

Security Transparency Consortium Secretariat Operating Regulations

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Security Transparency Consortium

Revision history

Date	Edition	History
2023/09/21	1.0	First edition published

Security Transparency Consortium Secretariat Operating Regulations

(Objectives)

Article 1 Objectives of this regulation is to establish the necessary matters regarding the operation of the secretariat of the "Security Transparency Consortium (hereinafter referred to as the "Consortium")".

(Composition)

Article 2 The secretariat shall consist of the secretary general, deputy secretary general, and secretariat staff.

2 The secretariat shall have one secretary general and one deputy secretary general to supervise the secretariat. The secretary general and deputy secretary general are elected from the managing corporation.

(Role of secretary general)

Article 3 The secretary general shall supervise the secretariat and allocate and promote task set forth in Article 4 to the secretariat staff.

2 The secretary general shall select secretariat staff.

3 The deputy secretary general shall assist the secretary general and act in his/her place in the absence of the secretary general.

(Task)

Article 4 The secretariat will conduct affairs related to the operation of the Consortium and support task of each meeting body (general meeting, steering committee).

2 The secretariat will carry out the following affairs related to Consortium management.

- (i) Creation and maintenance of membership list.
- (ii) Receipt of application form for membership and request for membership review to the steering committee.
- (iii) Acceptance of application form for withdrawal.
- (iv) Preparation of draft regulations amendments.
- (v) Receipt of mail addressed to the Consortium.
- (vi) Operation of the Consortium homepage.
- (vii) Other clerical work related to Consortium activities.

3 The secretariat will support each meeting body (general meeting, steering committee) by doing the following.

- (i) Creation and maintenance of mailing lists for each conference body.
- (ii) Operational support for each meeting body (meeting notification, minutes creation, post-meeting comment reception, etc.).
- (iii) Management of action items related to Consortium activities.

4 The secretariat will manage documents as the department in charge of Consortium documents.

5 Matters regarding document management at the secretariat are stipulated in the "Document Management Regulations".

(Enforcement)

Article 5 This regulation will come into effect from September 21, 2023, the date of establishment of the Consortium.

(Revised/Abolished)

Article 6 Revised or abolished of this regulation shall be made by resolution of the steering committee.