



Terms of Reference

Reference Institutions

International Network on Soil Fertility and Fertilizers-INSOILFER

All public and private institutions are welcome to join INSOILFER. National Reference Institutions will support the downscaling of the implementation of activities at the national level.

Reference Institutions

The registration of National Reference Institutions in INSOILFER should be channeled to the INSOILFER Coordinators (yuxin.tong@fao.org; Vinisa.saynessantillan@fao.org).

Suggested criteria for the National Reference Institutions are:

- Perform outstanding activities related to the topics addressed by the INSOILFER working groups.
- Contain qualified, trained, and experienced staff relevant for the topics addressed by the three INSOILFER working groups.

The main roles of National Reference Institutions are:

- Attend the meetings of INSOILFER in order to contribute to regional and global decision-making.
- Representatives of National Reference Institutions can count on the financial support of the GSP/FAO to attend INSOILFER meetings. However, the GSP/FAO encourages them to include their participation in these meetings in the budget plan of their institution. This could ultimately allow institutions to have more than one representative attending the meetings. Please note that due to available limited financial resources, the GSP/FAO cannot financially support the participation of institutions from all countries in the world in the annual INSOILFER meetings. In this regard, only a few representatives from each region will receive the financial support of the GSP/FAO to attend the annual INSOILFER meetings. Beneficiaries will be selected based on their contribution to INSOILFER activities, working groups, gender and geographic balance.

- Attend regional and global trainings and webinars.
- Implement INSOILFER standards and decisions.
- Timely reply to INSOILFER emails, providing information including regulation procedures, laws, and public policies.
- Promote INSOILFER, motivating other institutions/laboratories in their country and region to join the network.
- Lead the organization of national trainings and meetings to transfer the knowledge and skills acquired in INSOILFER to other institutions/laboratories.
 - Report the activities related with INSOILFER to the Coordinators as needed. Please note that National Reference Institutions/Laboratories are asked to report on the activities they implement at the country level annually. In case National Reference Institutions/Laboratories do not demonstrate willingness or try to down-scale the INSOILFER activities, the INSOILFER Coordinator can nominate another institution/laboratory to serve as National Reference Institution/Laboratory.
- The Reference Institutions will benefit from priorities to be invited to the meetings, to be funding the equipment, to be invited to develop field projects, to be the lead authors of publications and standards.
- Activities by National Reference Institutions will be evaluated against criteria such as the number new members and laboratories registering in INSOILFER and the proven organization of national trainings, meetings or forums for discussion.