

General

# ACNFP Secretariat

## The Role of the Secretariat

### The role of the Secretariat is to:

- Support the Committee in developing and delivering its work programme;
- Advise the Council on process and procedure;
- Draw attention of the members to emerging issues of concern;
- Ensure that the proceedings of the Committee are properly documented so that there is a clear audit trail showing how the Committee reached its decisions;
- Keep an accurate public record of the work of the Committee;
- Ensure that the Committees conclusions and advice are clearly reported to applicants, the FSA and where applicable the Board.

### Details of the Secretariat

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