



## **EAERE SECRETARIAT FROM 2020 ON**

### **CALL FOR EXPRESSIONS OF INTEREST**

**Deadline for expressions of interest: May 31st, 2018**

The European Association of Environmental and Resource Economists (EAERE) solicits proposals for the management of the Association's Secretariat for an initial period of 6 years starting in January 1st, 2020 and terminating in December 31<sup>st</sup>, 2025. The appointment can be extended.

Universities, research organisations, or groups of organisations that intend to submit their candidature are kindly requested to send their expressions of interest by May 31st, 2018.

Expressions of interest consist of (1) a formal letter stating that the candidate will perform the activities listed in Annex 1; (2) a presentation of the candidate including relevant experience in similar activities; (3) a preliminary budget; information on the Association's accounts is available at <http://www.eaere.org/content/assembly-members>; (4) information on how the candidate plans to deal with the fact that the Association is legally based in Italy (see Annex 2).

Expressions of interest may be accompanied by any other documentation that the candidates judge useful for the evaluation process. EAERE may ask candidates to present additional documents at a later date.

Expressions of interest should be sent by e-mail to EAERE at the address below. Any material that cannot be sent electronically should reach EAERE by mail or fax by the relevant deadline.

Applications will be assessed by the EAERE Council who will propose the top candidate to the General Assembly of Members for the final decision, which is expected to be taken in June 2019.

#### **Expressions of interest should be sent to:**

European Association of Environmental and Resource Economists (EAERE)

Isola di San Giorgio Maggiore, 8 - I-30124 Venice, Italy

Tel: +39.041.2700438, Fax: +39.041.2700412

e-mail: [eaere@eaere.org](mailto:eaere@eaere.org)



## ANNEX 1

### Activities performed by the current EAERE Secretariat

#### 1. LEGAL AND FISCAL OBLIGATIONS, FINANCIAL MANAGEMENT, WORK CONTRACTS

- monitor and fulfil legal and fiscal obligations;
- provide bookkeeping services;
- manage EAERE bank accounts, credit card contracts, investments;
- process and manage miscellaneous revenues, payments, and work contracts;
- arrange for periodic external reviews and annual audits of accounts performed by the Board of Auditors as determined by the Association's statutes;
- provide support in the fund raising activities decided by the Council.

#### 2. MEMBERSHIP DEVELOPMENT

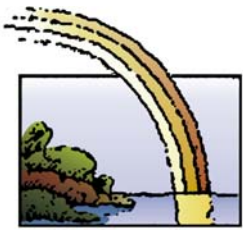
- respond to general member and non-members questions via a dedicated phone line and email;
- provide accurate official members record keeping: set-up, maintain, and manage the Association's database including current members, former members, and individuals who are potentially interested in the Association's activities; provide membership reports;
- enlarge the Association's database with contact details of potential new members;
- conduct and manage yearly individual and institutional membership campaigns: prepare internal and external tools, design the marketing membership campaign (renewals to current members, solicitations to lapsed members, invitations to potential new members); send membership renewal reminders to non-renewed individual and institutional members;
- process annual, triennial, group membership applications and payments (credit card, bank transfer, and Western Union) for individual and institutional memberships;
- define recipients (honorary members, ERE Editorial Board members, Summer School faculty members, Annual Conference grantees) and process complimentary memberships;
- process secondary individual EAERE memberships of AERE members who wish to join;
- manage the benefit package deriving from institutional memberships.

#### 3. COUNCIL MEETINGS

- draft the meeting agenda in cooperation with the President;
- circulate the convocation;
- invite and liaise with external guests as agreed by the Council;
- handle logistical arrangements for *vis-à-vis* and in remote meetings ;
- prepare background materials to support discussions of the agenda items, including the preparation of periodic financial statements and budget projections as well as any other financial reports as requested;
- participate in the meetings (participation expenses entirely covered by EAERE);
- draft, finalise, circulate and keep minutes.

#### 4. ORDINARY AND EXTRAORDINARY ASSEMBLY OF MEMBERS

- draft the Assembly agenda in cooperation with the President;
- convene Ordinary and/or Extraordinary Assemblies on behalf of the President by email and through the website;
- handle logistical arrangements;



E A E R E

- collect participants' proxies;
- prepare slides and background materials to be presented by the President, including the preparation of periodic financial statements and budget projections as well as any other financial reports as requested;
- participate in the Assembly (participation expenses entirely covered by EAERE);
- draft, finalise, circulate and keep minutes.

## 5. ELECTIONS

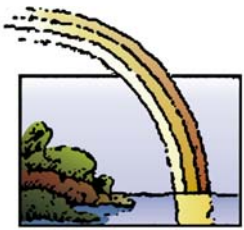
- prepare the Nominating Committee guidelines;
- invite the Nominating Committee members as decided by the Council;
- liaise with Nominating Committee members throughout the entire nomination process, transmit information concerning previous elections, and agree on the nomination process time plan;
- manage the call for nominations and share its results with the Council and the Nominating Committee;
- prepare election materials including informative files on the candidates;
- set up the on-line platform to carry out the elections, administer on-line balloting - mailing of individual passwords and reminders;
- report election results to the Council;
- circulate information on the election results to the membership;
- record-keeping on the nomination and elections process and results.

## 6. RELATIONSHIP AND NETWORKING WITH INTERNAL AND EXTERNAL GROUPS

- handle the appointments of Country Representatives and liaise with them throughout the entire duration of their mandates;
- support the Council with the appointment of the Association's policy advisor (including the call for nominations) and liaise with him/her throughout the entire duration of his/her mandate;
- liaise with the Honorary President;
- generate and maintain networking with other associations and external groups;
- supervise the implementation of the agreement with AERE (including the management of the secondary membership programme), EAAERE and other associations;

## 7. AWARDS

- existing awards:
  1. Erik Kempe Award in Environmental and Resource Economics;
  2. EAERE Outstanding Achievement Awards Recognising Excellence: European Lifetime Achievement Award in Environmental Economics;
  3. EAERE Outstanding Achievement Awards Recognising Excellence: European Practitioner Achievement Award in Applying Environmental Economics;
  4. EAERE Award for Outstanding Publication in the Journal Environmental and Resource Economics;
  5. EAERE Young Economist Award.
- liaise with awards sponsors and partners (Kempe Foundation, Umea University, Springer);
- prepare individual awards guidelines;
- invite the awards committees members as decided by the Council;
- liaise with awards committee members, transmit information concerning previous awards and agree on a time plan;
- handle call for nominations and share its results with the Council and the awards committees;



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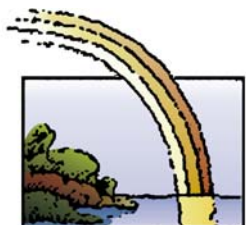
- liaise with awardees, communicate the award result, make arrangements concerning the prize (payment of monetary prize including fiscal fulfilments, travel and accommodation for participation in the award ceremony, prepare of prize diploma and/or vouchers);
- organize the awards ceremonies (slides, logistics, speakers coordination);
- communication initiatives.

## 8. JOURNALS

- existing agreements
  1. Springer: Environmental and Resource Economics (ERE, official journal)
  2. Oxford: Review of Environmental Economics and Policy (REEP, official journal)
  3. Annual Reviews
  4. Cambridge University Press: Environment and Development Economics (EDE)
  5. Elsevier: Journal of Environmental Economics and Management (JEEM)
  6. Elsevier: Resource and Energy Economics (REE)
  7. Elsevier: Resources Policy
  8. Elsevier: Water Resources and Economics (WRE)
  9. Now Publishers: International Review of Environmental and Resource Economics (IRERE)
  10. Now Publishers: Strategic Behavior and the - Environment (SBE)
- liaise with Publishers concerning requests of new agreements and negotiation of renewals of existing ones; report to the Council on proposals of agreements (new or renewal) and accomplish with Council's decisions; overlook the successful implementation of agreements.

## 9. ANNUAL CONFERENCES AND WORLD CONGRESSES

- draft and distribute calls for expressions of interest and guidelines for annual conferences Local Organising Committee (LOC) and venue;
- liaise with applicants, reply to enquiries, collect application material;
- support the Council in the selection process: circulate and complete the application material, prepare comparative tables, carry out in-site inspections, announce the selection results, provide information on previous registration fees, etc.
- after the Council has made initial LOC selection, transmit accumulated know-how/tradition/history, prepare, monitor that the minimum quality standards are guaranteed, oversee on-site arrangements, agree with the LOC on a time plan;
- implement individual conferences websites within the framework of Association's institutional website; monitor the website contents on a continuous basis;
- disseminate conference announcements electronically and on the EAERE website;
- support the LOC and the Programme Committee in the choice of a software to facilitate the submission and selection of papers, the arrangements concerning the referees, and the preparation of the conference programme;
- transmit to the Programme Committee co-chairs information on previous EAERE codes, referees and keynote speakers as well as a list of potential female keynote speakers;
- coordinate the institutional programme and ceremonial (Council meeting, General Assembly of Members, ERE and REEP Board of Editors meeting, opening ceremony, awards ceremony, closing ceremony);
- coordinate and man the EAERE stand;
- prepare the promotional material to be distributed at the stand and included in the conference bag;
- support the LOC in the preparation of the publishers' exhibition package and in the dissemination of invitations;



E A E R E

- handle travel grants applications, support the programme committee co-chairs in the selection process, manage travel grants assignments inclusive of logistical arrangements (conference registration, accommodation, visa) and final payments;
- attend the conference;
- transmit to the LOC previous experience concerning the programme book and provide institutional texts;
- cash of conference registration fees, if technically and legally feasible;;
- prepare, with the assistance of the EAERE Fiscal Advisors, the memorandum of understanding between the Association and the LOC concerning the cashing of membership fees, ERE paper version subscription fees and levy, and subsequent remittal to EAERE;
- check financial files in particular membership fees, ERE paper version subscription fees and levy;
- prepare and administer the conference evaluation questionnaire, summarise the members' feedback in a report;
- draft and distribute guidelines for the preparation of the conference final report;
- in the occasion of the WCERE, provide all the above mentioned services and support the Council in the definition of the institutional framework and liaise with co-sponsors.

## 10. WINTER AND SUMMER SCHOOL SERIES

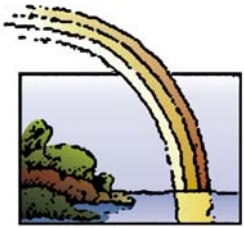
- liaise with partners (framework agreement, topic choice) and external sponsors;
- prepare, update and circulate the event guidelines;
- liaise with the School secretariats about logistics, time-plan, budget, and communication initiatives; collect final reports – inclusive of evaluation questionnaire reports and final accounts;
- check applicants eligibility (membership status);
- manage payments;
- collaborate with partners on fund raising initiatives.

## 11. SUPPORTED EVENTS

- prepare and circulate guidelines for applications for EAERE quality endorsement;
- collect applications, submit them to the Council, liaise with applicants;
- support and manage specific initiatives - special call for proposals that may include an evaluation process and transfer of funds.

## 12. COMMUNICATION ACTIVITIES

- existing communication channels
  1. institutional website
  2. biannual Newsletter
  3. monthly What's New
  4. e-mail announcements
  5. social networks: Facebook and LinkedIn
  6. Wikipedia
- manage the EAERE institutional website: graphic design, technical aspects (including IT system updates on a continual basis), contributed sections (collection of members' contribution and posting on a continual basis – including the job market session), institutional sections (preparation of texts and updates on a continual basis);
- support the Newsletter Editor, draft index, liaise with contributors (invitations, reminders and collection of contributions) and circulate the Newsletter;
- design, prepare and distribute by email the monthly What's New bulletin;



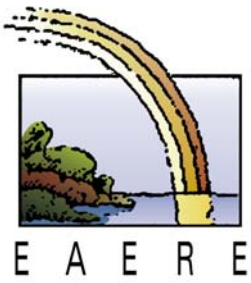
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- design, prepare and distribute by email occasional announcements and notices to members and non-members via an e-mail marketing system;
- manage the EAERE Facebook and LinkedIn pages;
- manage and update the EAERE page in Wikipedia.

### **13. GENERAL SERVICES**

- serve as a repository for EAERE archives, documents, contracts;
- perform general office tasks such as answering a designated telephone line; responding to emails; fielding general questions; handling routine correspondence.

### **14. BASIC IT AND OFFICE SUPPORT**



## ANNEX 2

### Current EAERE Legal Status

EAERE is a non-profit association legally based in Italy (EAERE Statutes, Article 1).

Therefore, the Association must comply with Italian legislation as regards its registration as a non-profit association and fiscal obligations.

For candidates not based in Italy there are two options:

- Dissolution of the current Association based in Italy and the establishment of a new Association in the applicant's country. Relevant articles of the EAERE Statutes for the purpose of the dissolution are 6, 8, 9, 10, and 22.
- Assignment of a legal and accounting office based in Italy with the management of the legal and fiscal obligations when EAERE remains an Italian Association.

#### Relevant Articles of the EAERE Statutes

##### Article 1. Establishment - Name - legal Seat - Duration

"A non-profit association named EUROPEAN ASSOCIATION OF ENVIRONMENTAL AND RESOURCE ECONOMISTS is herewith established.

The Association is governed by this statute and has its legal seat in Italy, Venice, Isola di San Giorgio Maggiore 8, 30124.

The Council of the Association has full capacity to transfer its legal seat and to open new offices and websites.

"EAERE" is the abbreviation of the Association.

The Association has unlimited duration and can be dissolved by deliberation of the Extraordinary General Assembly of the members."

##### Article 6. The Composition

... The General Assembly of Members is Extraordinary in case of amendments of these Statutes and in case of dissolution of the Association. It is Ordinary in all the other cases.

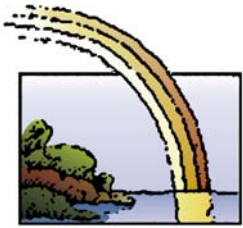
##### Article 8. Convocation

.... The General Assembly that decides on the amendments to these Statutes or on the dissolution of the Association is convened by the President at least two months before the date set for the General Assembly.

##### Article 9. Quorum

.... For decisions on the dissolution of the Association and how the assets of the Association will be devolved, the General Assembly can only validly deliberate if at least three quarters of the voting members are present. Resolutions are passed with the votes of at least three quarters of the voting members.

The General Assembly of Members will be effectively constituted also when held by video-conference or tele-conference, provided that all participants can be identified by the General Assembly's President and by all the other participants; that they are able to follow the discussion and to participate in real time on the



E A E R E

topics discussed; that they are able to exchange documents relating to these matters; and that all of the above is noted in the minutes.

## **Article 10. Right to Vote**

Every member has the right to vote at the General Assembly of Members.

Each member has the right to only one vote.

Every member may authorize in writing another member to represent him/her at the General Assembly. No member can represent more than two other members. Authorizations must be mentioned in the minutes of the General Assembly and included in the Association's archives.

## **Article 22. Dissolution of the Association**

The General Assembly of Members that deliberates on the dissolution of the Association shall appoint one or more liquidators preferably amongst its members.

The assets of the Association shall be donated to another entity or association with similar aims or for the purposes of public utility, as identified by Assembly Members, unless otherwise required by law.