



PACIFIC SCIENCE ASSOCIATION

1525 BERNICE STREET • HONOLULU, HI 96817 • USA
TEL. (808) 848-4124 • FAX (808) 847-8252
INFO@PACIFICSCIENCE.ORG • WWW.PACIFICSCIENCE.ORG

Guidelines for Proposing PSA Working Groups **Revised February 2010**

As stipulated in the Statutes of the Pacific Science Association, the Council authorizes its Scientific Working Groups (formerly the Scientific Task Forces and Scientific Committees) at PSA Congresses every four years. This document provides guidelines for those wishing to propose new Working Groups or those seeking renewal of authorization for Working Groups that have been authorized in the past.

Proposals will be reviewed by the PSA Council meeting during the 22nd Pacific Science Congress in Kuala Lumpur, Malaysia 13-17 June, 2011. Proposals should be submitted to the PSA Secretariat Office by e-mail no later than May 1, 2011 (a reminder will be sent early in 2011). As Scientific Working Groups are dissolved every four years at PSA Council meetings and need to be reauthorized, the approved Working Groups will be authorized for the period from 2011-2115. The Executive Board will review the reports prior to the Council meetings. Where appropriate scientific specialization is lacking on the Board the Board will ask for an evaluation by independent experts. The Working Groups will also undergo a progress review at the 2013 Inter-Congress.

The PSA Council seeks proposals for Working Groups that:

- Focus on topics of importance in the Pacific region;
- Are regional in focus and involve extensive regional collaboration;
- Serve the mission and vision of the PSA;
- Propose activities that may include but also go beyond organizing sessions/meetings at PSA Congresses and Inter-Congresses;
- Address issues in which PSA has a unique leadership role;
- Link to other relevant national/regional institutions;
- Contribute to the development of the next generation of researchers in the region; and
- Have the potential to generate impact on the quality of research in the region, the development of government policy, the public's awareness of science and the quality of life and the environment in the region.

Proposal Content:

Proposals should conform to the following outline:

1. ***Title and scientific scope.*** What is the focus of the proposed Working Group and what scientific disciplines will be involved? Does it encourage interdisciplinary collaboration? What are the major research and/or societal issues that will be addressed?



PACIFIC SCIENCE ASSOCIATION

1525 BERNICE STREET • HONOLULU, HI 96817 • USA
TEL. (808) 848-4124 • FAX (808) 847-8252
INFO@PACIFICSCIENCE.ORG • WWW.PACIFICSCIENCE.ORG

2. **Relevance to the PSA's mission.** Why is the PSA the most appropriate organization for conducting the proposed activity? What aspect of the PSA's mission/history/network make it the most suitable parent organization for the proposed Working Group?
3. **Leadership and management.** Who will lead the proposed Working Group and what are their scientific and organizational qualifications? Please note that the PSA encourages international co-leadership of Working Groups. What support will be needed to achieve the goals of the Working Group? What experience do they have in leading similar initiatives and in raising the necessary funds?
4. **Participants.** Which research institutions, researchers and other organizations will be involved in the proposed Working Group? How will students and young scientists be engaged in this activity?
5. **Proposed activities.** What specific activities will the Working Group conduct (e.g., research projects, fieldwork, workshops, technical sessions at PSA Congresses or Inter-Congresses or at other scientific meetings)? What are the milestones and timeline for these activities during the four-year period for which PSA's authorization is being requested?
6. **Deliverables.** What are the tangible outputs that the proposed Working Group will produce (e.g., publications, public databases, websites, conference proceedings, policy recommendations, new research capabilities, trained professionals)? What is the timeline for producing these deliverables?
7. **Audience.** Who are the principal beneficiaries of the proposed activities and deliverables? Will they provide benefit primarily to the Pacific or global research community, government policy-makers of the region, the next generation of research scientists, the general public, or a combination of the above?
8. **Communications plan.** How will the results of the proposed activities be transmitted to the target audiences? What costs are involved?
9. **Anticipated impact.** What impact will the proposed Working Group have on these audiences? What indicators of this impact can be monitored and evaluated?
10. **Long-term plans.** Do the proposers envision this as a four-year activity or do they intend to request renewal of authorization in 2015? What longer-term activities does the Working Group entail?

Criteria for Evaluation:

The PSA Council will evaluate the following aspects of the proposed Working Group:

- A. **Relevance to the PSA.** Is the PSA a suitable sponsor, and will the proposed activity serve the PSA's mission? Does the Working Group plan to disseminate results through PSA meetings, websites, and publications such as *Pacific Science*?
- B. **Management and Leadership.** Does the proposal articulate a clear plan with tangible deliverables and a realistic timeline?



PACIFIC SCIENCE ASSOCIATION

1525 BERNICE STREET • HONOLULU, HI 96817 • USA
TEL. (808) 848-4124 • FAX (808) 847-8252
INFO@PACIFICSCIENCE.ORG • WWW.PACIFICSCIENCE.ORG

- C. *Potential Impact.*** Is the proposed Working Group likely to produce significant impact on an important audience? Does the proposed Working Group have an adequate plan for communicating its results or other researchers (e.g. through publications, presentations, and/or public databases), policy-makers, students, and/or the general public?
- D. *Composition.*** Does the Working Group include or envision including researchers from different countries, different disciplines and at different stages of their careers?

Action

Keeping in mind the importance of focusing on critical regional issues that support the mission and vision of the PSA, the Executive Board will:

- Approve the continuation of existing Working Groups until 2015 where the Criteria are clearly met;
- Approve newly proposed Working Groups until 2015 where the Criteria are clearly met;
- Recommend that existing Working Groups that do not meet the Criteria be dissolved; or
- Recommend that existing Working Groups that satisfy the majority of the Criteria but are weak in one area be reviewed at the Inter-Congress in 2013 with a view to dissolution in 2015.

These guidelines were prepared by Dr. David Schindel (Smithsonian Institution and U.S. Delegate to the Pacific Science Council in Tahiti) and Dr. Nancy Lewis (East-West Center and PSA Vice-President).