



EUROGI CALL FOR NOMINATIONS FOR A SECRETARY GENERAL/SECRETARIAT

1 AIM OF THIS CALL

The aim of this call is to secure nominations from EUROGI members, or from their members, for fulfilling the Secretary General/Secretariat functions for EUROGI.

2 BACKGROUND

Current Secretariat Arrangements

The current contract between EUROGI and KU Leuven University for the provision of a Secretary General and Secretariat service terminates at the end of May 2013

EUROGI Operation Model

A central concept in the organisation of EUROGI is the model of Distributed Responsibilities. This model entails the allocation of portfolios to Excom members and the members of the General Board. In essence the model means that members take responsibility for one or more areas and deliver on the objectives set out in the annual EUROGI Work Plan or in a Portfolio Work Plan. Each Portfolio Leader would need to find the best modus operandi for taking his/her responsibilities forward. The Secretary General/Secretariat should have the capabilities on the one hand to work independently, but on the other, to work cooperatively and harmoniously for and with the President, Excom members and Portfolio Leaders/members and more generally, with all EUROGI members.

3 ADMINISTRATIVE SECRETARIAT FUNCTION AND SECRETARY GENERAL ROLE

In order to provide the efficient and effective functioning of EUROGI it is necessary for two broadly defined functions to be undertaken, namely, a Secretary General function and an Administrative Secretariat function.

Secretary General Function

The SG function entails the following activities:

- Producing documentation for General Board, Executive Committee, Extra Members and other meetings under the guidance of the President, attending such meetings and taking responsibility for producing minutes/notes;
- The co-ordination of executive tasks of EUROGI delegated to him/her by the General Board, the President and/or the Executive Committee;
- Monitoring Portfolio activities and supporting Portfolio members as appropriate;
- Producing draft Annual Reports, annual Work Plans and Budgets in accordance with general policies and directions from the General Board, Executive Committee, or in the case of draft Budgets the Treasurer (and where necessary and appropriate the Legal and Administrative Officer);
- Maintaining a digital and where needed physical record of emails, correspondence and other materials;

- Communicating with the President on a regular basis and taking guidance as necessary;
- Managing the activities of an Administrative Secretariat (if this were to be a separate person – see ‘Broad Options’ below);
- Liaising with the Legal and Administrative Officer as necessary;
- Representing EUROGI at meetings, conferences, workshops at the request of the President;
- Contributing to the Developing and maintaining sound relations with European Commission functionaries/Directorates General;
- Assisting in securing EUROGI involvement in appropriate European Commission or other funded projects and providing the necessary support for those projects in which EUROGI participates;
- Undertaking investigations and producing reports as may be required by the President, the Management Committee or the Executive Committee;
Providing and/or organising material for the EUROGI web site and undertaking such other services in relation to the site as may be determined, including contributing to the updating of the website through producing content (or coordinating the production of content from members or others), and working cooperatively with a Webmaster should such a person be appointed;
- Producing and editing a regular newsletter, producing EUROGI flyers or other material as may be appropriate and sharing news or other information or relevant material with members;
- Liaising with members on a regular basis to discuss any of their issues of concern, to share information or to report to them on issues of general or direct importance to them
- Producing monthly time/activity reports for him/herself.

Administrative Secretariat Function

Administrative Secretariat (AS) function entails the following mainly administrative activities:

- Providing support to the SG as required by the SG;
- Dealing with day-to-day correspondence (mainly emails) and telephone calls;
- Recording/tracking financial transactions under the guidance of the Secretary General and Treasurer and with the support and involvement where appropriate of the Legal and Administrative officer;
- Dealing with administrative/organisational issues related to General Board, Executive Committee and other EUROGI meetings (physical, tele, video), sending documentation to be provided and helping with the production of notes/minutes of the meetings as requested by the SG;
- Effectively managing EUROGI files (mainly digital) and records;
- Organising accommodation and equipment for the Secretariat/Secretary General;
- Following up on actions to be taken arising from General Board, Executive Committee and other meetings as may be requested by the SG;
- Undertaking preparatory/background work related to the Annual Budget and Work Plan;
- Assisting in collating material for the production of Annual reports;
- Organising and keeping up-to-date contact details of EUROGI members, portfolio members and other relevant persons/organisations;
- Effectively organising/filing all contracts, Memoranda of Understanding or other agreements which EUROGI may enter into;
- Under the direction of the SG assisting in gathering and making available material for the EUROGI web site and undertaking routine web site maintenance;
- Assist in dealing with social media matters should EUROGI engage through this form of media;
- Reporting directly to the Secretary General, but also to the President, Vice President, Treasurer or Portfolio Leaders as may be necessary and appropriate

- Producing monthly time/activity reports for him/herself.

4 BROAD OPTIONS

In section 3 above two main functions were outlined. There are a number of ways in which these functions can be carried out.

EUROGI has no fixed views on how the SG and Administrative Secretariat functions should be fulfilled. It is however possible to outline in broad terms two possible arrangements;

- A single person undertakes both the SG and Administrative Secretariat functions/roles as outlined above;
- A SG performs the SG duties and an Administrative Officer (AO) undertakes the Administrative Secretariat tasks.

EUROGI would also consider any other reasonable arrangements for carrying out the two main identified functions.

5 SECRETARY GENERAL REQUIREMENTS

The SG should preferably have the following qualities:

- A University level education and/ or have suitable, relevant experience;
- Sound administrative and managerial qualities;
- An understanding of GI/GIS/SDI issues;
- Be able on the one hand to work independently, and on the other to work cooperatively and harmoniously for and with the President, Vice President, Treasurer, Legal and Administrative Officer, Portfolio Leaders and members (ie be a good team player);
- Be capable of dealing effectively and harmoniously with people from various cultural, professional, rank and thematic backgrounds;
- Be a good verbal and written communicator; particularly through the medium of English
- Be a strong networker who easily builds enthusiasm and cooperative involvement from and with other people.

6 ADMINISTRATIVE OFFICER REQUIREMENTS

If an AO is to be involved then this person should have the following main qualities:

- Be a good competent administrator with relevant experience;
- Be capable of communicating well in English, both verbally and in writing.
- Be capable of dealing effectively and harmoniously with people from various cultural, professional, rank and thematic backgrounds;
- Be competent with Word and Excel and communicating in an Internet environment;
- Be a good team player;
- Be capable of producing material for the web site and undertaking general web site maintenance.

7 LOCATION OF OFFICE(S)

The SG or SG/OA may be located anywhere in Europe. Good access to Brussels would however be beneficial.

The SG and/or AO may work from home, their own office(s) or from within a member (or member's member) organisation.

8 APPOINTMENT PERIOD

The SG/AO shall be appointed by the EUROGI Excom initially for a maximum of two years with a three months initial probation period. The appointment may be extended after the first maximum of 2 years, subject the outcome of a EUROGI performance evaluation.

9 FINANCES

EUROGI envisages that the annual Secretariat/Secretary General function/role would in total ('all in' cost, including all taxes and other expenses) be provided for Eur30 000. In exceptional circumstances the annual 'all in' fee may be up to a maximum of Eur40 000.

10 WORKING HOURS

The SG or SG/AO shall work for EUROGI on at least a 50% basis averaged over each three month period, preferably considerably more. EUROGI would need to be satisfied that the promised time allocation would be sufficient for meeting EUROGI requirements.

Based on experience any initially agreed time allocation could at any time during the appointment period be changed by mutual agreement, including agreement regarding reimbursement.

The SG or SG/AO may under agreed circumstances be required to work outside of normal working hours (eg responding to priority emails, responding to certain information requests, providing necessary input leading up to a project deadline etc).

11 EVALUATION OF PROPOSALS

Evaluation of proposals will be undertaken by the EUROGI Management Committee comprising the President, Vice President and Treasurer, subject to none of these persons having a conflict of interest.

The evaluation/appointment process will be as follows:

- Short listing;
- Interview with short listed tenderer(s);
- Recommendation of the Management Committee to the Executive Committee;
- Decision by the Executive Committee.

In broad terms the criteria which would be taken into account would include (but not be limited by) the following:

- Experience, expertise and likely commitment of the person(s) to be involved;
- Annual total 'all in' cost;
- Time availability and flexibility of the SG or AO/SG depending on the proposal model;
- Clarity and likely effectiveness of the proposed organisational/management arrangements;
- Ability to communicate in English, verbally and in writing;
- Start date for the provision of services;
- Communication/networking skills and experience, particularly with members and with European Commission bodies.

12 SUBMISSION OF PROPOSALS

The deadline for submission of proposals is 17:00 CET on 21 June 2013.

Proposals should be submitted in PDF format to the President at bruce.mccormack@eurogi.org.

13 FURTHER INFORMATION

For further information contact Bruce McCormack at the above email address or on +353 87 8212 449.