

Developing mechanisms to support the planning and execution of administrative tasks and the branding and online visibility of the Regional Coordination Groups (RCGs), with the aim to establish a long term supportive structure.

Secretariat





REGULAR ACTIVITIES

Communication

Maintenance of working tools

Web & Social **networks** maintenance Corporate image maintenace

> Other communication producs:

- Newsletter
- Press releases
- Others **End-Users' focal** point

Databases

- Members of the RCGs
- Other **Stakeholders**
- Relevant projects database 🚜

Work/Docs. repositories

- Sarepoint MSTeams
 - Other

New ideas for the Secretariat Assistance

Basic protocols and organisation procedures

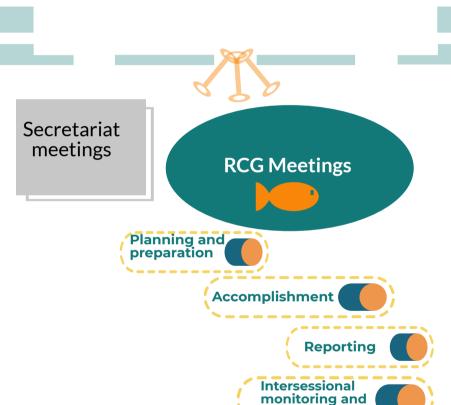
Participants' itinerary Rules of procedure

Terms of reference

- RCGs
- ISSGs Others

Guidance through legal references 🚼

Meetings



New initiatives and projects by the RCGs involving the Secretariat

Extraordinary meetings and events demanding the Secretariat Assistance.

Daily operation

- **Finances**
- Staff
- Ect.













support