



INTERNATIONAL UNION OF  
PURE AND APPLIED CHEMISTRY

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19 June 2024

Dear National Adhering Organisation Representative,

**SUBJECT:** REQUEST FOR PROPOSALS TO HOST THE PERMANENT SECRETARIAT OF THE INTERNATIONAL UNION OF PURE AND APPLIED CHEMISTRY

Since its inception, the International Union of Pure and Applied Chemistry (IUPAC) has played a central role in promoting international cooperation in the chemical sciences.

Administrative support for the Union was provided by the Secretary General until 1968, when we established a Secretariat in Oxford, UK. While the function of the Secretariat was intended to be permanent, its location was not. Moving our administrative centre is a significant undertaking, but it reflects the global nature of our organization.

Since May 1997, the IUPAC Secretariat has been located in Research Triangle Park, North Carolina, United States. Over the ensuing years, the Secretariat has made significant contributions to the global scientific community by facilitating communications, maintaining records, supporting the work of Union members and officers, organizing international conferences and events among numerous other activities. More recently, it has overseen the first wave of digital transformation of our processes and the implementation and successful operation of the Project System. After nearly 30 years, we are now considering closing our physical offices in North Carolina, creating an opportunity for our member and stakeholder organizations to propose potential new arrangements for our permanent Secretariat.

As we continue to grow and adapt to the evolving needs of the scientific community, the Executive Board of the Union decided to seek proposals for housing the IUPAC Secretariat to support our expanding activities, such as the ongoing digital transformation, and to provide a stable and supportive environment for our operations. The scope of the Secretariat operation includes up to five employees, office space to accommodate staff, IUPAC Archives and corporate meetings.

I have outlined several key parameters to guide the selection and ensure a comprehensive evaluation process. I envision an open, collaborative, and iterative process in developing these proposals with the host organizations. I will work with the proposing organizations and the Executive Board to ensure that the proposals are consistent with the values and needs of the Union. Any significant alteration to our Secretariat arrangements will be presented to the IUPAC Council for deliberation and final determination.

We request that your proposal provide the following information:

**1. Financial System:**

- Outline measures, and legislations in place in your country to ensure the security of financial assets.
- Availability of international financial transactions.
- Confirm the ability to host accounts preferably in major currencies such as USD, EUR, or CHF.

**2. Office Space:**

- Detail the office space that will be provided for the Secretariat, including size, location, and facilities.
- Specify the availability of board rooms for meetings of up to 20 people.

**3. Staffing:**

- Describe the number and roles of staff members that will be provided to support the Secretariat (key functions: IT, finance, communication, members relations, and general administration).

**4. Operational Support:**

- Describe Human Resources, Finance, and IT infrastructure available to support Secretariat operation.
- Detail any additional support that you consider offering to the Secretariat.

**5. Support in Establishing Legal and Operational Presence:**

- Provide details on the assistance available for establishing IUPAC, including legal, tax, and regulatory support within your jurisdiction.

**6. Other Relevant Information:**

- Please provide any additional information that would support your proposal and demonstrate your institution's capability to effectively host the Secretariat.

In addition, we are seeking a commitment of at least ten years for these arrangements to ensure stability and continuity in our operations.

Please indicate your interest by return mail, and a briefing for interested parties will be scheduled by the end of July 2024. Please submit your proposal by September 30, 2024. Proposals will be evaluated based on the points listed above, as well as the overall feasibility and potential for a successful partnership. Our goal is to select a host organization that meets the logistical and operational needs of the Secretariat and aligns with our vision and values.

We appreciate your interest in this important opportunity and look forward to receiving your proposal. Should you have any questions or require further information, please do not hesitate to contact me at [zmester@iupac.org](mailto:zmester@iupac.org).

Thank you for your continued support and commitment to the Union.

Yours sincerely,



Zoltán Mester  
Secretary General



Ehud Keinan  
President

PS: A generic pdf of this letter can be downloaded.

PPS: More than one person in your organisation may have received this letter.

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