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.

* + General Oversight
	+ Document Management
	+ IT Management and Support
	+ Budget and Funding
	+ Meeting Planning

General Oversight

Serve as central point of contact for public, press, and members seeking information related to the project and process.

Serve as main point of contact for all participation leads, recruit new prospects for participation and monitor and enforce participation eligibility rules and requirements

Ensure member awareness of IPR and antitrust policies [[1]](#footnote-1)

Monitor and ensure appropriate use of the trademarks, manage copyright requests and usage [[2]](#footnote-2)

Maintain database of Partners and members and run reports, as required

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 and Technical Plenary and Working Groups and provide meeting minutes, distribution and maintenance of meeting documents.

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

Maintain mailing lists

Provide liaison statement management

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

Maintain membership lists and any member lists required for election purposes

Provide meeting planning services

Maintain approved list of Secretariat functions

Ensure proper review and execution of legally binding contracts/agreements [[3]](#footnote-3)

Manage the provisioning of technical support

Document Management

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
	+ Update documents by including approved change requests
	+ Provide output documents to relevant Partners for transposition
	+ Maintain website eLibrary, including both editable and pdf versions of technical specifications and reports, and all supporting documentation
	+ Maintain cross reference data showing transposed SDO versions of document deliverables

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

Web Services

* + Oversee website construction, management and maintenance
	+ Administer content; containing and providing, as a minimum, meeting documents, approved specifications, how to join, meeting calendars, organization structure, elected officials, contacts, meeting registration
	+ Maintain policies
	+ Manage DNS and domain management, registration and ownership
	+ Procure new hardware, as needed/migration of content
	+ Maintain services within budget
	+ Maintain and manage online dynamic calendar system

Virtual Meeting Software

* + Maintain appropriate software
	+ Maintain instructions for use

Email distribution lists

* + Maintain appropriate lists
	+ Maintain instructions for use

Meeting Equipment/WLAN

* + Procure hardware – for example:
		- Projector(s)
		- Router(s)
		- Local Server
	+ Maintain and service equipment
	+ Manage and keep up-to-date all service level agreements
	+ Provide onsite meeting support
	+ Manage content
		- Synchronization
		- Backup policies

Budget & Funding

Prepare annual operating budget

* + Draft Funding Agreement, based on annual budget

Prepare and present quarterly budget statements

* + Close annual books, as appropriate

Analyze and ensure accuracy of expenses

Ensure dues collection goals are met

Communicate issues and prescribe solutions to any issues that may arise

Meeting Planning

Secretariat hosts meetings and is responsible for[[4]](#footnote-4):

* + Location/hotel selection
		- Work in conjunction with committee leadership
		- Ensure regional balance for meeting locations
	+ Negotiate agreements with potential hotels
		- Meeting room rental
		- A/V (Internet, electricity, speakerphones, etc.)
		- Sleeping Room rates
		- Concessions
		- Reservation information
	+ Budget management - Analyze spending and work within budget for venues
		- Bill reconciliation
		- Payments
	+ Onsite support
	+ Analyze committee attendance for future planning
		- Update specifications for committees based on above analysis
	+ Maintain meeting requirements documentation

Meeting Planning

The Partners are responsible for hosting of meetings:[[5]](#footnote-5)

* + Location / recommendations on hotel selection
		- Work in conjunction with SC, TP and WG leadership
		- Ensure regional balance for meeting locations
	+ Negotiate agreements with potential hotels
		- Meeting room rental
		- A/V (Internet, electricity, speakerphones, etc.)
		- Sleeping Room rates
		- Concessions
		- Reservation information
	+ Budget management - Analyze spending and work within budget for venues
		- Bill reconciliation
		- Payments
	+ Provides Onsite support

The secretariat:

* + Provides onsite support
	+ Maintains and updates meeting requirements documentation and recommendations for hosting of meetings
		- Analyze committee attendance for future planning
1. Additional legal review/clarification may be required [↑](#footnote-ref-1)
2. Additional legal review/clarification may be required [↑](#footnote-ref-2)
3. Additional legal review/clarification may be required [↑](#footnote-ref-3)
4. Members/Companies may also host meetings, must collaborate with the Secretariat, and have the same meeting hosting responsibilities as the Secretariat. [↑](#footnote-ref-4)
5. Members/Companies may also host meetings, must collaborate with the Secretariat, and have the same meeting hosting responsibilities as the Secretariat. [↑](#footnote-ref-5)