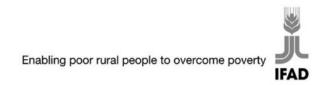


IFAD's Corporate Induction Seminar 16 September 2013

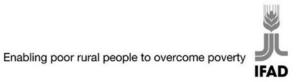


Role of the Secretary

The Secretary of IFAD is mandated to serve as:

- Secretary to the Fund's Governing Council (GC)
- Secretary to the Executive Board (EB) and to subsidiary bodies





Main responsibilities of the Secretary:

- Promote effective relationship between the Fund and the Member States in IFAD Governing Bodies.
- Play an advisory role to IFAD Senior Management on matters relating to IFAD's relations with Member States and Governing Bodies.
- Plan and manage the smooth functioning of the periodic meetings of the Fund's governing body meetings:

Key contacts:

- ✓ Cheryl Morden, Officer-in-Charge, Office of the Secretary of IFAD, c.morden@ifad.org Tel.: 06 5459-2254
- ✓ Front Office: SEC_frontoffice@ifad.org; Tel.: 06 5459-2212/2180



The Office of the Secretary (SEC) supports the Secretary in carrying out these main roles. Main responsibilities and key contacts:

✓ IFAD Membership:

Accreditation, attendance at Governing Body meetings; records of membership status:

> Andreina Mauro, Manager, Strategic and Support Unit (MS-Liaison@ifad.org)

• Voting:

Deirdre McGrenra, Head, Governing Bodies Office (GB_Office@ifad.org)

• Application for non-original membership:

> Deirdre McGrenra, Head, Governing Bodies Office (GB_Office@ifad.org)

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Preparation and organization of Governing Bodies meetings and related events:

- Logistics; interpretation; Member States Interactive Platform (MSIP):
 - Andreina Mauro, Manager, Strategic and Support Unit (MS-Liaison@ifad.org/ conferencestaff@ifad.org)
- Meeting documentation; document dispatch; historical records of decisions and deliberations of Governing Bodies, Corporate Induction Seminars and Briefing Sessions for EB Representatives:

Deirdre McGrenra, Head, Governing Bodies Office (GB_Office@ifad.org)

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✓ Protocol:

- Protocol services for ceremonial functions, Governing Body meetings, special events and visits by high-level dignitaries:
 - > Helen Terry, Protocol Officer (Protocol@ifad.org)

✓ Quality control of Governing Bodies documentation:

• Editing and translation:

Eleanor Alesi, Head, Language Services (LS_GB@ifad.org)



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THANK YOU!

