

NATO STANDARDIZATION OFFICE



Drafting NATO Standards Important Considerations / Best Practise

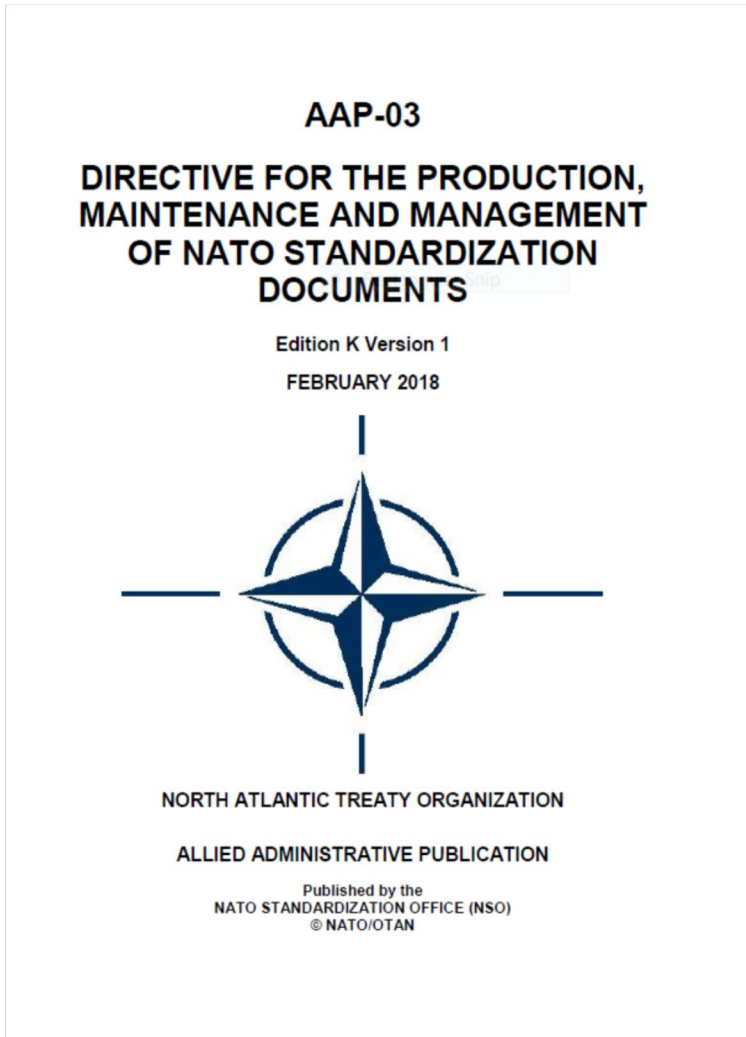
31 October 2018

Silvia Cristofari
Dieter Schmaglowski
NSO

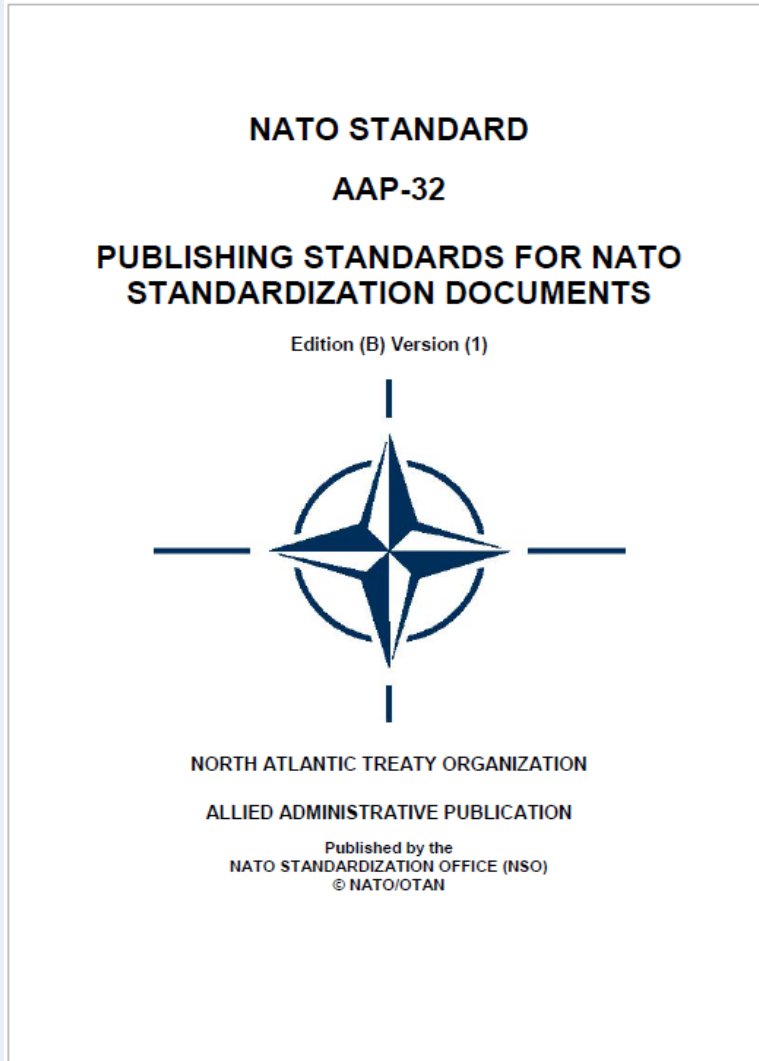
1. Guidance for Custodians
2. Development of Standardization Documents

1. Guidance for Custodians

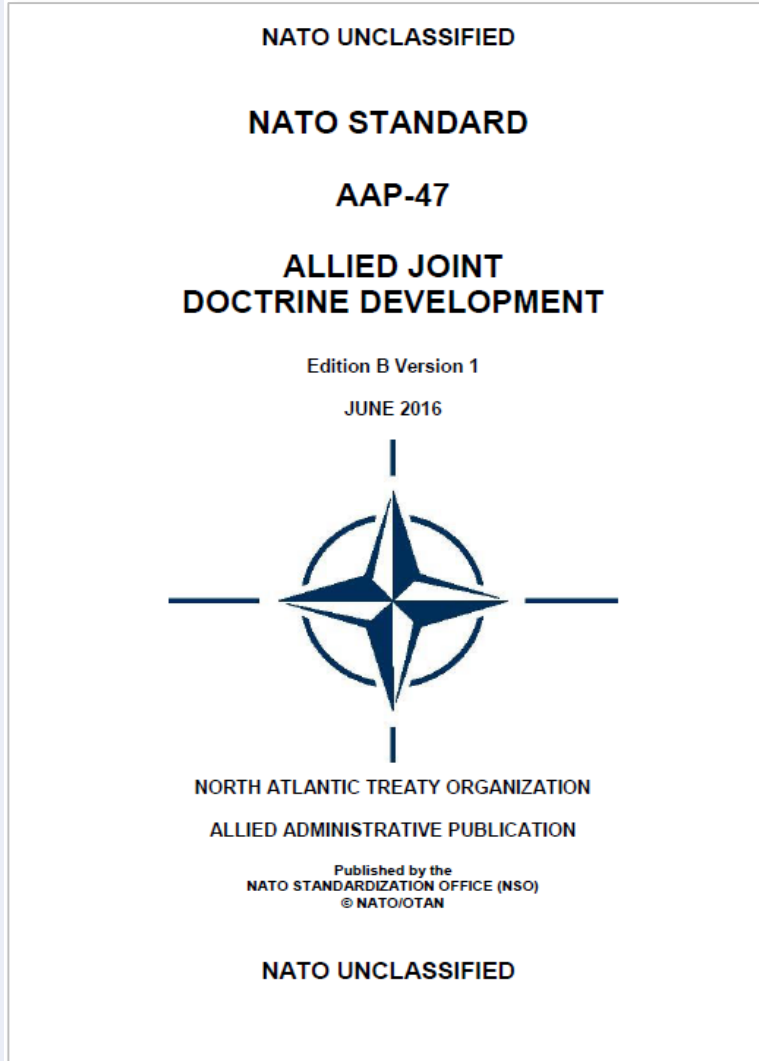
2. Development



- Procedures mandatory for TAs/DTAs, WGs, custodians, ...
- Defines NATO standardization documents
- Describes NATO standardization process
- Addresses roles/responsibilities of standardization actors
- Provides guidance for selection of cover documents, content of SP and ST, determination of promulgation criteria, content of implementation paragraph
- Templates for SP, SP inquiry, ST, STANAG, STANREC, ...





- Detailed requirements concerning structure, format and layout of NATO standardization documents:
 - general structure of covering documents
 - general structure of Allied publications
 - page layout and formatting guidelines for text, figures and tables



- Supplement to AAP-03
- Specific procedures for development of Allied Joint Doctrine

NATO UNCLASSIFIED


 NORTH ATLANTIC MILITARY COMMITTEE
COMITÉ MILITAIRE DE L'ATLANTIQUE NORD 

27 April 2015 MC 0020/11 (Final)

FINAL DECISION ON MC 0020/11
MC POLICY FOR MILITARY OPERATIONAL STANDARDISATION

1. On 24 Apr 15 the MC approved MC 0020/11.
2. This document supersedes MC 0020/10 (FINAL), 27 May 04, and clears IMSWM-0191-2015, 07 Apr 15, and all SDs thereto.

FOR THE MILITARY COMMITTEE:



Sir Christopher Harper
Air Marshal
Director General
International Military Staff

NOTE: This Final Decision Sheet shall now be attached to MC 0020/11 as the top sheet.
Page numbering of the complete document when this decision is attached is as follows:

MC 0020/11 (Final)	- Page 1
MC 0020/11 (Enclosure)	- 18 pages

Distribution: SDL Z

NATO UNCLASSIFIED

IMS Control Nr: O15002399

- Policy for development and management of NATO standardization documents under MC
- Describes MC standardization structure (MC Standardization Boards)
- Addresses roles/responsibilities (TOR for MC SBs)

NATO Standardization Office (NSO) Public Web site



NSO Protected Site

Problems with the Site

CONTACT NSO

General Information/Help Desk

Telephone +32 (0)2 -707 5556
Fax +32 (0)2 -707 5718
Postal Address NATO Standardization Office
NATO HQ
Blvd Leopold III, B-1110,
Brussels
Belgium

Technical Issues

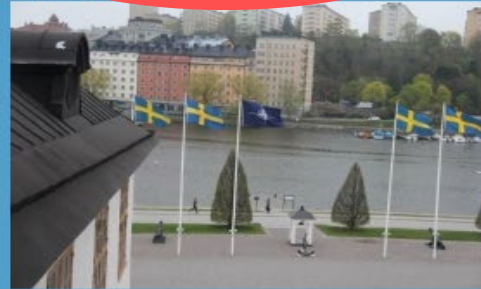
WEB SITES NEWS - UPDATES

NSO Sites Unavailability
12 February 2015
On Thursday 12-FEB-2015 the NSO Sites were migrated to a new hardware environment. The sites were unavailable From Thursday 12 FEB-2015 14:00 until Friday 13-FEB-2015 17:00
New IP address and SSL Certificates were implemented because of the migration.

1 July 2014

NSO NEWS - *click here to see ALL*

Expert visit to Sweden
05 May 2015



Following the invitation letter of the Director of Plans, Swedish Armed Forces Brigadier General Fredrik ROBERTSSON...

NSO Orientation course (NSOOC) I/2015 was conducted
21 April 2015

NSO EVENTS

NATO Conference on Terminology Management

Standardization Key Documents

NSO Protected Web Site




NSO Protected Site
 This site provides information on the NSO and

[Click Here to Search \(All\) Supporting Documents Content](#)

Important Standardization Documents

[- Important_Standardization_Docs >](#)

Documents in Current Folder

Document Date

Size (Bytes)

[01 NATO Interoperability Policy.pdf](#)

2018-Jan-05

47,995

[02 NATO Standardization Policy.pdf](#)

2018-Jan-05

136,472

[03 MC Policy for Military Operational Standardization.pdf](#)

2018-Jan-05

703,452

[04 Production-Maintenance and Management of NATO Standardization Documents \(AAP-03 EDK V1\).pdf](#)

2018-June-15

1,200,422

[05 Allied Joint Doctrine Development \(AAP-47 EDB V1\).pdf](#)

2018-Jan-05

1,502,403

[06 Publishing Standards for NATO Standardization Documents \(AAP-32 EDB V1\).pdf](#)

2018-Jan-05

310,945

[07 NSOP - Volume 2.pdf](#)

2018-Jan-05

505,754

Created on: 18 Sep 2018

AAP-03 Templates on NSO Website

AAP-03 Related Documents

[Click Here to Search \(All\) Supporting Documents Content](#)

[AAP-03_Related_Documents](#) > [Edition K](#) >

Documents in Current Folder

Documents in Current Folder	Document Date	Size (Bytes)
AAP-03 EDK V1 E.pdf	2018-Mar-14	1,200,422
AAP-03 EDK V1 F.pdf	2018-Mar-14	1,548,880
AP ENGLISH TEMPLATE.docx	2018-Mar-02	1,274,077
AP FRENCH TEMPLATE.docx	2018-Mar-02	1,276,436
MODIFICATION PROPOSAL FORMAT.docx	2018-Mar-14	17,405
REVISION TASK FORMAT.docx	2018-Mar-14	20,393
SRD COVER LETTER AND PROMULGATION LETTER ENGLISH TEMPLATE.docx	2018-Mar-02	1,255,644
SRD COVER LETTER AND PROMULGATION LETTER FRENCH TEMPLATE.docx	2018-Mar-02	1,256,087
STANAG TEMPLATE.docx	2018-June-01	45,140
STANDARDIZATION INQUIRY FORM.docx	2018-Mar-14	19,705
STANDARDIZATION PROPOSAL FORMAT.docx	2018-Mar-14	20,524
STANDARDIZATION TASK FORMAT.docx	2018-Mar-14	22,123
STANREC TEMPLATE.docx	2018-Mar-14	42,236
STANREC USE FORM.docx	2018-Mar-14	16,741

Created on: 18 Sep 2018

The Standardization Task

- Role and Importance
for Custodians -

The Standardization Task

- validates the standardization need and its impact on interoperability;
- specifies the standardization solution to be developed;
- specifies the related capabilities;
- specifies the level of standardization.

The Standardization Task - Role and Importance for Custodians (2)-

Furthermore, the ST:

- defines if a STANAG or a STANREC is to be developed;
- specifies engagement with other organizations and actors;
- designates WG to action the ST;
- nominates custodian;
- specifies partner nations and NATO bodies involvement;
- specifies intended **classification**;
- defines urgency and expected date when the WG should deliver to TA/DTA;
- addresses need for fast track (urgent requirements);
- addresses if the documents are required in both NATO languages;
- defines promulgation criteria for Allied standards, covered by a STANAG;
- addresses need for a NATO effective date (NED);
- defines military services and/or MoD departments affected by the identified standardization solution.

- Classification of Standardization Documents
- Referencing Non-NATO Standards

Guidance for Classification of Standardization Documents

- Shall be marked with lowest level of classification required to protect information
- Where possible: no classification markings!
- If AP has to be classified, develop Multinational Publications (MP) to ease cooperation with partners
- To lower classification of AP consider development of classified supplements

MP: extract from an AP, approved by Allies at tasking authority or delegated tasking authority level for distribution and use outside NATO

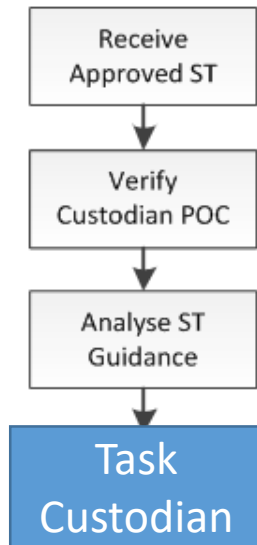
Detailed Guidance on How to Reference Non-NATO Standards

- **copyrights shall be respected** in all cases
content can be reproduced only with the **permission of the copyright holder**
- all referenced non-NATO standards shall be included **in the list of references**
- specific use of referenced non-NATO standards shall be identified as follows:
 - normative references:** those directly referenced as part of the requirement (**IN STANAG**)
 - informative references:** those listed for information purposes only (not part of the requirement)

1. Guidance for Custodians

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Handling of the Standardization Task by WG



Get started with your Team

1.

WG receives approved ST



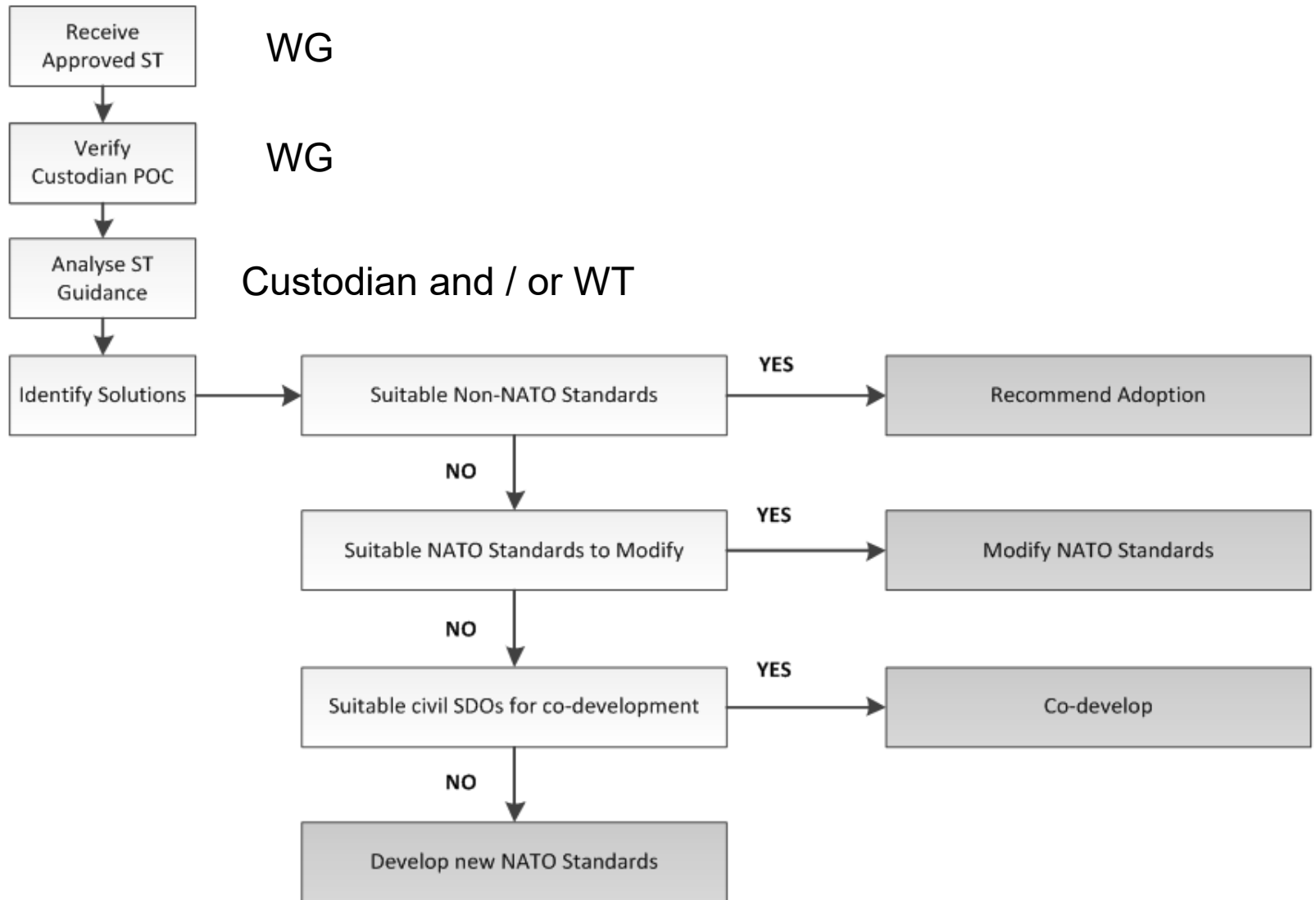
2.
Analyzes ST,
verifies or determines custodian



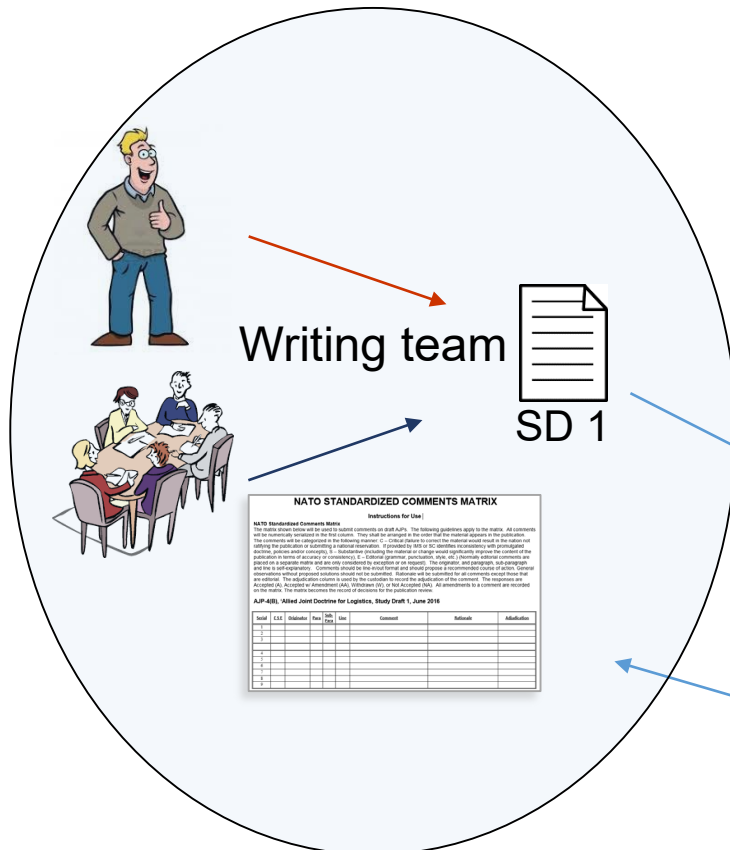
3.
Forms writing team



“Check List Processing”



Development (1)



NATO STANDARDIZED COMMENTS MATRIX

Instructions for Use |

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AJP-4(B), 'Allied Joint Doctrine for Logistics, Study Draft 1, June 2016

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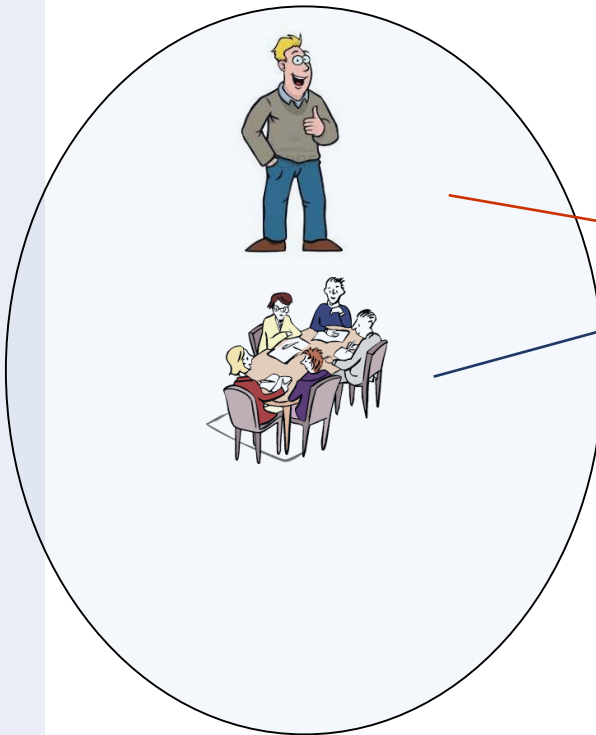
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Development (2)



NATO STANDARDIZED COMMENTS MATRIX

Instructions for Use |

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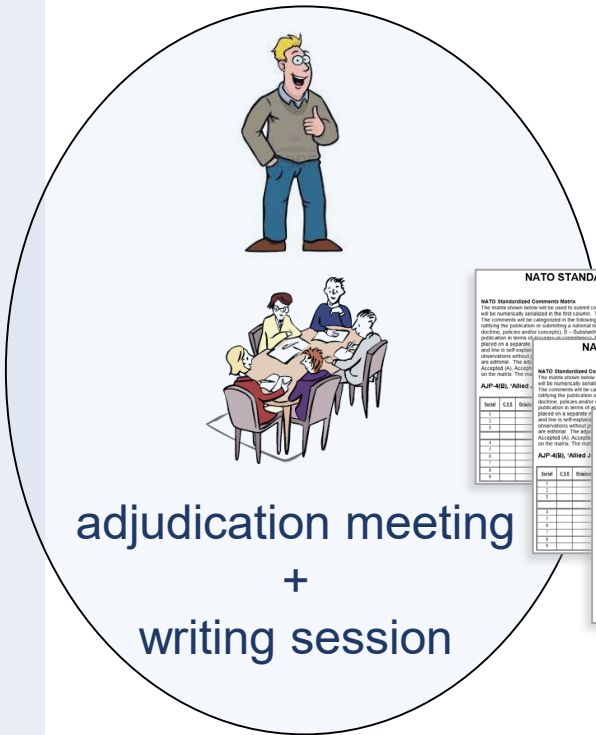
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Development (4)



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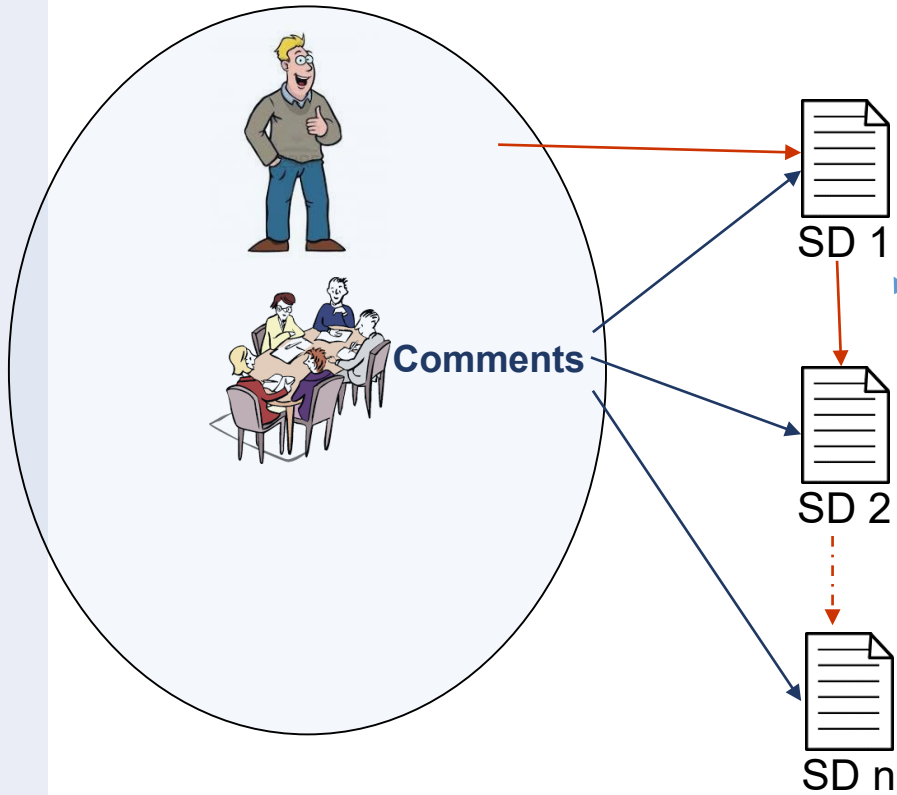
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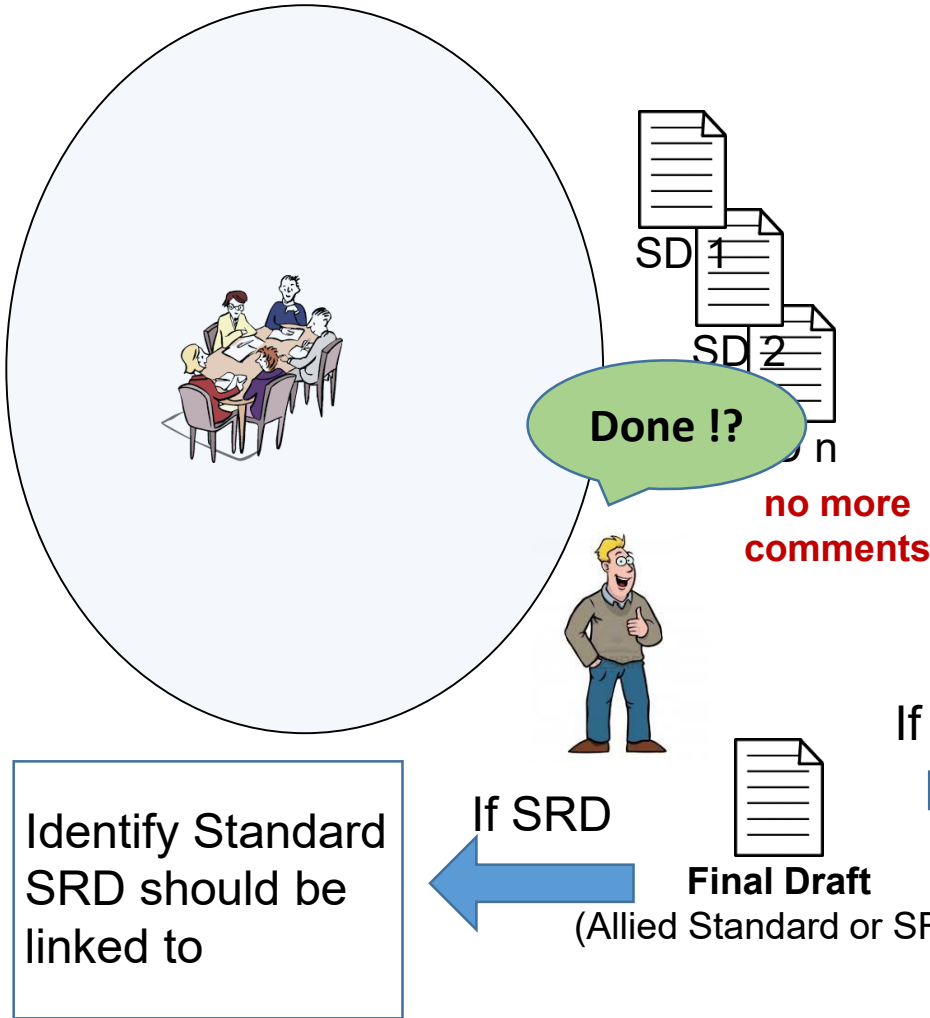
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Development (6)



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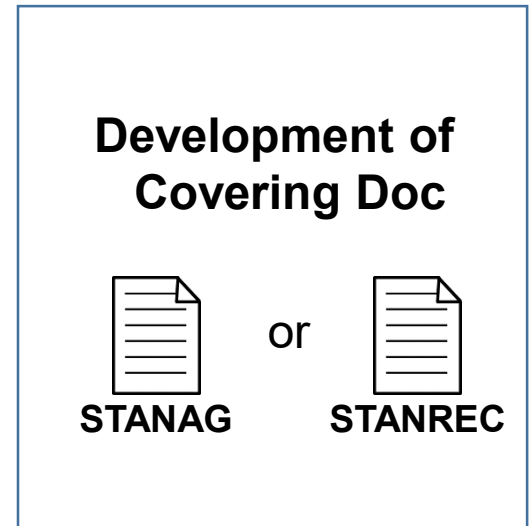
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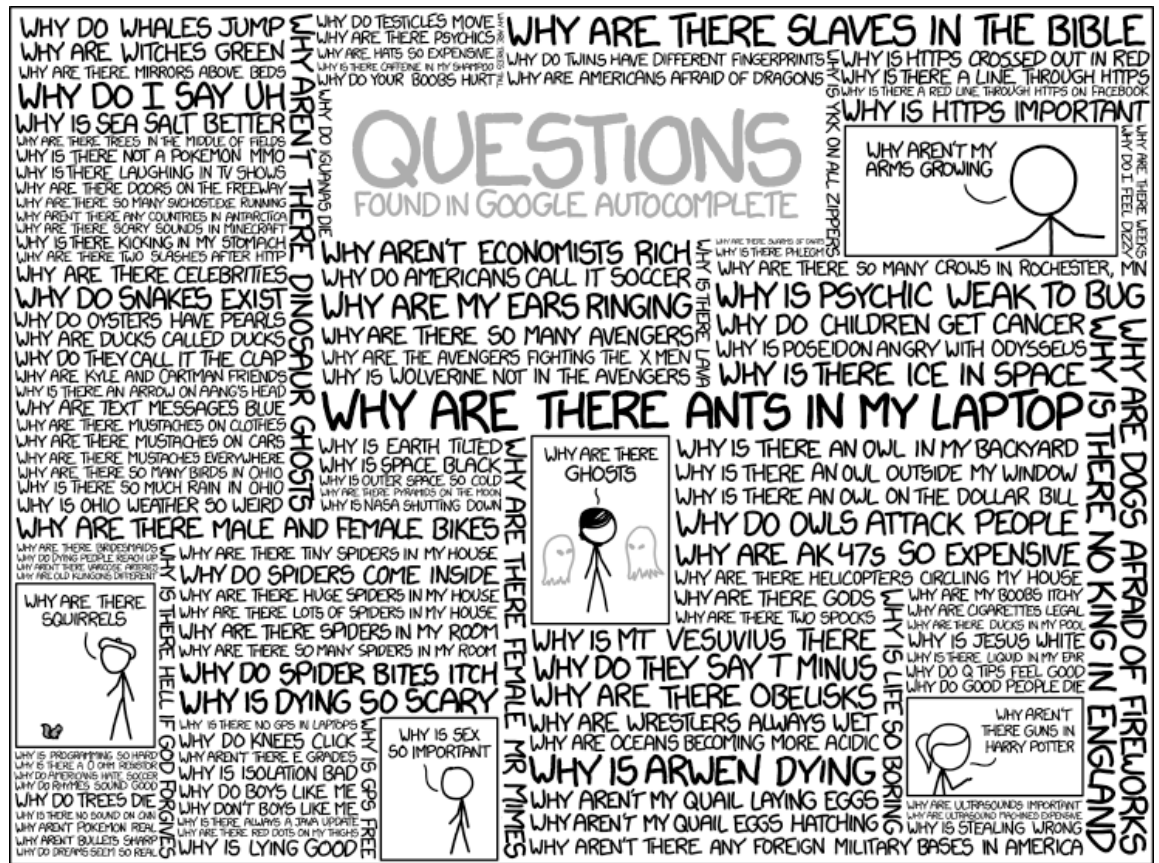
- Composition and size of the writing team
 - Find the “right” SMEs
 - Keep the (core) team small
 - Ensure consistency within the writing team (same members)
- Agree on the document’s structure & main content early
- Start with a straw man
- Write the first draft
 - as the custodian or
 - as the writing team (split the content of the document)
- Coordinate / share the study drafts with a wider audience (feedback and support)

NSO Support for Custodians

Standards	TA/DTA	NSO Support (Contact Info on NSO Protected Website)
AJPs and Operational Joint Standards	MC/MCJSB	Joint Branch
Operational and Materiel Maritime Standards	MC/MCMSB; CNAD/NNAG	Naval Branch
Operational and Materiel Land Standards	MC/MCLSB; CNAD/NAAG	Army Branch
Operational and Materiel Air Standards	MC/MCASB; CNAD/NAFAG	Air Branch
Medical Standards	MC/MedSB	Joint Branch
Logistics Standards	LC/LCEG-S	Joint Branch
Life Cycle Management Standards	CNAD/LCMG	Policy & Coordination Branch
Ammunition Safety Standards	CNAD/CASG	Policy & Coordination Branch
C3 Standards	C3B	Joint Branch

- Cooperation with SDOs: Policy & Coordination Branch
- NSO Help Desk Function: “send us an email” on Protected Website

Time for your questions...



NATO STANDARDIZATION OFFICE



Drafting NATO Standards Important Considerations / Best Practise

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Commonality:

“The state achieved when the ***same doctrine, procedure or equipment*** are used.

Interchangeability:

“The ability of ***one product, process or service to be used in place of another*** to fulfill the same requirements.”

Compatibility:

“The suitability of ***products, processes or services for use together under specific conditions*** to fulfil relevant requirements ***without causing unacceptable interactions.***”

Levels of Standardization

- Example: Federation of C2I Systems -

