

General

# Science Council Secretariat

## Role of the Secretariat

The role of the Secretariat is to:

- Support the Council 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 Council are properly documented so that there is a clear audit trail showing how the Council reached its decisions;
- Keep an accurate public record of the work of the Council;
- Ensure that the Council's conclusions and advice are clearly reported to applicants, the FSA and where applicable the Board.

## Details of the Science Council Secretariat

**Lead Secretariat:** Paul A. Nunn

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