

An overview of the technical/administrative, scientific and strategical administrative activities of the Secretariat:

1. Technical/administrative work:

The contract AFT/NKS(17)3:

“Based on the experiences from more than 20 years of NKS Secretariat work it has become clear to split the work into 4 categories.

1. Finances

- Financial administration and auditing including agreements/reservations
- Reporting to the Owners, Board and Programme Managers
- Bookkeeping and payments

2. Secretariat assistance

- Preparation and updating of administrative documents including address lists, handbooks, the Administrative Handbook, composition of new administrative documents as required etc.
- Issuing of information (reports, call for meetings, meeting material etc.) to the Board, Programme Managers etc. as required and participation in Board and Coordination meetings
- Keeping of the archives and organising of reference library and library services

3. Publishing work

- Editing and publishing of NKS reports in electronic and printed versions
- Specific reports in adequate media
- Controlling of printing agreements, distribution and reporting of materials
- Preparation and distribution of NewsLetters and NewFlashes

4. Running of www homepages

- Everyday maintenance and updating of "public" homepage
- Everyday maintenance and updating of "internal" homepage including individual sites as required"

The NKS Administrative Handbook (NKS(17)3) appendix 7 – The Secretariat:

- “Appointed by the Board for a set period on terms set out in a written agreement.

Regular duties

- Represents an administrative support function for NKS as a whole, participates in Board meetings and takes minutes at these meetings as required.
- Distributes material (reports, invitations to meetings, bases for meetings, etc.) to the Board, programme managers and others as required.
- Is responsible for financial management, handles bookkeeping and disbursements for the whole programme, orders auditing of the accounts, handles agreements, reservations, contracts, etc.
- Compiles financial reports to the owners, Board and programme managers.
- Handles filing of documents and bookkeeping documentation as well as organisation of reference library and library services.
- Requires funds from the owners and other financiers according to agreements.
- Processes and edits NKS reports such as technical reports, final reports and evaluation reports.
- Distributes both printed and electronic reports.
- Handles printing contacts, procures printing services, collects report material.
- Maintains and updates the NKS website and sends out the NKS electronic newsletters (Newsletter and NewsFlash).
- Participates in the review of administrative routines, including contract and VAT issues. Further develops the Administrative Handbook in partnership with the Chairman and programme managers. Creates and updates lists of addresses and other administrative documents. Participates in meetings with the Chairman and programme managers a couple of times a year. Participates in telephone conferences with the parties concerned as required.
- Assists in the work on minor seminars which are organised within the R and B Programmes (dispatch of information material, uploading and updating websites, etc.).
- Carries out various tasks which (within the framework of NKS) are required by the owners, the Board and the Chairman as well as tasks set out in the Administrative Handbook.

The following tasks are carried out as required and by separate agreement

- Participates in further development of the NKS website.
- Works on the publication of periodical material.
- Participates in the work on NKS seminars (preparation, organisation, follow-up).
- Participates in the work on separate R and B seminars (preparation, organisation, follow-up).”

The NKS Administrative Handbook (NKS(17)3) appendix 8:

The NKS Calendar Year

January: Board meeting early January with status reports from the programmes – the Board approves the new year’s activities and budget. – A NewsLetter is published approximately one

week before the Board meeting, and a NewsFlash is published approximately one week after the meeting.

January/February: New programme activity agreements are signed, and the new activities start. End and start of NKS's fiscal year.

February/March/April: Preparation of last year's accounts.

March/April: A NewsFlash presentation of new programme activities including reports, seminars etc.

April/May: Coordination meeting with follow-up after the January Board meeting and preparation and planning of the upcoming May/June Board meeting and programme status reports.

May/June: Board meeting with status reports from the programmes and presentation and approval of last year's accounts. Plans are made for this year's call for proposals (CfP). – A NewsLetter is published approximately one week before the Board meeting, and a NewsFlash is published approximately one week after the meeting.

August/September: CfP for next year's activities is started with a combined website and NewsFlash release.

October: deadline for CfP.

October/November: Evaluation of new proposals.

November/December: Coordination meeting with preparation of the January Board meeting, programme status reports, new proposals/activities, new budget etc.

2. Scientific administrative work

A greater part of the Secretariat work has become "scientific administration" – especially during the last 5-6 years. Examples:

-participation in the seminars 2013, 2016 and 2019 in planning, organizing, carrying out, reporting etc.

-participation in article/abstract/presentation work since 2012 as presented on the website http://www.nks.org/en/this_is_nks/articles/

-participation in the NSF5 conferences in 2011 and 2015 in planning, organizing, carrying out, reporting etc.

-build-up and running of the websites especially the report database, which makes NKS actual scientific results – namely the final activity reports – public.

3. Strategic administrative work

Another level of tasks has been added to the more regular duties, which have become more scientific:

Strategic administration – which is the work you get done after decades of activities – like programme continuity, passing on of routines, overview at a high level, teaching from one generation to the next of colleagues, standard answers to FAQ's, knowledge of which buttons to push, experiences for future use, networks of relevant people etc.

Writing strategically and diplomatically correct meeting arrangements, minutes with root in deep knowledge and experience. This knowledge and experience is also vital to the biannual reporting to the coordination group and board, and the various customer contacts over the year.

Without the continuity and present knowledge it for instance wouldn't have been possible to meet the requests from Oxford Research last year. Various requests for information from board members are also met on occasion.

4. Final remarks

About the volume of the work and split between "scientific administration" and general administration it's only 3 months ago that we agreed to the contract covering 1000 administrative/technical hours and 75 academic hours, which is the volume to be worked according to. – Contracts including this volume have been made for a number of years, and from the above it must be understood that quite a number of technical/administrative hours in fact have become technical/scientific during the last years. The amount of strategic administrative work is continuously becoming a bigger and bigger part of the present Secretariat's work.

Minimum requirement of the Secretariat: an office (address and archives) and at least 3 persons – one signer of payments – one co-signer of payments – and one bookkeeper (staff minimum according to agreement with the auditor).

Furthermore note that the Secretariat has implemented English as the working language of NKS during the last 5-10 years.