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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 2023

1. Management and dissemination of information

- a) Organized and prepared the agenda and minutes for the seven online meetings taking place during 2023 (02.02, 06.04, 18.05, 31.05, 28.09, 07.10, 10.10) and took part in the organisation of the Congress in Rome; attended other meetings related with the association.
- b) Build and maintain the INQUA member database; update the IC email database.
- c) To promote the membership, an invitation document is being developed to invite new countries to join.
- d) Prepared the call for the fellowship program, collected the applications, prepared the evaluation form, organized and attended the evaluation, and kept communication with the applicants.
- e) Prepared the call for the Congress travel support, prepared and arranged the evaluation, drafted the award letters, informed the applications, and kept communicating with them.
- f) Sent letters to the IC informing the open calls and nominations.
- g) Prepared promotion materials and made them available to the board.
- h) Collected information, prepared content and distributed the monthly newsletter.
- i) Collected the documents for the medal and honorary members and the executive nominations and kept communication with the candidates.
- j) Prepared information for the website.

2. INQUA Reports and Proposals

- a) Collected the project report for the projects running and the new applications, replied to all emails coming to info@inqua.org and support@inqua.org, and 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

Magyari Eniko

20th March 2024