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Signature	

Committee for External Collaborations (CEC)

Standard Operating Procedures

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1 Purpose

SETAC is dedicated to advancing environmental science and science-informed decision-making through collaboration, communication, education, and leadership. SETAC communicates this mission through the slogan “**Environmental Quality Through Science®.**”

SETAC established the **Committee for External Collaborations (CEC)** to promote the transfer of science to regulation through structured partnerships with international organizations involved in

environmental policy development and implementation.

The purpose of this SOP is to define the structure, responsibilities, and procedures of the CEC.

2 Scope

This SOP applies to all activities of the CEC, including:

- Identification of collaboration opportunities with international organizations;
- Development of SETAC Technical Issue Papers and Science Briefs;
- Coordination of collaborative programs;
- Ongoing review and reporting of collaborative efforts to the Board.

3 Definitions

- **SETAC:** Society of Environmental Toxicology and Chemistry
- **Board:** SETAC Board of Directors
- **CEC:** Committee for External Collaborations
- **External Organization:** Any international body, association, or institution involved in environmental policy, regulation, or science.

4 Committee Charge

The CEC is responsible for:

1. Identify and pursue opportunities for collaboration with international organizations to facilitate the integration and uptake of best available scientific evidence in the development, implementation, and evaluation of environmental policies and regulations.
2. Proposing topics for SETAC Technical Issue Papers and Science Briefs consistent with SETAC's principles of multidisciplinary approaches, multi-sector engagement, and science-based objectivity.
3. Developing collaborative work programs such as workshops, symposia, and joint scientific initiatives.

5 Membership and Duties

5.1 Membership Composition

- The Committee shall consist of **10–15 members**, drawn from SETAC full membership via open application.
- Members are appointed by the SETAC Board.

5.2 Term of Service

- Initial terms are staggered at **1, 2, or 3 years** to ensure continuity.
- Subsequent terms are **3 years**.

- Members may be reappointed based on performance and Board approval.

5.3 *Representation*

- The Committee shall strive for balanced representation by:
 - Sector (academia, industry, government, NGO);
 - Area of expertise;
 - Geographic region.

5.4 *Leadership*

- The Board appoints the **Chair** and **Vice-Chair** in consultation with the Committee.
- **Chair Responsibilities:**
 - Lead committee meetings;
 - Set meeting agendas;
 - Ensure fulfillment of committee charge;
 - Report outcomes to the Board.
- **Vice-Chair Responsibilities:**
 - Assist the Chair;
 - Assume Chair responsibilities when absent;
 - Support committee operations.

5.5 *Secretariat Support*

- The **SETAC Global Executive Director**, or their designee, serves as **Secretary** to the Committee.
- The Secretary is responsible for:
 - Administrative support;
 - Meeting Coordination;
 - Record keeping;
 - Communication and liaison;
 - Compliance and governance;
 - Follow-up and action tracking;
 - Institutional Memory;

5.6 *Member Responsibilities*

- Members shall remain informed of relevant programs and initiatives led by international organizations that align with SETAC's mission.
- Members shall participate in committee meetings, review materials, and contribute to project proposals and reports.
- Members shall engage with selected organizations to advance collaborative initiatives and actively participate in collaborative work programs.

6 Procedures

6.1 Monitoring and Liaison

- The Committee shall appoint **principal contacts** for key international organizations and programs.
- The Secretary shall act as the formal liaison for all established relationships to ensure consistent communication and institutional memory.

6.2 Collaboration Proposal Process

When a collaboration opportunity is identified, the Committee shall:

1. Prepare a proposal for the Board that includes:
 - Project scope and objectives
 - Alignment with SETAC mission
 - Estimated costs and benefits
 - Risk assessment
 - Required resources
 - Timeline and deliverables
2. If the collaboration requires the establishment of an expert panel, the committee should draw on members expertise as appropriate and recruit experts by means of an open call for candidates.
3. Engage in the collaboration according the project proposal and budget as approved by the Board.

6.3 Scientific Output Process

When a need for a Technical Issue Paper, Science Brief, or fact sheet is identified, the Committee shall:

1. Identify relevant experts and authors.
2. Prepare a project proposal for the Board, including:
 - Topic description and relevance
 - Proposed authors and contributors
 - Timeline and deliverables
 - Review and approval process for scientific quality and branding

6.4 Review of Ongoing Collaborations

- The Committee shall periodically review active collaborations to assess:
 - Relevance to SETAC mission
 - Level of activity and engagement
 - Outcomes and benefits
- The Committee shall provide progress reports to the Board at least annually or as requested.

7 Reporting

The Committee shall provide the Board with:

- Regular updates on collaboration opportunities and activities;
- Annual progress reports;

- Final reports for completed collaborations, including outcomes and lessons learned.

8 Records and Documentation

The Committee shall maintain records including:

- Meeting minutes and attendance logs
- Collaboration proposals and approvals
- Reports submitted to the Board
- Communications with external organizations
- Project deliverables and final outcomes

Records shall be retained in accordance with SETAC’s records management policies.

9 Review and Revision

This SOP shall be reviewed **annually**, or as needed, to ensure continued relevance and alignment with SETAC’s mission and organizational structure. Revisions shall be approved by the Board.

10 Document Control

Version	Date	Description	Approved	Ratified
1.0	22 January 2026	Initial release	SBM 2026-01	SBM2026-02