



The Executive Secretariat and its composition

Paul LUU, Executive Secretary





Role of the Executive Secretariat

- Ensure the coordination and the implementation of the roadmap of the Initiative & provide support to Consortium members, the Forum partners and the STC.
- More specifically, the Executive Secretariat will:
 - **promote the Initiative**, the goals it pursues and the actions of its members
 - prepare, convene and organize **meetings** (Consortium, Forum and STC)
 - ensure the **consistency between the different components** of the Initiative
 - **facilitate contacts** between financing bodies and project promoters
 - **foster communication** between Initiative members and outside
 - maintain, drive and provide content for the **website**, including the collaborative platform and the resource center
 - prepare **annual budget**
 - **monitor the activities** of the Initiative and **report** to Consortium and Forum
 - **implement the budget**, produce an **annual report**

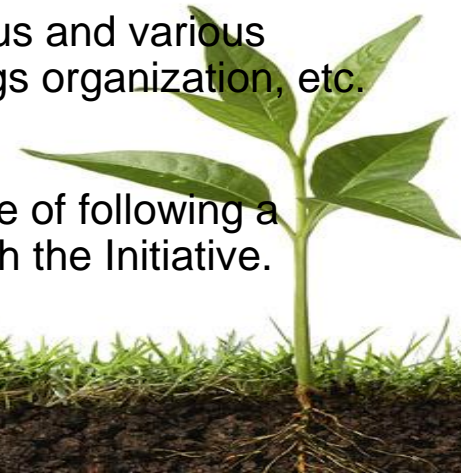




Its composition

ES 2

- The E.S. will have an **open composition**, as members of the Consortium will second human resource on a voluntary basis.
- However a **team of 5**, including the Executive Secretary would be a minimum:
 - A **Scientific activities Supervisor**, support of the STC (preparation and organization of the meeting, report ...), in charge of the link with the Research program of the Initiative and of the management of the Resources center
 - A **Projects management and Partnerships Officer**, in charge of the animation, the monitoring and the support of the “projects part” of the Initiative working on the Collaborative Platform and the implementation of the sets of indicators for evaluation of practices, projects and policies related with the Initiative
 - A **Communication and Medias Officer**, in charge of the internal and external communication including the management of the website, animation on social networks and organization and management of events
 - A **polyvalent assistant** to manage relationship with numerous and various interlocutors, travels of the team and STC members, meetings organization, etc.
 - The **Executive Secretary** already seconded by France
- The 3 first members of the team and the E.S. will also be in charge of following a **geographical area** and **International Initiatives** having a link with the Initiative.





ES 3

Hosted by



Executive Secretary

Polyvalent Assistant

Scientific Activities Supervisor

STC

Scientific aspects
Digital Resource Center
Link with IRSCP
Link with other scientific Partners and Initiatives
Etc.

Regional correspondant

Projects Management & Partnership Officer

Projects part of the Init. Collaborative Platform
Link with donors and other partners (project leaders)
Link with STC for projects evaluation
Etc.

Regional correspondant

Communication & Medias Officer

Internal communication
External communication
Website maintenance and development
Social networks
Relationship with press
Etc.

Regional correspondant



Situation of the Executive Sec. on 30th June 2017

ES 4

- One person : Dr Paul LUU, Ex. Sec. seconded by France
- CGIAR SMO is hosting the Exc. Secretariat (MoU signed)
- Special contribution of Région Occitanie: 75 m² (11 250 €)
- Some countries are studying possibilities for secondment
- Needs are:
 - 3 secondments for the 3 positions of officer
 - Funds secured for at least 1 year of budget for assistant (45 k€)
 - Budget secured to cover the cost of functioning for the team in the CGIAR SMO offices (104,3 k€)

