

SETAC STANDARD OPERATING PROCEDURES  
INTERNATIONAL PROGRAMS COMMITTEE  
Revised November 2001

**Purpose:** The International Programs Committee would seek to enhance the role of SETAC in developing countries. It exists to facilitate coordination of international activities within SETAC, and to increase the participation of scientists from developing countries in SETAC. The committee will also act to provide information and support to scientists outside of North America and Europe who are interested in SETAC

**Terms of Reference:** The Committee will have a Chair and members as appointed and/or approved by the President. The Committee's responsibilities are to carry out the directives of the Board of Directors and initiatives of the Committee's that are consistent with SETAC's policies and mission. The Committee will not establish policy for the Society in any area and will seek and obtain approval of the Board for initiatives that would take the Committee or the Society in new directions. The Committee will make recommendations to the Board with regard to new initiatives or proposals that are necessary to ensure the Society's continued success and sound reputation in developing countries. All correspondence will copy the Executive Director of SETAC and the Committee Chair to ensure consistency and to prevent redundancy of activity.

**Goals, Objectives and Strategies:** The Committee will initiate and implement activities that are consistent with the priorities of the Society.

The goals and objectives of the IPC are to:

1. Promote research, education, communication and training in environmental sciences by seeking mechanisms to increase the participation of members from developing countries in Regional and International meetings
2. Promote application of interdisciplinary environmental sciences in managing environmental stressors by ensuring that environmental scientists in areas outside of North America and Europe are familiar with the mission of SETAC and know how to obtain information about the Society
3. Participate in scientific interpretation and communication by ensuring that SETAC's reputation for broad-based (by expertise and sector) member involvement in the Society is maintained and acknowledged internationally.
4. Provide forums for communication and interactions among professionals on a multi-sector, interdisciplinary and multinational basis on environmental issues by promoting participation of members from developing countries.
5. Promote principles and practices for sustainable environments by seeing that society membership in less developed countries grows at a steady rate, consistent with maintaining SETAC's focus on member satisfaction.

The strategies that the IPC will undertake to accomplish these objectives are:

1. Coordinate educational and outreach efforts in developing countries, and assist in the development of mechanisms to subsidize efforts such as translation and printing.
2. Review and coordinate proposed projects and individual requests from developing countries with the SETAC office and other committees.
3. Assist the SETAC office as needed to ensure that international volunteers are connected with regional leaders and subcommittees as appropriate.

4. Promote participation of members from developing countries by initiating a Travel Support Program
5. Continue to promote programs intended to communicate information about SETAC and environmental science to scientists in global regions other than Europe and North America. This will include
  - Membership Grant Program
  - Library/Institution Grant Programs
  - Other programs as developed by the committee and approved by the Board of Directors.

The IPC will also submit a realistic budget to the Board for each fiscal year, on the schedule requested by the Treasurer.

**Membership:** The Committee will have the following members, unless directed differently by the President.

- Chair
- Co-Chair - optional, from membership
- Representative from SETAC Europe
- Representative from SETAC Asia Pacific
- Representative from SETAC LA
- Representatives (at least two) from regions of the globe without formal SETAC organizations.
- Other SETAC members from North America and/or Europe interested in increasing the profile of SETAC in developing countries.

Each member will normally serve 3 years on the committee, unless otherwise specified.

#### **Appendix A. Description of Membership Grants Program**

The Society of Environmental Toxicology and Chemistry (SETAC) offers a limited number of grants for membership to scientists in developing countries as a means to encourage the worldwide growth of environmental studies, foster the spread of information about recent research, encourage collaborations among ecologists in different parts of the world, and enhance the opportunity for colleagues without adequate financial resources to further their education and research. These three-year grants are especially designed to enhance young professionals at the beginning of their careers, at the end of which individuals may re-apply, but are strongly encouraged to seek alternative funds to support their membership. The grants include subscription to the journal of SETAC (*Environmental Toxicology and Chemistry*). Funds for these grants are limited.

Criteria for the selection of individuals to receive the grants include evidence that: (a) the individual is actively involved in a career in environmental sciences, toxicology, or chemistry and has conducted research in areas related to the Society's stated purpose within the country; (b) stated evidence that alternative funds are not available; (c) tangible proof of recent activity such as publications, projects undertaken, etc., which should be provided as part of a C.V.; and (d) evidence that the grant will enhance the training in environmental sciences of other individuals, such as colleagues and students. Additional selection factors include the geographic distribution of current members and grant recipients and the accessibility to the applicant of current research literature in

libraries and from other colleagues. (Aimed at all countries excluding US, Canada, Japan, Israel, Australia, New Zealand.)

The completed application form and a resume should be sent to the Executive Director at: SETAC, 1010 North 12<sup>th</sup> Avenue, Pensacola, FL 32501-3367 USA. Additionally, a letter of recommendation for the applicant from another individual may be sent to this address, but is not required. If more space is required, attach additional pages. Please type or print clearly. FORMS NEED TO BE RECEIVED BY OCTOBER 30 TO BE CONSIDERED FOR THE FOLLOWING CALENDAR YEAR.

#### **Appendix B. Description of Library/Institutional Grants Program**

The Society of Environmental Toxicology and Chemistry (SETAC) offers three-year grants of journal subscriptions to libraries in developing countries as a means to encourage the worldwide growth of environmental studies; foster the spread of information about recent research in environmental contaminant transport, fate, and effects; encourage collaborations among environmental scientists in different parts of the world; and enhance the opportunity for colleagues in countries with limited financial resources to further their educations. These grants are for periods of three years, at the end of which libraries may re-apply, but are encouraged to seek alternative funds to support their subscriptions. Evidence of commitment by cost-sharing the subscription will be considered as an advantage by the evaluating board, but will not be the primary selection criterion.

Criteria for the selection of libraries to receive the grants include: (a) evidence that the library is a stable institution and serves individuals who are actively pursuing research or education in ecology; (b) evidence that the journals will be readily available to students and researchers who would benefit from them; (c) evidence that alternative funds to support subscriptions to the Society's journal are not available; and (d) evidence that the grant will enhance the ecological training and research of a significant number of scientists. An additional factor is the geographical distribution of current grant recipients.

The completed application form should be sent to the Executive Director at: SETAC, 1010 North 12<sup>th</sup> Avenue, Pensacola, FL 32501-3367 USA. Please answer all questions fully and type or print clearly. If more is required, attach additional pages. THIS FORM MUST BE RECEIVED BY 30 OCTOBER TO BE CONSIDERED FOR CURRENT YEAR. If we award a Library Subscription Grant to your library, we will ask the contact person to report on the use of the journal received from the grant at the end of the three-year period.

#### **Appendix C. Identification of countries considered as “developing countries” for the purposed of the International Programs Committee**

The following countries are considered “developing countries” for the purposes of our Grants Programs. Members from additional countries can apply, but need to provide a justification for why they should be considered for the Grants Programs. Additional Granting eligibility has been provided on an interim basis for Latin American countries, provided sufficient justification is given.

**A-B**

Afghanistan  
Albania  
Algeria  
Armenia  
Azerbaijan  
Bangladesh  
Belarus  
Belize  
Benin  
Bhutan  
Bolivia  
Bosnia and  
Herzegovina  
Bulgaria  
Burkina Faso  
Burundi

**C-D**

Cambodia  
Cameroon  
Cape Verde  
Central African  
Republic  
Chad  
Chile  
China  
Colombia  
Comoros  
Congo, Dem. Rep  
Congo, Rep.  
Costa Rica  
Côte d'Ivoire  
Croatia  
Czech Republic  
Djibouti  
Dominica  
Dominican Republic

**E-H**

Ecuador  
Egypt, Arab Rep.  
El Salvador  
Equatorial Guinea  
Eritrea  
Estonia  
Ethiopia  
Fiji  
Gambia, The  
Georgia  
Ghana  
Guatemala  
Guinea  
Guinea-Bissau  
Guyana  
Haiti  
Honduras  
Hungary

**I-L**

India  
Indonesia  
Jamaica  
Jordan  
Kazakhstan  
Kenya  
Kirgizstan  
Kiribati  
Korea, Dem Rep.  
Kyrgyz Republic  
Lao PDR  
Latvia  
Lebanon  
Lesotho  
Liberia  
Lithuania

**M-N**

Macedonia, FYR  
Madagascar  
Malawi  
Malaysia  
Maldives  
Mali  
Marshall Islands  
Mauritania  
Micronesia, Fed. Sts.  
Moldova  
Mongolia  
Morocco  
Mozambique  
Myanmar  
Namibia  
Nepal  
Nicaragua  
Niger  
Nigeria

**P-Sr**

Pakistan  
Papua New Guinea  
Paraguay  
Peru  
Philippines  
Poland  
Portugal  
Romania  
Russian Federation  
Rwanda  
Samoa  
São Tomé and  
Principe  
Senegal  
Sierra Leone  
Slovak Republic  
Slovenia  
Solomon Islands  
Somalia  
South Africa  
Sri Lanka

**St-T**

St. Vincent and the  
Grenadines  
Suriname  
Swaziland  
Tajikistan  
Tanzania  
Thailand  
Togo  
Tonga  
Tunisia  
Turkmenistan

**U-Z**

Uganda  
Ukraine  
Uruguay  
Uzbekistan  
Vanuatu  
Vietnam  
West Bank and Gaza  
Yemen, Rep.  
Zambia  
Zimbabwe