

Regional Working Group Terms of Participation

This document describes the scope, expectations, structure and process for selection of the leadership of SOOS Regional Working Groups.

Composition:

SOOS Regional Working Groups (RWGs) will be comprised of a diverse and open membership of interested community members, led by a smaller sub-set of members who form the RWG Leadership Group.

Composition of the Leadership Group is flexible to suit the different communities that each group encompasses, but, where possible, will contain:

- **2 Co-Chairs:** who lead the activities of the Leadership Group and the working group; are points-of-contacts for the group; are ex-officio members of the SOOS Scientific Steering Committee (1 funded to attend meetings); represent the working group in the RWG Consortium; maintain oversight of working group communication, reporting and activities; and represent different disciplines/nations
- **Members:** a flexible number of Leadership Group members (likely 5-10) that, where possible, give representation to each of the nations involved in the working group region; and include a diversity of expertise, gender, and career level. The leadership group should meet regularly to drive the working group forward in accordance with the objectives defined in the SOOS 5-Year Implementation Plan; support the Co-Chairs in strategic leadership of the working group; and contribute actively to the communication, reporting and other activities of the working group
- An **APECS representative** with the specific role of supporting the Leadership Group in the organisation of video conferences and meetings, development of workshop reports, proposals and other activities that advance the goals of the RWG

Expectations:

All RWG Leadership Group members will be actively engaged in working group activities. Leadership Group members must:

- Be familiar with objectives and workplan of the group, and work with the other members to achieve them
- Be responsive to emails and correspondence
- Have regular participation in video conferences and meetings where possible; and
- Ensure regular engagement with the SOOS Executive Officer

Term of Membership:

- Leadership Group Co-Chairs will be appointed on a rotational basis from within the leadership group for a term defined by the WG and dependent on size of leadership group. New Co-Chairs are selected following the process defined below. Existing co-chairs may be nominated for a second term. [Note – inaugural co-chairs should self-organise a stepwise off-rotation schedule to avoid off-rotation of both members at the same time]
- Leadership Group member terms are four years. New leadership members are selected following the process defined below, and although existing leadership members can be nominated for a second 4-year term, they must do so through the open process defined below. [Note - Inaugural members should self-organise a stepwise off-rotation schedule to avoid off-rotation of all members at the same time.

- APECS representatives serve on the Leadership Group for a period of 2 years. New APECS representatives are selected through an open call that is managed by APECS

Selection:

The streamlined process for selecting new members and co-chairs of the leadership group is an open process that will enable potential involvement of any interested person, from all nations active in Southern Ocean research. Oversight by the SOOS Executive Committee provides a check on diversity in leadership group (expertise, nationality, gender, career level).

Leadership Group Member selection - Open call for nominations

- 1) Existing leadership group will work with SOOS IPO to develop a call for nominations that identifies the key requirements of the new member(s) (e.g. expertise, nationality, gender)
- 2) Call will be advertised through SOOS channels, prior to term limit of the exiting member (to ensure continuity)
- 3) Existing leadership group will make recommendations on best candidate(s) for approval by SOOS Executive Committee

Co-Chair selection - Open call for nominations

- 1) Existing Co-Chairs will initiate a nomination and selection process for a new Co-Chair, from within the Leadership Group prior to the term limit of the co-chair
- 2) Nominations, including self-nominations, will be requested and presented to the Leadership Group for feedback. Based on this feedback and consideration of diversity and expertise requirements, the Leadership Group will select the new co-chair
- 3) The RWG Co-Chairs will then make a recommendation on the best candidate(s) for approval by SOOS Executive Committee