Functions and Requirements of a Secretariat

Joanna Tso
APTLD Secretariat
20 July 2004
ccNSO meeting KL
Basic Functions

- Website
  - Maintaining and information update
  - Establish appropriate links
- mailing list
  - Maintaining, archiving
- Documentation
  - Draft and Editing documents for publication
  - Achieve and Upload
  - Corporation documentations
- Meeting logistics
  - Venue booking, AV and internet set up, roll taking, badge etc.
  - Teleconference / On-line Meeting set up
  - Meeting minutes
- Accounting
  - Bookkeeping
  - Budget management
  - Membership collection and invoice issuing
  - Sponsorship collection
- Support Service
  - Point of Contact for membership related business.
  - Board/Committee support
Advance Functions

- Organize voting
- Information monitoring
- Newsletter publication
- Outreach / technical workshop
- Others:
  - Members’ survey
  - Policy analysis
  - Document translation
Requirement: Facilities

- Office space
- PC / Laptop for staff
- Server for website
- Copy machine
- Telephone, fax machine
- Internet connection / telephone lines
- Office stationeries
Requirement: Staff

- Administration personnel
  - Members’ communication
  - Documentation
  - Scribe / editing / meeting minutes
  - Meeting logistics
- Technical personnel
  - Webmaster
  - Technical support
- Accounting / office management personnel
  - Bookkeeping, accounting
Requirement: Budget

- Staff salary
- Equipment (PC, server, office facilities)
- Office expenditure (rental, electricity, internet, telephone)
- Meeting travel expenses
Requirement: Others

- Language ability of the staffs
- Ability to operate an independent bank account. (file tax if necessary)
Operating Models

- Independent/Outsourced Secretariat
  - Fully budgeted
  - Pay for every: service/equipment/staff…

- Co-located Secretariat
  - Sponsored by member/organization
  - Co-located at member’s office location
  - Some costs are “sponsored”.
Example:
APTLD Secretariat

- Operated by a member
- Co-located at TWNIC
  - Space
  - Electricity
  - Telephone/fax/internet
  - Hardware (Server, projector, copy machine….)
- No assets (PC, projector….)
- Technical and Accounting Personnel support from TWNIC
- Cost
  - One full time staff
  - Meeting cost (venue, coffee break)
  - Secretariat’s meeting travel
  - Minimal miscellaneous expenses
  - 2003 annual expenses: USD 23,152
- Income
  - Mainly Membership fee
    - Selective fee band: 7 tiers from USD100 to 20,000
- Finance
  - Local independent bank account in USD
  - Professional auditing
Thank you.

For reference: APTLD RFP for Secretariat:
http://www.aptld.org/file/RFP_to_Operate_APTLD_Secretariat.htm