**SEARCH Science Steering Committee (SSC) & Action Team lead Teleconference**

3 December 2014

Summary & Action Items

(From Helen Wiggins)

Present on call (in no particular order): Hajo Eicken, Olivia Lee, Ted Scambos, Jen Francis, Bob Bindschadler, Steve Vavrus, Janet Intrieri, Ted Schurr, Christina Schaedel, Helen Wiggins, Fiamma Straneo, George Kling, Larry Hamilton, Dave McGuire

**1) Terms of Reference**

We walked through the document “SEARCH\_ToR\_Issues\_2Dec2014.docx” that Helen had circulated, which summarizes the issues for Terms of Reference that needs to be decided by the SSC. The decisions were in concurrence with the main recommendations outlined in the document and include the following decisions:

**Regarding SSC:**

* **Number of members**: 12-14
* **Type of members**: Do not require specific criteria or number/type of perspectives (this should remain flexible to program needs), but include language that says the ideal composition would include a diverse membership with a variety of disciplines and perspectives (and for researchers, should include members from academic institutions and government agencies)
* **Terms**: Members serve a three-year term, with maximum of two consecutive terms
* **Leadership**: Have an SSC Chair and vice-chair
* **Balance of US/International:** Do not specify except to limit the number of members currently working at a non-US institution to two at any given time.
* **Process of SSC member approval**: Need to await IARPC’s decision on the structure, if any, of an agency SEARCH committee that would approve SSC membership. Currently the Interagency Program Management Committee (IPMC) approves SSC members; will assume the current structure/process until further notice from IARPC.
* **Meeting frequency:** at least annually in person; regular tele- or webconferences w/specifics to be determined by SSC [Currently we have monthly teleconferences]
* **Sub-committees:** The SSC may convene ad hoc working groups **(**with finite life time) to focus on specific tasks; terms and goals of these groups would be detailed by the SSC.
	+ Do not specify a permanent past-chair role, but is allowable if designated by the SSC
* **Voting:**

SSC should have official votes (requiring a simple majority) in the following cases:

* + Approving SSC members
	+ Approving SSC Chair (and exec committee, co-chair, vice chair, if applicable)
	+ Revising terms of reference
	+ Adding or removing Action Teams
	+ Appointing Action Team chairs/leads
	+ Approving nominations from Action Team leads for Action Team members
	+ Approving creation by SSC of an ad hoc working group (membership would not need voting)
	+ Approving annual work plans and annual reports (development of both to be led by SEARCH Executive Director)

-Voting via email is allowed.

**Regarding Action Teams (ATs):**

* **Number of Members:** Should have 6-10 people (max 12), but exceptions can be made to best serve the AT goals and w/SSC approval (e.g., in the context of the ‘permafrost’ AT, may have a structure that more seamlessly transitions from the Research Coordination Network project)
	+ **Type of Members:** Do not require specific criteria or kind of perspectives, as this is highly dependent on specific goals and objectives, but encourage diversity, including agency personnel, stakeholders; physical, natural, and social scientists
	+ **SSC Liaison:** Each Acton Team should have an ex officio liaison/contact to facilitate two-way communication between Action Teams and the SSC; the role of this SSC member is not to oversee or manage activities
	+ **US/International** - No limit to the number of AT members based at non-US institutions
* **Process of AT member approval**: Members to be nominated by AT leads, approved by SSC by majority vote.
* **Working Groups**: AT leads may convene small ad hoc working groups to focus on a specific task, without approval by the SSC
* **Reporting**: Annual reports to SSC (in addition to any reporting required by funding entities)
	+ Length, format, content to be determined by SSC - encourage reporting that is at least consistent with NSF-required reporting
	+ SSC can ask for more frequent reporting, such as short quarterly updates, etc, at its discretion
* **Leadership structure and terms: (***Based on previous discussions; not specifically discussed on this call):* Flexible, to be determined by SSC for each Action Team and with consideration of funding support and duration in current grant.

**Regarding the SEARCH Executive Director:**

* SSC constitutes the majority of membership of search/hiring committee for ED
* SSC reviews and signs off on annual workplan of the ED
* SSC carries out annual performance evaluation of the ED
* SSC Chair and Vice/Co-Chair serve as points of contact for ED with regular updates/teleconferences
* Terms of Reference to include language stating that the SSC expects the ED to be placed within an institution (e.g., at a university) that has its own supervisory and human-resources structure; those institutional processes will be incorporated as part of any performance evaluation from the SSC.

**Other issues**:

* Suggest that the SSC review Terms of Reference annually
* SSC to determine structure for an AON-focused group

**2) SSC Rotation**

[Hajo and Helen are iterating a suggested plan for next SSC rotation]

* Expect that we will rotate 4 members off in spring 2015 [more than 4 are due to rotate off, but a changeover of more than 1/3 the committee is not recommended]; Hajo will step down from chair and is willing to stay on as past-chair for a period to be determined by SSC (e.g., 6 months)
* Hajo will email the SSC with his suggestions for membership
* Decision on new membership to be made at, or soon after, AGU

**3) AGU Fall Meeting**

* Planning for SEARCH Town Hall (Monday, 12:30-1:30pm local time; Moscone West 2005)
	+ Hajo planning to start with brief update on overall SEARCH activities and the new funding; then will provide each Action Team and OCP 5 minutes each and leave ½ hour for discussion. For OCP, Craig should mention the AON position paper
	+ Generally, discuss Action Team membership as one potential avenue for the broader community to get involved, in addition to activities specific to each AT (e.g., upcoming workshops for land ice AT)
	+ Helen to announce Town Hall widely – via ArcticInfo, cryolist, APECS, IARPC, etc.
* Planning for SEARCH SSC Meeting (Monday, 12:30-1:30pm local time; Moscone West 2005)
	+ Hajo and Helen to circulate agenda for the meeting; please send Hajo or Helen anything you think should be discussed.

**4) AON Updates**

* AON Open Science Meeting planning (Helen) - a supplement request for funding was submitted by ARCUS to NSF; it’s going through the system at NSF now; we have co-chairs for the meeting: Craig Lee, Matthew Shupe, Cathy Wilson
* AON position paper - was sent to broader community via ArcticInfo and other means, in process of reviewing input received
* The SSC needs to develop a new charge for the SEARCH AON group/panel; looking for a small group volunteers to help with this.
	+ Fiamma volunteered on the phone; [George volunteered after the call via email]
	+ NSF announced a position opening for permanent AON program director: <https://www.usajobs.gov/GetJob/ViewDetails/385889400?org=NSF> . This is an extremely important position, as the NSF-AON program is in a challenging position; please circulate with colleagues who might be interested.

**5) Other items**

* Executive Director hiring & UAF process (Hajo) – there has been a delay by UAF on the position and more documentation required to justify the salary.
* Arctic Observing Summit (AOS) 2016 (Hajo) – Planning is ongoing for AOS 2016, which will be held in Fairbanks, Alaska in conjunction with the Arctic Science Summit Week. Many high-level national representatives will attend and so this meeting offers a lot of opportunity to advance Arctic observing.
* Interagency Arctic Research Policy Committee (IARPC) (Helen) – It is important to get SSC and AT members on the relevant IARPC Collaboration Teams to ensure communication between SEARCH and IARPC.
	+ Helen will facilitate this and work with individual SEARCH reps to get signed up.
	+ Bob reported that he recently attended a Collaboration Team meeting that was not well attended; there is clearly.
	+ Jen reported that at the last PRB meeting, IARPC was very encouraging of people joining the teams.

### Meeting adjourned ###