



# Terms of Reference

## Chair and Vice-Chairs

### International Network on Soil Fertility and Fertilizers-INSOILFER

The Chairperson of INSOILFER will:

1. Ensure that the [GSOIL4N Outcome Document](#) is executed and the INSOILFER is established with the full support of the Global Soil Partnership (GSP) Secretariat.
2. Maintain active communication between INSOILFER and the GSP Secretariat concerning the execution of the network activities.
3. Chair the INSOILFER meetings, ensure its work objectives and deliverables are met on time, and update the work plan when necessary.
4. Support the activities of each one of the technical working groups and maintain close communication and collaboration with the Vice-Chairs.
5. Oversee progress and link between INSOILFER and other Networks (including maintaining active communication).
6. Oversee progress on downscaling INSOILFER activities to the regional and national context.
7. Report (jointly with the GSP Secretariat and ITPS Chair) to the GSP Plenary Assembly about the INSOILFER progress.
8. Attend meetings of other relevant networks and events of interest to the success and visibility of INSOILFER
9. Advocate for the mobilization of resources to execute the activities as foreseen INSOILFER work plan.
10. The INSOILFER will meet once a year to review and agree on the workplan.

The Vice-Chairs of each technical working group (WG) of the INSOILFER will:

1. Chair the corresponding technical WG meetings, ensure its work objectives and deliverables are met on time, and update the WG work plan when necessary.

2. Maintain active communication between each technical WG and the INSOILFER's Chair and the GSP Secretariat concerning the execution of the technical WG activities as documented in the work plan agreed upon at the launch of the technical WG.
3. Oversee progress and link between the INSOILFER technical WG and other Networks (including maintaining active communication).
4. Report regularly about each technical WG progress to the INSOILFER Chair.
5. Report the progress and changes in the work plan at the yearly INSOILFER meetings.
6. Support the INSOILFER Chair in attending other relevant network meetings and events of interest when the chairperson cannot participate.
7. WGs can meet regularly to advance the different activities as needed.

The mandate of the INSOILFER governing team (Chair and Vice-chairs) shall be valid for a period of two years. Open election by the INSOILFER governing team will be performed at the INSOILFER meeting on the second year. As the case may be, the Chair may be supported/represented by any of the Vice-chairs in his/her activities and tasks.