

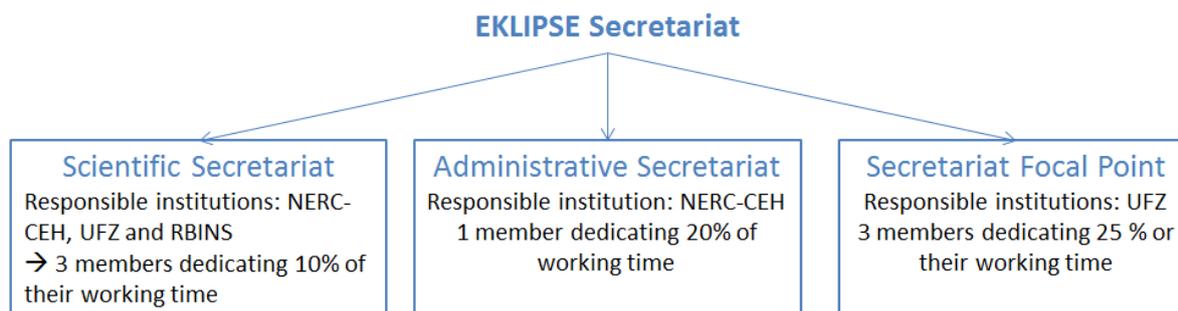


Developing a mechanism for supporting better decisions on our environment based on the best available knowledge.

The Secretariat

1) What is the Secretariat?

The Secretariat handles the day-to-day work of the EKLIPSE project. The Secretariat is not a full-time group. Each member of the group is involved on other aspects of EKLIPSE work, and non-EKLIPSE related projects. The EKLIPSE Secretariat is divided in three groups with different tasks; the Scientific Secretariat group acting as head of the Secretariat, an administrative Secretariat and a group acting as Secretariat focal point for each EKLIPSE Request. In summary, the tasks of the Secretariat are as follow (for allocation of tasks to each Secretariat group, please see below).



Scientific Secretariat

- Coordinates overall EKLIPSE/ EU Mechanism activities
- Ensures standardisation and transparency of all processes
- Supports KCB, SAB, BPG
- Further develops the Ethical Infrastructure and ensure compliance to it of all involved groups
- Ensures communication of processes to each group involved
- Continues rethinking EU Mechanism Secretariat role (further develop guidance notes, processes, allocation of tasks...)
- Ensures legacy for EU Mechanism (Tested standardised processes, documentations, best lessons learned, templates, etc...)

Administrative Secretariat

- Taking care of the daily communication. Follow-up and remind EKLIPSE team to answer to specific emails
- Support Scientific secretariat in efficient communication with KCB/SAB/BPG

- Feeding the website with news and most recent version of documents. Remind the team to update the different pages of the website
- Organising the logistics (arranging suitable dates, venue booking, catering, etc...) for all meetings
- Manage the Secretariat folder in the OwnCloud of each request (Check all docs are latest version)
- (Taking minutes at the Weekly Skype)
- Taking care of the reimbursement organization and follow-up for SAB and BPG
- Adding people who ask general question to EKLIPSE in the database of people to keep contact with

Secretariat focal point for each request

The main overarching task of the Secretariat focal point is to ensure the quality of the request process (according EKLIPSE principles, rules and procedures) by supporting the work of the KCB focal point and Deputy as well as the work of the Expert Working Group. The main idea is to simplify the work of the KCB and EWG and allow them to concentrate more on the strategy, content and outcomes of the request. For more information on the detailed tasks for the Secretariat focal point, please check the main steps describing the request process.

2) How does the Secretariat facilitate internal and external communication?

A key role of the Secretariat is to ensure communication between all members of the EKLIPSE project. Specific tasks include:

- Virtual meetings: organising (and as needed the chairing and minute taking) regular virtual meetings for the project team, using the Visimeet video conferencing software.
- Wiki: ensuring that the project wiki (restricted to EKLIPSE internal use) is kept up to date, and is coherent; encouraging the use of the project wiki.
- Website: ensuring the project website is kept up to date
- Archiving: Ensuring that any communication with the Secretariat is recorded and addressed efficiently.

3) Which groups does the Secretariat support and how?

Supporting the Knowledge Coordination Body:

- Meetings:
 - Organising KCB meetings when required. This will include setting up a doodle, selecting suitable dates and informing the KCB.
 - For virtual meetings, the Secretariat is responsible for setting up a GoToMeeting or visimeet as needed.
 - For face to face meetings this includes booking a venue of Secretariat choosing, inviting all KCB members to the meeting and providing information on the date, venue and a small number of accommodation options. The Secretariat is not responsible for providing advice on travel options, booking tickets or booking accommodation. The Secretariat will arrange reimbursement of reasonable travel and accommodation costs (up to €340 per trip) provided all relevant documentation (i.e. receipts) is made available.
 - The chairing of all KCB meetings will be done by the Chair of the KCB. The Secretariat will support by taking minutes and sharing these minutes with the KCB within a week of each meeting.

- Documents for KCB: The Secretariat is responsible for ensuring that all relevant background documents are provided to members of the KCB prior to their meetings.
- Call for knowledge: Organising the Calls for Knowledge during the scoping stage of requests. This includes providing a call template to the KCB focal point and deputy, disseminating the Call for Knowledge and setting up a page on the Forum to allow participants to contribute to the Call for Knowledge
- Call for expertise: Organising the publication, management, compilation and follow-on of applications in all call for expertise – for more specific information on the role of the secretariat in calls for expertise, please refer to our guidance note on “Preparing and managing calls for expertise”.

Supporting the Expert Working Groups:

- Ethics: Ensuring compliance of the Expert Working Group to the ethical infrastructure, e.g. signature of the declaration of the conflict of interest by each member of the Expert Working Group before the actual work starts
- OwnCloud: Preparing the data support needs of the Expert Working Group by preparing an OwnCloud folder for them, and giving access rights to all members of the EWG. The Secretariat is not responsible for supplying the data needed by the EWG.
- Website: adding regular updates on the project website
- Visimeet: Set up “selected” requesters on visimeet to ensure good communication throughout the scoping and processing of the request.
- EWG meetings: Supporting the organization of Expert Working Group meetings (one face to face meeting per expert working group). This includes setting up a doodle and selecting a suitable date, and booking a venue of our choosing for the meetings. Inviting all EWG members to the meeting and providing information on the date, venue and a small number of accommodation options. The Secretariat is not responsible for providing advice on travel options, booking tickets or booking accommodation. The Secretariat will arrange reimbursement of reasonable travel and accommodation costs (up to €340 per trip) provided all relevant documentation (i.e. receipts) is made available.
- Peer-review: Invite and set up peer reviewers as selected by the KCB. Ensuring adequate software is in place to collect and compile peer-review and ensure peer review feedback is passed on to expert working groups in workable format.

Supporting the Strategic Advisory Group (SAB) and Business Plan Group (BPG)

- Meetings:
 - o Organising SAB and BPG meetings when required. This will include setting up a doodle, selecting suitable dates. For face to face meetings this includes booking a venue of our choosing, inviting all SAB and BPG members to the meeting and providing information on the date, venue and a small number of accommodation options. The Secretariat is not responsible for providing advice on travel options, booking tickets or booking accommodation. The Secretariat will arrange reimbursement of reasonable travel and accommodation costs (up to €340 per trip) provided all relevant documentation (i.e. receipts) is made available.
 - o For virtual meetings, the Secretariat is responsible for setting up a GoToMeeting or visimeet as needed. The chairing of all SAB meetings will be

done by the Chair of the SAB. The chairing of all BPG meetings will be done by the Chair of the BPG.

- The Secretariat supports all meetings by taking minutes and sharing these minutes with the SAB and BPG within a week of each meeting.
- The Secretariat is responsible for ensuring that all relevant background documents are provided to members of the SAB and BPG prior to the meetings.