

Prior Notification for Hosting of the IOGOOS Secretariat and Selection of Secretary, IOGOOS

IOGOOS Secretariat:

The status hosting of IOGOOS Secretariat.

Term	2002 – 2008	2009 – 2014	2015 – 2020	2020-2025
Secretariat	INCOIS, India	INCOIS, India	INCOIS, India	Location of Office may be rotated after six years from one Member to another by agreement of Members at an Annual Meeting
Secretary	Dr. T. Srinivasa Kumar	Mr. M. Nagaraja Kumar	Mr. M. Nagaraja Kumar	To be Nominated by IOGOOS Officers
	(2008-2009: Dr. T. Srinivasa Kumar and Mr. M. Nagaraja Kumar has worked as Co-Secretaries)			

Criteria for hosting the IOGOOS Secretariat:

The host agency has to a leading oceanographic research establishment in the Indian Ocean region and is expected to provide and bear the cost of the following facilities to host the IOGOOS Secretariat:

- o Nominating a Secretary for provision of administrative (communication and information exchange, travel planning, meetings, staff agenda organization, arrangements for shipping) and technical support (pursue decisions of the annual meetings and coordinate Inter-sessional activities related to IOGOOS Pilot Projects)
- o Provision of Office Space for Secretariat Staff
- o Provision of Computers and Communication facilities such as Telephone, Fax, and Internet
- o Providing accommodation, support services, and/or professional staff
- o Hosting and Management of IOGOOS Website
- o Collection of Annual Membership fee, maintenance of Bank Account and issue of audited annual financial statements
- o Support day-to-day functioning of the Office by following the practices of the host Agency

The nominations for hosting the Secretariat will be tabled for discussion in the IOGOOS 16th Annual Meeting.