

Guidelines on membership of WCRP Bodies

Approved at the JSC-39 session, 20 April 2018

Goal:

- To set in place a transparent, accountable and effective procedure that honours the commitment and contribution of volunteering individuals
- To ensure balanced and effective scientific advisory bodies taking into account all values for international science coordination
- To align WCRP decision making processes with the approval and endorsement cycles of the WCRP co-sponsors as well as those of the key partners

Lengths of appointment:

- Initially 4 years, up to two 2-year extensions possible.
- When moving up to chair/co-chair the clock is reset.
- For an outgoing chair a 1-year extension as a panel member is possible.

Review and approval cycle by JSC: every year alongside with the annual JSC sessions

Timeline (in the year of JSC review and approval):

- -9 months (of JSC session): SSGs/WGs publish an **open call** for available slots in the respective groups (for 4 months). The result from this call needs to be documented.
- -3 months: all WCRP working bodies (either through their dedicated coordination office or directly from the current co-chairs/leaders) send JPS and respective liaison member of JSC nominations for members to be renewed/extended/stepping down, with documentation of the results from the call, and **when possible two candidates for each slot** (a primary and an alternative). Reasons for a ranking or the impossibility to find an alternate should be briefly stated.
- -3 to -1 months period: consultation of the nominations (e.g. by teleconference) among JSC liaisons, respective bodies' leaders and JPS to arrive at a balanced proposal.
- **-1 month:** JPS submits a consensus summary document to JSC Officers, which provides nominations and associated information required for JSC review and endorsement.
- 0 month (JSC session): JSC decision/endorsement/recommendation.

- Before/up to +3 month: JPS issues all membership letters (invitation, extension, separation).

Documentation:

- -1 month: Letter from WCRP working bodies' leadership explaining the current situation and the reasons for the proposed slate.
- -1 month: WCRP working bodies send CVs in standardised form for the proposed members and the alternates.
- -0.5 month: JPS produces a summary table, including:
Name; Gender; Year of PhD obtained; Affiliation, Country; Citizen Country; Expertise; Member since & until (year); Membership recommendation; with statistics per group/body of: Gender, Year of PhD obtained, and region of origin.

Annex: A template for nomination

Nomination for [Appointment/Extension]

Nominated for: [Name of the WCRP body]

As: [role of the nominated person, e.g., co-chair, member...]

1. DETAILS OF CANDIDATE NOMINATED

- Title:
- First Name:
- Last Name:
- Gender:
- Year of birth:
- Year of PhD (or the final academic degree) obtained:
- Nationality (citizenship):
- Residing country:
- Main working languages:
- Affiliation:
- Postal address:
- E-mail Address:
- Telephone:
- Nominee's professional homepage or website:

2. MEMBER SINCE & UNTIL (year, in case of extension)

3. Expertise vis-à-vis the role of the [WCRP body] (maximum of 8 lines):

4. Academic Background (maximum of 8 lines):

5. Positions held (maximum of 8 lines):

6. 5 most relevant publications

7. Why is this individual particularly suited to this [WCRP body]? (maximum of 5 lines)

8. Submitted by

- Title:
- First Name:
- Last Name:
- Organization: