

CALL FOR HOSTING AGRINATURA SECRETARIAT

What is Agrinatura

Agrinatura, the European Alliance on Agricultural Knowledge for Development, is an Association of 35 European Universities and Research centres supporting agricultural research and development by establishing research project consortia, leading science-policy dialogue, and providing an evidence-based knowledge platform for capacity building to improve the livelihoods of farmers and their communities.

Role of Agrinatura Secretariat

- The Agrinatura Secretariat is the administrative and management centre of the Agrinatura Association. Secretariat is led by the Secretary General.
- **The secretariat has been installed in Montpellier SupAgro in 1988. Following the principle of rotating in the membership, the secretariat moved to CZU in 2004 where it stayed until end of 2022.** The overall purpose of the secretariat is to deal with all matters necessary to achieve the objectives of Agrinatura and to support its members activities and network.

Agrinatura Secretariat responsibilities

- Day-to-day operations of the Agrinatura
 - Provide general support to Agrinatura President and Vice President
 - Every-day management of the network (mailing, external communication, offers, calls,...)
 - Oversee regular administrative management related to the legal position of Agrinatura including institutional relationship with legal offices, notary, and court.
 - Updating the communication strategy (including website maintenance, social media, newsletters,...)
 - Secretariat office maintenance
- Agrinatura meetings organisation
 - Call for and organisation of meetings (Board of Directors, General Assembly)
 - Organisation prior the meeting and on site
 - Preparation of agenda, supporting documentation and minutes of the meetings
- Networking with the Agrinatura membership
 - Sending out invoices and reminders for membership subscription
 - Updating of Agrinatura membership database
 - Recruitment of the new Agrinatura members
- Operating Agrinatura bank accounts on a day-to-day basis
 - Oversee the daily administrative management including monthly monitoring of accounts, and maintaining regular communication and updates with bank, accountants, tax offices and auditors.
- Project management of Agrinatura Association projects including:
 - Quality control of the projects (technical and financial issues)
 - Project proposals development
 - Project proposals submission
- Representation of Agrinatura at various events including:
 - Stakeholders meetings (ICA, CASEE, IROICA, ELLS, RUFORUM,...)
 - Attendance on conferences

- Networking events
- Members visits
- Project meetings
- g) Work closely and actively with Agrinatura members, stakeholders, and partners to explore new project and cooperation opportunities
- Identification and follow up of priority opportunities
- Liaising and negotiating with clients and funders

Benefits for hosting the position of Secretary General

- The Agrinatura Secretariat is the administrative and management centre of the Agrinatura Association. The Secretariat is led and managed by the Secretary General. Hosting Agrinatura Secretariat enables the host:
- Visibility:
 - To increase the host's visibility in the field of Agricultural Research for Development (ARD)
- Networking:
 - To get in the centre of the Agrinatura activities, by hosting the secretariat your institution gets closer view to the organisation and promotion of projects/initiatives/conferences that enhance networking in the ARD to share expertise and understanding.
 - To enlarge one's own network
 - To be represented in the number of associated networks
- Worldwide dimension:
 - To influence the development of ARD policies
 - To develop joint EU applications and consortia

Requirements for hosting the Agrinatura Secretariat

- Establishment of the administrative position with 0,6 - 1,0 FTE workload
- Salary covered by the hosting institution (based on the institutional legal acts), with Agrinatura's contribution 1000 EUR/month and exemption from the membership fee
- Agrinatura Association will cover the running costs of the Secretariat, including travel costs of the Secretary General and pay the rent of the office if necessary
- Hosting institution provides the office space for the Secretary General
- Assignment from 1st January 2023, period 8 year with possibility of one extended period