eventually accept more and more of the workload involved over a period of time.
- Provision of consultant type of assistance throughout the various stages of development of the national infrastructure.
- Provision of various levels of training on the NCS.
- Provision of various codification data products required for effective operation of the NCS.
- Provision of basic AC/135 sponsorship support services.¹
- Provision of other services as required.

A detailed description of these high-level support areas and a list of specific services are provided in the section "Generic Services". This list is not all-inclusive, more services can be added depending on the requirements of the client nations. Similarly, some of the listed services may be removed if there is not enough interest



¹ Please note that these services are already provided by NAMSA, on behalf of AC/135 but they require a different arrangement. The idea here is to minimize the number of contractual arrangements a nation has to put in place.

PROCEDURES

AC/135 is responsible for the BASELOG Program as a whole. They evaluate the feasibility of the project and make sure that the necessary policies and procedures are in place.

There are many ways of introducing NCS in a country, depending on existing codification capabilities, infrastructure, logistics organisation, use of materiel, financial constraints etc. In order for the NATO countries to offer the best possible assistance it is important from the outset to have a clear idea of the way in which a country can and wants to progress. When a country requests support from the BASELOG Programme, the coordinator will therefore send a questionnaire to determine the status of codification in the applying country

Some client countries have a well-developed codification concept and an implementation strategy that enables them to select services directly from the BASELOG Catalogue. Other countries are in the early phases of introducing NCS, and to them it may be more important to develop a codification concept and an implementation strategy before selecting specific services from the NATO nations.

After reviewing the answers to the questionnaire there may still be questions concerning the background of the applying country. In this case the NATO countries will offer to send a team, experienced in codification matters, to the applying countries to gather more information. Such a team will be sent only at the discretion of the applying country and at no cost to them. The applying country will be invited to participate in all the proceedings of the team and will have full insight into the report of the team.

The expert team will be charged with seeking information not with providing solutions, but such a visit will nevertheless assist the applying country in clarifying their situation and determine the way ahead.

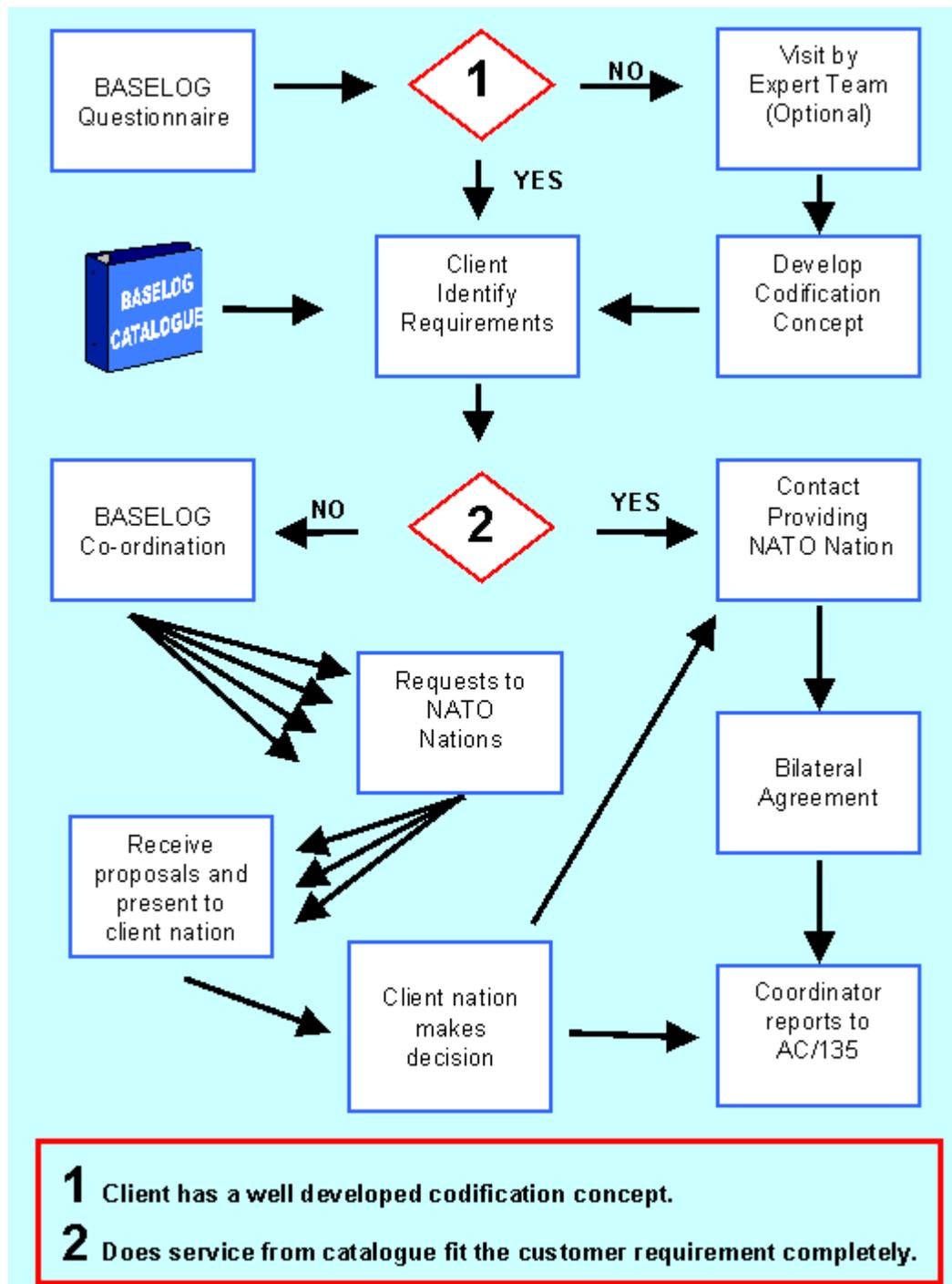
When the codification situation in the applying country is known, the NATO countries will be in a position to offer assistance in specifying the requirements for the country and in developing an appropriate codification concept in accordance with the general BASELOG principles.

Some of the specific services offered by the NATO nations are described in the BASELOG CATALOGUE. If a client nation has a requirement that is covered fully by one of the described services, the client nation can contact the NATO nation directly to negotiate a bilateral agreement concerning the requested service.

However, when the service(s) listed in the catalogue does not meet the exact requirements of the client or if the client is interested in seeing what other NATO nations may offer (and at what price), the requirement(s) should be submitted to the BASELOG Coordinator at NAMSA. This service is also useful if the country is unsure of their requirements and wants assistance from the BASELOG coordinator.

Upon receipt of requests for services from a client nation, the BASELOG Coordinator will ensure that the requirement is well described. This is a crucial step to ensure the services rendered by NATO nations meet the exact requirements of the client. Once the requirements are well defined, the BASELOG coordinator will register them and distribute them to the NATO nations. The NATO nations that have the necessary capabilities will submit detailed, costed

proposals to meet the client's requirements. Upon receipt of proposals the BASELOG Coordinator will submit them to the client nation. Once the client chooses, the BASELOG Coordinator will circulate this information to other NATO countries. In some cases, when a coordinated approach (more than one NATO nation involved in the provision of one or more specific services) has been chosen, NAMSA can be called upon to act as coordinator for the delivery of the services and/or for the financial arrangements. Under normal circumstances all financial arrangements will be on a bilateral basis with the NATO nations involved



The NATO nations provide the services requested by the client nations. They will, within their capabilities, respond to the request for services, and may participate in bilateral discussions with the client nation to clarify aspects of the requirements and the service proposal. They will keep AC/135 informed through NAMSA about the progress of the projects.

GENERIC SERVICES

Detailed descriptions of some of the services offered by NATO nations can be found in the BASELOG CATALOGUE.

CODIFICATION SERVICES

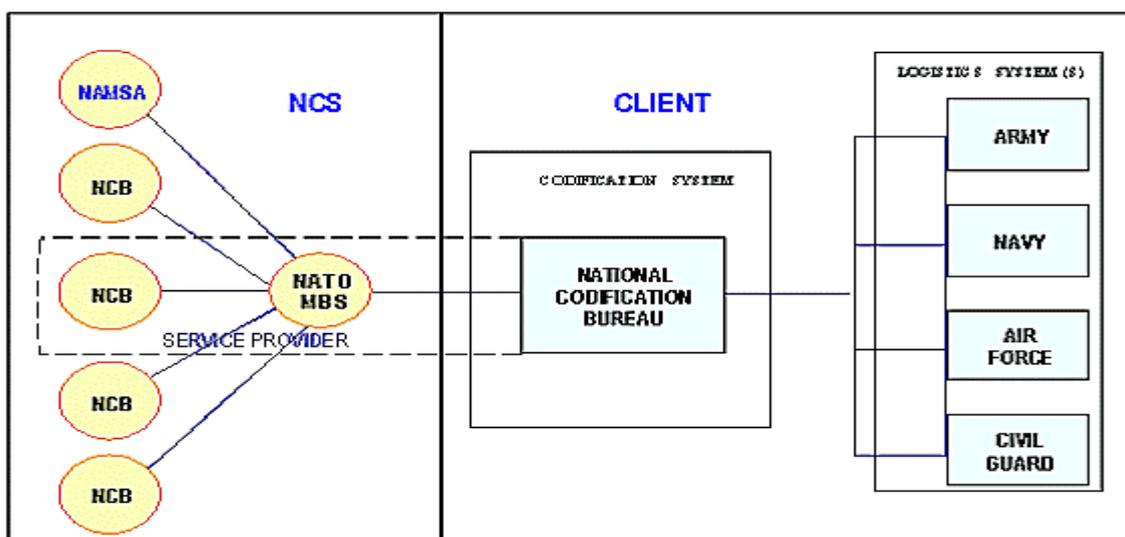
A nation new to the NCS

To effectively adopt the NCS, a nation has to put in place a relatively complex codification system. That system needs to perform a number of activities such as:

- Screening.
- Identification of materiel.
- Codification.
- Data exchange with NATO nations and NAMSA.
- Data exchange with national services such as Army, Navy, Air Force etc.
- Manage suspense file.

This part of the BASELOG Program conceptually offers that one of the NATO NCBs becomes an extension to the client nation's codification bureau /system to perform some or all of the activities above. This will let the client Codification Bureau concentrate on providing good support to the national Armed Services. Over time the client nation will develop skills and capabilities, which will enable them to take over more and more of these activities if they so wish.

A CLIENT NATION IN THE NATO CODIFICATION SYSTEM



The preferred approach is for all transactions between the PfP Nation and the NATO country or NAMSA to be handled through the NATO Mailbox System (NMBS).

Codification activities for items of national and non-NATO origin.

The selected NATO nation provides full identification² and codification of the materiel to be used by the client country if this materiel is manufactured in its country or in another non-NATO country. This service includes:

- Electronic receipt of technical information required.
- Part number screening.
- Item description. (When applicable.)
- Item codification.
- Follow-up (suspense file) capability on individual transactions.
- Transmission of data back to the client nation.

Codification activities for items of NATO origin.

There is also a need to provide generic NATO Codification support² for items that have already been codified or that are manufactured in a NATO country.

The NATO nation will register the client nation against items already codified in a NATO country and obtain all information on these items through the NATO Mailbox System on behalf of the client country. The detailed activities for the provision of this service are essentially the same as above except the item description and codification will be performed by one of the NATO nations.

Language issue

The official languages of NATO are English and French. If source data is provided, it will need to be supplied in the language of the service provider as negotiated in the bilateral agreement. The NATO nation must specify which official language it is prepared to offer when a bid/tender for this service is being prepared.

Three options have been identified to resolve this problem:

- The client nation performs translation at their end. They will send their transactions and technical data to the selected NATO nation. They will, when needed, translate the data the selected NATO nation will send to them.
- The client nation “detaches” one or more of its personnel to work with the selected NATO nation. This staff would be responsible to perform the codification activities or part of them on behalf of their nation and provide the codification data back to their nation in their own language. While with the Selected NATO nation, the personnel will receive a detailed technical training on the NCS.
- The NATO nation installs one or more codification tool(s) in the client nation’s Codification Bureau for the national staff to use for codification work.

² Working arrangement and distribution of workload will be negotiated between the client nation and the NATO nation.

The request for services must identify the language requirements associated with the request and the support proposal must clearly outline how this requirement is proposed to be resolved.

CONSULTATION SERVICES



Nations deciding to adopt the NCS require much support in various areas. Individual NATO nations are capable of providing these services viewed from a national system perspective. NAMSA is also fully capable of providing these services based on experiences with NATO and sponsored nations alike

Based on experience, new nations joining the NCS require consultant services in the following areas:

- **Organizational issues:**
 - Organizational infrastructure model required for implementation of a Codification Bureau.
 - NCB organizational infrastructure relationship with logistical infrastructure (existing and new, if changing).
 - Senior level seminar(s) on organizational, technical and logistical arrangements and options available to a nation.

- **Technical issues:**
 - Development of national policies and procedures on codification
 - Analysis of existing NATO codification system(s) from one or more of the NATO nations for national suitability.
 - Assistance and system analysis to:
 - a) Adapt an existing system to national requirements.
 - b) Define a new system to be developed nationally.
 - c) Determine if acquired / developed system meets national requirements.
 - Assistance in developing system functional specifications.
 - Assistance in developing system technical specifications.
 - Assistance in developing the technical infrastructure to serve the NCB depending on the option they have chosen (new system, existing system or let NAMSA/AC/135 codify for them).
 - Assistance in setting up a national system maintenance and enhancement environment.
 - Assistance in understanding the detailed procedures laid down in the Allied Codification Publication N°1 and the Codification Support Publication.

TRAINING



Client nations will require various levels of training. This training must be phased in accordance with the project phases. Training is required during the “pre-decision” phase, during the “development” phase, during the “implementation” phase and during the “operations” phase. The type of training varies from nation to nation, depending on their national requirements.

Below is a generic list of training that will be required by the client nations throughout the evolution towards developing national codification capabilities. If other training requirements are identified in the project, the NATO NCBs or NAMSA will be able to propose training packages to meet such requirements.

Pre-decision phase (aimed at assisting a potential client nation to understand the NCS and its relationship to logistics systems in order for them to decide if they will adopt it).

➤ **General overview of the NCS.**

This type of training introduces the attendees to the NCS in order for them not only to be acquainted with the advantages of the concept, but also to have an idea of the procedural requirements, tools and the information system infrastructure necessary to implement it. It introduces the options available to a nation as well as a cost analysis of these options to assist them in deciding if they will adopt the NCS.

Participants should be military and civilian senior Codification and Logistics managers working in the areas of Supply, Maintenance, NATO Cooperative Projects and Multinational Projects.

➤ **Detailed Overview of the NCS**

This type of training provides the attendees with a good understanding of the NATO Codification Concept and System (NCS) and its close relationship with their national logistic system(s) and organization. Attendees should obtain a basic knowledge about many of the detailed aspects and should be able to use the result of the course to apply some of the principles in their own organization.

Participants should be military and civilian Logistics managers working in the areas of Supply, Maintenance, NATO Cooperative Projects, Multinational Projects and, of course, Codification of materiel.

Development phase: (That is the period during which a nation develops the specifications for the system they want to put in place. This is a long and arduous phase that often confuses nations, as there are many misunderstandings of what has to be done and by whom)

➤ **Detailed technical overview of the NCS and its components**

This type of training is required for a nation to develop solid specifications for the system they want to develop or acquire. The attendees are provided with a thorough understanding of the data elements contained in the NCS and their relationships as well as the various Automated Data Processing (ADP) procedures of the NCS. A detailed description of the various data products available from NATO NCBs or NAMSA will be provided to reduce the risk that developers of the system will spend time on duplicate development. This type of training should also cover the overall telecommunication infrastructure required to support the Codification system but at a more general level.

Participants should be functional and technical analysts that will be responsible to develop the specifications, both functional and technical, of the Codification system required by the nation.

➤ **Detailed functional overview of the NCS infrastructure requirements**

The type of training provides attendees with a thorough understanding of the infrastructure requirement for the phases of implementation and operation of the NCS. This course will cover subjects like the organizational structure, computer system requirements, telecommunication requirements, as well as the Codification process in terms of policies and procedures to be developed nationally. It will also spend a great deal of time on the functional relationships between the NCS and national Logistics system(s). Finally, it will cover the various strategies available for the Codification of the materiel in use in the nation (retrospective codification).

Participants should be line managers of the National Codification Bureau as well as line managers in the various Logistics disciplines (supply, maintenance, acquisition, materiel management, finance, etc.)

➤ **The NATO Mailbox System (NMBS)**

The type of training provides attendees with the necessary information on the NATO Mailbox System to allow them to plan its eventual implementation in time to support their Codification system. It will cover both the functional and technical aspects of the NMBS.

Participants should be functional and technical staff of the national Codification Bureau as well as technical telecommunication staff from the Logistics system(s).

Implementation phase: (that is the most critical phase. This is the phase when the system is being tested, the data available is being converted and the system implemented. At the conclusion of this phase, the system enters into full operation. While the system is being tested and implemented, there is a need for detailed operational training for the actual users (Codifiers) of the system and the technical staff responsible for its operation and maintenance. It is also expected there will be a requirement for detailed training on the NMBS.)

➤ **Codification for codifiers**

The type of training provides the attendees with the necessary expertise to perform all the codification activities. The training will cover the complete range of national procedures required to perform codification. Please note that this training will need

to be preceded or followed by training on the use of the national system being implemented.

Participants should be personnel that will actually codify and identify the materiel; the actual codifiers.

➤ **International operations for codifiers**

The type of training provides the attendees with the necessary expertise to handle (input and output) international transactions as well as the management of the national suspense file.

Participants should be the same people that have been trained as codifiers as well as the staff responsible for the co-ordination and management of the suspense file.

➤ **NATO Codification System maintenance**

The type of training provides attendees with the necessary expertise to properly maintain the ADP system in co-ordination with the changes approved for the overall NCS. The training will cover the AC/135 system management process, the system support files, the various data products available and the required maintenance activities to support national and/or international requirements.

Participants should be the functional and technical analysts assigned to system maintenance.

➤ **Operation of the NATO Mailbox System**

This type of training provides attendees with the necessary functional and technical expertise to manage the operations of the NATO Mailbox System. The training may include the actual installation of the required software for the operation of the NMBS as well as hands-on practice of the various procedures.

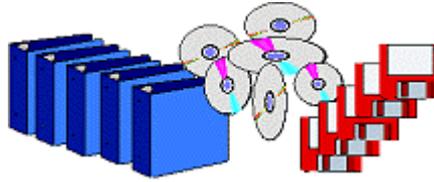
Participants should be the functional and technical staff that will be responsible for the operation of the NATO Mailbox System.

Operations phase: (that is the phase when the system is fully operational)

Further training of codifiers and other personnel from the National Codification Bureau is taken over by the training staff. There could, however, be a need for assistance from NAMSA or one of the NATO Codification Bureaus to train personnel from other national elements.

Representatives from the logistics staffs may require training so that they can make the best use of the Codification data provided to them. This is a very important issue and definitely a success factor for any newly implemented system. Another important group to train is representatives from the industry. It is extremely important for them to understand the system and its impact on them.

VARIOUS DATA PRODUCTS



Development, implementation, operation and maintenance of the NCS require access to a variety of data products.

	Pre-decision	Development	Implementation	Operation
NATO H-4 (consolidated NATO NCAGE file)			✓ →	→
Various System Support files such as:				
Approved Item Name file		✓	→	→
Master Requirement Directory ³		✓	→	→
General decoding tools ³		✓	→	→
Various products on a subscription basis				
NATO Master Catalogue of References for Logistics (NMCRL)		✓	→	→
other NATO nations catalogue on CD-ROM or micro-fiche				✓
ACodP-2/3 on CD-ROM (List of NATO Groups and Classes of materiel and definitions)			✓	→
Item Identification Guides			✓	→
Software to operate the NATO Mailbox System.			✓	→

NAMSA is responsible for managing two of them, the consolidated NATO H-4 file and the NATO Catalogue of References for Logistics (NMCRL). The ACodP-2/3 and the Item Identification Guides are produced in the US as part of the US H-series. The other products, whether they are system support files or other type of data products, are language dependant and are generally produced and managed by various NATO nations. NAMSA can act as the intermediary to obtain these data products and make them available to the nations to eliminate the requirement for different contractual arrangements.

³ Can be implemented later.

SPONSORSHIP SERVICES

NAMSA provides these services to sponsored nations on behalf of AC/135. The reason these services are included here is to avoid the necessity for separate agreements with the various client nations for different services offered by NAMSA. It should be transparent to the clients whether the services are provided by NAMSA on behalf of AC/135 or under BASELOG.

Listed below are the available services

- Allocation of the various codes to NCBs for operation of the NCS
- Provision of basic documents about the NCS :
 - ◆ Decision Sheets
 - ◆ Agendas
 - ◆ Handbook on Aims, Organization and Working Procedures ⁴
 - ◆ Brochures on the NCS
 - ◆ Guides to the NCS
 - ◆ Brochure on the NATO Mailbox System
 - ◆ Brochure on the NATO Ammunition Data Base
 - ◆ Allied Codification Publication # 1 ⁴
 - ◆ Codification Support Publication ⁴
- Provision of basic codification services :
 - ◆ Assignment of NCAGE Codes (S & I)
 - ◆ Processing of NCS Change Requests (NCSCRs)
 - ◆ Processing of IIG collaboration requests
 - ◆ Processing of Approved Item Name collaboration requests
 - ◆ Inclusion of National Data in the NMCRL (Tier Two only)
- Provision of telecommunication capabilities :
 - ◆ NATO Mailbox (NMBS) initial installation
 - ◆ NMBS initial training
 - ◆ NMBS annual subscription
 - ◆ NMBS annual training (in concert with annual users' meeting)
- Subscription to various products about the NCS :

These services can be obtained directly from NAMSA under separate arrangements for the same costs.

⁴ These documents are provided in electronic format

FINANCIAL ARRANGEMENTS



GENERAL

The initial investment and the administrative costs of BASELOG are funded by AC/135.

When a nation wants to join the BASELOG program it signs a BASELOG agreement with the AC/135. This agreement outlines the general conditions of participation.

Services provided are paid by the client nation in accordance with the terms set out in the bilateral agreement between the client nation and the service provider(s).

The annex shows a sample BASELOG agreement.

METHOD OF PAYMENT FOR SERVICES

The payment for services provided under BASELOG depends on the concept by which the services are offered:

If all services are provided by one NATO nation directly to a requesting nation the payment will be the subject of detailed arrangements contained in the specific bilateral agreement.

If several NATO countries or NAMSA provide one or more service(s) through a coordinated approach, the services provided by the participating NATO nations will still be subject to bilateral agreements. Similarly, billing for these services by the participating NATO nations will be in accordance with the said bilateral agreement.

Payment for BASELOG specific services provided on a subscription basis by NAMSA on behalf of AC/135 (data products, connection to the NMBS, Sponsored services, etc.) will be made to NAMSA LZ Programme as specified in the invoice(s) provided for each subscription

Number

BASELOG AGREEMENT

BETWEEN

THE GROUP OF NATIONAL DIRECTORS ON CODIFICATION (AC/135)

AND

THE MINISTRY OF DEFENCE OF NATION ?

CONTRACTING PARTIES

The Ministry of National Defence, **NATION ?**, hereinafter referred to as the CLIENT,

AND

The Group of National Directors on Codification, AC/135, duly represented by the NATO Maintenance and Supply Agency (NAMSA), hereinafter referred as AC/135,

HEREBY AGREE AS FOLLOWS:

PURPOSE OF THE BASELOG AGREEMENT

The purpose of the present agreement is to outline the terms and conditions for the participation of the CLIENT in the AC/135 BASELOG program.

The CLIENT will be responsible to fully identify and describe the services it requires from the AC/135 BASELOG program for the coming year.

NAMSA will be responsible to co-ordinate, on behalf of AC/135, the service requirements of the CLIENT with the National Codification Bureaus of the NATO nations.

National Codification Bureaus of NATO nations will be responsible to submit to NAMSA fully detailed and costed proposals to satisfy the services requested by the CLIENT

NAMSA will, in turn, be responsible for coordinating the detailed and costed proposals of the NATO nations with the CLIENT.

The CLIENT will be responsible for selecting the NATO nation(s) that will provide the services required.

The selected NATO nation(s) will deliver the said services to the CLIENT on a bilateral basis as per the costed proposal.

The CLIENT agrees to reimburse the costs of the services directly to the NATO nation(s) that provides them as per the bilateral agreement signed between the two parties.

EFFECTIVE DATE AND DURATION OF AGREEMENT

The present agreement shall be valid for one year⁵ from the date of the last signature. It can be renewed by tacit agreement for periods of one year with an option to sign for three consecutive years, unless either party hereto notifies the other party at least three months prior to the annual date of expiration of its decision not to renew the agreement.

In case of termination of the agreement, services ordered prior to the termination date will be treated as per the terms and conditions valid at the time when the orders were placed with NAMSA. Under normal circumstances, the BASELOG agreement must be extended or continued until all BASELOG related bilateral agreements have been completed

WORKLOAD FORECAST

In order to be able to provide the services requested by the CLIENT, NATO nations need to be notified of the workload forecast sufficiently in advance to be able to adapt resources required. NAMSA, as the program coordinator, will request the CLIENT to submit in writing its annual workload with sufficient time to allow NATO nations to react.

Under this BASELOG Agreement, the workload forecast will include as a minimum:

- Detailed list of services required by the CLIENT, by quarter, for the year to come;
- Approximate number of students involved in any training services;
- Approximate number of items involved in Codification services;

DELIVERY OF SERVICES

Details for the delivery of the specific services shall be arranged between the selected NATO nation and the CLIENT through a bilateral agreement.

⁵ However, it is highly recommended the initial agreement be for a three year period .

FINANCING

The prices and payments for the provision of the services will be specified in the individual bilateral agreements between the NATO nation(s) and the CLIENT.

NAMSA cost recovery:

The CLIENT will be required to pay in advance for any of the specific services provided on a subscription basis by NAMSA on behalf of AC/135 (data products, connection to the NMBS, etc)

NATO nations cost recovery:

The terms of payment for the services to be provided by the NATO nations will be specified in the bilateral agreement(s).

As a rule, pre-financing will not be required unless otherwise specified in the bilateral agreement(s) for the said services.

Mode of Payment

The CLIENT will be required to make two different payments as follows:

- Payment for BASELOG specific services provided on a subscription basis by NAMSA on behalf of AC/135 (data products, connection to the NMBS, Sponsored services, etc.):

This payment will be made to NAMSA LZ Programme, who collects the payment on behalf of AC/135, as specified in the invoice(s) provided for each subscription

- Payment for services provided by a NATO nation:

This payment will be made directly to the NATO nation as specified in the bilateral agreement.

Currencies and Bank Accounts

Payments to NAMSA will be made in EURO or in another currency as agreed with the CLIENT, and into the NAMSA bank account to be notified to the CLIENT. Payments for services, provided by the NATO nations, will be made as specified in the applicable bilateral agreement.

QUALITY ASSURANCE AND ACCEPTANCE

Quality assurance and acceptance of the services provided by the NATO nations or by NAMSA will be conducted by the AC/135. To that effect, CLIENTs will be asked to fill a form to express their evaluation of the services provided. These forms will be analysed to enhance the services the AC/135 community provides to its Partners.

LIABILITY

NAMSA cannot be held liable for any claims, losses or damages, be they direct or indirect, arising out of bilateral agreements concluded between the CLIENT and a NATO nation under this agreement (signed by NAMSA on behalf of AC/135).

For the CLIENT:

For the Group of National
Directors on Codification (AC/135):

(Ministry of National Defence:)

Chief Codification Services Branch:

DATE:

DATE:

NATO CODIFICATION SYSTEM - SYSTÈME OTAN DE CODIFICATION
BILATERAL SUPPORT TO BASELOG CLIENTS /
SUPPORT BILATÉRAL DES CLIENTS BASELOG

1	FROM / DE	3	TO / POUR				
2	REFERENCE / RÉFÉRENCE	DATE	MOE CODE / CODE ORG	JULIAN DATE / DATE JULIENNE			SERIAL No. / N° SÉRIE
4	DETAIL OF SUPPORT / RENSEIGNEMENTS SUR LE SOUTIEN						
5	PROJECT START / DÉBUT DU PROJET			6	COMPLETION DATE / DATE D'ACHÈVEMENT		
7	PROJECT STATUS / ÉTAT D'AVANCEMENT DU PROJET						
8	DESCRIPTION OF PROJECT PROBLEMS / DESCRIPTION DES PROBLÈMES DU PROJET						
9	REMARKS / REMARQUES				10	SIGNATURE	

**Instructions for completion of NATO Form AC/135- No 33
"BILATERAL SUPPORT TO BASELOG CLIENTS"**

Block	Instructions
1	Indicate the code of the reporting NCB/NAMSA (e.g. ZZ).
2	<p>a) Indicate date and national reference (optional).</p> <p>b) Indicate control number (mandatory) composed of:</p> <ul style="list-style-type: none"> - MOE Code of the requesting NCB/NAMSA (e.g. ZZ); - the current Julian date (e.g. 97330) and - a serial number (e.g. 01, 02, 03, ...) , the use of digital and alphabetical characters being allowed.
3	Report to AC/135
4	Detail of the support being given under the headings Codification Services, Consultation Services, Training or other.
5	Formal start date of support project.
6	Estimated completion date of support.
7	Description of project status.
8	Description of project problems and difficulties or lessons learned, which might be taken into account in dealing with future requests for BASELOG support
9	Remarks not covered in previous entries.
10	Signature of the responsible authority.