



# IUGG COMMITTEES

## Terms of Reference

This document presents the Terms of References of the following IUGG Committees:

- Capacity Building and Education Committee (2016-2019)
- Honors and Recognition Committee (2016-2019)
- Outreach Committee (2016-2019)
- Visioning Committee (2016-2019)
- Statutes and By-Laws Committee (2016-2019)
- Nominating Committee (an Ad-hoc Committee; 2018-2019)
- Site Comparison Committee (an Ad-hoc Committee; 2018-2019)
- Resolution Committee (an Ad-hoc Committee; 2019)

# **CAPACITY BUILDING AND EDUCATION COMMITTEE 2016-2019**

## **Terms of Reference**

### **Purpose**

The function of the Capacity Building and Education Committee (hereinafter “Committee”) is to promote science education program of the Union, to develop international cooperation in science education, and to manage the IUGG science education grants program.

### **Membership**

The Committee members are appointed by IUGG President with the consent of the IUGG Bureau and in consultation with the IUGG Executive Committee. The composition of the Committee is as follows:

- Chair, and
- Up to five other members.

The term of office of the appointed Committee members shall be 4 years, and may be extended for no more than another 4-year period.

### **Meeting Frequency**

The Committee will meet once a year, in person or via teleconference, and provide a written report at the annual meeting of the IUGG Bureau.

### **Role and Responsibilities**

- To develop and to be in charge of the science education policy of the Union.
- To examine current issues in science education and research on learning and disseminate knowledge about it.
- To assist the Union officers in defining new fellowships and grants programs.
- To advocate, in partnership with other ICSU Unions and geophysical societies, for increased teaching of the geosciences in classrooms worldwide.
- To be responsible for cooperation and exchange (via workshops, seminars, symposia, conferences) and collaborative programs and interdisciplinary projects (especially in the developing world) and for technology transfer issues.

### **Program of Activities**

- To develop and to maintain the IUGG Science Education Policy document
- To review the Science Education Grant Program

### **Review and Termination**

- The Committee shall be reviewed by the IUGG Bureau every 4 years.
- The IUGG Bureau may decide to terminate the Committee when its activities are deemed no longer necessary.

# HONORS AND RECOGNITION COMMITTEE 2016-2019

## Terms of Reference

### **Purpose**

The function of the Honors and Recognition Committee (hereinafter “Committee”) is to develop new and to review existing Union award and medal programs.

### **Membership**

The Committee members are appointed by IUGG President with the consent of the IUGG Bureau and in consultation with the IUGG Executive Committee. The composition of the Committee is as follows:

- Chair, and
- Up to five other members.

The term of office of the appointed Committee members shall be 4 years, and may be extended for no more than another 4-year period.

### **Meeting Frequency**

The Committee will meet once a year, in person or via teleconference, and provide a written report at the annual meeting of the IUGG Bureau.

### **Role and Responsibilities**

- To maintain oversight of existing Union award and medal programs.
- To ensure that the objectives of the medals and awards are well defined.
- To review the procedures for the nomination and selection of Fellows, medalists and awardees.
- To make recommendations to assure that sufficient and appropriate nominations for the Fellows, Medals and Awards are received; assure that the Union medals and awards are appropriate and current.
- To review proposals for new recognitions and suggest other recognition possibilities.
- To ensure that IUGG scientists are nominated for appropriate external awards.
- To search for fund-raising opportunities for the Union honors and recognition programs.

### **Program of Activities**

- To maintain oversight of existing Union award and medal programs.
- To assure that the objectives of the medals and awards are well defined.
- To review the procedures for the nomination and selection of Fellows, medalists and awardees.

### **Review and Termination**

- The Committee shall be reviewed by the IUGG Bureau every 4 years.
- The IUGG Bureau may decide to terminate the Committee when its activities are deemed no longer necessary.

# **OUTREACH COMMITTEE**

## **2016-2019**

### **Terms of Reference**

#### **Purpose**

The function of the Outreach Committee (hereinafter “Committee”) is to organize and manage IUGG’s communication, promotion, public information and general outreach activities.

#### **Membership**

The Committee members are appointed by IUGG President with the consent of the IUGG Bureau and in consultation with the IUGG Executive Committee. The composition of the Committee is as follows:

- IUGG Vice-President as Chair,
- Up to five other members, and
- IUGG Assistant Secretary General (ex-officio).

The term of office of the appointed Committee members shall be 4 years, and may be extended for no more than another 4-year period.

#### **Meeting Frequency:**

The Committee will meet once a year, in person or via teleconference, and provide a written report at the annual meeting of the IUGG Bureau.

#### **Role and Responsibilities:**

- To promote the recognition and demonstrate the utility of Earth and space sciences in general, and IUGG in particular, to other organizations, industry, governments and the public at large, with special attention to the younger generations.
- To develop liaisons with relevant national and international unions and associations, professional societies, and other international and intergovernmental bodies.
- To help develop lasting relations with industry and national and regional geo/space agencies by developing joint R&D and other programs and projects.
- To provide advice to the Union on options and actions by which IUGG could become more attractive to, and increase the participation of, young scientists.

#### **Program of Activities:**

Appropriate strategies will be developed for targeting students, early career scientists, scientists in developing countries, government agencies, private companies, decision makers, and international organizations. This can be achieved through:

- Promoting collaborations with industry partners, as well as their participation in IUGG activities.
- Promoting and supporting the activities of the IUGG early career scientists network.
- Soliciting support from potential sponsors (private industry, system manufacturers, government agencies, foundations, etc.) for promotional projects and activities.
- Providing advice on the development of the Union’s newsletter, web site, stands, banners, brochures, leaflets, videos and other promotional materials for exhibitions, conferences and for wider distribution.

- Identifying, collecting, evaluating and disseminating information on available internet resources useful for promotion of, and education in, geodesy and geophysics.
- Identifying opportunities for developing and participating in joint outreach activities with sister societies and international scientific and professional organizations.

**Review and Termination**

- The Committee shall be reviewed by the IUGG Bureau every 4 years.
- The IUGG Bureau may decide to terminate the Committee when its activities are deemed no longer necessary.

# VISIONING COMMITTEE

## 2016-2019

### Terms of Reference

#### **Purpose**

The function of the Visioning Committee (hereinafter “Committee”) is to develop and to review an IUGG strategic plan, to shape future activities of the Union, and to recommend improvements of existing Union activities and structures.

#### **Membership**

The Committee members are appointed by IUGG President with the consent of the IUGG Bureau and in consultation with the IUGG Executive Committee. The composition of the Committee is as follows:

- Chair, and
- Up to five other members.

The term of office of the appointed Committee members shall be 4 years, and may be extended for no more than another 4-year period.

#### **Meeting Frequency**

The Committee will meet once a year, in person or via teleconference, and provide a written report at the annual meeting of the IUGG Bureau.

#### **Role and Responsibilities**

- To develop IUGG strategic plans based on inputs from Union Associations and National Members.
- To manage a visioning process and to prepare periodic reports on the vision plan, placing particular emphasis on (i) grand challenges in geophysics and geodesy, (ii) involvement of young scientists and women in the Union activity, and (iii) relationship with external organizations, media and industry.
- To prepare and revise IUGG major statements (e.g. vision, mission, goals, objectives, values etc.) and IUGG special statements on the scientific topics related to society (e.g. natural hazards, climate change, geoscience & geotechnology, etc).
- To study the ways in which IUGG operates and formulate ideas on improvement of IUGG activities and structures and on new ways of operation.
- To examine (i) how IUGG science interacts with other geoscience disciplines, (ii) how IUGG science is relevant to societal needs, (iii) how to present IUGG to the rest of the world; and (iv) how IUGG can be involved in decision-making processes without losing its scientific rigor.

#### **Program of Activities**

- To develop the IUGG Strategic Plan 2016-2023.
- To prepare and revise IUGG major statements (e.g. vision, mission, goals, objectives, values etc.)
- To liaise with the Outreach Committee on the issues associated with relationships with external organizations, media and industry.

**Review and Termination**

- The Committee shall be reviewed by the IUGG Bureau every 4 years.
- The IUGG Bureau may decide to terminate the Committee when its activities are deemed no longer necessary.

# STATUTES AND BY-LAWS COMMITTEE 2016-2019

## Terms of Reference

### **Purpose**

The function of the Statutes and By-Laws Committee (hereinafter “SBL Committee”) is to prepare modifications of the Statutes and By-Laws of the Union based on proposals for changes submitted by a Member Country or the IUGG Bureau.

“The proposals must reach the Secretary General at least six months before the date of the meeting at which the changes are to be considered. The Secretary General shall notify all Member Countries of any proposed change at least four months before the announced date of the Council meeting. If a proposal is submitted to Secretary General between Council meetings, the Bureau, in consultation with the Executive Committee, shall determine whether the proposal has merit to be placed for electronic voting by the Council. In the case of electronic voting, the Secretary General shall notify all Member Countries of any proposed change at least three months before the date of the vote” (Statute 24).

### **Membership**

The IUGG President shall appoint a SBL Committee with the advice and approval of the Executive Committee. The SBL Committee shall consist of a Chairman and at least three other members.

### **Responsibilities**

1. The SBL Committee, after receiving proposals for changes of the Statutes and By-Laws of the Union from the Adhering Bodies of the Member Countries and from the Bureau, shall prepare a consolidated report for presentation to and consideration by the IUGG Council, which shall include
  - name of the proposer;
  - intention of the change;
  - explanation of the change;
  - the changes proposed in the Statutes and By-Laws (current text versus revised text)
  - comments to the Council (if appropriate)
2. The report of the SBL Committee should be submitted to the IUGG Secretary General not later than four month and one week before the announced date of the Council meeting/voting.
3. The Chair of the SBL Committee should present the report at the Council meeting when the relevant topic of the Agenda is considered.

### **Term of Office**

The term of office of the SBL Committee shall be until the closure of the IUGG General Assembly following after the appointment of the SBL Committee.



# **NOMINATING COMMITTEE (AN AD-HOC COMMITTEE)**

## **2018-2019**

### **Terms of Reference**

#### **Purpose**

The function of the Nominating Committee is to select and to nominate candidates for the IUGG Bureau (President, Vice President, Secretary General, Treasurer, and three member at large) and the Finance Committee (4 members) to be elected by the IUGG Council at the forthcoming General Assembly of the Union.

#### **Membership**

At least 18 months before a General Assembly, the IUGG President shall appoint a Nominating Committee with the advice and approval of the Executive Committee. The Nominating Committee shall consist of a Chairman and three other members, not themselves members of the Executive Committee or of the Finance Committee (By-Law 10b). Normally the past-past President of the Union is asked to chair of the Committee.

#### **Responsibilities**

- The Nominating Committee, after soliciting nominations from the Adhering Bodies of the Member Countries, and from the officers of the Union and the Associations, shall propose one or two candidates for each position in the Bureau, seeking to achieve a reasonable balance in their gender, geographical and professional distribution (By-Law 10b).
- The Nominating Committee shall, after soliciting nominations from the Adhering Bodies of the Member Countries, and from the officers of the Union and the Associations, propose one or two candidates for each of the four positions on the Finance Committee: two positions from among the current members of the Finance Committee and two positions from among the accredited Council Delegates at the present or any previous General Assembly excluding the current members of the Finance Committee. If there is an insufficient number of candidates from the current Finance Committee, then an additional member or members shall be elected from among Council Delegates (By-Law 10c).
- The Nominating Committee prepares a report on the nomination of the candidates and submit a list of nominations to the officers of the Union and Associations and the National Committees at least eight months before the General Assembly (By-Law 10b). They may make further nominations and/or recommendations to the Nominating Committee at least three months before the General Assembly. If new nominations for a given position according to ByLaw 10b,c are proposed, the candidates shall be added to the list initially established.
- The Nominating Committee shall send the final list of nominations to the officers of the Union and Associations and to the National Committees at the latest two months prior to the General Assembly (By-Law 10b).
- The Chair of the Nominating Committee should present the report on nominations and the candidates for the IUGG office.

#### **Term of Office**

The term of office of the Nominating Committee shall be until the closure of the IUGG General Assembly following after the appointment of the Nominating Committee.

# **SITE COMPARISON COMMITTEE (AN AD-HOC COMMITTEE)**

## **2018-2019**

### **Terms of Reference**

#### **Purpose**

The function of the Site Comparison Committee (hereinafter “SC Committee”) is to evaluate all invitations (bids) to host an IUGG General Assembly. The bids should be received 6 months before the General Assembly (By-Law 6). The Guidelines on proposals to host an IUGG General Assembly are placed on the IUGG web page:

[http://www.iugg.org/assemblies/invitation\\_host\\_GA.pdf](http://www.iugg.org/assemblies/invitation_host_GA.pdf)

[http://www.iugg.org/assemblies/Guidelines\\_IUGG\\_GAs.pdf](http://www.iugg.org/assemblies/Guidelines_IUGG_GAs.pdf)

#### **Membership**

At least 12 months before a General Assembly, the IUGG President shall appoint a SC Committee experienced in the logistics of convening Union or Association Assemblies, with the advice and approval of the Executive Committee. The SC Committee shall consist of a Chairman and at least three other members (Guidelines on IUGG Administration, Clause IXh).

#### **Responsibilities**

1. The SC Committee should establish criteria for assessment of the bids. The criteria should be based on (but not limited by) the following basic statements:
  - Who are the inviting body/bodies (e.g., the official host body; other supporting institutions; government support to assure free circulation of scientists, consistent with the ICSU “Principle of Universality.”)?
  - What is the quality and space of the venue/venues, including:
    - (i) Maximum number of participants who could attend;
    - (ii) Meeting facilities: number of halls; rooms of various sizes and technical equipment; poster facilities, etc.
    - (iii) Space and facilities for the Bureau, Finance Committee and Association offices;
    - (iv) Rooms for meetings of the Council, the Executive Committee, the Bureau and the Finance Committee;
    - (v) Accommodations: range of lodging types and costs; distance from meeting facilities;
    - (vi) Proposed dates for an Assembly of ten days in length, taking into account availability of facilities and suitability of weather.
  - What is the financial obligation of the host? IUGG expects that the host will take full responsibility for the financial affairs of a General Assembly. However, it is desirable to assess:
    - (i) Resources available for the preparations leading up to the General Assembly and for preparing the Comptes Rendus following the Assembly;
    - (ii) Possibilities for support from governmental, industrial, and commercial bodies in order to minimize registration fees;

- (iii) Possibilities for fund-raising to support young scientists from developing countries to attend the Assembly.
2. In the case of a single bid, if the SC Committee decides that an on-site assessment of the venue is required, the Chair of the Committee should submit a report to the Bureau about difficulties in assessment of a bid without on-site assessment. The Bureau will consider the report and, if it agrees, financial support to one of the SC Committee members will be provided.
  3. In the case that more than two bids are submitted, the SC Committee should prepare a ranked list of the invitations and a report on the ranking explaining all the pros and contras of each bid. The report should be submitted to the IUGG Secretary General not later than 3 months before the General Assembly. The Bureau will decide on two potential candidates to host the next General Assembly. The two candidates will be invited to the Council meeting to give a presentation.
  4. The Chair of the SC Committee should present a report to the IUGG Council before their final vote. The IUGG Council decides which bid to accept.

### **Term of Office**

The term of office of the SC Committee shall be until the closure of the IUGG General Assembly following after the appointment of the SC Committee.

# **RESOLUTION COMMITTEE (AN AD-HOC COMMITTEE) 2019**

## **Terms of Reference**

### **Purpose**

The function of the Resolution Committee is to prepare draft resolutions of a General Assembly of the Union to be presented to the IUGG Council for approval at the General Assembly. The Resolutions must be approved by both the Bureau and the Executive Committee before being presented to the Council (Guidelines on IUGG Administration, Clause VII).

### **Membership**

At least 6 months before a General Assembly, the IUGG President shall appoint a Resolution Committee with the advice and approval of the Executive Committee. The SC Committee shall consist of a Chairman and at least three other members. The Immediate Past President is normally asked to Chair the Resolution Committee. At least one of the Resolution Committee members should be a native French speaker.

### **Responsibilities**

1. The Resolution Committee normally works during the General Assembly of the Union at which the resolutions would be approved. Any Association or Member Country is invited to submit resolutions, which must be received by the designated deadline. Each resolution should be submitted in English and French.
2. After receiving resolutions, the Resolution Committee meets at the General Assembly and prepares a set of resolutions following the special format of IUGG resolutions. The Resolution Committee edits the language of the resolutions (both English and French).
3. The resolutions should be presented to the Bureau and Executive Committee at respective meetings of the bodies.
4. The Chair of the Resolution Committee presents resolutions to the Council before it votes on them.

### **Term of Office**

The term of office of the Resolution Committee shall be until the closure of the IUGG General Assembly following the appointment of the Resolution Committee.