

Mandate of the Secretariat of the Parliamentary Assembly of the Union for the Mediterranean

1. The Secretary-General

The Secretary-General shall oversee and coordinate the work of the Secretariat.

2. Assistance for the Plenary and the Speakers' Summit

The Secretariat shall assist the Presidency in the work of preparing and organising the Plenary and the Speakers' Summit. It shall also, in close cooperation with the Presidency, ensure that the deliberations of the Plenary and the Speakers' Summit are implemented (verification of minutes, forwarding of texts adopted, implementation of decisions taken).

3. Coordination of the Work of the Committees

The Secretariat shall assist the Chairs of the parliamentary committees in coordinating the work of the committees with the Assembly's political priorities and calendar of activities.

4. Support for the Bureau

The Secretariat shall assist the Presidency in preparing and organising the work of the Bureau and enlarged Bureau. It shall ensure that meetings run smoothly and are followed up (verification of minutes, forwarding of texts adopted, implementation of decisions taken). It shall propose and implement the annual programme of activities of the Assembly, under the direction of the Presidency and the members of the Bureau.

5. Liaison with the Secretariat of the UfM and Public Relations

The Secretariat shall maintain contacts with the Secretariat of the UfM with which it shall ensure a smooth exchange of information concerning the activities of the Assembly and the UfM. Under the direction of the Bureau and the Presidency, it shall be responsible for the institutional communication and public relations of the Assembly, whose image and role it shall strive to promote. The Secretariat shall manage the Assembly's documents, archives and website.

6. Language Arrangements and Budget

The Secretariat shall assist the Presidency in managing the interpretation and translation needs in connection with the proceedings of the Plenary and the work of the Bureau and enlarged Bureau.

Each year the Secretariat shall draw up the draft budget for the following financial year which it shall submit to the Bureau for approval; it shall subsequently ensure the draft budget is implemented once it has been definitively adopted by the Assembly. In keeping with the principle of the separation of functions, the Secretariat shall have an accountant.