



### FOREWORD

*The European organization SDIA is a new concept of representation of small and medium-sized enterprises, and Universities / Centers & Research Institutes active in the field of Defence & Security and Dual Systems. SDIA is based in Brussels and manages its activities through national chapters.*

*The articles set out below have been defined in line with the spirit of the SDIA Manifesto*

### ALLIANCE ORGANIZATION AND MANAGEMENT

#### a. SUBSCRIBERS' MEETING

*The Subscribers' meeting aims to discuss & agree SDIA general strategies*

*The Subscribers' meeting shall be attended by the registered Entities / registered Companies, with a representative/right of vote*

*The meeting takes place once a year in Brussels in the second week of December*

#### b. EXECUTIVE COMMITTEE (EC)

*The SDIA Executive Committee (EC) consists of a Chairman and three (or more) members and is provided by AOS Company.*

*The Executive Committee provides the following functions to the SDIA Subscribers:*

- *Organization and Management of SDIA activities*
- *Collection/Access to information within the of interest of Subscriber with*
  - *Subscription to international sites/organizations operating within NATO / EU environment*
  - *Participation on behalf of SDIA to specific workshops*
  - *Maintaining contacts with the national and international organizations operating in the context of NATO / EU*
- *Information flow to all Subscribers in accordance with the agreed rules of confidentiality.*
- *Proposals / highlights to the specific Subscriber of potential opportunities, within the areas of interest indicated at registration and / or during the Subscribers' meetings.*
- *Advertising through press and / or web of SDIA activities*
- *Assistance to Subscribers in the search for experts to support activities not directly covered by the Executive Committee.*
- *Exploratory and promotional activities towards international partners, at the specific request of the individual Subscriber, for possible interest in information and/or products or services supplied by Subscribers, as addressed under "extraordinary activities".*
- *Establishment and execution, on specific request of the individual Subscriber, any other specific activities referred to under "extraordinary activities".*

#### c. SECRETARIAT

*It is responsibility of the Secretariat to process and keep in good order:*

- *Subscribers' list;*
- *Money balance;*
- *Issuing calling notice for Plenary / Subscribers' Meeting;*
- *Minutes of meetings*

*To keep facility costs low, AOS agreed to keep the SDIA secretariat at no-cost.*



### SUBSCRIBERS' RIGHTS

The Subscribers have the right to access the information flow and the activities related to the SDIA Executive Committee functions.

Subscribers can also:

- put their logo in the appropriate section of the Alliance website.
- distribute booklets/leaflets/posters (no commercial advertising) of their products and services during SDIA events. The way this may be done will be defined for each event considering the logistical possibilities and according to criteria of equitable distribution among the beneficiaries who may be interested.

They also have the right to:

- expose their logo on the SDIA event brochure in which they participate.
- involve their employees, without limitation of number, in all events organized by the Alliance

Subscribers can ask to organize in partnership with SDIA, at their headquarters and at their own expenses, any professional event (training, informational seminar, intervention at company conventions, etc.).

### SDIA EXPENSES

The costs necessary to ensure:

- the collection of information (including registrations to relevant structures, business trip expenses for attending meetings / workshops, etc ..)
- the management of the information flow
- and, in general, to perform all the functions of the EC (with the exception of what provided under "extraordinary activities") and Secretariat, up and to the extent of the one time and registrations fees.

The visibility of the money balance will be ensured by the Secretariat, and proper reporting will be made during the Subscribers' meetings.

To keep costs to a minimum there are no paid employees, but all secretarial work will be carried out on a voluntary basis

### EXTRAORDINARY ACTIVITIES

Extraordinary activities are considered as follows:

- Research and flow of confidential information to / from an international context as related to the requests of the specific Subscriber (with reimbursement of direct expenses for travel/accommodation/food plus daily professional fees (€ 350.00 pp/d 2020 e.c.)
- Promotional activities in international contexts for products and services supplied by the specific Subscriber with reimbursement of direct expenses for travel/accommodation/food plus daily professional fees (€ 350.00 pp/d)
- Specific assistance to organization and/or preparation of events / presentations in national and international contexts with reimbursement of direct expenses for travel/accommodation/food plus daily professional fees (€ 350.00 pp/d 2020 e.c.)
- Specific assistance for participation in tenders and/or bid preparation with reimbursement of ONLY direct expenses (travel/accommodation/food) plus Success Fee - the x% (5 to 20%) ONLY if the contract is awarded

### REGISTRATION AND PARTICIPATION



The detailed procedures for registration to SDIA are listed on the website (<http://www.sdia-eu.com>).

For the first registration, a one-time fee is due to partially cover administrative costs, in addition to the yearly subscription fee.

The one-time registration fee and yearly subscription fee are set yearly and are communicated to Subscribers and reported on the website.

All Subscribers are required to pay the fee initially established as follows and subject to yearly review: for year 2020 they are:

	MICRO up to 10	SMALL 10 to 100	MED over 100	Start-up	Academia
Entry Fees	500	500	500	100	300
Annual	500	800	1500	300	300

The above fees do not include possible extraordinary contributions as per the previous paragraph "extraordinary activities"

### PAYMENT AND DEADLINES

A one-time registration fee must be paid at the time of initial registration. The yearly subscription fee covers one calendar year and expires every year on 31 December.

After thirty days from the yearly deadline, the SDIA Secretary will send a payment reminder to Subscribers who have not renewed the subscription; at the yearly deadline the Subscriber is kept inserted in the Registrar book but loses the right to participate in the Alliance's life and is deleted from the Subscribers mailing list. Expired three months the Subscriber is excluded from the Alliance. If he is interested to be part again of the Alliance, must reinitiate the registration process by paying again the one-time fee.

The Executive Committee reserves the right to grant possible reliefs for new registrations when near the last months of the year.

### REGISTRATION AND RENEWAL PROCEDURE

Registration forms may be downloaded from the web site (<http://www.sdia-eu.com>), duly filled, dated, signed and sent by email to the following SDIA email address: [SDIA.info@aofs.org](mailto:SDIA.info@aofs.org) along with a Point of Contact (PoC) name together with a valid ID and the bank transfer document proving the payment of the one-time registration fee and the yearly (pro/quota) subscription fee.

The registration/renewal will be possible by making a bank transfer for the amount requested and indicating in the description / reason "Registration / Yearly Renewal "xxxx" Entity/Company name and Point of Contact.

### LOSING SUBSCRIBER'S RIGHTS

The right of Subscribers is lost:

- By resignation sent to the Chairman of the EC in writing or by e-mail;
- For non-compliance with Subscriber's obligations as resulting from the SDIA code of conduct, this Regulation, and / or by-laws or any other regulations;
- For harmful behavior, or anyway unfair, towards the SDIA;
- For arrears in the payment of the subscription fee at registration or, elapsed three months, the renewal fee.