RCG's Secretariat
SECWEB

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

- **Web & Social networks** maintenance
- **Corporate image** maintenace
- Other communication producs:
  - **Newsletter**
  - **Press releases**
  - Others
- **End-Users' focal point**

Maintenance of working tools

Databases
- Members of the **RCGs**
- Other **Stakeholders**
- Relevant **projects** database ✳

Work/Docs. repositories
- Sarepoint
- MSTeams
- Other

Basic protocols and organisation procedures

- Participants' itinerary ✳
- **Rules of procedure**
- **Terms of reference**
  - RCGs
  - ISSGs
  - Others
- Guidance through **legal references** ✳

Meetings

Secretariat meetings

RCG Meetings

- Planning and preparation
- Accomplishment
- Reporting
- Intersessional monitoring and support

✳ New ideas for the Secretariat Assistance

→ ADDITIONAL ACTIVITIES

New initiatives and projects by the RCGs involving the Secretariat

Extraordinary meetings and events demanding the Secretariat Assistance.

Daily operation
- Finances
- Staff
- Ect.