



NATO UNCLASSIFIED
and
PUBLIC DISCLOSED

RDC/246/57
ANNEX

DRAFT TERMS OF REFERENCE FOR THE HEAD OF THE
NATO PERMANENT HEADQUARTERS OFFICE

The Head of the Permanent Headquarters Office will be the agent of the Organization in connection with the construction of the Permanent Headquarters Building. It will be his task to ensure that the construction is completed as speedily as practicable, and that expenditures remain within the estimates approved by the Council.

2. He will represent the Organization in all its relations with the Architect as provided for in the latter's contract, and in all its relations and negotiations with contractors.

3. He will advise the Secretary General on all action to be taken with respect to the Headquarters Building, and see that the approved action is carried out. In this connection he will prepare and submit to the Restricted Committee on the Permanent Headquarters Building regular progress reports on the construction of the Building. He will furthermore refer to the Restricted Committee on the Permanent Headquarters Building all questions with respect to which its advice or decision is deemed necessary in the interest of the Organization.

4. He will be assisted by the Consulting Engineers appointed by the Organization, and shall obtain their advice with respect to the matters specified in their contract with the Organization dated . He may also seek their advice as necessary on any other questions arising in connection with the construction of the Permanent Headquarters Building.

5. In the fulfillment of his task, he will be assisted by the necessary administrative and technical staff to carry out the duties specified below:

- (a) analysing of NATO's needs, including administrative and technical installations, space requirements, etc.,
- (b) obtaining from the Architect and reviewing plans, specifications and other documents;
- (c) preparation for and conducting of competitive bidding for contracts, on an international scale whenever possible, in close co-operation with the Architect as provided for in Article 6 of the latter's contract;
- (d) examination, after advice from the Architect, of tenders received, and the drawing up of contracts;
- (e) supervising, in accordance with Article 9 of the Architect's contract, the execution of all works,

to ensure that the contractors are fulfilling the terms of their contracts, both as regards the quality of the construction and of the time limits; this supervision to include:

- (i) approval of change orders, in accordance with Article 8 of the Architect's contract;
- (ii) checking of applications for progress payments and of final accounts in accordance with Articles 11 and 12 of the Architect's contract;
- (iii) inspection of the completed works as provided for in Article 13 of the Architect's contract;
- (f) collecting information required for the future maintenance of the building;
- (g) dealing with the authorities and public supply companies to the extent that this has not been carried out by the Architect and the contractors;
- (h) advising on the allocation of space in the building, on the supply of special equipment, on interior decoration and furnishing, and other similar matters.