



Terms of Reference for the Science Committee and Procedure for setting up Task Groups

Preamble:

Article 7.2 of the Rules of Procedure of the Governing Board states:

The Governing Board may establish and assign responsibilities to *ad hoc* or Standing Committees and other subsidiary bodies as it may require. The Governing Board will set or approve the terms of reference, guidelines and budgets for these committees and other subsidiary bodies.

Article 7.3.1 establishes the Science Committee as a Standing Committee:

The **Science Committee** is an advisory committee that will oversee the development and progress of the GBIF Work Programme and make recommendations to the Governing Board, the Executive Committee and the Secretariat.

This Terms of Reference outlines the purpose, mandate and rules of procedure of the Science Committee and the role and procedure for setting up Task Groups (paragraph 4)

Purpose:

The Science Committee will provide advice on the strategic directions of the GBIF Work Programme, promote awareness in the scientific community and society at large of the activities of GBIF, and assist in evaluating performance against planned outcomes.

This will be achieved by advising the Secretariat and Governing Board on the following:

- Identifying optimal strategic approaches to implementation of GBIF services
- Maintaining awareness of existing activities of national and global significance
- Promoting coordination and cooperation with existing national and global initiatives, and priorities for synergistic GBIF investment
- Defining policies for scientific and technical interaction with Participant nodes
- Defining frameworks for consultation with end-users
- Establishing procedures to identify Work Programme priorities, programme and project initiation, and performance evaluation

- Making recommendations on Task Groups to address key issues

1. Mandate

The Science Committee has the following mandate:

- 1.1. In accordance with GBIF's objectives and priorities, provide high-level advice and guidance to the Secretariat regarding the development of the GBIF Work Programme.
- 1.2. Make recommendations to the Governing Board regarding the Work Programme.
- 1.3. Assist in reviewing progress towards planned outcomes of the Work Programmes and their quality—including the methods and effectiveness of consultation, marketing, technology transfer and IP management strategies—and suggest improvements.
- 1.4. Contribute to the setting of longer-term strategic directions and the making of strategic investment decisions by the Governing Board, including advice on the balance of effort between GBIF's various scientific goals and activities.
- 1.5. Provide advice on the needs of GBIF stakeholders and how the Work Programme can be better aligned with stakeholders.
- 1.6. Provide analysis of what can be achieved by promoting coordination and cooperation with existing national and global initiatives, and priorities for synergistic GBIF investment.
- 1.7. Promote GBIF in various fora.
- 1.8. If necessary, propose that the Executive Secretary establish task groups for specific time-limited tasks.
- 1.9. In collaboration with the Secretariat, organise the GBIF Science Symposium.
- 1.10. Organise science-planning meetings.
- 1.11. Provide advice to the Governing Board and the Executive Committee regarding the procedures and requirements for the Ebbe Nielsen Prize, review nominations for the Prize, and select the Prize winner for each year.
- 1.12. Provide advice on guidelines for Campaigns and decide on which proposals to be funded within the approved budget for Campaigns. The Science Committee will report to the Governing Board on selected Campaigns.

2. Members of the Science Committee

The Science Committee is composed of a Chair and two Vice-Chairs and 5 Work Area Chairs covering for the time being the following areas:

- IDA
 - DIGIT
 - ECAT
 - Training
 - Outreach
- 2.1. The Work Area Chairs and the Nodes Chair (see below) will have specific WP Portfolios working closely with the Programme Officers and participating in the establishment of Task Groups for specific issues outlined in the Work Programme.
 - 2.2. The Chair, Vice-Chairs and WA Chairs are elected by the Governing Board according to Article 7.4 of the Rules of Procedure.

2.3. The following individuals serve as ex-officio members of the Science Committee:

- Chair of the NODES Committee
- Chair and Vice-Chairs of the Governing Board
- Executive Secretary

3. Rules of Procedure for the Science Committee

3.1. Meetings

3.1.1. The Science Committee will normally meet at least twice a year, with one meeting held back-to-back with the annual Governing Board meeting and another held intersessionally.

3.1.2. The Science Committee may have meetings via electronic means.

3.2. The Chair will dispatch a draft agenda with documents for the meeting of the Science Committee no later than one week before an agreed meeting date.

3.3. The Science Committee will strive to work by consensus in drafting its advice and recommendations.

3.4. The Secretariat will keep a record of each meeting of the Science Committee and will circulate the record to the Committee members shortly after the meeting.

3.5. The Chair will provide a report on the Committee's activities and recommendations at each Governing Board meeting. The Chair may also send additional reports to the Governing Board when appropriate.

3.6. Costs of participation by Committee members

3.6.1. Whenever Science Committee meetings and related activities (e.g. Science Symposium, Ebbe Nielsen Prize award, etc.) are held in conjunction with the annual Governing Board meeting, the travel, hotel and per diem costs are to be paid by the Participant from which the Committee member comes.

3.6.2. Whenever Science Committee meetings are held intersessionally, the Committee members' costs for participating in these meetings will be covered by the Secretariat.

4. Role and Procedure for setting up Task Groups

4.1. On the basis of the approved Work Programme, Programme Officers, in consultation with the relevant Work Area Chair and the Executive Secretary will analyse and evaluate the need of establishing subject specific Task Group/s. Based on these discussions, the Secretariat will decide the establishment of each Task Group.

4.2. The Programme Officer in consultation with the Work Area Chair will identify potential experts who could be nominated as the members of the Task Group and identify one of the experts to be chair of the Task Group.

4.3. The Programme Officer and the proposed Chair of the Task Group define the Terms of Reference of the Task Group with identified deliverables, and timeline to achieve the objectives of the Task Group.

4.4. The Programme Officer in consultation with the Work Area Chair and the Executive Secretary will establish the Task Group.

4.5. Task Groups are envisaged to work primarily virtually/remotely using various modes of communications such as audio-video conferences, emails, and wiki-based discussions.

4.6. A Task Group will normally consist of 4 to 7 experts including its Chair, who will be nominated based on their experience and expertise in the subject of interest.

- 4.7. The members and the Chair of the Task Group will not receive remunerations for their participation. However, if there is a physical meeting of the Task Group, expenses towards their participation will be covered by GBIF (WP cost).
- 4.8. Task Groups are mandated to provide a suite of recommendations on the issue under evaluation. The reports of the Task Groups will be widely circulated amongst the Science Committee, GBIF Nodes, Governing Board, and other related communities before decisions on implementation are taken.
- 4.9. Broad mandate of the TGs include, (a) review the state of the art of the issue under consideration, (b) identification of barriers/constraints inhibiting progress, (c) recommend specific suggestions/solutions/plans to make expedited progress, and its uptake and implementation within GBIF network or community outside of GBIF network, (d) provide futuristic account of an issue under evaluation, and what needs to be done by GBIF to reach to that state of achievement, (e) submit report to GBIF, (f) prepare scholarly publications or draft policy statements to ensure wider dissemination and uptake of the recommendations.

GBIF Science Committee - Terms of Reference

Addendum

Revised paragraph 2

- 2.1 The Science Committee is composed of a Chair, three Vice-Chairs and 5 additional members.
- 2.2 The Chair, and three Vice-Chairs are elected by the Governing Board according to Article 7.4 of the Rules of Procedure.
- 2.3 Additional members will be appointed by the Executive Committee who will seek suggestions from the Governing Board, GBIF committees, and the Secretariat.
- 2.4 The additional members will be chosen for their capacity to contribute to the overall scientific direction of GBIF.
- 2.5. The following individuals serve as ex-officio members of the Science Committee:
 - Chair of the NODES Committee
 - Chair and Vice-Chairs of the Governing Board
 - Executive Secretary:

Revised paragraph 4

4. Role and Procedure for setting up Task Groups

- 4.1 On the basis of the approved Work Programme, the Science Committee in consultation with the Secretariat will analyse and evaluate the need for establishing subject specific Task Group/s. Based on these discussions, the Secretariat will decide the establishment of each Task Group.
- 4.2 The Secretariat in consultation with the Science Committee will identify potential experts who could be nominated as the members of the Task Group and identify one of the experts to be Chair of the Task Group.
- 4.3 The assigned Programme Officer and the proposed Chair of the Task Group define the Terms of Reference of the Task Group with identified deliverables, and timeline to achieve the objectives of the Task Group.
- 4.4 The Science Committee can assign one member to work with the Secretariat to establish Task Groups.
- 4.5 Task Groups are envisaged to work primarily virtually/remotely using various modes of communications such as audio-video conferences, emails, and wiki-based discussions.

- 4.6 A Task Group will normally consist of 4 to 7 experts including its Chair, who will be nominated based on their experience and expertise in the subject of interest.
- 4.7 The members and the Chair of the Task Group will not receive remunerations for their participation. If there is the need for a physical meeting of the Task Group, or other activities which may require financial support, these will be agreed beforehand with and need prior approval from the Secretariat.
- 4.8 Task Groups are mandated to provide a suite of recommendations on the issue under evaluation. The reports of the Task Groups will be widely circulated amongst the Science Committee, GBIF Nodes, Governing Board, and other related communities before decisions on implementation are taken.

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