

**Memorandum of Cooperation
between HEADQUARTERS, SUPREME
ALLIED COMMANDER
TRANSFORMATION and THE BUREAU
FOR INTERNATIONAL LANGUAGE CO-
ORDINATION regarding cooperation
and mutual support**

Norfolk, USA, November 2011

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Memorandum of Cooperation between HEADQUARTERS, SUPREME ALLIED COMMANDER TRANSFORMATION and THE BUREAU FOR INTERNATIONAL LANGUAGE CO-ORDINATION regarding cooperation and mutual support

REFERENCES

- A. ROD NATO NTG Synchronization Conference Tallinn 2011-02-11
- B. British MOD Memorandum DS15/160/7 dated 26 July 1966 (BILC CONSTITUTION)
- C. BILC RULES OF PROCEDURE (rev 2007), including memorandum dated February 1978
- D. STANAG 6001 "Language Proficiency Levels"

1. The Bureau for International Language Coordination (BILC) is an independent consortium of subject matter experts established in 1966 (refs B, C). BILC is supported by contributions from the participating nations, and functions as a clearing house for the co-ordination of multinational individual language education and training with the aim of enhancing interoperability and making more efficient use of scarce language education and training resources. BILC is organised by the participating nations with a Steering Committee, and works through Study and Working Groups. BILC is represented by the Steering Committee Chairman.

2. BILC has been a consultative and advisory body to NATO from 1978 to 2011, appended to the Joint Services Sub-Group within NATO Training Group. With the reorganisation of NATO Training Group, Headquarters, Supreme Allied Commander Transformation (HQ SACT) will manage the further relations with BILC.

3. In support of NATO and national initiatives, BILC will continue to identify and encourage individual training projects for bilateral or multilateral co-operation with the following objectives:

- a. To sponsor and maintain STANAG 6001 "Language Proficiency Levels."
- b. To encourage greater co-operation and mutual understanding, and thus improve the quality of individual language education and training for member nations, NATO Military Authorities and NATO Agencies, by proactively exchanging information on language education and training matters and by identifying learning opportunities in support of NATO and nations' needs.
- c. To enhance interoperability of individual language education and training through standardization achieved by promoting a common understanding of language descriptors and assessment protocols, essential policy, and management processes.
- d. To identify and encourage common, bilateral or multilateral language education and training arrangements and projects.

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- e. To encourage individual nations or groups of nations to assume the responsibility for specific projects on behalf of all or several of the nations.
 - f. To arrange an annual Conference and an Annual Professional Seminar to promote best practice.
 - g. To conduct Language Testing Seminars and Advanced Language Testing Seminars to standardize interpretation of language descriptors and test development.
 - h. To conduct assistance visits to requesting nations with the object of standardizing procedures for the development and implementation of language policy, language programs, and language assessment protocols.
4. Additionally, in support of HQ SACT, BILC will serve as an advisory body to the HQ SACT Joint Education, Training and Exercises division, Education and Individual Training Branch (JETE E&IT Branch) and thus support HQ SACT in disseminating its responsibilities in regards to individual education and training and particularly with a view to enhancing professionalism and interoperability among Alliance forces and NATO partners through improved co-ordination of individual language education and training, thereby contributing to improving the efficiency of training and the use of available resources, with particular emphasis on supporting operations.
5. HQ SACT (JETE E&IT Branch) will support the BILC by:
- a. Coordinating its work on behalf of the Deputy Chief of Staff for Joint Force Training (DCOS JFT), where feasible;
 - b. Providing to the BILC recent NATO updates on the education and individual training matters;
 - c. Promoting BILC within NATO and NATO partners.
6. To maintain visibility and further awareness of NATO activities, the BILC will be invited to attend and participate in the annual Training Synchronization Conference. Equally, NATO entities (currently IMS, ACO, ACT, MCD, NCSA) will remain representatives to the BILC Steering Committee.
7. The BILC Steering Committee, at the request of HQ SACT, will provide information on the short and long term priorities from which activities and work are developed within the BILC.
8. The BILC provides summary information on its activities through JETE E&IT Branch to DCOS JFT annually by providing an annual summary report of its activities to DCOS JFT mid-March each year. It will include the progress of BILC activities and recommendations for action. BILC Steering Committee Chairman will also submit the report to all National representatives in the BILC.

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9. BILC and HQ SACT remain independent organisations; this arrangement does not constitute subordination of BILC to HQ SACT, and HQ SACT and BILC will not represent the other unless specifically requested and authorised to do so.

10. The advisory functions are provided by BILC at no cost to NATO. However, HQ SACT can provide limited financial support to BILC Subject Matter Experts during NATO partnership events on the case-by-case basis (subject to funds availability). If common NATO funding is required for tasks and projects requested of the BILC, the request should be forwarded to HQ SACT prior to 1 March for the following budget year.

11. This memorandum can be altered at any time by a joint decision of the signatories, and can be terminated either instantly if both BILC and HQ SACT so agree, or by either of the signatories giving a 6 months' notice to the other party.

THE ABOVE CONSTITUTES THE ARRANGEMENT AGREED BY THE PARTICIPANTS.

On behalf of the Bureau for International
Language Co-ordination

Place, Date

On behalf of the Headquarters, Supreme
Allied Commander Transformation,

Place, Date

R. D. MOWAGHAN
C4 BILC
KINGSTON, ON CANADA
4 Nov 2011

LGEN K. VIERECK, DCOS SFT
NORFOLK, USA, 3 NOV 2011