

## Application Procedures for TOAR-II Working Groups

Authored by the TOAR-II Steering Committee, July 31, 2020

**Summary:** The second phase of IGAC's Tropospheric Ozone Assessment Report (TOAR-II) was initiated on February 1, 2020 (<https://igacproject.org/activities/TOAR/TOAR-II>). The scope of the Activity and its publication procedures are defined in the *TOAR-II Scope* document on the [TOAR-II website](#). The TOAR-II assessment will be based on the results from Focus Working Groups and other contributions to an open Community Special Issue. TOAR-II working groups (WGs) shall be established by the scientific community and they will form the backbone of TOAR-II data analyses and synthesis of scientific discoveries. WGs operate under the guidelines described in the *TOAR-II Working Group Guidelines* document (available on the [TOAR-II website](#)). This document describes the procedures for establishing new TOAR-II WGs, including the application and review process.

**Definition:** TOAR-II working groups (WGs) consist of at least six scientists from a minimum of three countries and their primary goal is to synthesize, conduct and/or support the science that will be in the TOAR-II assessment (referred to as Focus Working Groups). As TOAR-II evolves, the TOAR-II SC may issue an invitation to individual WGs to prepare specific parts of the assessment, i.e. one of the core assessment papers. This may involve a re-organisation of the WG in close coordination with the TOAR-II SC. After this transition, the Focus WG will be called an Assessment WG. It is also possible that WGs can be merged or re-focused during this procedure. For details see the *TOAR-II Working Group Guidelines* document (available on the [TOAR-II website](#)).

### Procedure for establishing new TOAR-II WGs

Applications for a TOAR-II WG can be sent by email and should contain:

- Names and contact information of 1-3 WG co-leads
- (if available) Name(s) and contact information of at least one SC member to act as liaison between the WG and the SC
- Objectives of the WG (approximately 10 lines)
- Expected outcomes of the WG (bullet list)
- Proposed timeline with contributions to the assessment
- Confirmation that WG participation is voluntary and that no funding is provided by TOAR-II

An example application can be found on the webpage of the [Satellite Ozone Working Group](#).

Proposals should be sent to the TOAR-II co-chairs (see <https://igacproject.org/activities/TOAR/TOAR-II>).

The SC will review proposals. WG leads may be invited to participate in an SC meeting for discussion of the proposal. SC voting on the WG proposal will occur during the meeting or via online poll.

Once a WG is approved by the SC, a WG description will be published on the TOAR-II web site. The WG is then expected to operate according to the *TOAR-II Working Group Guidelines* document (available on the [TOAR-II website](#)).