

Hosting of the ICSU Regional Office for Latin America and the Caribbean

Background information

Following the decision of the ICSU 27th General Assembly to establish ICSU Regional Offices (September 2002), the ICSU Regional Office for Latin America and the Caribbean (ICSU ROLAC) was created in 2007 to promote increased participation of scientists from the region and regional scientific organisations in the implementation of the *ICSU Strategic Plan 2012–2017* and to ensure that the views of the scientific communities in the regions are taken fully into account in the development of ICSU's strategic priorities (a description of the functions of the Regional Offices is enclosed).

Since 2010, ICSU ROLAC has been hosted at the Mexican Academy of Sciences with funding from the National Council for Science and Technology of Mexico (CONACyT). The CONACyT's commitment to support the Office ends in mid 2016. Therefore, a new host country and host institution for ICSU ROLAC will need to be identified starting from then on.

ICSU will provide a financial contribution to the Office of up to 75,000 Euros per year. ICSU will also assist in raising additional funds to help cover the activities of the Regional Offices based on the priorities set by the Regional Committee for Latin America and the Caribbean under the framework of the global ICSU Strategic Plan. Under the guidance of the Regional Committee, the ICSU ROLAC Director will be responsible for fund-raising for additional activities and specific programmes. It is also expected that other National Members in the region will contribute to the implementation of ICSU ROLAC activities in the region. However, the host institution would need to make a greater financial contribution in order to support core operational and activity expenses of the Office (including salary costs, meetings of the Regional Committee, and related priority activities). Furthermore, the host institution is expected to provide equipped office space and supporting administrative services.

It is expected that staff will include about 3 professional staff (Regional Director and 2 science officers) plus appropriate small number of administrative support staff. Additionally, if appropriate expertise is not available from within the host institution, a webmaster/communications person may need to be appointed.

The Regional Director will be appointed through open competition, and the appointment will be made by ICSU, in close consultation with the host institution. The ICSU Executive Director will act as line manager for the Regional Director and as such the RD will be

expected to report to him/her on a regular basis and establish a work plan in close consultation with the ICSU Executive Director.

The recruitment of other posts will be made by the host institution in full consultation with the Regional Director and ICSU and given due consideration to current incumbents. All staff will be employed by the host institution in accordance with national labour laws, and their respective salaries should be commensurate with other staff in the host institution. The host institution will be expected to provide assistance in securing appropriate residential and working papers for international staff appointed. Performance assessment and contract renewal of the Regional Director and all other staff of the Office will be the subject of joint consultation between ICSU and the host institution.

The Regional Office should be located in an appropriate national (or regional) institution and it is expected that the host country/institution will arrange and cover the cost of appropriate office space. ICSU ROLAC needs to be hosted in an institution that is readily accessible in terms of international transport; and there needs to be unimpeded entry to the country for all *bona fide* visiting researchers, experts, etc. The host country must comply with the Principle of Universality of Science (ICSU Statute 5), with regards to non-discrimination and providing access to scientists of all nationalities.

ICSU ROLAC should be managed as an integral part of the host institution. All financial activities of the Office would be subject to the institution's internal rules and regulations with regard to signature of contracts, approval of expenditure, receipt of donations, financial control and audit. The host institution would, within and as part of its own accounting system, be expected to maintain separate records of all income and expenditure for the Regional Office as governed by national law and conditions set by funding organisations.

In line with the international remit of the Office, mechanisms must be in place to ensure the management of funds from potential international donors and the international transfer of funds for the Regional Office related activities that take place outside the host country.

A commitment of a minimum of five years is expected from the host institution and country in order to minimise disruption to the Office's operation associated with its relocation.

Criteria on choice of location for ICSU ROLAC

1. The host institution should be an ICSU National Member from Latin America and the Caribbean
2. Commitment of the host government to ICSU and ICSU ROLAC mission and objectives

3. Level and scale of institutional support, and proposed level of annual funding, plus potential for supplementary support. Little or no overhead charge made by host institution on funding received by ICSU ROLAC (from whatever source).
4. Provision of equipped offices, access to appropriate meeting facilities, provision of administrative/accounting support
5. Commitment to the pan-Latin American and the Caribbean scientific agenda
6. Availability and access to scientific networks and infrastructure
7. Ability to attract excellent candidates for the staffing of the Office
8. Adherence to the principle of universality of science on the basis of equity and non-discrimination
9. Accessibility of the host institution in terms of international transport and visa formalities
10. Unhindered access to, and transfer of, scientific information/literature through high speed Internet connection; tele/video conference facilities
11. Capacity to meet legal, regulatory and audit requirements
12. Administrative and financial management processes and regulations that are conducive to the running of a small Regional Office, including the facility to receive and transfer funds from and to institutions and individuals outside of the host country

Selection Procedure

All offers will be considered by the ICSU Executive Board. Additional information may be requested by the Board and the final decision will be made after a site visit.