



IUGS

International Union
of Geological Sciences

HOSTING OF THE IUGS SECRETARIAT (2028–2032)

CALL FOR APPLICATIONS

The International Union of Geological Sciences (IUGS)
invites applications from institutions interested in
hosting the IUGS Secretariat for the period
1 September 2028 – 31 August 2032.

SUBMISSION DEADLINE

DECEMBER 31, 2026

Applications must be submitted
electronically in PDF format to:

Dr. Ludwig Stroink

IUGS-Secretary General

✉ gs_iugs@gfz.de

☎ +49 172 385 4762



www.iugs.org

Hosting of the IUGS Secretariat (2028–2032)

Call for formal applications

The International Union of Geological Sciences (IUGS) invites formal applications from institutions willing to host the IUGS Secretariat for the period **1 September 2028 – 31 August 2032**. The host institution will provide the administrative, institutional, financial, and logistical framework necessary to support the effective operation of the IUGS Secretariat and to assist the Secretary-General in implementing the Union's scientific, organisational, and governance activities.

As the IUGS Statutes and Bylaws do not provide a procedure for selecting the host institution for the IUGS Secretariat, the Executive Committee has developed a transparent and competitive application process. This procedure was presented at the Open Session of the 82nd Executive Committee Meeting of the International Union of Geological Sciences (IUGS) held in Bogotá in January 2026, where no objections were raised. The Executive Committee is therefore issuing this Call for Applications in accordance with the approved process.

Purpose of the Call

The purpose of this call is to identify a host institution capable of providing a stable, efficient, and internationally oriented administrative base for the IUGS Secretariat for a four-year term. The successful applicant should demonstrate the capacity to provide long-term institutional support and a robust financial commitment that enables the Secretariat to operate effectively on behalf of the global geoscience community.

Why Host the IUGS Secretariat

Hosting the IUGS Secretariat provides a unique opportunity to contribute to the leadership of the global geoscience community and to enhance the international visibility of the host institution. The host will work closely with the IUGS Executive Committee, the Secretary-General, IUGS constituent groups, affiliated organisations, as well as IUGS's international partners.

Scope of Hosting Responsibilities

The host institution will be expected to provide comprehensive institutional, financial, and logistical support, including:

- Fully equipped office space for the Secretariat
- Funding of Secretariat staff salaries
- Employment, payroll, and human resources administration in accordance with local regulations
- Administrative and logistical support for Secretariat staff
- Legal and institutional hosting arrangements, including all necessary registrations and compliance requirements

- Infrastructure, IT and technical support, including hardware, software, telecommunications, secure data storage, cloud services, backup systems, and digital continuity planning
- Cybersecurity and data protection compliance
- Digital collaboration tools and video conferencing facilities
- Administrative and logistical support for Executive Committee meetings and assistance in the coordination of Council meetings and all other IUGS-related activities
- Archiving, document management, and records retention
- Provision of an appropriate operational budget for staff travel and accommodation, including Executive Committee meetings, exhibitions and representation of IUGS at major international conferences (e.g., GSA, EGU, AGU, IGC)
- Design, production, funding, and distribution of IUGS promotional and outreach materials for international meetings and events.
- Management and administration of the IUGS cloud repository

Required Qualifications of the Host Institution

Applicants should demonstrate:

- The institution must be located in a country that is a member of the IUGS
- Proven experience in cooperating with international scientific organisations
- English fluency (written and oral) of the staff
- Strong administrative, financial, and organisational management capacity
- Robust IT and communications infrastructure
- Ability to operate effectively in an international and multilingual environment
- Commitment to supporting the mission, objectives, and governance structure of IUGS, accompanied by a demonstrated capacity to provide sustained financial support
- Financial and institutional stability for the full duration of the hosting period

Application Requirements

- Letter of commitment from the institution's leadership
- Short description of the hosting institution, including its previous experience and involvement relevant to hosting an international secretariat
- Proposed organisational structure
- Staffing plan
- Financial commitment and indicative budget
- Additional contributions or in-kind support

Evaluation Process

Applications will be evaluated by the IUGS Executive Committee. The evaluation will consider, among other aspects:

- Institutional capacity and experience
- Financial commitment and long-term sustainability
- Administrative and technical infrastructure
- Experience in supporting international scientific organisations
- Quality and feasibility of the proposed hosting arrangements
- Added value for the future development and international visibility of IUGS
- Any other expertise will be considered as an added value.

Selection and Approval Process

The EC will evaluate all applications received in accordance with the published evaluation criteria and identify the most suitable applicant(s). Where appropriate, applicants may be asked to provide additional information or to participate in an interview or presentation as part of the evaluation process.

The Executive Committee's recommendation will be submitted to the IUGS Council for final approval by vote. An extraordinary (virtual) meeting of the Council might be convened if necessary. If more than one applicant is recommended, the shortlisted applicants may be invited to record a 10-minute presentation, which will be distributed to all Heads of Delegation two weeks prior to the extraordinary meeting. If only one applicant is recommended, the Council will be invited to confirm the proposed host institution.

This procedure has been adopted to ensure that the incoming IUGS Executive Committee begins its term with a fully operational Secretariat in place from the outset.

Submission Deadline

December, 31st, 2026

Applications must be submitted electronically in PDF format to:

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IUGS-Secretary General;
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Phone: +49 172 385 4762