

Secretariat Office Hosting & Fund Management

Since its initiation in 2006, NAMES Registered Office is hosted by the Library of Alexandria, aka Bibliotheca Alexandrina (BA)—the initiating Founding Member of the Network. As such, the BA provides the Network’s staff with the following free of charge:

- **Hosting:**
Office Space, Furniture, Computers, an International Landline, Stationary, and Overhead.
- **Technical Support:**
 - a. ICT Services: Email Accounts, Official Website, Conference Websites, E-newsletters, and Databases.
 - b. Publishing Services: Linguistic Revision, Translation, and Graphic Design.
 - c. Administrative Services: Legal, Financial, Travel, and Secretarial.
- ❖ As long as the BA is the Host of NAMES Secretariat Office (SO), NAMES Executive Director, Treasurer, or President needs to be a staff member of the BA to manage NAMES affairs within the BA.
- ❖ NAMES Fund is managed by the SO; all orders of payment must initiate from NAMES Executive Director or NAMES Administrator, who are required to acquire the President’s approval when needed. NAMES Fund is primarily used as follows:
 - 1) Payment of salaries and all other relevant taxes and insurance costs of staff hired specifically for NAMES;
 - 2) Coverage of NAMES Secretariat Office unfunded travel expenses;
*Most convenient travel arrangements, optimal route and price, are to be selected for NAMES Secretariat Office personnel.
*Business trip recommendations are made by the Executive Director based on the budget and importance, and are approved by the President; these trips include, but are not limited to, the SO staff attendance of:
 - (a) NAMES Biennial Conference and General Assembly Meeting (GAM),
 - (b) GAM Preparatory Meetings,
 - (c) NAMES Board of Directors Meetings,
 - (d) EMME Summer School,
 - (e) Annual Sister Network Conference(s),
 - (f) Global events organized by the sister regional science networks,
 - (g) Other Meetings or Events.
 - 3) The SO is authorized to disburse no more than USD 1000 annually without prior approval from the President.