Future Earth Global Secretariat Hub Review Criteria

Alignment with the Future Earth's mission and objectives

Contribution to the main functions and operations of the Future Earth Secretariat:
- Ability to actively engage in and coordinate Future Earth activities on global, regional and national levels
  - Contribution to key global functions of the Future Earth Secretariat
  - Support to Global Research Networks (GRNs) as well as International Program Offices (IPOs) of GRNs
- Experience in managing large scale research networks, collaboration and inclusion of low and middle income countries
- Ability to engage with a broad range of stakeholders, including funders
- Ability to attract excellent candidates for the Global Secretariat Hub Director and other staff positions

Staffing and management:
- Clear, transparent staffing plan, including a financial plan to support core Secretariat staff
- Planned staffing sufficient to ensure Secretariat functions, GRN support, stakeholder engagement and fundraising
  - Minimum staffing requirements are full-time Global Secretariat Hub Director and one full-time staff (FTE equivalent). Staffing may be built up over time
  - Composition of the Global Secretariat Hub Board (advisory or governing or both), including diversity and number confirmed board members

Hosting and resourcing arrangements:
- Clear, transparent and adequate funding plan, including diversity of resources, likelihood of securing funding and the length of funding available
  - Adequate funding for staffing
  - Sufficient funding for operating and travel expenses for core Secretariat staff in the Global Secretariat Hub
  - Contribution to Future Earth Core Fund
  - Balance of financial and in-kind contributions
- Clear, transparent hosting arrangements
  - Collaboration and contributions of hosting institutions (financial and in-kind)
  - Adequate office space, and operational support for core Secretariat staff in the Global Secretariat Hub
- Feasibility and level of detail of the plan for setting up the Global Office, including the timeline for the process of establishment
- Demonstrated commitment of funders and hosting institutions (letters of support)
- Local institutional or national conditions that could raise specific constraints
- Anticipated time frame of hosting agreement