

ASSOCIATION FOR SSR EDUCATION AND TRAINING (ASSET)

SECRETARIAT - TERMS OF REFERENCE

Introduction

The Secretariat of the ASSET, hereafter referred to as the Secretariat, is the third organ established by Article 12 of the ASSET Cooperation Statement.

Article 1 – Mandate

The Secretariat is run on a rotational basis by one member of the ASSET. Members receive a two-year mandate during which they perform the core functions of the Secretariat as described in the present document.

Article 2 – Election

The member that runs the Secretariat is appointed by the Annual General Meeting every two years following the provisions of Article 12 of the ASSET Cooperation Statement. All members that wish to submit their candidacy for running the Secretariat shall inform the Coordination Committee in writing at least three months prior to the Annual General Meeting during which the election shall take place. This submission must include a formal written proposal to demonstrate the candidate organisation's capacity to undertake the functions detailed in Article 4.

There is no restriction on the number of terms that a member can run the Secretariat if elected in accordance with the above procedure.

Article 3 – Composition

The Secretariat shall appoint a focal point within its organisation. The name and contact details of the focal point shall be communicated in writing to all ASSET members within two weeks. Should there be any change in the focal point, the Secretariat shall communicate the new details to the members within two weeks.

Article 4 – Functions

The Secretariat shall

- a. Work to support the Annual General Committee and the Coordination Committee in effectively performing their functions and duties as described in Articles 13 and 14 of the ASSET Cooperation Statement respectively;
- b. Assist the Annual General Meeting in the selection and appointment of the Coordination Committee;
- c. Be familiar with all the details of the Annual Workplan adopted by the Annual General Meeting and take the lead in facilitating its implementation;
- d. Assist members in identifying national, regional and international funding opportunities and mechanisms related to the financing of SSR training projects; communicate identified opportunities to ASSET members through written updates;
- e. Assist members and the Coordinating Committee in identifying funding options for the subsequent Annual General Meetings to be held during its mandate;
- f. Facilitate the coordination and liaison work of the Coordination Committee by supporting regular communication among ASSET members;
- g. Assist the Coordination Committee in organising the Annual General Meeting;
- h. Assist the Coordination Committee in overseeing the procedures for membership and observer status;
- i. Assist the Coordination Committee in implementing the Annual Workplan;

- j. Assist the Coordination Committee in its reporting functions to the Annual General Meeting
- k. Support the Coordinating Committee with respect to background research and communication tasks in view of the admission of new members and observers;
- l. Support the management of the web-portal;
- m. Keep itself informed of the latest developments in the field of SSR training, providing regular written updates to ASSET members;

Article 5 – Resources

In line with the provisions of Article 11 of the ASSET Cooperation Statement, the Secretariat shall not hold independent funds. The activities of the Secretariat shall be funded by the member appointed to run the Secretariat. The Secretariat is, however, encouraged to raise any additional funds necessary to ensure the effective implementation of its functions and duties as listed in the present document.

Article 6 – Amendments

Requests to amend the present Terms of Reference shall be submitted to the Coordination Committee at least two months prior to the Annual General Meeting. Decisions to amend the present Terms of Reference shall be approved by a two-third majority of the members present during the Annual General Meeting.