

## **SSC Memberships and Rotations for IGBP Core Projects**

*Approved by IGBP SC, February 2005 (including requested modifications)*

*Updated November 2008 & May 2009 (approved by IGBP Officers September 2009)*

The Officers of IGBP, and the governing bodies of any co-sponsors of the Core Projects, approve the membership of Core Project Scientific Steering Committees (SSCs). IGBP Officers make decisions based on the IGBP Constitution, which concerns membership and rotations for the Scientific Committee of IGBP. In accordance with ICSU's rules and IGBP's good practice, it is a lasting concern of the Programme to regularly renew committee membership. Following a lack of clarity concerning SSC membership and rotation rules, the IGBP Officers asked the IGBP Secretariat, in consultation with project co-sponsors and IGBP International Project Offices (IPOs), to revise and update the existing guidelines, which were approved by the IGBP SC in February 2005. The guidelines for IGBP Core Project memberships and rotations are based on the IGBP Constitution and decisions of the IGBP SC and Officers.

**The following rules and procedures will be implemented for new appointments from 2006 onwards.**

### **Membership of Scientific Steering Committees**

1. The Officers of IGBP, and any project co-sponsors, shall normally appoint the Chair or co-Chairs and up to 15 members (not including *ex-officio* members) of the Scientific Steering Committees (SSC) of the Core Projects, to serve in their personal capacity. The term for these will normally be three years, renewable once.
2. The maximum period of service on the SSC is 6 years. For a member who subsequently becomes Chair, the maximum period of service may be extended up to 9 years, with a maximum period of 6 years as Chair. The Chair or co-Chairs may sit for one additional year as past-Chair (*ex-officio*).
3. Members shall be selected based on their standing in the international scientific community with due consideration to regional, gender and disciplinary balances. These balances should also be maintained in any subcommittee the SSC may decide to create. For purposes of determining geographic balance, members will be considered to be from the country in which they are currently employed.
4. A rotation schedule should be established to assure an appropriate flow of committee membership and expertise. Namely, SSCs should give attention to establishing a rotation schedule well before the end of the first 6 years of the SSC's existence, to avoid losing a large percentage of the committee after 6 years.
5. The entire SSC should meet at least once a year.
6. A vice-Chair and an Executive Committee should be chosen by the SSC. The Executive Committee, to be composed of at least the Chair and vice-Chair and assisted by Executive Officer (EO) of the IPO, is responsible for conducting the affairs of the SSC between meetings.
7. The Chair may invite representatives of other organisations or groups, as well as individuals, in their own capacity, to serve as *ex-officio* members of the SSC.
8. With the exclusion of the Chair, the project sponsors should be informed of the membership of the Executive Committee and any *ex-officio* members, but will not be responsible for appointing them.
9. An ordinary member of an SSC should not simultaneously be a member of the IGBP SC, but may be a member of other project SSCs.
10. Appointments are normally made for calendar years.

## **SSC Nominations and appointment procedure**

1. Annually, no later than 6 months before the IGBP Officers meeting, the IGBP Secretariat should contact the IPOs and ask them to submit their SSC nominations.
2. SSCs and Executive Officers (EO) are encouraged to consult widely (including with IGBP or Global Change National Committees) to invite nominations for new SSC members.
3. Annually, no later than three months before the meeting of the IGBP Officers, the Chair and EO of the SSC should present the IGBP Secretariat with their proposed membership nominations, including a strategy for future rotations. Where the timing of the IGBP Officers Meeting does not coincide with the meetings of the governing bodies of co-sponsors, IGBP and the co-sponsors should consider approving nominations by email.
4. Alternate candidates must be provided and close attention should be paid to an adequate balance of expertise, geography and gender.
5. A short rationale for the choice of nominees should be given and a table of current members provided in the IGBP Secretariat template.
6. For each new nominee the following information should be given in the templates provided by the IGBP Secretariat: field of expertise, year of birth, year of higher degree\*, country of employment, nationality, gender. A short CV and short list of major publications should be given also. The nominees should have been contacted by IPO EOs to establish that they are willing to serve, if appointed.
7. The Chair and EO should also make the IGBP Officers aware of any co-sponsorship issues.
8. IGBP Officers (and co-sponsors) make decisions on appointments, consulting with Chairs and EOs, if changes are necessary from the submitted proposal. IGBP liaison scientists should discuss decisions with co-sponsors and inform EOs once sponsors have a consensus on decisions, ideally within two weeks.
9. IGBP Secretariat should send formal appointment letters and Terms of Reference to new members with a copy to the relevant IPO within four weeks of the IGBP Officers' and co-sponsors' approvals. For co-sponsored projects a single appointment letter is normally sent from one of the sponsors on behalf of all co-sponsors.

*\*Nominated scientists should be successful and highly respected in their field of expertise, but a PhD is not always required.*

## **Procedure for nomination of Chair**

1. The vice-Chair (or co-Chair for cases of co-Chairs) and IPO Executive Officer are jointly responsible for leading the search for a new Chair in full consultation with the SSC. Sponsor liaison staff should be kept informed throughout the process.
2. The process should be well underway at least a year before the end of the term of the current Chair.
3. The nominee should be invited to submit a short CV. They may also be asked to submit a short statement (no more than 2 pages) on their vision for the project.
4. The new Chair nomination information (as in point 6 above), including any vision statement from the candidate should be received by the IGBP Secretariat no later than 6 months before the term of the acting Chair expires.