



Agenda Item 4.8: TIA Secretariat and Support Functions

M2M Consolidation
17-18 August 2011
Washington, D.C.



Support and Management Functions

- Discussions of a new M2M Global Initiative must take into consideration the various support functions required to manage the operations of the Project .
 - These functions must be provided in a very cost effective manner adequately providing for the efficient operations of the project .
 - Funded by the project
 - Support functions include
 - Secretariat
 - Document Management
 - IT Management and Support
 - Budget and Funding
 - Meeting Planning



Support and Management Functions

- **Secretariat**

- Serve as primary point of contact for public, press, conference organizers and members seeking information related to the project and process accordingly
- Serve as main point of contact for all Project participation leads, recruit new prospects for participation in the project and monitor and enforce participation eligibility rules and requirements.
- Maintain database of individual members and run reports as required.
- Oversee and monitor the timely preparation, dissemination and posting of all Project correspondence including meeting notices, agendas, and reports for all Groups
- Ensure compliance with official documents (Working Procedures Document, Partnership Project Description, and Partnership Project Agreement) and act as primary contact for procedural matters regarding membership, meeting reports, and operation of the Working Groups and Oversight Committees
- Manage and administer web content for meeting reports, meeting notices, meeting agenda, and all other content
- Maintain and manage online dynamic calendar system
- Support workshops and any special events



Support and Management Functions

- Document Management
 - Website construction and management
 - Management of specifications
 - Work Item management and reporting
 - Manage the document development process and quality control to ensure uniformity, consistency and adherence to procedures for output documents
 - Ensure compliance with Style Guide or Drafting Rules.
 - Process final review of output documents once received from specification groups
 - Provide output documents to Project's Organizational Partners for transposition.
 - Maintain website e-library, including both editable and pdf versions of technical specifications and reports and all supporting documentation.
 - Maintain cross-reference data showing transposed SDO versions of document deliverables.



Support and Management Functions

- Document Management
 - Project management/tools
 - Provide input as needed on project management mechanism and tools
 - Process changes to work plans and generate reports accordingly.
 - Track deadlines
 - Enforce and provide guidance on project management procedures and processes, including conducting training sessions accordingly



Support and Management Functions

- IT Management and Support
 - Web services
 - Maintenance
 - Maintain policies
 - DNS & Domain management
 - Procure new hardware as needed/migration of content
 - Evaluate services and improve as necessary
 - Maintain services within set budgets



Support and Management Functions

- IT Management and Support
 - WLAN
 - Procure all hardware for server/network
 - Equipment maintenance/service
 - Manage and keep up to date all service level agreements
 - Procure new hardware as needed/migration of content
 - Onsite support, Globally
 - Transport to location, install, support for meetings
 - Onsite End user support
 - Content management /backup policies /onsite sync, etc.



Support and Management Functions

- Budget and Funding
 - Prepare annual operating budget
 - Draft funding agreement based on annual budget
 - Prepare and present quarterly budget statements
 - Analysis of expenses, ensure accuracy of expenses and income and close annual books as appropriate
 - Ensure dues collection goals are met
 - Analyze all aspects of budget, devise and communicate issues and prescribe solutions to any issues that may arise
 - Annual budget recommendations



Support and Management Functions

- Meeting Planning
 - Location/hotel selection
 - Negotiation
 - Evaluation
 - Contract Review
 - Budget planning
 - Bill reconciliation
 - Onsite support



Support and Management Functions

- Meeting Logistics Management
 - Negotiate agreements with potential hotels.
 - Internet
 - Meeting room rental
 - Electricity for participants
 - Room rates
 - Concessions
 - Reservation information
- Analyze committee attendance for future planning
- Update specifications for committees based on above analysis
- Analyze spending and work within budget for venues
- Manage payments