Introduction

The use of a Secretariat is considered important for speed and efficiency reasons. oneM2M must take into consideration various support functions required to manage its day-to-day operations, and must be:

* + Cost effective (low cost minimal secretariat)
  + Efficient and ensure quality documents
  + Fairly and equally funded by the Partners/Companies (cost split basis)

Generally speaking, the Secretariat functions can be categorized as noted below. More detailed information on each of these general topics is provided in the sections below.

* + High Level Management
  + Participants management
  + Technical Document Management
  + IT Management and Support
  + Budget and Funding
  + Meeting Planning

High Level Management

Acts as central point of contact for participations, public, press, regulatory matters and members seeking information related to the oneM2M project and the process.

Monitor and inform the Steering Committee about the use of trademarks, manage copyright requests and usage

Maintain and ensure compliance with official documents (Working Procedures, oneM2M Description, and oneM2M Partnership Agreement) and act as primary contact for procedural matters regarding membership and operation of the Steering Committee, Technical Plenary, Working Groups.

Support workshops and any special events

Serve as Secretary of Steering Committee. Provide meeting minutes, distribution and maintenance of meeting documents.

Provide basic marketing (e.g., press releases, request for oneM2M representatives, etc.) and outreach oversight

Provide liaison statement management

Provide staff to manage elections of officials (e.g., chairs, vice-chairs)

Maintain approved list of Secretariat functions

Review and monitor execution of legally binding contracts/agreements

Manage the provisioning of technical support

Maintain cross reference data showing transposed SDO versions of document deliverables

Participant Management

Serve as first point of contact for participants and prospective members contacting oneM2M and provides administrative support for participant at large.

* + Serve as main point of contact for recruiting new prospects for participation and observation, as well as enforce participation eligibility rules and requirements.
  + Facilitate member awareness of IPR policies and guidelines.
  + Maintain database of Partners and members and run reports, as required (prepare and maintain annual participants directory)
  + Maintain membership lists and any member lists (required for election purposes)
  + Process new participants (membership) application and renewals, and communicate all necessary information.

Technical Document Management

Coordinate and [control](http://www.businessdictionary.com/definition/control.html) the specification & release management (Document template, Work item, Release, and Deliverable) of [electronic](http://www.businessdictionary.com/definition/electronic.html) and [paper](http://www.businessdictionary.com/definition/paper.html) [documents](http://www.businessdictionary.com/definition/documents.html) in a [secure](http://www.businessdictionary.com/definition/secure.html) and efficient manner, to ensure that they are accessible to authorized [personnel](http://www.businessdictionary.com/definition/personnel.html) as and when [required](http://www.businessdictionary.com/definition/required.html).

Serve as Secretary of TP and WGs. Provide meeting minutes, distribution and maintenance of meeting documents.

Management of specifications:

* + Work item management and reporting
  + Manage the issuance of Releases – document development process, including document and change request databases, and quality control to ensure uniformity, consistency and adherence to procedures for output documents
  + Ensure compliance with Style Guide or Drafting Rules
  + Provide document templates and document handling procedures
  + Process final review of output documents once received from working groups
  + Create documents
  + Update documents by including approved change requests
  + Provide output documents to relevant Partners for transposition
  + Maintain website eLibrary, including both editable and published versions of technical specifications and reports, and all supporting documentation

Project Management/Tools:

* + Provide input, as needed, on project management mechanism and tools
  + Process changes to work plans and generate reports accordingly
  + Track deadlines
  + Release management
  + Enforce and provide guidance on project management procedures and processes, including conducting training sessions accordingly

IT Management & Support

Manage requirements and resolve IT-related issues of the entire oneM2M project in a timely manner.

* + supervise website construction, management and maintenance
  + Administer web content; containing and providing, as a minimum, meeting documents, approved specifications, application process, meeting calendars, organization structure, elected officials, contacts, meeting registration
  + Maintain policies (need to clarify)Propose and procure IT related equipment (WLAN/Projectors/Router/Local servers based on guideline
  + Manage and maintain service
  + Provide onsite meeting support
  + Provide and maintain the Virtual Meeting Software
  + Administrate and maintain Email distribution lists

Budget & Funding

Provide a forecast of revenues and expenditures, and compare the actual financial operation of the oneM2M partnership project to the forecast.

Prepare annual operating budget

* + Draft Funding Agreement, based on annual budget
  + Review budget with partners
  + Seek approval of budget

Prepare and present quarterly budget statements

Close annual books, as appropriate

Expense paying

* + Bill handing
  + Bill reconciliation
  + Payments
  + Analyze and ensure accuracy of expenses

Funding

* + Ensure dues collection goals are met
  + Collect funds from partners

Communicate issues and prescribe solutions to any issues that may arise

Resolution documentation

* + Keep track of revenues and expenses
  + Provide financial summaries to SC

Temporary arrangement for Meeting Planning

For 2012, the Partners are responsible for hosting of meetings on a regional rotation basis.

This arrangement will be reviewed by end 2012 for the subsequent years, in particular considering the following options:

* The Partners/Members will to host the meetings on a regional rotation basis, or
* The secretariat will take care of hosting the meeting; the resources will be obtained from the oneM2M funding

The host is responsible for:

* + Location selection / recommendations on hotel
    - Work in conjunction with SC, TP , WG leadership and the Secretariat
    - Ensure regional balance for meeting locations
  + Negotiate agreements with potential hotels
  + Sleeping Room rates negotiation
  + Meeting room rental and related expenses
  + A/V (Internet, electricity, speakerphones, etc.) and related expenses
  + Concessions and related expenses
  + Invitation and Reservation information, including visa management
  + Onsite support and related expenses

The secretariat:

* + Provides onsite support
  + Analyze committee attendance for future planning
  + Develop and maintain meeting requirements and recommendation documentation