



TOAR-II Steering Committee Terms of Reference

Authored by the TOAR-II Steering Committee, February 23, 2022

TOAR-II is an open, community-driven Activity of the International Global Atmospheric Chemistry Project (IGAC), which nevertheless also has clear goals with respect to producing a second “Tropospheric Ozone Assessment Report”. It is therefore the primary role of the TOAR-II Steering Committee (SC) to accompany and steer the community-building and to organize the TOAR-II activities towards this objective. To ensure smooth operations of the SC and avoid conflicts, the TOAR-II SC has adopted the following guidelines to govern its work:

- 1) The SC has at least eleven members, drawn from the global atmospheric chemistry research community, and selected to provide broad international representation and gender balance. The SC discusses strategies, objectives, and timelines of TOAR-II including all relevant aspects such as scientific and technical working groups, identification of major science questions, organisation of TOAR journal and data publications, organisation of meetings, and dissemination of results.
- 2) SC members will devote time toward the development of the TOAR-II community and common goals of the activity.
- 3) While SC members by definition have some leadership role in TOAR-II, this doesn't mean that they automatically take the lead in all TOAR-II working groups or on TOAR-II publications. The working groups and author teams are formed from the broad TOAR-II community, and leadership in these activities shall be decided upon in a democratic process.
- 4) For each TOAR-II activity, one SC member will be involved and take responsibility to ensure that this activity remains in line with general TOAR-II goals and with decisions of the SC; for example through regular reporting at SC meetings.
- 5) If an SC member is leading a TOAR-II activity, she or he will abstain from any vote related to this activity.
- 6) The SC will always try to resolve conflicts in web meetings or other discussions. There are no formal voting procedures, except if a conflict cannot be resolved and it is necessary to reach a decision. In such cases, an absolute majority of SC members (e.g. 6 votes out of 11 members) is needed to reach a decision. Email voting is possible. If it is not feasible to reach an absolute majority within 3 days after discussion of the issue, a simple majority suffices.

- 7) SC members are expected to serve during the full time of their nomination. Normally, change of membership will proceed by mid-term rotation according to the IGAC practice. Towards the end of TOAR-II an open search for new SC members shall be conducted.
 - a) Should a member have to be replaced before her/his term ends, the SC will first discuss potential replacement candidates from the last open search candidate list. If no decision can be reached, a new open search for candidates will be launched.
 - b) If the need arises to replace an acting chair or co-chair, the SC will first consider to appoint acting SC members as chair or co-chair and fill the opening seat according to the procedures in a). Should the SC prefer to nominate an outside person as new chair or co-chair, an open search shall be conducted.
 - c) In the unlikely case that the majority of the SC sees a need to replace an acting SC member, a majority vote of at least 8 SC members including both co-chairs is needed.
- 8) SC members will not accept any gifts from TOAR members, to avoid any potential conflict of interest.