



Roles of the FACCE-JPI Secretariat

The Secretariat provides support to the entire FACCE-JPI. Its responsibilities include:

- Proposing strategy and action plans to the [Governing Board](#) and overseeing their implementation.
- Overseeing and executing all management aspects of the FACCE-JPI and serving as the central hub for all activities.
- Ensuring coherence in the long-term operational aspects of the FACCE-JPI.
- Serving as the central point of communication with the different bodies of the FACCE-JPI.

Activities of the Secretariat

1. Management

- a) Manage election and renewal process of the [Scientific Advisory Board](#) and [Stakeholder Advisory Board](#) members.
- b) Prepare and manage the FACCE-JPI operational budget composed of entry fees and external income, and provide the Governing Board with an annual report and forecast of the operational budget and the budget allocated to joint actions of the FACCE-JPI.
- c) Prepare the annual work plan, including staff, budget and other resources.

2. Communication

- a) Ensure the effective flow of information between the Governing Board and the other FACCE-JPI bodies and inform the Governing Board about planned communication activities.
- b) Communicate and disseminate information concerning the FACCE-JPI at institutional (and national levels) as well as at conferences and workshops and other relevant events.
- c) Undertake appropriate lobbying activities.

3. Coordination

- a) Initiate and develop links with stakeholders.
- b) Strengthen interactions with existing and future ERA-NETs to maximize synergy in the implementation of the Research agendas. FACCE-JPI will host regular meetings to explore possibilities for joint actions and joint calls that will support the implementation of the [FACCE-JPI Strategic Research Agenda](#).
- c) Oversee coordination with other European and international organisations and initiatives, e.g. other JPIs, Research Infrastructures, GRA, CGIAR and JRC, and report on their progress at Governing Board meetings.

4. Implementation

- a) Take forward development of the Strategic Research Agenda.
- b) Oversee implementation and coordination of all FACCE-JPI activities.
- c) Proposing procedures, bodies and their terms of reference for the implementation of each joint action.