

TERMS OF REFERENCE FOR CERT/WORKING PARTY LIAISON OFFICERS

As approved by CERT Delegates, 16/17 October 2006

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The role of CERT/Working Party Liaison Officers is to maintain good communication between the CERT and its Working Parties by ensuring that the point of view of each Working Party is presented during relevant CERT discussions and that Working Parties are aware of CERT strategic priorities and of other relevant CERT conclusions and initiatives.

The following broad guidelines are intended to assist Liaison Officers in their tasks

1. During their three-year period of service CERT/Working Party Liaison Officers will normally attend relevant meetings.
 - i) Meetings of the CERT.
 - ii) Meetings of the Working Party with which they are responsible for enhancing communication.
 - iii) Relevant workshops and special events.
2. CERT/Working Party Liaison Officers will ensure that Working Parties are fully aware of the current priorities of the CERT (complementing reports from Working Party Secretaries, CERT Meeting Minutes and Conclusions, and the IEA Secretariat's twice-yearly "IEA Secretariat Report").
3. CERT/Working Party Liaison Officers will notify Working Parties of all planned or upcoming CERT projects in which they might play an active or facilitating role; they will update Working Parties regularly on progress.
4. CERT/Working Party Liaison Officers will maintain permanent contact with relevant IEA Secretariat staff, especially with the Secretary of the CERT and the Secretaries of the Working Parties with which they are responsible for enhancing communication.
5. In collaboration with the IEA Secretariat CERT Secretary and the Working Party Secretary, CERT/Working Party Liaison Officers will assist with the following.
 - i) Providing feedback to CERT on issues affecting the well-being of the Working Parties and ensuring that CERT Delegates are fully abreast of Working Party projects in progress, their objectives, expected outputs and potential synergy with other activities under CERT oversight.
 - ii) Ensuring that CERT Delegates are fully abreast of Working Party projects in progress, their objectives, expected outputs and potential synergy with other activities under CERT oversight.
 - iii) Identifying opportunities for Working Parties (and for mobilising their Implementing Agreements) to feed into policy analysis carried out under CERT's authority.
 - iv) Helping to make CERT aware of suggestions from Working Parties for new areas of work in the relevant technology domain.
 - v) Ensuring that information on outreach activities of the CERT is reaching the Working Parties, and that Working Party suggestions for outreach to the relevant non-IEA countries reach the CERT and the IEA Secretariat.
 - vi) Ensuring that Working Parties are aware of upcoming presentations by non-member country representatives at CERT meetings and of possible opportunities for subsequent follow-up in their area of specialisation.