

TECHNICAL COMMITTEE
SETAC North America

STANDARD OPERATING PROCEDURES
Revised 7 October 2011

I. CHARGE

- A. The purpose of the SETAC North America (SNA) Technical Committee (TC) is to provide guidance, direction, and assistance to the Society in addressing technical issues with the objective of ensuring overall technical excellence of SNA, its activities, and its members.
- B. The TC will communicate and work with SNA advisory groups and committees to maintain awareness of SNA activities and procedures, and to bring emerging science or technical issues to the SNA membership-at-large.

II. MEMBERSHIP

- A. The TC leadership will consist of a Chairperson, a Vice-Chairperson, and an Immediate Past Chairperson to insure continuity. Each incoming Vice-Chairperson assumes a three (3) year term as they progress through these leadership positions (i.e., Vice-Chairperson to Chairperson to Immediate Past Chairperson). A new Vice-Chair will be appointed each year. The Immediate Past Chair will assist with any carryover business as needed.
- B. The TC shall be composed of at least 12 members with each member serving a term of at least three (3) years. Members may continue beyond three years as long as they are active committee participants. Experienced committee members are important for maintaining institutional knowledge; however, membership must not be stagnant. At least two (2) members of the committee should be replaced with new members each year.
- C. Each member of the technical committee will be assigned to a leadership role or interim subcommittee to facilitate completion of tasks and encourage engagement and input on SNA issues. Leadership and subcommittee roles will be dynamic and change depending upon SNA needs. They will include, but not be limited to: (1) workshop review, (2) peer review, (3) preparations of technical papers, (4) annual meetings, (5) advisory group communications, (6) internal communications and TC web page updates, (7) secretarial duties. Subcommittees can be created or dissolved by the SNA Board of Directors (BoD) as the BoD sees fit or by request of the TC Chairs. This will be done to meet the changing needs of SNA.

- D. Each SNA Advisory Group will have at least one (1) TC member that serves as a liaison between the advisory group and the TC. These liaisons will be self-nominated or nominated by the TC chairperson. The goal is to provide a mechanism for increasing communication between the Advisory Groups and the TC. This will keep the TC abreast of important activities and emerging issues of importance for each Advisory Group and facilitate the TC in supporting workshop development. The TC Chairperson will provide the names of the SNA Advisory Group liaisons from the TC as part of the yearly TC report to the SNA BoD.
- E. One TC member will also be a member of the SETAC World Council Science Committee (SWC SC) and will serve as SNA TC liaison to the SWC SC (traditionally this role is filled by the TC Chair).
- F. The TC membership should provide representative balance among the Society's sectors, e.g., from industry/consulting, government, and academia to reflect the Society's balanced and interdisciplinary membership. Variation in career level and diversity in expertise, nationality (i.e., Canada, Mexico, and USA members) and gender of members are encouraged.

III. OPERATING PROCEDURES

- A. Activities of the TC are classified into three categories: (1) issues brought to the committee or identified by the committee for action; (2) activities conducted by the committee; and (3) selection and nomination of committee members. Each of these tasks has specific operating procedures.
 - 1. Issues Brought to the TC or Identified by the TC Membership
 - a. A new issue is brought to the attention of the committee Chairperson or other member of the TC (for example a request for a workshop review.).
 - b. The Chairperson evaluates the issue, consults with the SNA President, BoD, Executive Director and/or other committee chairpersons (e.g., SWC SC, other SNA committees) as necessary and then determines whether the issue falls within the responsibilities of the TC.
 - c. If the issue falls under the responsibility of another standing committee or a joint responsibility exists then the request shall be forwarded to the appropriate committee Chairperson(s).
 - d. If the issue falls within the purview of the TC, a request is then sent to the entire TC to initiate a review and to request comments.
 - e. The procedure for selecting a TC member to lead a review or action is at the discretion of the TC Chairperson.

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- f. Once the Chair or lead TC member receives responses from the TC membership, the Chair or lead TC member reviews and integrates the suggestions, comments, and recommendations into a consolidated response, including minority viewpoints. These consolidated comments are sent to the TC Chairperson.
- g. The TC Chairperson will write a formal response consisting of the consolidated comments. This formal response should be shared with and informed by TC members.
- h. The response is then forwarded to the SNA President for review and approval by the SNA BoD.
- i. Upon approval by the SNA President/BoD, the individual or group bringing the issue to the attention of the TC receives a copy of the TCs recommendation with a courtesy copy to the SNA President.
- j. When the request requires prompt action, the item should be forwarded to the TC members within two (2) days after receipt by the Chairperson. The TC members should be instructed to respond as quickly as possible and the Chairperson should integrate and forward recommendations to the SNA President as quickly as possible.
- k. The SWC SC liaison may use his/her discretion to bring tasks from the SWC SC to the SNA TC for their input. For example, because of the globalization of SETAC, many workshop proposals are submitted for review through the SWC SC. The SNA President and SNA BoD TC liaison will receive a courtesy copy of input and output of all tasks that stem from interactions of the SNA TC liaison with the SWC SC.
- l. An issue brought to the TC by a TC member will be reviewed according to the procedure outlined above.

2. Activities Conducted by the TC

- a. If an issue that has been reviewed and approved by the above procedure requires further action by the TC, a subcommittee may be established to ensure that the activity is completed by a focused group. The new or existing subcommittee will operate as follows.
 - i. The subcommittee will consist of a Chairperson, at least two other members of the TC and specially recruited SNA members at large if additional expertise is needed.
 - ii. The subcommittee Chairperson will be responsible for the initiation, development, review, and final presentation of the action item, which will then be reviewed by the TC as described above.

- iii. It is the subcommittee Chairperson's responsibility to establish the procedures to be used for the additional action and to ensure a fair and transparent process.

3. Selection and Nomination of TC Members and Chairpersons

- a. New members are recommended by members of the TC, by the SNA BoD, or by self nomination; however, appointments to the TC are made by the TC Chairperson after review and approval by the SNA President.
- b. The TC Chairperson selects new TC members from the list of nominations as needed with a minimum of two new TC members annually. The objective of the selection process is to fulfill the requirements identified under Membership (Section II. above).
- c. TC leadership roles are described in Section II A. The new Vice-Chairperson is nominated by the current Chairperson prior to the November annual meeting and the nomination must be approved by the SNA President by November 30.

IV. ACTIVITIES CALENDAR

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

A. Membership

1. Nominations for new members may be made at any time during the year.
2. The Chairperson will appoint new members as needed as described above and they will become active members upon appointment.
3. The newly selected members will be recorded as members of the TC at the SNA annual meeting in November, each for a minimum term of three (3) years beginning in November.

B. TC Meeting

1. The committee will meet/communicate at least six times per year: in person at the SNA Annual meeting, within one month of the Annual meeting by phone to follow up from Annual Meeting activities, and by quarterly conference calls in January, April, July and October.
2. In addition, representatives of the TC will meet/communicate by conference call(s) with Annual Meeting Program Committee (as described in the SNA Meetings Committee SOP, Annual Meeting Program Committee Appendix).

C. Summary of Yearly Activities

1. The SNA TC will be responsible for summarizing its activities and tasks initiated and completed during the previous year at least three (3) weeks prior to the SNA annual meeting. This summary should be a written report by the TC Chairperson to the SNA President and BoD with distribution to the TC members.

V. SCOPE OF ACTIVITIES.

The activities for the committee include but are not limited to:

A. Review of technical aspects of proposed workshops and seminars for possible SNA sponsorship, as directed by the BoD and as described in the SETAC Technical Workshop SOP and SETAC Pellston Workshop SOP. The TC will receive Pellston Workshop proposals to help determine if the proposal is appropriate for SWC or GU oversight prior to review. Workshop proposals include the following four (4) types.

1. Technical Workshop. A meeting designed to establish and define the state of the Science in any aspect of environmental science and management:
Level 1 – SNA Hosted Technical Workshop or Meeting
Level 2 – SNA Co-organized Technical Workshop or Meeting
Level 3 – SNA Sponsored Technical Workshop or Meeting
2. Pellston Workshop. An exploratory, wide ranging meeting designed to set long term research goals and needs in any aspect of environmental science and management.
3. Focused Topic Meeting. A meeting designed to promote the advancement of technical and policy issues in the environmental sciences.
4. Seminar. Group of speakers presenting talks on any aspect of environmental science and management.

Reviews should address the following points:

1. Technical merit.
2. Pertinence to SNA objectives.
3. Balance of speakers and participants between government, industry, and academia and the efforts to ensure a balanced representation.
4. Organizational preparations.
5. Appropriateness for SNA sponsorship.

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6. Evaluation of the methods to communicate the results of the Pellston, workshop or seminars as a book, short summary or electronic publication.
7. Realism and practicality of the proposed budget and sources of funding.

Reviews of SETAC workshops should be conducted as described in the Standard Operating Procedures for Planning and Conducting SETAC Workshops.

- B. Review and make recommendations for the program of the SNA annual meetings, including the overall theme, session titles, invited speakers, and session chairpersons.
- C. Review and make recommendations for SNA workshop topics, for special symposia, and other SNA technical events.
- D. Outreach to SETAC membership with the purpose of gathering input on emerging technical issues that may become the focus of SNA workshops or other events.
- E. Development and implementation of specific tasks, as identified and as needed.
- F. Peer reviews of technical documents brought to SNA for this purpose.
- G. Facilitating communications with and between SNA advisory groups and committees to maintain awareness of SNA activities and procedures and to bring emerging science or technical issues to the SNA membership-at-large.

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