

SETAC WORLD COUNCIL SCIENCE COMMITTEE STANDARD OPERATING PROCEDURES

I. Committee Charge

- The SETAC World Council (SWC) Science Committee (the Science Committee) will provide guidance, direction, and assistance to the Society in addressing scientific issues. The objective is to ensure technical excellence, adherence to the principles and practices of SETAC, the use and promotion of interdisciplinary approaches in SETAC endeavors, and the leadership of SETAC at the forefront of environmental toxicology and chemistry.
- The Science Committee will work closely, and coordinate its activities, with SETAC GUs (GUs), their committees and their advisory groups to ensure that it is aware of all scientific issues pertinent to the Society.
- The Science Committee will identify emerging technical issues for sessions at annual meetings and technical workshops, and opportunities where SETAC's technical expertise can be applied to meet the Society's objectives

II. Membership

- The committee shall be composed of ten (10) members (excluding the Chair), with each member serving a term of three (3) years. Three (3) members shall be added to the committee each year and three (3) shall leave the committee each year. The Chair of the committee is appointed each year by the SETAC World Council President, and can be re-appointed for additional terms.
- The Chairs of Technical or Science Committees (or committees with similar functions) from each GU shall serve on the SWC Science Committee. These individuals will serve as the primary liaison between the SWC Science Committee and the GU to ensure effective coordination of committee related activities. In addition, each SETAC GU will be encouraged to nominate a second representative to the Science Committee to foster the development of appropriate SETAC activities.
- The Chair will seek to obtain equal representation on the Science Committee from government, business, and academia, and other groups/sectors as appropriate.

III. Operating Procedures

- Activities of the Science Committee are classified into four categories: (1) items brought to the committee's attention for action; (2) items identified by the committee; (3) activities conducted by the committee; and (4) selection and nomination of committee members. Each of these tasks has specific operating procedures.

1. Items Brought to the Committee

- A new item may be brought to the attention of the committee Chair or another member of the Science Committee by any means, and all SETAC Members and Committees are encouraged to communicate their ideas.
- The Chair evaluates the item and consults with the Chairs of Technical/Science Committees or their Presidents as necessary, to determine whether the item falls within the responsibilities of the SWC or a GU. If the item falls within the purview of the SWC Science Committee, a request is sent to all committee members for review, approval, or response. If the item falls within the responsibility of another standing SWC committee, or within GU, the request shall be forwarded to the appropriate committee chair(s), and may also be sent to the SWC Science Committee members for their information. If a joint responsibility exists for the item that includes the SWC Science Committee, a joint review will be undertaken in conjunction with the other committee.
- Once the Chair receives responses from the members, the Chair will review and integrate the comments into a consolidated report and recommendation for action that includes minority viewpoints. The consolidated response should be shared and discussed with Science Committee members before it is finalized.
- The final consolidated report and recommendation is forwarded to the SWC President and Council members for review and approval, with a copy to the individual or group that brought the item to the attention of the committee. The individual or group that brought the item to the attention of the Science Committee will be informed of the SWC's decision, with a copy of the correspondence to the Committee Chair.
- If a request requires prompt action by the SWC Science Committee, the item shall be forwarded to the Committee members within one week of receipt by the chair, with a fixed date for responses. Following this date, the Chair should integrate and forward recommendations to SWC as quickly as possible.

2. Items Identified by the Committee

- An item identified by a SWC Science Committee member will be reviewed according to the same procedure as an item brought to the committee (see Section 1. above).
- From time to time, the SWC Science committee will also be polled to identify emerging issues of concern that could be recommended to the SWC or GUs as priorities for annual meeting sessions, technical workshops, or expert working groups (see V.B. below)

3. Activities Conducted by Sub-Committee

- If an item that has been reviewed and approved by one of the above procedures requires further action by the SWC Science Committee. (A subcommittee may be established by the Chair to ensure that the activity is initiated and completed.)
- The Subcommittee will consist of a Chair and several members of the SWC Science Committee, plus other SETAC members with specific expertise recruited as needed.
- The Subcommittee Chair will be responsible for the initiation, development, review, and final presentation of the action item.
- It is the Subcommittee Chair's responsibility to establish additional procedures as needed.

4. Selection and Nomination of Committee Members

- New members are recommended by the committee, the GU Presidents, or may be self nominated. However, appointments to the committee are made by the Chair.
- The Science Committee Chair selects as many individuals from the list of nominations as are needed to fill any vacant positions. Ideally, three members would be replaced each year to maintain membership constant (10). The objective of the selection process is to fulfill the requirements for representation of GUs and other sectors, as identified under Membership (Section II. above).

IV. Activities Calendar

The schedule for regular occurring activities during the year is as follows:

Membership

- Nominations for new members should be received by the Chair by September 1.

- The Chair will select new members by October 1 and will contact each to determine their willingness to become members and be active participants.
- The new members will become official members of the committee on January 1, each for a term of three (3) years.

Committee Meeting

- The committee will meet at least once annually, usually during an annual meeting of a GU or at a SETAC World Congress. The purpose of the annual meeting will be to review progress on the activities listed above, and conduct long range planning to identify new issues of relevance to SETAC, committee tasks needed to bring these issues before the society, and the committees of the SWC or of the GUs that should be engaged to address these issues.

Summary of Yearly Activities

- The SETAC World Council Science Committee will be responsible for summarizing its activities and tasks initiated and completed during the previous six months at least three (3) weeks prior to the SWC semi-annual business meetings. This summary should be a written report to the SWC President and SWC with distribution to the Science Committee members.

Definition of the types of Workshops:

- Pellston Workshop: An exploratory, wide ranging meeting designed to set long term research goals and needs in any aspect of environmental science and management. .
- Technical Workshop: A meeting to establish and define the state of the Science in any aspect of environmental science and management.
- Conference: A scientific meeting open to members and non-members of SETAC for which the agenda is established in advance by an organizing committee of the SWC or a GU.
- Seminar: Group of speakers presenting talks on any aspect of environmental science and management.

Scope of Activities

The activities for the committee consist of the following items:

1. Assign proposals to the SWC or to GUs

- The assignment of a proposed workshop to the SWC Science Committee or to a specific GU Technical/Science Committee for review shall be decided on a case-by case basis through a review by the SWC Science Committee or the Technical/Science

- Committee of the appropriate GU. This decision shall occur within 2 weeks of submission of the proposal. If a decision is needed more quickly, the Chairs of these committees will consult and make a preliminary assignment.
- The review process within the SWC Science committee will be coordinated by the Chair of the Committee. For reviews involving the SWC Committee and a Technical/Science Committee of a GU, the review will be coordinated jointly by the two Chairs. Guidance to assist decisions about what constitutes an SWC or a GU activity is in Appendix A to this SOP.

2. Review technical aspects of proposed workshops, conferences, and seminars for possible SETAC sponsorship. These reviews should address, where appropriate, *the Standard Operating Procedures for Planning and Conducting SETAC Workshops*, and consider the following points:

- Technical merit.
- Pertinence to SETAC objectives.
- Balance of speakers and participants between government, industry, and academia and the efforts to ensure a balanced representation.
- Organizational preparations.
- The methods to communicate the results of the Pellston, workshop or seminars as a book, short summary or electronic publication.
- Reviews of SETAC Pellston and Technical Workshops should be conducted as described in the SWC SOP for Planning and Conducting Workshops.

3. Prepare recommendations and suggestions for the program of the SETAC World Congress and Annual Meetings of GUs, including overall theme, session titles, and session chairs.

4. Prepare recommendations for SETAC workshop topics, for special symposia, and other SETAC technical events.

5. Consult the Society membership to gather suggestions for emerging technical issues that may become the focus of SETAC workshops or other events.

6. Review and/or propose topic areas for 'Hot Topics' section of website.

7. Develop and promote SETAC activities that increase the use of interdisciplinary approaches to solving environmental issues, through collaborations with other professional societies and scientists, engineers, economists, regional planners, policy-makers, and public activist groups.

8. Develop and implement specific tasks, as identified by the SWC or the activities of the Committee as needed.

VI. Responsibilities of Committee Members.

A. All Committee Members should:

- Respond to requests from the Chair for proposal reviews or other input in a timely manner. The Chair will recommend a deadline for each response attend the annual committee meeting and any conference calls organized by the Chair.

B. Committee Members who are Chairs of GU Technical Committees shall:

- Keep their technical/science committee members informed of proposals or new ideas under review by the SWC Science Committee keep their GU Council or Board informed of proposals or new ideas under review by the SWC Science Committee.
- Inform the SWC Science Committee of technical proposals or initiatives within their respective GUs. Liase with the organizing committee of the annual meetings of their respective GU to ensure that new issues endorsed by the SWC as important emerging issues are reflected in the annual meeting agendas.
- Liase with any other committee of their respective GUs to keep up to date on technical initiatives.

C. Chair of the SWC Science Committee shall:

- Manage all activities of the committee.
- Initiate reviews of technical proposals and prepare a report and recommendation to the SWC based on the Committee's response.
- Poll the SWC and the Science Committee for their suggestions of new or emerging technical issues or opportunities for technical activities.
- Develop an annual work plan and submits a request to the SWC for budgetary support.
- Organize and chair an annual meeting of the SWC Science Committee at one of the GU annual conferences. The Chair shall consult the committee and the SWC to establish a date, venue, and agenda for this meeting.
- Report to the SWC every six months on the activities of the committee.
- Recruit new members and manage the distribution of new members among the different sectors of SETAC.
- Advise the program committee of SETAC Global meetings about science priorities of the SWC.

APPENDIX A

Criteria for Assigning Management of a Technical Workshop to a GU or the SWC

1. **Consultation.** The management of proposed workshops will not be assigned to a GU or to the SWC until their respective technical or science committees have had the opportunity to review and comment on the proposal.

2. **Subject matter** - Ideas or concepts fundamental to the science of environmental toxicology and chemistry, such as the recently reviewed Tissue Residue Workshop, would be logical candidates for SWC management. Issues related to specific

geographic regions (e.g. the state of the Mediterranean or the Gulf of Mexico) would more logically be suited for GUs. In either case, subject matter of workshops and their proceedings should be long-lived, relevant and valuable to most SETAC members, and not just to the participants.

3. Origin of initiative. If the initiative for a workshop comes from a specific funding source (e.g. a contract from the UK government), the responsibility for the workshop might be restricted to the appropriate GU. If the initiative comes from SETAC members, or from a variety of international or national funding sources, it could be a candidate for sponsorship by either the SWC or the GUs, depending on the other criteria in this policy.

4. Political Scope. A workshop on environmental issues that is sponsored by broad international organizations (e.g. UNEP) would likely be an SWC responsibility. In contrast, the science behind managing trans boundary pollutants between two nations would likely be specific to the relevant GU. The final decision would also depend on the overall objectives (e.g. there might be exceptions for a UNEP focus on one region or the need to discuss a broad principle evolving from binational issues).

5. Funding. Where funds are a major limiting factor, a GU-managed workshop would keep the costs down (e.g. by choosing participants who are not widely distributed) and permit some technical progress, even though a better funded workshop might be more appropriate as a SWC responsibility.

6. Participation. Proposals that meet the objective of balanced participation among academia, government, and business and from a variety of nations would be better candidates for SWC workshops than those that represent only one GU. However, allowance should be made for situations in which expertise in a certain field is not distributed evenly around the globe.