

Terms of Reference GIA Secretariat

Summary

This document describes the terms of reference (ToR) of the GIA Secretariat, with reference to section 4.2 of the GIA Deed that direct the Secretariat to action.

The GIA Secretariat

The Secretariat actively facilitates and, where necessary, drives the implementation of the partnership described in the GIA Deed. It is independent of government and the industry organisations it serves, and acts in the interests of all Signatories.

The GIA Secretariat ultimately is accountable to the Deed Governance Group for the effective and efficient performance of its responsibilities. Directly, it is accountable to the GEC.

The Secretariat's Terms of Reference

The GIA Secretariat facilitates implementation of the partnership described under section 4.2 of the GIA Deed. It has a range of responsibilities including:

- Facilitate the negotiation and drafting of operational agreements between Signatories.
- Facilitate ongoing engagement in readiness and response activities between operational agreement Signatories, in support of delivering agreed outcomes.
- Support and advising the Governance Group in its responsibilities as described in this Deed.
- Develop policies and procedures for approval by the Governance Group.
- Provide a repository for shared knowledge.
- Calculate activity costs and payments for consideration and agreement by the relevant Signatories.
- Any other activities directed by the Governance Group.