

## **1. Personnel of AREPO provided by the Region Nouvelle-Aquitaine**

### **1.1 Conditions for the provision of personnel**

Article 3 of AREPO's Statutes states that the registered office and headquarter of the Association are located in the premises of the "*Conseil Régional de Nouvelle-Aquitaine, Hôtel de Région, 14, rue François de Sourdis, 33077 BORDEAUX Cedex. They may be transferred, on the proposal of the Executive Board, by decision of the General Assembly*".

Since the creation of AREPO in 2005, the Secretary General has been provided **by the Region Nouvelle-Aquitaine at the association's headquarters and free of charge, with the primary aim of ensuring the continuity and effectiveness of AREPO's actions**, during different Presidencies.

The Region Nouvelle-Aquitaine **chooses the Secretary General among its qualified personnel, after an open and transparent recruitment procedure.**

The Region formalises the provision of this qualified personnel to AREPO by an **administrative order and by a specific job description** which defines the time necessary to carry out the missions of Secretary General of AREPO, i.e. two and a half days per week (50% of a full time).

**Under no circumstances may the staff be made available for free for more than half (50%) of the working time** of the concerned staff.

Since the Secretary General is also a staff member of the administration of **Nouvelle-Aquitaine**, **the Region also provides an office free of charge** as AREPO's registered office and headquarters. **Nouvelle-Aquitaine also hosts the other staff members necessary** for the functioning of AREPO: consultant, interns...

Within the framework of the two and a half days a week made available for AREPO, the Secretary General **remains under the administrative supervision of the Region Nouvelle-Aquitaine**. Nevertheless, he is placed **under the managerial supervision of the Presidency of AREPO which is sovereign over the supervision of the Secretary General's missions.**

In order to assist the Secretary General in his missions, the Region Nouvelle-Aquitaine provides also an **administrative assistant part time and free of charge**, notably to take care of the **association's accounting**. This task shall be included in the job description of the concerned staff member. It may not exceed 50% of the staff member's working time.

### **1.2 Renewal and termination of the provision of personnel**

The administrative order that formalises the provision of the Secretary General is **tacitly renewable** as long as it is not opposed by the Region Nouvelle-Aquitaine or by AREPO.

The provision of the staff of the Region Nouvelle-Aquitaine in favour of AREPO would **end in case of transfer of the registered and administrative offices**, by decision of the General Assembly.

### 1.3 Role and mission of the Secretary General

- To ensure the good functioning of the association on the administrative level and in respect of the statutes; to communicate to the competent authorities the changes intervening in the life of the association; to keep the archives of the association up to date...;
- To convene meetings, validate minutes, and implement the other actions of the association such as drafting press releases and partnership agreements, in agreement with the Presidency and the Executive Board;
- In collaboration with the Treasurer, to propose the budget to the General Assembly and to ensure its implementation (including the payment of contributions), to monitor and implement the financial control by soliciting the necessary qualified and independent service providers;
- To carry out the tasks as employer of the permanent representative in Brussels for both administrative and technical aspects;
- To ensure the supervision of the administrative assistant in charge to follow-up the accounting of the association, who is provided free of charge at the association's headquarters by the Nouvelle-Aquitaine Region for two days a week;
- To ensure the administrative supervision, and to take part in the pedagogical and technical supervision of AREPO interns;
- To participate with the permanent representative in Brussels in exchanges with the members of the association;
- To contribute to the expertise of the association on its lobbying activity, to the necessary studies, and to the drafting of technical and political positions of the association;
- To ensure the technical representation of the association, in complementarity with the permanent representative in Brussels;
- In specific cases and in agreement with the Presidency- to ensure the political representation of the association when the movement of the Presidency or another elected representative is not justified (ex: *short speeches, low to medium priority; no available political representatives, not very accessible place - long or complicated travels...*);
- To implement the association's communication (social networks, website, communication media, press releases, etc.) with the permanent representative in Brussels.