



# Office of the Secretary of IFAD (SEC)

IFAD's Corporate Induction Seminar

16 September 2013

Enabling poor rural people to overcome poverty



# Office of the Secretary of IFAD (SEC)

## 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



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## **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](mailto:c.morden@ifad.org)  
Tel.: 06 5459-2254
- ✓ Front Office: [SEC\\_frontoffice@ifad.org](mailto:SEC_frontoffice@ifad.org); Tel.: 06 5459-2212/2180

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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!**