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International Union for Quaternary Research

INQUA is registered as a foundation in the Netherlands: KvK - RSIN-number 81067321

Secretary General's Report for 2021

1. Management and dissemination of information

- a) Organized and prepared the agenda and minutes for the five online meetings taking place during 2021 (31.03, 27.04, 12-15.10, 03.11, 07.12) and organised on-site meetings with the president to discuss and formally arrange the establishment of the INQUA Secretariat
- b) Prepared and sent out the award letter for the ongoing and new project applications
- c) Collected the documents for the Shackleton medal Nominations, informed the evaluation committee and arranged, attended the award ceremony, and kept communication with the candidates
- d) Build and maintain the INQUA member database; updated the IC email database
- e) Prepared the call for the secretary position, communicate with the EC for suggestions, prepared the final version of the call and arranged, attended the interviews and evaluated the candidates; prepared and arranged the paperwork for the employment
- f) Sent the IC letter informing about the vice-president resignation

2. INQUA Reports and Proposals

- a) Collected the project report for the projects running and the new applications, replying to all emails coming to info@inqua.org, arranged dropbox storage and dissemination of information among the board members.
- b) Summarized the INQUA projects in an excel database.

Budapest, May, 5, 2022

Eniko Magyari

INQUA Secretary General

Magyari Eniko