

IGBP SC Nominations Procedure
Approved by IGBP SC, February 2005
Updated March 2011

According to the IGBP Constitution, the Executive Board of ICSU shall appoint up to 15 Members, including up to 5 Officers (not including the Past Chair), of the Scientific Committee, to serve in their personal capacity. The term for these will normally be three years, renewable once. The Officers are: the Chair, the Past-Chair (*ex-officio*, and normally for a period of 1 year), up to 3 Vice-Chairs and the Treasurer. Being appointed an Officer does not normally affect the length of the term of an SC member.

The ICSU appointments are for calendar years, and to accommodate this schedule they request that nominations be submitted before 1st September of the preceding year. In addition to the alternate nominations that IGBP is required to present, ICSU also reserves the right to propose additional candidates. In the light of the ICSU deadline, it is proposed that the Officers discuss nominations at the annual SC meeting.

Proposed procedure for new nomination of SC Members:

1. Annually, the IGBP Executive Director should openly invite nominations for new members of the SC. The following groups should be asked to propose nominations: National Committees, current SC members, Chairs and Executive Officers of IGBP Projects and the IGBP Secretariat.
2. Each nomination should be accompanied by a short recommendation from the nominator and a short CV including the following information: Name, email address, field of expertise, year of birth, country of employment, nationality, and gender.
3. At least three months before 1st September (ICSU deadline), the IGBP Officers should select new members to be proposed to ICSU for approval to fill the slots on the SC generated by members rotating off. Balances of discipline, geography (including developing countries), gender and age should be considered carefully. Alternates must be provided: ICSU request *at least* one more name than slots available on the IGBP SC.
4. Before submission to ICSU, each nominee should have been contacted by the IGBP Secretariat to establish their willingness to serve, if approved. Appendix A outlines a draft letter for this purpose, to ensure that the nominee is aware of the responsibilities of SC members.
5. It is the responsibility of the IGBP Secretariat to fill in the CV templates (provided by ICSU) and submit them electronically to ICSU Secretariat.

Process for nomination of Chair

The IGBP SC Officers should appoint a sub-committee to lead the process (outlined below) of identifying the next Chair of IGBP. The process should commence immediately after the or penultimate SC meeting of the current chair and ideally should be completed within 6 months

1. The sub-committee should invite IGBP SC members to submit nominations for the position of IGBP Chair.
2. The sub-committee should prepare a short-list of no more than three nominees who are willing to serve. These candidates should be familiar with the IGBP programme and the work of the IGBP SC.
3. The candidates on the short-list should be invited to submit a short CV. They may also be asked to submit a short statement (no more than 2 pages) on their views about future IGBP activities and the role of the Chair in the conduct of IGBP business. Candidates may be invited for discussions with the sub-committee and asked to give a presentation. Discussions may be recorded for SC members to view.
4. The IGBP SC should decide in a closed session on the best consensual name to put forward to ICSU as the proposed IGBP Chair. The IGBP SC resolution should happen no later than 8 months before the term of the acting Chair expires.

Appendix A – Draft letter to nominees outlining responsibilities of IGBP SC Members

Dear [Nominee],

You have been nominated as a potential member of the Scientific Committee of the International Geosphere-Biosphere Programme (IGBP SC). I have the pleasure of writing to ask if you would be interesting in becoming a member of the IGBP SC. The Scientific Committee is chaired by [Prof. James Syvitski, USA], and a list of current members is attached. Only [X] members will be selected at this time by our sponsor, the International Council for Science (ICSU), who will be considering how to best balance a number of nominees representing different areas of expertise and backgrounds. While I cannot guarantee you a place on the IGBP SC at this point in time, I would very much like to know whether you would be willing to undertake this role, if your nomination is approved by ICSU.

IGBP is an international research programme built on Earth System science, scientific networking and integration. As IGBP enters its second decade of research, a number of new projects have been launched, organised around the compartments of the Earth System, the interfaces between them and integration in time and space across these compartments. One of the major challenges of the IGBP SC is to aid synthesis and integration within IGBP and its partner programmes in order to better understand the Earth System. As part of our commitment to developing the scientific basis for global sustainability, IGBP also aims to present the knowledge gained about the Earth System to policymakers and the public. More about IGBP can be found on our web site at www.igbp.net

Membership of the IGBP SC is a commitment, which involves a number of responsibilities, some of which are sometimes time consuming and demanding. SC members are expected to:

- Attend, in full, the annual meeting of the IGBP SC. The next annual meeting will be held from [DATES]. Participation involves a significant commitment – 5 days meeting, 2 days travel plus preparation;
- Offer scientific advice and guidance in the development of the programme and its activities;
- Assist with scientific integration within IGBP through contributing to activities of the IGBP SC, between annual IGBP SC meetings;
- Represent IGBP at scientific meetings, as requested (the IGBP Secretariat can help by providing presentations and advice);
- Assist the IGBP Secretariat in securing financial and other support for IGBP, as requested.

Whilst the demands are high, there are also rewards to both you as an individual and your institution via opportunities to help shape international research in Earth System science, contact with other leading experts from around the world and interaction with leading institutes in Earth System science (SC meetings are normally associated with a local workshop).

If you are willing to undertake these commitments, I would be very grateful if you could respond to [NAME, email address] no later than [DATE]. I will then forward your nomination to ICSU, and will contact you as soon as I know the outcome of their decision, which is likely to be around [DATE]. I look forward to hearing from you.

Yours sincerely,

Executive Director, IGBP