



## TERMS OF REFERENCE FOR THE SECRETARIAT

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### 1. Introduction

This Terms of Reference outlines the principles, duties, responsibilities and selection process for the ENFSI Secretariat.

### 2. Definition

The ENFSI Secretariat has a legal status and its main task will be to support ENFSI – and especially the Board – in the discharge of its functions. The ENFSI Secretariat shall be accountable to and operate under the supervision of the ENFSI Board.

### 3. Principles

- ENFSI has assigned its Secretariat to a separated body.
- The ENFSI Secretariat shall be hosted by an ENFSI Member-institute ('host institute'). The term for hosting shall be indefinitely. A change of host institute at a particular time (the 1<sup>st</sup> January of a year) can be requested with justified reasons and a majority within the membership.
- The Secretariat is headed by the ENFSI Secretary or Secretaries who will be an employee or employees of the host institute.
- The costs for hosting the Secretariat will be repaid to the host institute.
- The selection of the host institute shall be organised by a bid system in which the final decision is up to the Membership at a Business Meeting.

### 4. Formal agreement

The two parties involved i.e. ENFSI and the host institute shall enter into a signed contract in which all responsibilities, duties and arrangements are laid down.

### 5. Responsibilities and duties

The responsibilities and duties for the Secretariat are:

- To make proposals for and to assist the Board in the discharge of its functions.
- To prepare the Board meetings and the Business Meetings.
- To make proposals for annual budgets and financial statements to be adopted by the Board
- To make proposals for annual working programs to be adopted by the Board.
- To maintain the records and files of ENFSI, including the minutes of the meetings of the Board and the Business Meetings.
- To execute and communicate the decisions of the Board and the Business Meeting.
- To administer the finances of ENFSI in accordance with the Framework for Finances.

- To have an administrating and updating role in the management of the ENFSI website and the ENFSI intranet.
- To represent ENFSI, if required, on behalf of the Board at international meetings.
- Any other task assigned by the Board.

## 6. Selection process

- The candidate hosting institute shall submit an application form ('bid') specified in the Annex (*see page 3*).
- The application form shall be sent to the ENFSI Secretariat that will forward the application to the ENFSI Board.
- The Board shall evaluate the applications and rank them in order of merit.
- The ENFSI Chairman shall present the applications, the results of the evaluation as well as the Board's advice at the Annual Meeting.
- The Member-representatives attending the Annual Meeting shall select the hosting institute from amongst the candidates by a secret vote. If more than two candidates apply, the same rules shall be applied as for Board elections (see Framework for Business Meetings, BRD-FWK-002, 10.2).

## 7. Amendments against previous version

12-05-2016

Apart from small editorial changes following points have been amended:

Topic 3: One bullet point concerning the legal status of the secretariat has been deleted as it is already mentioned under topic 2. The second bullet point has been amended according to the indefinite period of hosting and the procedure of changing the host institute.

Topic 4: The number of parties involved has been decreased from three to two. In the previous version the ENFSI Legal entity was listed as third party.

Topic 5: The wording of the eighth bullet point has been changed without changing the meaning of it.

Topic 6: One bullet point concerning the deadline for submission of the application form has been deleted. To the last bullet point the second sentence has been added.

Annex: The curriculum vitae as requirement has been deleted. The wording of bullet point 5. has been changed.

## ANNEX

### APPLICATION FORM FOR BIDS HOSTING THE ENFSI SECRETARIAT

The application should follow this standardised format with all elements answered.

#### **Applying institute**

- Full legal name:
- Short name:
- Acronym:
- Director:
- Address:
- Post code:
- Country:
- Telephone:
- Fax:
- E-mail:
- Website:

#### **Needed information for selection**

1. Describe the proposed legal status for the ENFSI Secretariat including the supervision by the ENFSI Board.
2. Present an overview of the accommodation and IT-facilities in the hosting institute available for the Secretariat.
3. Relevant competencies for the future Secretary/Secretaries are: academic degree, professional experience, knowledge of the forensic community, knowledge and experience of administration, fluency in English (oral and written) and social and communication skills.
4. Present an overview of the professional knowledge and skills from the hosting institute that will support the Secretariat e.g. website hosting, website editing and financial accounting.
5. If the Secretariat can only be hosted for a period of time, please indicate this period.
6. Give the compensation [in Euro] that would be required to meet the annual costs for hosting the Secretariat.
7. Give any other information that might be relevant e.g. experience with similar activities, distance to relevant locations abroad or guarantees for continuity.