

CERC3 Secretariate

Duties

- ☆ Organise in close association with the host, annual meetings of the plenary CERC3 and CERC3 Executive Group.
- ☆ Prepare agendas and other papers in consultation with the CERC3 Chairperson, and mail these to participants.
- ☆ Seek nominations from CERC3 members for Young Chemists Workshops and Brainstorming Workshops and liaise as appropriate with the workshop organisers.
- ☆ Develop transnational research initiatives and facilitate the participation of CERC3 members and countries in these.
- ☆ Write, draft and respond to correspondence.
- ☆ Liaise as appropriate with members of the AllChemE partnership.
- ☆ Represent CERC3 at AllChemE and other fora as required.

Note: The working language of CERC3 is English

