



The duties of the principal secretariat office are:

- To provide overall support and coordination to the GEO AquaWatch network
- To support and manage GEO AquaWatch activities as required
- To provide direction and leadership for the regional and thematic secretariat nodes
- To support the five Standing Working Groups, additional Ad Hoc Committees and Management Team in the coordination of GEO AquaWatch deliverables
- To provide logistical support to the Steering Committee
- To promote GEO AquaWatch in the international arena
- To interface with and report to the GEO Secretariat on behalf of GEO AquaWatch
- To support the organisation of Biennial GEO AquaWatch Meetings
- To manage the GEO AquaWatch website, social media, and other communications.
- Manage and monitor fiscal sponsorship activities
- Seek outside support for AquaWatch-specific activities

The duties of the regional secretariat nodes are:

- To connect GEO AquaWatch with relevant ongoing regional activities
- To provide technical /or administrative support to the principal secretariat office
- To coordinate regional GEO AquaWatch activities
- To coordinate with and support regional and thematic GEO entities and associated activities related to inland and nearshore coastal areas

The duties of the thematic secretariat nodes are:

- To connect GEO AquaWatch with relevant ongoing activities related to the nodes' thematic area
- To provide technical/or administrative support to the principal secretariat office
- To develop and support GEO AquaWatch activities related to the nodes' thematic area
- To coordinate with and support thematic GEO activities related to the nodes' thematic area (e.g., Health, Citizen Science, Hydrology)

Requirements to host a regional secretariat node

A host agency, institution or organization is expected to provide:

- Salary and travel funds for at least one dedicated 1/2-time staff member or fellow.
- Office space and supplies.



- Strong ties to regional activities related to:
 - Inland and coastal observations data and products;
 - Stakeholder engagement and societal awareness; and
 - Capacity building.
- Ability to support technology transfer of relevant activities and the development of new inland and coastal information services.
- In partnership with the principal secretariat office, provide support for:
 - communication efforts,
 - travel funds for developing country participants to attend GEO AquaWatch workshops and symposiums,
 - data management and visualization services,
 - website management,
 - Diversity, Equity and Inclusion policies and actions,
 - other administrative support.

Requirements to host a thematic node

A host agency, institution or organization is expected to provide:

- Salary and travel funds for at least one dedicated 1/2-time staff member or fellow.
- Office space and supplies.
- Strong ties to activities related to the proposed thematic focus area.
- Operate in English when communicating with the principal secretariat office and international partners.
- In partnership with the principal secretariat office, provide support for:
 - supporting communication efforts,
 - data management and visualization services,
 - website management, and
 - other administrative support.