

Guidelines for Proposing a New IOCCG Working Group

A major focus of the IOCCG has been the formation of specialized scientific working groups to investigate various aspects of ocean-colour technology and its applications. The end product of these working groups is usually the publication of an IOCCG report (see http://www.ioccg.org/reports_ioccg.html).

IOCCG considers proposals for new working groups at its annual Committee Meetings (usually held in January/February). Generally only one to two new working groups can be funded each year. Individuals or groups proposing new working groups should thus take into account the following guidelines and suggestions to improve their likelihood of success.

The outline for a new IOCCG working group proposal should include the following sections, and should be 2 to 4 pages in length:

- Proposed by (name, affiliation, and contact information)
- Working group title
- Scientific and programmatic background and rationale
- Terms of reference
- Proposed membership
- Draft time line

Proposals should be submitted to the Project Scientist, Venetia Stuart (vstuart@ioccg.org). All proposals must be received by the IOCCG Project Office at least three months prior to the annual Committee meeting to allow for the necessary consultations. Further information for proposing a new IOCCG working group is given below, adapted from the SCOR Guidelines for new SCOR Working Groups (<http://www.scor-int.org/wkgrpinfo.htm>). The IOCCG is an Affiliated Program of SCOR, and thus adopts many of its protocols.

Background and Rationale

Proposals should explain the scientific and societal importance of the proposed working group, and why the working group is timely (e.g., recent data available or new technologies etc.). In addition, why is the activity better done through an IOCCG working group rather than through some other mechanism, and how will the project benefit from an international approach? How would the proposed working group relate to other existing and planned international activities?

Terms of Reference

The terms of reference should be proposed for the working group to specify the primary themes of the working group's activity (5-8 items) and should be achievable within a 1 to 2-year period. The TOR should be concise and clearly define the tasks to be accomplished. A draft timeline for the group's activities should also be included. The proposal should be clear about how the terms of reference will be met. Proposals are more likely to succeed if they consider an issue in a global context, rather than in a limited geographic area.

Working Group Membership

IOCCG working group members volunteer their time. An IOCCG working group should consist of no more than 10 members, including the Chair. To the extent possible, individuals should attempt to locate their own travel support to attend working group meetings. The IOCCG has limited funding for individuals who cannot provide their own travel support. The working group membership should include individuals with the expertise to meet the proposed terms of reference and should have good geographic and agency representation (where applicable). It is not required that proponents are IOCCG members, although in the past, at least one IOCCG member has been included in all working groups. Other scientists can also be invited to contribute to the writing of the report, even though they are not working group members. The proposal must also include the name of someone who would be willing to chair the group if it is established.

Functioning of a Working Group

In general, IOCCG working group members will meet for one face-to-face working group meeting, after which most of group's activities will be carried out through correspondence (email, telephone conferences etc.) as far as possible. In special cases, a second working group meeting may be held, but groups are encouraged to take advantage of "meetings of opportunity" for working group members to get together. Working group meetings require the prior approval of the IOCCG Executive Committee or IOCCG Chairman. To the extent possible, all working group members should seek financial support for their attendance at the meeting from national or other appropriate sources. In the case of working group meetings held in conjunction with other meetings, expenses should be allocated reasonably between the two meetings. The working group Chair must inform the IOCCG Chair and Project Scientist two months before the meeting how many members require support using IOCCG funds.

IOCCG working groups may also be established in cooperation with other organizations (e.g. the recent GEOHAB/IOCCG working group) that can contribute to their financial support and participate in membership decisions.

Working group members shall normally make their own travel arrangements and seek reimbursement from the Project Scientist after the meeting. In occasional cases, prepaid airline tickets may be arranged. U.S. members should **always** use U.S. air carriers (or code sharing airlines) and non-U.S. travelers should use U.S. carriers if the working group's meeting is located in the United States. The cost of meetings should be kept to a minimum by the use of reduced fares and the careful selection of venue.

Reporting Procedures

Chairs of all IOCCG working groups are requested to submit a short annual progress report (1-3 pages) on the current status of the group's activities and future plans. Progress reports must be received by the Project Office no later than one month prior to the annual IOCCG Committee meeting. Chairs of IOCCG working groups are entitled to attend all IOCCG Committee meetings and to make a presentation to the IOCCG Committee on the progress of their working group. However, the working group Chair's travel expenses will only be reimbursed by the IOCCG for attending **one IOCCG Committee meeting**.

Final Deliverable

When a working group has discharged its terms of reference, it shall submit a deliverable to the IOCCG. This deliverable can take various forms:

- A final report to be published as part of the IOCCG series of reports (see http://www.ioccg.org/reports_ioccg.html#Reports),
- a technical memorandum in PDF format, or
- a living document on the web.

Guidelines for Final IOCCG Report

The final report submitted to IOCCG should be no longer than 120 printed pages, including the references, appendices and list of acronyms. All reports will be reviewed by the IOCCG Committee, as well as by other contributing authors, and all comments must be taken into account in the final document. Documents should be prepared in MS Word or PDF format and figures should be submitted as separate files, with a resolution of at least 200 DPI at final size. Preferred formats for figures are Adobe Photoshop (PSD), TIFF, EPS, JPG or PNG. Please do NOT embed figures in MS Word documents. Low quality scans, files in obscure formats, or low resolution pictures from the Internet are unacceptable. The same font family (we recommend Helvetica or Myriad Pro) and overall style should be used for all figures. It is very important to obtain copy right permission to reproduce figures previously published in journals or books (some publishers require a fee). It is therefore best to use unpublished material in IOCCG reports. Please provide a credit line for each figure, along with copy right permission. Tables and figures captions should be self-explanatory; e.g. abbreviations and acronyms must be re-defined. Figure captions should be provided on a separate page, in numerical order.

References should appear in a separate bibliography at the end of the report (NOT at the end of each chapter), using the style for Marine Ecology Progress Series, and all referenced works should be accessible to readers ("pers. com." or "unpublished technical report" are not acceptable references). Examples of MEPS bibliography style are given below for journal article, book and chapters citations.

Journal citation:

Stramska M, Dickey TD (1994) Modelling phytoplankton dynamics in the northeast Atlantic during the initiation of the spring bloom. *J Geophys Res* 99:10241–10253

Book citation:

Hanski I (2005) The shrinking world: ecological consequences of habitat loss. In: Kinne O (ed) *Excellence in ecology*, Book 14. International Ecology Institute, Oldendorf/Luhe

Chapter citation:

Brand LE (1994) Physiological ecology of marine phytoplankton. In: Winter A, Siesser W (eds) *Coccolithophores*. Cambridge University Press, Cambridge, p 39–49

Termination of a Working Group

In general, working groups are expected to complete their deliberations and produce a draft report, technical note or living document on a website, within 1-2 years from the time of approval of the working group proposal. Extensions beyond 2-years would require approval by the IOCCG Executive Committee. The progress reports from the working group chairs should help the IOCCG Executive Committee to decide whether the working group should be renewed.