

IUGS AD-HOC REVIEW COMMITTEE (ARC)

TERMS OF REFERENCE

Rationale

Following Recommendation 10 by the IUGS Strategic Planning Committee (2000), the performance of all IUGS scientific bodies, including Commissions, Committees and Working Groups, shall be reviewed periodically. To this end the IUGS Executive Committee in its Strategic Action Plan (April 2001) established the system of Ad-hoc Review Committees (ARC), the primary role of which is to review the activities of these scientific bodies. This shall be done on the basis of the IUGS Statutes, Byelaws and Rules for Commissions, Working Groups and Projects.

The Committee shall be appointed and operate under the following conditions:

- a. Membership:** The Committee shall consist of a maximum of five (5) persons, including up to two (2) members from the Executive Committee. The external experts should be eminent geoscientists in the field covered by the body to be reviewed. To identify such expert's suggestions may be solicited from Adhering and Affiliated Organizations. Every ARC will thus have a different composition and shall have a designated Chairperson and Secretary.
- b. Membership appointment:** The IUGS Executive Committee shall develop a programme of reviews covering all groups. An ARC will be established by the IUGS Executive Committee at least 6 months prior to the planned review activity. All Committee members shall be from active IUGS member countries.
- c. Operations:** The ARC will meet physically with officers from the group to be reviewed which will produce and distribute to the ARC members the relevant documents as outlined in the Rules for Commissions, Working Groups and Projects, at least six (6) weeks prior to that meeting.
- d. Reporting:** Within six (6) weeks after the review the ARC secretary will produce a report. This report will be distributed among the ARC members and, after approval, be submitted to the President of the Union through the Permanent Secretariat, with a copy to be forwarded to the group being reviewed. The Group being reviewed has the right to forward comments to the Executive Committee through the IUGS Secretariat, within six (6) weeks from the date that the Secretariat has distributed the ARC report. The Secretariat will then distribute the report and comments received to the all members of the Executive Committee for consideration and electronic discussion (by e-mail). Subsequently, the report will be tabled for review at the next meeting of the Executive Committee, which will formulate conclusions and recommendations.
- e. Financial aspects:** IUGS will cover travel, accommodation and per diem costs for those members of the ARC who would need such assistance in order to attend the meeting.