

Call for nominations for the ESP Secretariat

ESP members are requested to **nominate** an institution which provides secretarial services to the ESP. The **tasks** are defined as following:

Secretariat of the ESP (draft text for the revised ESP Terms of Reference)

(1) Appointment:

The Secretariat of the ESP is appointed by the ESP Plenary. It should be hosted by a national or international institution from Europe that is willing to provide in-kind support for the activities of the Secretariat (2).

(2) Roles:

The Secretariat of the ESP

- communicates on behalf of the ESP chair and co-chair(s).
- coordinates with the GSP secretariat and looks over the ESP web page in the GSP portal.
- develops and maintains the ESP web site.
- facilitates communication among ESP partners.
- prepares ESP meetings (in-person, web) and meeting report.
- supports the Pillar chairs and co-chairs (meetings, communication).
- actively follows the implementation in the pillars.
- actively supports the external communication.

Comments: The institution which provides the Secretariat, should appoint a contact person. Besides the activities listed above (2), the contact person is expected to follow up ESP-related meetings: collect results and share with the SC, accompany the chair to **meetings**:

- GSP level meetings: Chairs of the Regional Soil Partnerships, Plenary Assembly, GSP working groups and Pillars where needed.
- ESP level meetings: Plenary, subregional partnership meetings, ESP Steering Committee meetings.

The Secretariat is a full member of the ESP Steering Committee (SC) and thus also has a representative function. The Secretariat has close bilateral relations with the GSP Secretariat, in particular in building and maintaining the GSP and ESP web sites; it will help the SC to liaise with other European soil-related networks.