Functions and Requirements of a Secretariat

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ccNSO meeting KL

Basic Functions

- Website
    - Maintaining and information update
    - Establish appropriate links
- mailing list
    - Maintaining, archiving
- Documentation
    - Draft and Editing documents for publication
    - Achieve and Upload
    - Corporation documentations
- Meeting logistics
    - Venue booking, AV and internet set up, roll taking, badge etc.
    - Teleconference / On-line Meeting set up
    - Meeting minutes
- Accounting
    - Bookkeeping
    - Budget management
    - Membership collection and invoice issuing
    - Sponsorship collection
- Support Service
    - Point of Contact for membership related business.
    - Board/Committee support

Advance Functions

- Organize voting
- Information monitoring
- Newsletter publication
- Outreach / technical workshop
- Others:
  - Members' survey
  - Policy analysis
  - Document translation

Requirement: Facilities

- Office space
- PC / Laptop for staff
- Server for website
- Copy machine
- Telephone, fax machine
- Internet connection / telephone lines
- Office stationeries

Requirement: Staff

- Administration personnel
  - Members' communication
  - Documentation
  - Scribe / editing / meeting minutes
  - Meeting logistics
- Technical personnel
  - Webmaster
  - Technical support
- Accounting / office management personnel
  - Bookkeeping, accounting

Requirement: Budget

- Staff salary
- Equipment (PC, server, office facilities)
- Office expenditure (rental, electricity, internet, telephone)
- Meeting travel expenses

Requirement: Others

- Language ability of the staffs
- Ability to operate an independent bank account. (file tax if necessary)

Operating Models

- Independent/Outsourced Secretariat
  - Fully budgeted
  - Pay for every: service/equipment/staff…
- Co-located Secretariat
  - Sponsored by member/organization
  - Co-located at member's office location
  - Some costs are "sponsored".

Example: APTLD Secretariat

- Operated by a member
- Co-located at TWNIC
    - Space
    - Electricity
    - Telephone/fax/internet
    - Hardware (Server, projector, copy machine…..)
- No assets (PC, projector…)
- Technical and Accounting Personnel support from TWNIC
- Cost
    - One full time staff
    - Meeting cost (venue, coffee break)
    - Secretariat's meeting travel
    - Minimal miscellaneous expenses
    - 2003 annual expenses: USD 23,152
- Income
    - Mainly Membership fee
        - Selective fee band: 7 tiers from USD100 to 20,000
- Finance
    - Local independent bank account in USD
    - Professional auditing

Thank you.

For reference: APTLD RFP for Secretariat:
http://www.aptld.org/file/RFP_to_Operate_APTLD_Secretariat.htm