

## **Sector coordinator (SC)**

The SC plays an important role in finding experts with sufficient expertise in a certain industry and assists in expanding and administering the pool of experts. He/she makes specific and technical knowledge about previously finished projects readily available.

### ***Tasks directly related to a project***

- Give advice to the CC about the specific and technical aspects of an application,
- Discuss whether or not to approve an application and advise the CC and PC on this.
- Assist the CC to look for one or more suitable experts.
- Contact eligible candidates about the specific and technical aspects of a project.
- Attend the briefing with the expert in order to give extra information about the specific and technical aspects of a project (if at all possible and relevant).
- On request, the SC gives specific and technical advice to the expert during his/her assignment (over the phone or by e-mail).
- Attend the agreed debriefing, the date of which has been laid down by the CC and the expert (if at all possible and relevant).

### ***Other tasks***

- Assist the CC to draw up the **country policy document** and any resulting **operational plans**, in regard of his/her own sector.
- Stay up-to-date of developments in a certain sector, forward relevant information and make it available to the experts, other coordinators, etc.
- If at all relevant, the SC should conduct a scoping mission (with or without the CC) about the sector (e.g. countries with many agricultural or tourism projects)
- Stimulate **contacts** in the sector with any relevant organisation, etc. that might contribute to the quality of projects within a certain sector.
- Expand the **pool of experts** within the sector and maintain the existing network; assist the head office in keeping the expert database up-to-date.

### ***Participate actively in Ex-Change activities***

- Attend monthly meetings and prepare where necessary (obligatory presence at least at six meetings every year),
- Prepare and participate events for experts (twice a year),
- Contribute actively to Ex-Change's operation (brainstorming, reflecting, proposing ideas, etc.),
- Issue regular and brief reports of relevant meetings, events, contacts, etc. and bundle these reports digitally or in writing.