

## Terms of Reference

Agreed by CACGP, IGBP, SCOR and WCRP, August 2003

- To develop the Surface Ocean - Lower Atmosphere Study (SOLAS) Science Plan and Implementation Strategy, in accordance with guidance from the sponsoring organisations.
- To oversee the development of SOLAS in accordance with its Science Plan and Implementation Strategy.
- To collaborate, as appropriate, with related projects of the sponsors IGBP, WCRP, SCOR and CACGP, and other related programmes and organisations (e.g. IHDP, DIVERSITAS, IOC and the Global Ocean Observing System (GOOS), etc.)
- To establish appropriate data management policies to ensure access to, sharing of, and preservation of SOLAS data, taking into account the policies of the sponsors.
- To report regularly to SCOR, IGBP, WCRP and CACGP on the state of planning and the accomplishments of SOLAS.

The SOLAS SSC, its subsidiary groups and International Project Office shall operate in accordance with the operating procedures for IGBP Projects and the requirements of the other co-sponsors.

### Operating Procedures for SOLAS

The Scientific Steering Committee (SSC) of SOLAS is sponsored by the Scientific Committee on Oceanic Research (SCOR), the Commission on Atmospheric Chemistry and Global Pollution (CACGP) of the International Association for Meteorology and Atmospheric Sciences, the World Climate Research Programme (WCRP), and the Scientific Committee of the IGBP (SC-IGBP). Financial contributions to SOLAS come from IGBP, SCOR and WCRP. The sponsors of the Project are responsible for the appointment of the Chair, Vice Chair and members of the SSC, and for any changes to the SOLAS Terms of Reference.

### SOLAS SSC

The primary responsibilities of the SOLAS SSC are to:

- attend, in full, meetings of the SSC;
- provide scientific guidance to, and oversee the development, planning and implementation of the project;
- encourage publication of results, with appropriate acknowledgement of SCOR, CACGP, IGBP, WCRP, ICSU, and other support;
- encourage the promotion and wide awareness of SOLAS within relevant scientific communities;
- demonstrate progress and achievements of the project through the definition and monitoring of milestones and results;
- provide, on request, scientific advice and assistance to SOLAS and IGBP National Committees and START Regional Committees, in the planning of national and regional research designed to contribute to the overall goals of the SOLAS Project;

- encourage national governments and regional and international funding agencies to support SOLAS research and the achievement of SOLAS goals through the provision of adequate support to the necessary national, regional and international research;
- encourage collaboration between SOLAS and other IGBP Projects and planning efforts, as well as other international programmes and agencies concerned with the scientific study and assessment of global change; and
- recommend to the sponsors:
  - members for appointment to the committee;
  - a Chair;
  - a Vice Chair; and,
  - such amendments to the terms of reference and operating procedures as may be necessary from time to time.

In undertaking these responsibilities the SSC shall collectively

- meet once each year to review progress in the development and implementation of SOLAS and to advise the Chair and International Project Office (IPO) on the scientific developments that should be initiated or undertaken between meetings;
- develop guidelines for the preparation, publication and distribution of substantive technical reports resulting from Core Research, from the work of the SOLAS IPO, and from related activities of SOLAS members, individually and collectively; and
- consider other matters that individual members or the IPO bring to the attention of the SSC or are referred to it for consideration by SCOR, CACGP, WCRP and the SC-IGBP.

Members of the Scientific Steering Committee serve in their individual capacities and are expected to:

- provide the best possible scientific information and advice concerning their field of specialisation, as it relates to the SOLAS Science Plan/Implementation Strategy;
- provide scientific advice to the Chair and IPO on the development and implementation of SOLAS;
- represent the scientific interests of SOLAS at relevant scientific meetings;
- provide a two-way channel of communication between the SSC and national, regional and international research communities;
- organise, convene, and conduct meetings, and provide reports for such SOLAS Workshops as shall be agreed by the SSC;
- keep the IPO and Chair of the SSC fully informed of all significant actions directly or indirectly related to SOLAS; and
- assist in securing financial and other support for the execution of Core Research, adopted and approved by the SSC.

In addition to the above duties the Chair of the SSC is expected to:

- undertake advocacy on behalf of the project and enlist wide international participation in it;
- work closely with the IPO in implementing agreed activities between meetings of the Committee;

- report periodically to SCOR, CACGP, WCRP, and the SC-IGBP on progress in implementing the project and seek their assistance in addressing difficulties encountered in Project implementation.

In addition to the duties of ordinary members of the SSC, the Vice Chair of the SSC is expected to:

- undertake advocacy on behalf of the project and enlist wide international participation in it; and
- assist the Chair and the IPO in implementing agreed activities between meetings of the SSC.