

General

# **ACMSF Secretariat**

## **Role of the Secretariat**

- Support the Committee in developing and delivering its work programme;
- Advise the Committee 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 Committee's conclusions and advice are clearly reported to the FSA and where applicable the Board

## **Details of the ACMSF Secretariat**

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