



TERMS OF REFERENCE FOR THE SECRETARIAT

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1. Introduction

This Terms of Reference outlines the principles, duties, responsibilities and selection process of the ENFSI Secretariat. According to § 16 of the ENFSI Constitution this document describes internal regularities in addition to § 8 (1); § 9 (2); § 12 (2); § 14 (2); § 15 (4) and § 15 (5 c) of the ENFSI Constitution.

2. Definition

The ENFSI Secretariat's main task is 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

- The ENFSI Secretariat shall be hosted by an ENFSI member institute ('host institute'). The term for hosting shall be indefinite. A change of host institute at a particular time (the 1st January of a year) can be requested with justified reasons and a majority within the membership.
- The Secretariat shall be run by at least two Secretaries who are employees of the host institute.
- The costs for hosting the Secretariat shall be paid 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 of the Secretariat are (in addition to the paragraphs indicated under the introduction part):

- To make proposals for and to assist the Board in the discharge of its functions.
- To prepare agendas for the Board Meetings, Business Meetings and Joint Meetings.
- To make proposals for annual budgets and financial statements to be adopted by the Board and approved by the membership.
- To support the Board in the creation of Action Plans and Strategic Plans.
- To maintain all records and files of ENFSI.
- To execute and communicate the decisions of the Board and the membership.

- To administer the finances of ENFSI in accordance with the Framework for Finances.
- To have a controlling, initiating and stimulating role in the management of the ENFSI webpage and the ENFSI intranet.
- To represent ENFSI, if required, on behalf of the Board at international meetings.
- Any other tasks assigned by the Board.

6. Selection process

- The candidate hosting institute shall submit an application form ('bid') specified in the Annex (*see page 4*).
- 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 chairperson 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 following the principles of voting according to § 15 (3) of the ENFSI Constitution.

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Amendments against the previous version

30-05-2019

Apart from small editorial changes following points have been amended:

Topic 1: The corresponding paragraphs of the ENFSI Constitution have been added as reference.

Topic 2: The description of “legal status” has been removed as it is only applicable for ENFSI as association and not for the Secretariat itself.

Topic 3: The first bullet point has been removed.

Topic 5: Some duties/tasks have been re-written without having changed the initial means.

Topic 6: With regard to the last bullet point a reference to the ENFSI Constitution has been added.

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 including the ENFSI website.
7. Give any other information that might be relevant e.g. experience with similar activities, distance to relevant locations abroad or guarantees for continuity.

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Approved by the membership at AIM 2019