



Madrid, Spain
Minutes of the Steering Committee
4-7 May 2015

National Representative Voting Members in Attendance

Belgium	Mr. Geert Mabessone
Bulgaria	Ms. Emilija Nesheva
Czech Republic	Dr. Zdenek Soltys
Croatia	Ms. Irena Prpic Djuric
Denmark	Mr. Allan Kristensen
Estonia	Ms. Triinu Soomere
France	Maj. Christophe Trigodet
Germany	Ms. Gesche Susanna Sutter
Hungary	Col. Tamás Zsiga
Italy	Col. Daniele Faoro
Latvia	Ms. Inese Kaive
Lithuania	Ms. Ausra Narbutiene
Netherlands	Mr. Gerard Seinhorst
Norway	Ms. Birgitte Grande
Poland	COL Jaroslaw Markowski
Portugal	Lt (N) Estela Magalhaes Parreira
Slovakia	LtC Štefan Blahušiak
Slovenia	Ms. Dubravka Zupanec
Spain	Capt. (N) Carlos C. Scharfhausen
Turkey	COL Mustafa Demir
United Kingdom	Cdr. Julia Proffitt
USA	Ms. Dawn Moore

Non-Voting Observers in Attendance

Austria	Col.Dr. Josef Ernst
Australia	Lt.Col. Fiona Curtis
Bosnia and Herzegovina	Maj. Dražen Malešević
Finland	Ms. Satu Patronen
Former Yugoslav Republic of Macedonia	Mr. Vladimir Trpkoski
Georgia	Capt. Nato Jiadze
Mongolia	LtCol.Nyamsuren Chultem
Sweden	Ms. Mariamma Thomas
Ukraine	Col. Mykhailo Hrebenuk
NATO HQ (IMS)	Mr. Philip Turner
NATO SHAPE	Mr. Mike Adubato
NATO HQ SACT	Capt (N) Volodymyr Khilkevych

BILC SECRETARIAT

Chair	Mr. Keith L Wert
Secretary	Ms. Peggy Garza
Senior Advisor	Dr. Ray Clifford
Associate Secretary	Ms. Julie J. Dubeau
Associate Secretary	Ms. Jana Vasilj-Begovic

Monday, 4 May 2015

Item 1: Opening Remarks

- a) Introductions and Recognition of the New National Representatives and Observers

Chair welcomed the delegates, introduced himself and asked the Secretaries and the delegates to introduce themselves.

Item 2: Information and Acknowledgements

- a) Request to Nations to Provide BILC Secretariat May 2016

Chair introduced the next item by reminding the Steering Committee of the circumstances under which the US assumed the leadership of the Secretariat after Canada's withdrawal. He stated that the US had stepped in temporarily because no other nation had volunteered at the time. He also informed the Steering Committee that in the meantime, a nation expressed its interest in taking over the Secretariat as of May 2016 at the conclusion of the Annual Conference. The Bulgarian national representative confirmed that the Bulgarian MoD has approved that Bulgaria take over the Secretariat for a 3-year period. She conveyed the MoD's willingness to support coordination activities, exchanges of training material and other resources, and she also expressed hope that Canada would continue to offer assistance through the associate secretaries' continued involvement.

- b) Proposed New BILC Secretariat –Vote

Chair thanked the Bulgarian national representative and asked if any other nation wished to come forward. As there was no response, Chair asked for a motion to accept the Bulgarian nomination. The US made the motion and the UK seconded it. The Spanish delegate congratulated Bulgaria and the vote passed with unanimous approval. Chair offered his continued support and availability for consultations.

Item 3: Hosts for Future Events

Chair introduced Item 3 stating that Latvia and Austria would host the 2016 and 2017 BILC Conference and Finland the 2015 BILC Professional Seminar. Chair invited nations to express interest in hosting the future BILC events, in particular the 2018 BILC Conference and the 2016/17 Seminars. The national representative from the Netherlands made a tentative offer to host the 2018 Conference, while the next day on behalf of their nations and after consulting with each other, Hungary offered to host the 2016 and Georgia, tentatively, the 2017 Seminar. The Georgian national representative stated she would confirm once she received the official approvals.

- a) Chair asked the national representatives to discuss with their authorities the possibility of hosting the 2018 BILC Seminar.

Item 4: New Business

- a) NATO STANAG 6001 Ed. 5 + Task Authorization

Chair asked the Associate Secretary, Ms. Dubeau to inform the Steering Committee of the status of STANAG 6001, Ed. 5. Ms. Dubeau provided the background of this new edition informing the SC that the NATO Standardization Office had requested last year that STANAG 6001 be reformatted and that BILC carry out that task. BILC produced the new version; however, upon examination of the final copy returned to BILC by this office, multiple errors were detected, such as fragmented sentences, distorted terms etc. The relevant NATO office was informed of the problem and BILC's intention to make the corrections and resend the document. The document, which has remained unchanged in its content, would not be promulgated as Ed. 6 and in the meantime, nations should use Ed. 4 as their reference. Ms. Dubeau also informed the Steering Committee that, unfortunately, no work has been done on the BILC website due to the limited availability of the person in charge, and that for that reason the Ed. 5 of STANAG has also not been uploaded.

- b) BILC Terms of Reference (ToR) into French

Ms. Dubeau stated that at the 2014 BILC Conference in Bruges the new ToR was approved by vote and that France and Belgium accepted the task of translating the document into French. The French draft would be provided on the last day of the Conference as there was some need for fine-tuning the language. Chair expressed trust in the final outcome.

Tuesday, 5 May 2015

- c) Australian Offer to Host Moodle Site for Sharing BILC Materials

Chair greeted the Steering Committee and reconvened proceedings by introducing the Australian offer above. The Australian representative explained that the goal behind the offer was for the BILC community to share resources, discuss topics of interest, view events etc. via this platform the access to which would be password protected. The

delegate stated she would illustrate in her presentation how this would work and emphasized that Australia was willing to provide all required support. Chair stated that the platform was easy to use and that it was a useful form of pedagogical sharing possibility.

d) Discontinuance of National Reports

Chair proposed National Reports be discontinued. It is a legacy process and modern communications permit interested parties to query each other directly. Moreover, some nations are restricted in the type of information they are able to include in these reports that get uploaded on the BILC website. The UK made a motion for their discontinuance and Bulgaria seconded it. The Dutch national representative mentioned that the ToRs would need to be amended to reflect the discontinuance. The chairman tasked the associate secretary responsible for the French version (Ms Dubeau) to make the amendment.

e) Non-NATO & Non-Partner Nations Attending BILC Events

Chair introduced the topic and invited Ms. Dubeau to inform the Steering Committee of the issue. She stated that as a result of bilateral cooperation Canada had learned that a couple of non-NATO nations had expressed a desire to attend BILC events due to interest in STANAG 6001 and the BILC professional network. Much discussion ensued. The ultimate consensus was that as an independent body BILC should have the liberty of inviting guests/observers. It could be done via the Secretariat if a non-NATO country requested it or it could be supported by a host nation invitation in accordance with national procedures for international engagements. The Chair agreed.

f) BILC POC List

Chair stated that it was not always clear who the national POCs for BILC were and he was not certain he was sending communications to the right people. He requested that the Secretariat be informed of POC changes in order to enable the Secretariat to advertise activities and conduct silent procedures. After the ensuing discussion among the delegates, it was agreed that the primary and secondary POCs be clearly identified and that a nation could decide if its national representative to the annual Steering Committee meeting would be a POC or not.

g) Other Business

Ms. Dubeau informed the Steering Committee that Canada was interested in collaboration on the development of French STANAG tests and asked national representatives to fill out a questionnaire indicating their interest and to send it back to the listed Canadian POC. She added that this did not constitute a formal proposal, but only an exploratory survey of interest. The Croatian, Spanish, Danish and Bulgarian representatives expressed their interest and welcomed the initiative.

Chair announced that the agenda items were covered and that the SC would meet again on Thursday, 7 May. Chair adjourned the meeting.

Thursday, 7 May 2015

- a) Chair asked if there were any other items under New Business and concluded there were none.
- b) Chair asked if there was a motion to approve further exploration of the shared platform offered by Australia. The UK made the motion and Italy seconded it. The Steering Committee accepted it unanimously.
- c) Ms. Dubeau informed the Steering Committee that the French version of the ToR was completed; however, some of the wording in the English version was still questionable and needed a slight modification. She proposed that both versions be sent to the Chair and to the delegates for silent procedure approval. After the German representative asked for more information, Ms. Dubeau explained that the reference to the national reports needed to be removed and that certain phrases that were difficult to interpret should be modified. All suggested modifications would be clearly highlighted. Renumbering would also be required, but a decision would have to be whether to leave the document as version 1 or 2. The Dutch delegate suggested that once STANAG 6001, Ed 5 has been promulgated, the ToR be published as version 2.
- d) Ms. Dubeau mentioned that she had been approached by many interested in French STANAG tests. She re-emphasized that Canada was investigating the possibility of collaboration and resource pooling and that nations should not expect to be given ready-made tests.
- e) BILC Secretary requested that the names of primary and alternate POCs be provided to the Secretariat at the time the SC Minutes are sent out.

Item 5: Acknowledgements

Chair wrapped up the meetings by expressing his appreciation for everyone's contributions. He also mentioned that no new working groups would be formed as the outcome of the study group meetings. He extended his special gratitude to the host nation for impeccable organization and overwhelming generosity, and asked for a motion for a formal expression of appreciation. Italy made the motion and the UK seconded it. Chair closed the meeting.

Minutes prepared by: Jana Vasilj-Begovic - Associate BILC Secretary

Approved by Keith L Wert - Chair