TOAR-III Steering Committee Terms of Reference

Authored by the provisional TOAR-III Steering Committee, February 25, 2026

TOAR-III is an open, community-driven Activity of the International Global Atmospheric Chemistry Project (IGAC), which also has clear goals for producing a third "Tropospheric Ozone Assessment Report". It is therefore the primary role of the TOAR-III Steering Committee (SC) to accompany and steer the community-building and to organize the TOAR-III activities towards this objective. To ensure smooth operations of the SC and avoid conflicts, the TOAR-III 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 the strategies, objectives, and timelines of TOAR-III, including all relevant aspects such as scientific and technical working groups, identification of major science questions, organization of TOAR journal and data publications, organization of meetings, and dissemination of results.
2) SC members will devote time to developing the TOAR-III community and the common goals of the activity.
3) While SC members, by definition, have some leadership role in TOAR-III, this doesn't mean that they automatically take the lead in all TOAR-III focus Working Groups or on TOAR-III publications. The working groups and author teams are formed from the broad TOAR-III community, and leadership for these activities shall be determined through a democratic process.
4) For each TOAR-III activity, one SC member will be involved and will take responsibility for ensuring that the activity remains in line with general TOAR-III goals and SC decisions; for example, through regular reporting at SC meetings.
5) If an SC member is leading a TOAR-III 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 when a conflict cannot be resolved and a decision is necessary. In such cases, an absolute majority of SC members (e.g., 6 votes out of 11 members) is required 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, a change of membership will proceed by mid-term rotation, according to IGAC practice. Towards the end of TOAR-III, 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 gifts from TOAR members to avoid potential conflicts of interest.