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Shkolnik V. S. - Chairman of the PCK

About the Secretariat of the Pugwash Committee of Kazakhstan

REGULATIONS

1. GENERAL PROVISIONS

1.1. The Secretariat is a structural subdivision of the Pugwash Committee in Kazakhstan.

1.2. Creation, restructuring and dissolution of the Secretariat is carried out by the decision of the management of the PCK.

1.3. Secretariat management is carried out by the Secretariat of the PCK and is directly subordinate to the Chairman of the PCK.

1.4. The Secretariat in its activities:

- Information and documentation legislation,
- Regulatory acts of the President and the Government of the Republic of Kazakhstan,
- Regulation on PCK, approved by the decision of Presidium of KazNTU from August 4, 2017,
- Instruction on organization of business correspondence;
- other regulatory acts and methodological documents on the organization of documentation, organizational and inquiry management,
- are guided by this Regulation.

2. SECRETARY STRUCTURE

2.1. The Secretariat includes:

2.1.1. Secretary of the PCK

2.1.2. Referent of PCK (subject to agreement with NSK)

The duties of the Secretariat employees are governed by their job responsibilities.

3. MAIN OBJECTIVES OF THE SECRETARIAT

The main objectives of the Secretariat are:

- 3.1. Documentation of the work of the PCK: the Chairperson of the PCK, his deputies and collegial bodies of the PCK.
- 3.2. Organizational support of the work of the PCK managers.
- 3.3. Reference and information support for the work of the PCK managers.
- 3.4. Technical support for the work of the PCK managers.

4. FUNCTIONS OF SECRETARIAT

The Secretariat performs the following functions:

4.1. The Secretariat:

- ensures the activities of the Committee and carries out interaction with the Presidium and its Office of KazNTU, the Secretariat of Pugwash Scientists movement, other organizations and mass media, ensures the implementation of the decisions of the Committee and the orders of the Committee Chairman;
- Issues of disarmament, arms control, non-proliferation, reduction and proliferation of weapons of mass destruction, general and regional security, energy and ecological security, international and interregional scientific contacts, social responsibility of the scientific community, development of science and international relations history coordinates and coordinates international and inter-regional scientific cooperation;
- organizes preparation for Pugwash Scientists movement conferences, other events of the Pugwash scholars movement and prepares for the approval of the staff and reports of the Kazakhstan participants in the activities of the Pugwash scientists movement;
- Prepares draft working plan of the PCK;
- organizes and carries out preparation of operational consultations and meetings to be held by the PCK.

4.2. References:

- Ensures operational operation of the PCK office: correspondence and telephone communications, correspondence, correspondence on all issues of the Committee's activities;
- provides written translation from the state language into Russian (or English) and vice versa;
- ensures interaction with public and professional associations and the media;
- Creation and technical support of the official site of the PCK;
- execution of protocols of the meetings of the PCK, their submission.