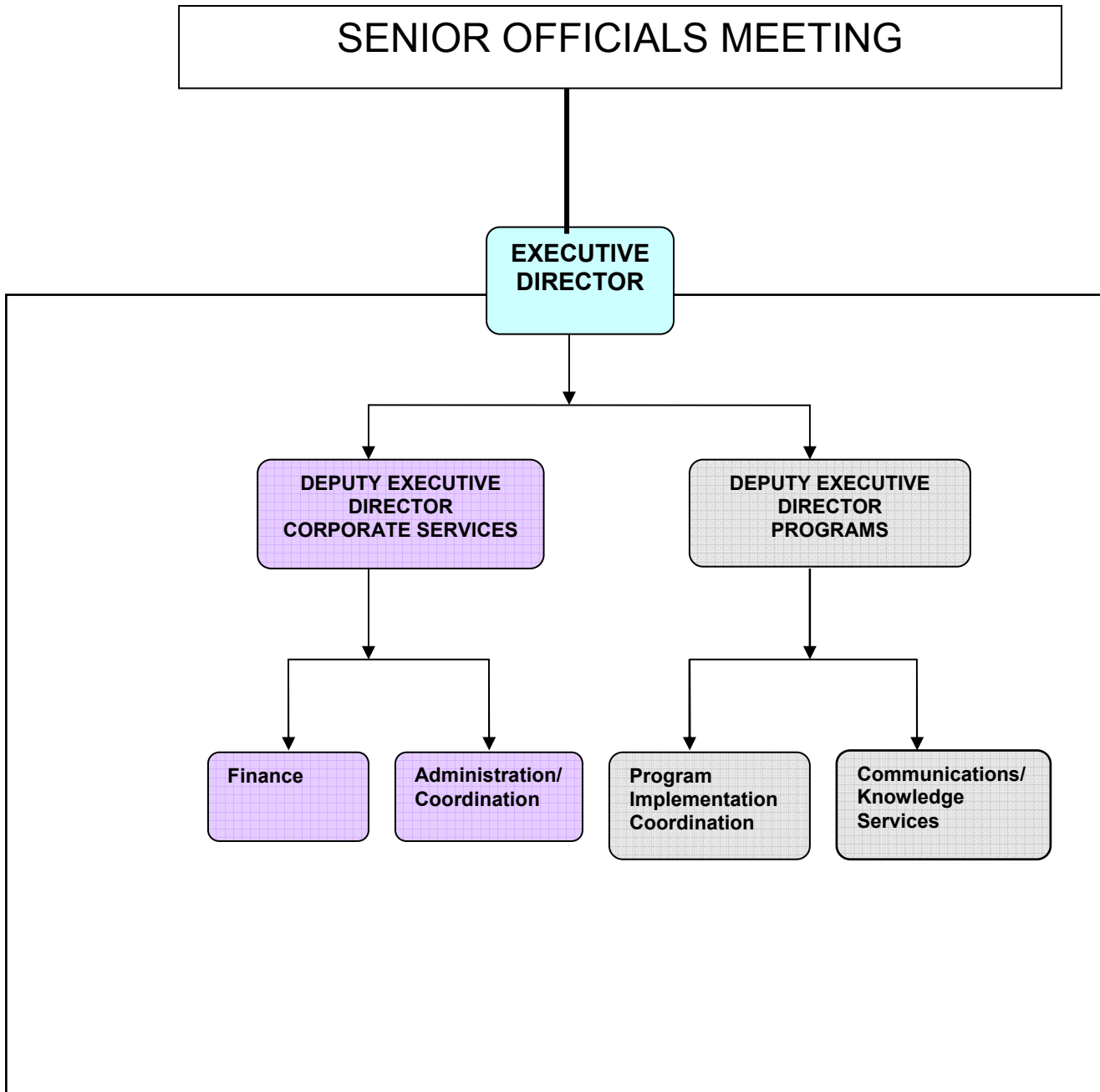


Attachment 1. CTI Regional Secretariat Structure and Its Basic Function

CTI REGIONAL SECRETARIAT STRUCTURE



All positions to be recruited on merit and recruited from CT6 member countries

FUNCTIONAL RESPONSIBILITIES OF THE CTI REGIONAL SECRETARIAT

EXECUTIVE MANAGEMENT

- Leadership & responsibility for the Secretariat
- Representation regionally and internationally
- Managing MOU/CHARTER relationships
- Partnership
- Advisory to SOM
- Host Government liaison/Resident issues
- Liaison with NCC
- Strategic Management of the Secretariat
- Planning: Strategic and Program Planning
- Organisation Development
- POLICY implementation
- Financial Management
- Resource Allocation
- Executive Networking
- Financial partnerships
- Implementation of RPoA

BUDGET LINES

- Financial mechanisms
- Membership contributions
- Income & operational budgets for Secretariat
- Infrastructure Budget
- Meetings budget in line with RPoA
- Authorities & Delegations
- Polices
- Systems
- Procedures & practices

CORPORATE SERVICES

- Secretariat for Meetings
- Member's Services
- Business Services
- Human Resources
- Finance
- ITC: MIS, data bases, Website host and management
- Administration & Systems
- Archives
- Infrastructure
- Internal Audit
- Provide support services to Working Groups

PROGRAM SERVICES

- Stakeholder liaison
- Facilitation of inclusion of Cross Cutting Issues into Programs
- Outreach/marketing
- Supporting In-country Program / Liaison
- resource mobilisation
- Networking with :
 - Partners
 - Regional Programs
 - NCC's
- Program Data bases
- M & E
- Program data base input
- Capacity Building
- Communications and Knowledge management