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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 2022**

## 1. Management and dissemination of information

- a) Organized and prepared the agenda and minutes for the five online meetings taking place during 2022 (09.02, 23.03, 10.05, 16.06, 09.12) and organised on-site meeting (February) with the president and contributed to organizing the on-site board meeting in Rome (October) to discuss issues related to the organization; attended other meetings related with the association.
- **b)** Build and maintain the INQUA member database; updated the IC email database.
- **c)** Prepared the call for the fellowship program, collected the applications, prepared the evaluation form, organized and attended the evaluation; kept the communication with the applicants.
- d) Prepared the call for the Congress travel support, prepared and arranged the evaluation, drafted the award letters, informed the applications and kept communication with them.
- e) Sent letters to the IC informing about the open calls and nominations.
- f) Prepared promotion materials and made it available to the board.
- **g)** Collected information, prepared content and distributed the monthly newsletter.
- **h)** Collected the documents for the medal and honorary member, the executive nominations and kept communication with the candidates.
- i) Prepared information for the website.

## 2. INQUA Reports and Proposals

- a) Collected the project report for the projects running and the new applications, replying to all emails coming to <a href="info@inqua.org">info@inqua.org</a> and <a href="mailto:support@inqua.org">support@inqua.org</a>, arranged dropbox storage and dissemination of information among the board members.
- **b)** Summarized the INQUA projects, fellowships and travel grants in an excel database.
- c) Prepared and sent out the award letter for the ongoing and new project applications.

Prof. Dr. Eniko Magyari, INQUA Secretary General

Magyani Eniko"

5<sup>th</sup> April 2023