

The Foreign Secretary

11a The Foreign Secretary shall be responsible, subject to the direction of the Council, for the international relations of the Academy and for the conduct of the relevant correspondence.

The duties of the **Foreign Secretary (Sec C)** include overseeing the Academy's international programs and representing the Academy at international meetings.

The **Foreign Secretary**, working closely with the Academy's Director International Programs and Awards:

- maintains contact and attends relevant meetings with other academies of science, and bilateral and multilateral international organisations that promote scientific excellence and understanding;
- chairs the Academy Committee on international Matters which provides advice on the International Council for Science (ICSU), the InterAcademy Partnership (IAP) - the Global Network of Science Academies, including IAP – Science, IAP – Research and IAP - Health, the Association of Academies and Societies of Sciences in Asia (AASSA), and any other international relations of the Academy referred to it;
- maintains contact with representatives of relevant Government department and agencies in Australia and overseas, to promote the use of science as a foreign policy tool;
- liaises with representatives of Foreign Governments to promote awareness of Australian Science capabilities and support for bilateral cooperation;
- provides advice in relation to meetings (conferences, symposia and workshops) organized by the Academy to foster international scientific cooperation;
- oversees committees tasked with allocating funding for Australian researchers travelling overseas under the exchange programs and administered by the Academy;