

## ICOSI

### The Role of the Secretariat

The Secretariat's role is to efficiently manage the affairs of ICOSI in accordance with the established policies of the organisation and its constitution.

#### Responsibility

Through the Secretary General the Secretariat is responsible to the Board of Governors for arrangement of Board meetings, drawing up agenda, preparation and distribution of minutes and for other work as directed by the Chairman of the Executive Committee.

Members will retain the right to have subjects of their choice included in agenda.

The Secretariat is responsible to the Executive Committee for those duties associated with responsibilities delegated to the Executive Committee by the Board of Governors.

#### Committees

The Secretariat arranges meetings of the Board of Governors, the Executive Committee and other Committees and groups as required. Secretarial services are provided for these working units so that minutes can be taken and distributed promptly.

#### Office Organisation

Setting up and maintaining an efficient office organisation is a key task. It is a function of the Secretariat to be responsible for all aspects of office management and for the effective control of the ICOSI budget and other accounting matters. In collaboration with ICOSI's financial advisers, the Secretariat will be responsible for the receipt and disbursement of funds.

#### Outside Bodies

It is a function of the Secretariat to ensure that the necessary links are established with appropriate outside bodies whose work affects or relates to that of ICOSI. Special arrangements are to be

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made so that ICOSI is kept fully aware of developments and opinions of Governments and Government-supported agencies around the world on matters affecting the interests of ICOSI in both countries covered and not covered by a national association.

#### Information

The organisation of the Secretariat will incorporate an Information Service to meet the needs of member organisations and to serve as a clearing house for information relating to the tobacco industry. It will make arrangements to ensure that statements and publications issued by, or on behalf of, ICOSI are cleared for scientific accuracy and reflect the position of the members. The service will incorporate a library of appropriate publications, films, photographs and tapes. It will also maintain links with other sources of information such as national trade associations, Governments and Government-supported bodies.

#### Outside Services

Under the direction of ICOSI Committees and Working Parties, it will be the responsibility of the Secretariat to engage and guide appropriate outside services as required and to ensure that the agreed payment is made on behalf of ICOSI.

#### Representation

After receiving prior approval the Secretary General will normally be authorised to represent the Board officially and to discuss ICOSI policies with national trade associations and other outside bodies. Such discussions will be within previously agreed guidelines laid down in the Executive Committee or Board of Governors as appropriate.

#### Programme of Activity

The Secretariat will draft for Board consideration, recommendations relating to the further development of ICOSI policies. Additionally, however, the Secretariat will draw up other recommendations in the form of programme activity for endorsement by the Board. It will be a responsibility of the Secretariat to monitor the implementation by member organisations of those programmes which the Board has approved and which are binding upon members.

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