

## **GEBCO SECRETARY RESPONSIBILITIES**

Submitted by GEBCO Secretary

### **SUMMARY**

Executive Summary: This document provides details of the current duties and responsibilities of the GEBCO Secretary.

Action to be taken: See paragraph 3

Related documents: GGC ToRs and RoPs dated 11 September 2015

1. The current Terms of Reference (ToR) and Rules of Procedure (RoP) for the Joint IHO-IOC GEBCO Guiding Committee state, in article 2.2, that:

The Committee shall appoint a Secretary for a five-year term which can be renewed by the Committee. If resources permit and at the Committee's request, a secretary may be provided by either the Secretariat of the IHO or the IOC. The function of the Secretary shall be defined by the Guiding Committee.

2. The present duties carried out by the Secretary include, but are not limited to:
  - a. Coordination of the Project in accordance with the decisions of the Committee as recorded in the meeting reports;
  - b. Arrangement, agenda preparation, document publication, conduct and recording of Committee meetings;
  - c. Drafting and maintaining GEBCO Work Plan and budget, reflecting GGC approved subordinate bodies' input;
  - d. Liaison with the meeting host nation organizers and the Science Day conveners to ensure all logistic and requirements are considered;
  - e. Drafting final meeting reports, circulating to participants and publication of final agreed version;
  - f. Provision of annual statement of all GEBCO Funds, except NF/UHN fund, with details of annual income and expenditure;
  - g. Drafting annual GEBCO report to IRCC and IOC;
  - h. Drafting biennial GEBCO report to IOC Assembly;
  - i. Drafting triennial GEBCO report to IHO Assembly;
  - j. Acting as second signature of all approved expenditure invoices and travel forms;
  - k. Authorizing GGC approved annual expenditure items in accordance with the GEBCO annual Work Plan and Budget, such as the GEBCO website maintenance;
  - l. Monitoring of progress on agreed actions and maintaining of a current list of the states of those actions;

- m. Acting as the main point of contact for GEBCO Project issues and enquiries;
  - n. Maintenance of the membership list for the GGC, informing the chair of approaching term completions and vacancies; and
  - o. Other tasks as agreed between the Secretary and the GGC.
3. The GGC is invited to:
- a. **Note** the information provided;
  - b. **Confirm** the function of the Secretary; and
  - c. Take any other **Action** deemed appropriate.