

Report of the IUGS Secretariat

(from Aug. 2016 to Oct. 2020)

The IUGS Secretariat is hosted within the premises of the Chinese Academy of Geological Sciences (CAGS) under the China Geological Survey, the Ministry of Natural Resources of China. Since the relocation of the Secretariat to Beijing in December 2012, the Chinese government has been providing tremendous and stable financial and logistical support for the smooth operation of the Secretariat.

Under the guidance of the IUGS Bureau and Executive Committee, the Secretariat has maintained professional and efficient operation in line with its duties, and played an active role of communication and coordination in the scientific activities and daily administration of IUGS. The Permanent Secretariat is led by Mr. Ma Yongzheng (Director). Staff members include: Ms. Li Wei, Ms. Situ Yu, Ms. Gu Yanfei, Ms. Xu Yaqi and Ms. Mu Langfeng.

WORK REVIEW

Under the guidance of the Bureau and Executive Committee, the Secretariat has made hard efforts to fulfill its operational duties in line with the IUGS Strategic Plan as follows:

- Encourage and substantiate the participation of the Adhering Organizations and National Committees in promoting geosciences;
- Develop initiatives of wide societal and applied interest;
- Renew and establish closer links to UNESCO, ISC, and GeoUnions as well as develop new initiatives together with these organizations;
- Improve visibility of IUGS through publications and presence at scientific forums.

1. IUGS Business Meetings

The Secretariat organized 4 IUGS EC Meetings and 11 Bureau Meetings during the past four years. The Secretariat prepared and distributed meeting documentation, coordinated on meeting participant and logistical issues, assembled financial requests from the IUGS bodies, conducted minutes taking, preparation and distribution, and provided logistical service during the meetings.

(1) IUGS EC Meetings

- 71st EC Meeting (15-18 February 2017) Paris, France
- 72nd EC Meeting (23-26 January 2018) Potsdam, Germany
- 73rd EC Meeting and DDE Forum (27 February - 2 March 2019) Beijing, China
- 74th EC Meeting (15-18 January 2020) Busan, S. Korea

(2) IUGS Bureau Meetings

- 11-12 November 2016 (Beijing, China)
- 14 February 2017 (Paris, France)
- 6-7 June 2017 (Long Beach, USA)
- 24-25 October 2017 (Seattle, USA)
- 22 January 2018 (Potsdam, Germany)

- 20-21 June 2018 (Vancouver, Canada)
- 12-14 November 2018 (Sendai, Japan)
- 25 February 2019 (Beijing, China)
- 18 May 2019 (New Delhi, India)
- 20-21 October 2019 (St. Petersburg, Russia)
- 14 January 2020 (Busan, S. Korea)

2. IUGS Exhibitions

In order to publicize and promote the IUGS scientific activities in the international geoscience community, the Secretariat organized 12 IUGS booth exhibitions at the major international geoscience conferences and events listed below. The Secretariat redesigned and exhibited the IUGS posters introducing IUGS constituent groups and scientific activities, displayed and distributed IUGS products (charts, brochures, *Episodes*, annual reports), and produced and distributed IUGS promotional materials (T-shirts, caps, bags, mouse pads, business card holders, keychains etc.) for the exhibitions.

- China Mining 2017 (September 2017) Tianjin, China
- GSA 2017 Annual Meeting (October 2017) Seattle, United States
- AGU 2017 Fall Meeting (December 2017) New Orleans, United States
- IUGS-UNESCO-CGMW Exhibition at 2018 EGU General Assembly (April 2018) Vienna, Austria
- RFG 2018 Conference (June 2018) Vancouver, Canada
- China Mining 2018 (October 2018) Tianjin, China
- GSA 2018 Annual Meeting (November 2018) Indianapolis, USA
- AGU 2018 Fall Meeting (December 2018) Washington D.C., USA
- IUGS-UNESCO-CGMW Exhibition at 2019 EGU General Assembly (April 2019) Vienna, Austria
- GSA 2019 Annual Meeting (November 2019) Phoenix, U.S.A.
- China Mining 2019 (October 2019) Tianjin, China
- AGU 2019 Fall Meeting (December 2019) San Francisco, U.S.A.

3. Membership Maintenance

The Secretariat assisted in membership maintenance by maintaining correspondence on the inquiries about the IUGS membership and providing application documents to applicants. The Secretariat assisted the IUGS President in contacting the inactive Adhering Members to encourage them to reactivate their membership and setting up a meeting with the leaders of Organization of African Geological Survey (OAGS) to promote IUGS among African countries.

The Secretariat constantly updated the contact database and strengthened links with IUGS counterparts, Affiliated Organizations and particularly Adhering Organizations; mass emailed letters from IUGS officials to the IUGS constituent groups, Adhering Organizations and Affiliated Organizations; sent requests for ratification on several items to all the IUGS Adhering Organizations, collected responses and announced the results to EC.

4. Publications, Outreach and Others

(1) Annual Report

- Designed the 2016, 2017, 2018 and 2019 IUGS Annual Reports;
- Emailed the electronic Annual Reports to IUGS constituent groups, Adhering Organizations, Affiliated Organizations, UNESCO, ICS, Geo-Unions etc;
- Mailed the hardcopies of the 2016, 2017, 2018 and 2019 IUGS Annual Reports to all the IUGS constituent groups and Adhering Members.

(2) Episodes

- Prepared the list of recipients;
- Mailed 100 hardcopies for each issue of *Episodes*.

(3) E-Bulletin

- Formatted and distributed the E-Bulletins to over 160,000 recipients per year;
- Updated the list of recipients based on feedbacks;
- Rented a new mass emailing platform and designed a brand new and reader-friendly format for E-Bulletin;
- Drafted some pieces of IUGS news to be published on E-Bulletin.

(4) Website

The Secretariat prepared the updated membership information and status (Active, Pending, Inactive) of Adhering Members, and provided related information and news to the IUGS webmaster for posting on the IUGS website.

(5) Promotional Items

Designed and produced promotional items with the IUGS logo to be used at the IUGS booth exhibitions and the 5th Ordinary Session of the IUGS-IGC Council at the 36th IGC, including IUGS pins, T-shirts, polo shirts, rulers, hats, cloth bags, name card holders, key buckles, mouse pads, gel pens, roller pens, notebooks etc.

(6) IUGS Information Management System

- Improved the functions of the IUGS Information Management System;
- Uploaded all the annual reports submitted by IUGS bodies to the IUGS Information Management System for comments by EC members before each EC meeting;
- Frequently updated contact information of all the Adhering and Affiliated Organizations through checking their websites and submitted annual reports.

(7) Archive Matters

- Properly stored the IUGS paper documents in Beijing;
- Continued the assembly of documentation;
- Retrieval of documentation upon request of Adhering Organizations and others.

(8) New Year Cards

Designed and distributed electronic New Year cards in the name of the President, Secretary General and Treasurer to the international geoscience community.

5. Activities about the IUGS Big Science Program Deep-time Digital Earth (DDE)

- Arranged a meeting between IUGS President and officials from China Geological Survey (CGS) and British Geological Survey (BGS) with the meeting topic being the future cooperation in the newly-proposed IUGS “Deep-time Digital Earth” Program (IUGS-DDE);
- Participated in the organization of the DDE Forum held in conjunction with the 73rd IUGS EC Meeting in Beijing, China in February 2019;
- Provided minutes taking services to the DDE Steering Committee Meeting in Beijing, China in October 2019 and the DDE Science Committee Meeting in Busan, South Korea in February 2020;
- Coordinated with the Local Organizing Committee of the 36th IGC about the DDE activities during the Congress, including GeoExpo exhibition, Townhall Meeting, reception etc.

6. Major work related to the 36th IGC and the Extraordinary Session of the IUGS-IGC Council

(1) Distribution of call for nominations

- Distributed a call for Expression of Interest to host 38th International Geological Congress, 2028;
- Assisted Chair of Nominating Committee (NC) in distributing a call for nominations of the IUGS EC 2020-2024, a second call for nominations of IUGS President and Secretary General and a call for nominations of the next IUGS Nominating Committee;
- Distributed a call for applications for support from the IUGS Hutchison Young Scientists Foundation to attend the 36th IGC.

(2) IUGS Booth Exhibition

- Coordinated with the local organizer of the 36th IGC about the IUGS booth space rental;
- Invited displaying materials from the IUGS bodies, finalized design of the IUGS booth and posters, and made bank transfer of booth design and construction fees;
- Designed and printed promotional leaflets (e.g. Episodes, IGCP, ICS, CGGB etc.) ;
- Designed and produced IUGS promotional items to be used at the IUGS booth and the 5th Ordinary Session of the IUGS-IGC Council at the 36th IGC.

(3) 5th Ordinary Session of the IUGS-IGC Council

- Distributed the Council meeting agenda to Adhering Organizations, constituent groups and Affiliated Organizations;
- Designed and opened the online registration systems, and called for registration with invitations being separately addressed to Adhering Organizations, constituent groups, and Affiliated Organizations;
- Assembled four-year reports of the IUGS constituent groups and prepared the whole set of meeting documents based on the meeting agenda;
- Contacted the EC candidates for shorter versions of CV, and reformatted CV for all the candidates to be posted on the IUGS website;
- Designed the ballots for the election of the EC Members.

(4) IUGS Awards

- Distributed a call for nominations of the IUGS Awards;

- Designed the IUGS Award Brochure and printed the IUGS award certificates.

(5) IUGS Reception

- Prepared invitation list for the IUGS reception;
- Sent individual invitations to the invitees of the reception.

(6) Postponement of the 36th IGC

- Sent timely notice to all the IUGS constituent groups, Adhering Organizations and Affiliated Organizations about the postponement of the 36th IGC;
- Organized the Zoom meeting between the IUGS Bureau and the Local Organizing Committee of the 36th IGC about the rescheduling and reorganization of the 36th IGC.

(7) Extraordinary Session of the IUGS-IGC Council

- Distributed a call for Extraordinary Session of the IUGS-IGC Council;
- Distributed the proposed agenda and survey on delegation attendance and voting;
- Sent the ballot on the IUGS constituent groups and officers for by-election by the IUGS Council.

FINANCIAL STATEMENT

In accordance with the MOU between the Chinese government and IUGS for hosting the Secretariat in China signed in Brisbane, Australia in 2012, the Chinese government has committed to providing finances to operate the IUGS Secretariat (office space and fittings, salary, travel etc.), and IUGS contributes 15,000 US Dollars per year to support Secretariat activities.

With the strong support of the Chinese government, the IUGS Secretariat has covered a number of expenses for IUGS during its operation, including the IUGS booth and furniture rental fees at major international conferences, the hosting of the 73rd IUGS EC Meeting in Beijing in 2019, the design and construction of the IUGS booth at the 36th IGC, the design and production of IUGS promotional items, the shipping fees of meeting documents and promotional items to Delhi, India for the 36th IGC etc.

ACKNOWLEDGEMENTS

We would like to thank the whole Executive Committee, in particular the Bureau, for guidance and great support to the Secretariat for its smooth operation during the past four years. The Secretariat staff members will continue full devotion to the Secretariat duties with concerted efforts to actively support the work of the IUGS Bureau and Executive Committee and the broad-ranging scientific activities of IUGS.