

# **R Y C O**

## **Regional Youth Cooperation Office**

### **Tasks and resources of the Secretary General between his term of office and the opening of RYCO:**

According to the Road Map, it is foreseen :

- that the Secretary General will be appointed during the second Governing Board Meeting, the 27 January 2017
- that the RYCO Head Office and the local branches become operational the 28 March 2017

At the Governing Board meeting to be held in Tirana the 8 December 2016 , the Governing Board will therefore decide on:

- a) the exact starting date of the term of office of the Secretary General,
- b) the amount of his/her salary for 2017
- c) the legal advisor to be engaged for the preparation of the employment contract
- d) the tasks of the Secretary General until the official opening of RYCO
- e) the logistic and financial resources to the Secretary General to carry out his work until the official opening of RYCO

Proposals regarding these points:

**ad a)** The starting date of the term in office of the Secretary General should be 15 February 2017.

**ad b)** The amount of his/her monthly salary for 2017 should be 3.000,00 € + additional expenses.

The exact salary should be calculated in relation with the specific circumstances of the chosen candidate.

**ad c)** The choice of the legal advisor to be engaged for the preparation of the employment contract should be done by the GB upon a short list of legal councils working in Albania.

**ad d)** The tasks of the Secretary General until the official opening of RYCO:

Legal registration of RYCO.

Signing of the Host Country Agreement.

Preparation of proposals for discussion and adoption at the third Governing Board Meeting:

- RYCO budget for 2017
- Strategical and Operational Plan /Activities plan 2017
- Application Guidelines for RYCO-projects
- Rules for financial procedures
- Proposals for the nominations of the Advisory Board

- Internal rules for the preparation, selection, approval and implementation of the RYCO-projects

- Preparation of first Open Call for RYCO-projects

Participation in the selection procedure of the Secretariat staff and of the Deputy Secretary General.

Other administrative steps related to setting up of the Secretariat.

**ad e)** The logistic and financial resources to the Secretary General to carry out his/her work until the official opening of RYCO:

A Working Group of three persons plus one technical assistant should assist the Secretary General from his/her date of appointment in his/her tasks until the opening of RYCO. The technical assistant should work on a full-time basis, one member of the Working Group also on a full time basis, and the two others as consultants on a part-time-basis.

The Working Group could consist of:

- One person of the choice of the Secretary General

- One person of the former RYCO-Working Group (on the proposal of the former RYCO Working Group members)

- One person from the former Moderation Team of Franco-German Youth Office

The financial resources for the support-team in this six-week-period will be provided by RYCO. In case procedures for the use of RYCO-budget are not fully in place, this will be provided by external resources.