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## General Secretariat

The General Secretariat is in charge of the administrative organisation and proper functioning of Hcéres.

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General Secretary : Camille Jannic

Appointed by the President of Hcéres for a renewable four-year term, the Secretary General is responsible for the organization and operation of the High Council. The Secretary General has authority over middle management in each department. The General Secretariat brings together the support services:

- Legal Affairs Department;
- Business Digital Applications Department;
- Digital Shared Services Department;
- Finances, Purchasing & Services Department;
- Human Resources Department.

### Missions:

- Participating in the development and implementation of the strategy of Hcéres, together with department heads and under the President's authority;
- Ensuring the administrative organisation and functioning of Hcéres and allocating resources to the various activities in such a way as to enable it to carry out its missions effectively and efficiently;
- Managing all support functions (Human Resources, Finance, Missions, Logistics), as well as Quality and Communications.

The Secretary General pays particular attention to:

- implementing the organisational changes provided for by law or included in the Hcéres Strategic Plan;
- promoting smooth-running internal dialogue between services and the departments' administrative teams;
- ensuring the proper functioning of the bodies provided for by law or the internal rules, including the Board;
- developing human resources policy and maintaining high-quality labour relations dialogue,
- consolidating the Hcéres funding model;
- the quality of the budget procedure and management dialogue;
- developing internal quality and management control procedures,

## Contact

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