



United Kingdom  
Joint Delegation  
to NATO

# NATO Opportunities for British Industry – Overview

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## General information

### *Where can I get help and information?*

The resources team of the UK Delegation, together with the UK Trade and Investment Defence and Security Organisation (UKTI DSO) keep UK companies informed of business opportunities at NATO, provide advice and run Industry Days to advise and share experience on how to do business with NATO. UKTI DSO maintains a website which publishes all opportunities

([http://www.ukti.gov.uk/de\\_de/defencesecurity/defence/businessopportunities.html](http://www.ukti.gov.uk/de_de/defencesecurity/defence/businessopportunities.html)) and the UK Delegation website contains a 'Guide to Navigating NATO Procurement' with detailed information.

### *How does the procurement process work?*

Procurement within NATO is decentralised into various stakeholders and funding sources with NATO Headquarters, the Strategic Commands and the various NATO agencies operating a variety of different procurement procedures. However, the UK Delegation has prepared a guide for British companies who want to explore the business opportunities NATO offers. For a copy of the guide please consult the UK Delegation website, and for further advice and assistance on business opportunities at NATO please contact NATO Industry Days. **We strongly recommend that all companies interested in doing business with NATO first access the guide on our website.**

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### ***How do I get a security pass to visit NATO HQ?***

Requests for passes for all visits to NATO HQ should be addressed to the International Visits Control Office (IVCO) of the MoD's Defence Equipment and Support (DE&S) organisation.

### ***How do I obtain NATO security clearance?***

Guidance on personnel and site security clearances required for bidding or performing NATO bids or contracts can be obtained from the DE&S' Industrial Security Branch.

## **Accessing NATO opportunities**

### ***What funding sources are available?***

**The Investment Committee (IC)** manages the NATO Security & Investment Programme (NSIP), valued at c.€800m for 2013. The IC comprises all 28 nations and representatives of the Strategic Command and Agencies. Project proposals are brought to the IC by the NATO International Staff. It does not evaluate bids, as this role is carried out by the "Host Nation" appointed for a particular project (see 'Guide to Navigating NATO Procurement' for further information or paragraphs below covering NSIP).

**The Budget Committee (BC)** manages the Military and Civil Budget.

### **The NATO Communication and Information Agency (NCI Agency)**

NCI Agency is responsible for procuring many of the systems capabilities to support the military command and control and political consultation functions of NATO and is the Host Nation for many NSIP-funded projects. As well as using ICB procurement, the NC3A also uses a contracting procedure known as a Basic Ordering Agreement (BOA). This has proved a successful route to market for many UK companies, particularly in the IT hardware and IT support fields.

### **The NATO Support Agency (NSPA)**

NSPA is NATO's principal logistics support management agency. Its main task is to assist NATO nations by organising common procurement and supply of spare parts and arranging maintenance and repair services necessary for the support of various weapon and other systems. However, in recent years NSPA has also become increasingly involved in providing logistic support for NATO Crisis Response Operations such as ISAF and KFOR and is the Host Nation for many common funded projects. Firms wishing to receive an Invitation for Bids (IFB) from NAMSA need to register with the agency to be included in their "Source File" of potential suppliers.

### **Allied Command Transformation (ACT)**

Allied Command Transformation (ACT) is one of the two NATO strategic military commands. Its standing priorities are to; transform NATO's military capabilities; prepare, support and sustain Alliance operations; implement NATO Response Force (NRF) and other deployable capabilities and assist transformation of Partner capabilities. ACT is based in Norfolk, Virginia, USA. Details of ACT purchasing requirements (which include consultancy contracts) and contract awards often funded by the Military budget can be found on the budget and finance section of the ACT website.

### **Allied Command Operations (ACO)**

Allied Command Operations (ACO) is the other of the two NATO strategic military commands. Its mission is to safeguard NATO's European territory extending from the northern tip of Norway to the eastern border of Turkey. Supreme Headquarters Allied Powers Europe (SHAPE) is the headquarters of ACO and is located in Casteau, Belgium. Details of ACO purchasing requirements (and those of ACO's subordinate military commands) can be found on the ACO website.

## **NATO Security Investment Programme (NSIP)**

The NATO Security Investment Programme (NSIP) is a key mechanism to deliver capability via NATO Common Funding, while directly contributing to improving NATO's defence capabilities and promoting interoperability between the 28 Allies. NSIP finances the provision of key military capabilities in support of Article 5 requirements, NATO Crisis Response Operations such as ISAF and KFOR, the NATO Command Structure, NATO-wide Command, Control, Communications and Information Systems (C3I), Air Command & Control (Air C2), as well as for reinforcement and logistics (e.g Airports of operation, storage depots).

NSIP is implemented under the supervision of the Investment Committee (IC) within an annual contribution ceiling approved by the North Atlantic Council (NAC). The IC screens and authorises projects designed to meet those operational requirements of the NATO Strategic Commands Allied Command Operations (ACO) and Allied Command Transformation (ACT) which exceed the national defence requirements of individual member nations. This type of common funded activity is unique; similar programmes do not exist within either the UN or EU. The IC also approves the procurement strategy for individual NSIP projects. Procurement can follow a number of routes, but the most common are:

- International Competitive Bidding (ICB) governed by a NATO document known as: AC/4-D/2261 (1996 EDITION);

- National Competitive Bidding (NCB) governed by the rules of the Host Nation responsible for the project;
- Basic Ordering Agreements (BOAs) for those projects where the IC has agreed the NCI Agency can run a limited competition, based on firms that have registered with them. To compete for this work, firms must first register with the NCI Agency;
- Sole Source.

## **UK Defence and Security Organisation (UKTI DSO)**

The UKTI Defence and Security Organisation (UKTI DSO) is part of UK Trade & Investment (UKTI), the Government organisation that helps UK-based companies succeed in international markets (including NATO). UKTI DSO supports companies in the Defence and Security sectors.

UKTI DSO posts details of NATO business opportunities on the UKTI defence pages of the UKTI website ([http://www.ukti.gov.uk/de\\_de/defencesecurity/defencebusinessopportunities.html](http://www.ukti.gov.uk/de_de/defencesecurity/defencebusinessopportunities.html)). All NATO business opportunities titles are prefixed with "NATO". To register your interest in any of these business opportunities you have to be a UK company and be registered on the website.

## **NATO recruitment and security clearance procedures for grade A NATO positions**

### *NATO recruitment overview*

There are 169 British nationals directly employed at NATO (outside the UK's own Delegation to NATO) at the organisation's Headquarters in Brussels. This figure includes seconded military staff and civilians.

If you are interested in applying for a position with NATO, please consult NATO's website for general information on recruitment procedures, vacancies within NATO HQ and world-wide vacancies. NATO also offers citizens of Allied countries such as the UK the opportunity to participate in an internship programme. The aim of the programme is to allow a small number of current or recent students to do a six-month internship with the International Staff at NATO Headquarters in Brussels. More information can be found on the NATO Internship Programme website.

Everyone who works at NATO is security cleared. Security clearance is not required when you first apply to NATO, but before you can be formally offered a post in NATO you will need to have completed the comprehensive vetting process. This is vital to keep NATO secure.

UK nationals who have received a letter (from NATO Recruitment) saying they have been selected for further consideration for a NATO Grade A job should follow the process below to obtain this clearance. (Security clearance for other NATO grades is dealt with directly by the NATO authorities).

**Candidates for grade A posts who have UK government security clearance at the correct level:**

1. Ensure that you have put the level of any existing security clearance on your NATO application form (if you are unsure about this please contact NATO Recruitment); and
2. Inform the UK Delegation to NATO of the following details:
  - your full name;
  - your place and date of birth;
  - details of your current employer (if seconded, your home Government department).

The UK Delegation Security Officer will then verify your current level of security clearance.

For any queries, please contact:

Security Office, UK Delegation to NATO

Tel: 0032 (0) 2 707 7574

Email: ukdelnatosecurityoffice@fco.gov.uk

**Candidates for grade A posts who do not have an existing UK government security clearance:**

1. If you do not have a current security clearance at the level required you will need to complete a Security and Financial Questionnaire which can be obtained from the UK Delegation above contact details.
2. Please check which type of security clearance you will require, this will be found within your nomination letter.

In this scenario the UK Delegation will send you the relevant vetting security vetting and financial forms which should be returned to them before sending back to the UK for submission.

***Important Notes***

In accordance with the Security Policy for the Government of the United Kingdom, both the requirement for and the processing of a personnel security screening action must be based on a specified need. As such, please do not initiate the completion of this or any other security screening form unless and until you have received a formal nomination letter from NATO saying that the Secretary General has decided to give further consideration to your application for a post and directed you to the UK Delegation.

For security reasons and to ensure that your own privacy rights are being safeguarded, security forms available on our website cannot be electronically sent. As such, please print and post a hard copy of the completed forms to:

Security Office, UK Delegation to NATO, BLVD Leopold III, 1110 Brussels, Belgium

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