

**MINUTE PAPER**

REFERENCE:

25/2/46

SUBJECT:

*See over*

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Declassified by ASD - 21/02/2022

**MARSIK - PROJECT MANAGEMENT**

Further to our earlier discussions on the management and oversight of Project MARSIK, two Committees have been formed and both have had their first meeting. The two-tiered management structure should ensure that the Project receives appropriate Directorate guidance as well as monitoring, control and coordination of the more detailed aspects.

The two Committees, their membership and proposed terms of reference are detailed below:

- a. MARSIK Steering Committee, comprising ADD (Chairman), ADC, ADS, ADA, SM, SMT (Secretary), will be responsible to the Director for:
  - (1) policy matters relating to the project;
  - (2) general oversight and periodic review of project progress and conformance to schedule, and
  - (3) ensuring that allocation of DSD resources to the project is in accordance with overall Directorate objectives.

This Committee will meet once per month or more frequently if required.

- b. MARSIK Project Committee, comprising SM (Chairman), SMT (Secretary), SMT2, SMO, AF, AP, CH, CHR, STE, will be responsible to the MARSIK Steering Committee for:
  - (1) management and coordination of routine project activities;
  - (2) review of project progress, identification of problem areas and initiation of appropriate action;
  - (3) preparation of reports on the current status of the project for submission to the MARSIK Steering Committee and other project participants;
  - (4) identifying new tasks within the scope of the project and allocating responsibility for action; and
  - (5) ensuring that policy issues are identified and presented to the MARSIK Steering Committee.

This Committee will meet about one week before the MARSIK Steering Committee or more frequently if required.

3. Your approval of these arrangements and the terms of reference is requested please.

*Approved*  
*[Handwritten signature]*  
J.M. Noble  
ADD

5 July 1984