

Terms of Reference for the W2W Science Advisory Board

Final version – 22 January 2020

Objectives

The Science Advisory Board (SAB and “the Board”) of the Waves to Weather (W2W) project comprises subject matter experts on components of the theme of atmospheric dynamics and predictability. The SAB has multiple objectives, all of which are intended to support scientific excellence in the W2W project.

- Provide an external assessment of the progress of research, focusing on demonstrated scientific advances, opportunities for scientific breakthroughs, and the links across disciplines and institutions that are made possible by the W2W consortium.
- Maintain the visibility of W2W science at the international level through the development of links between W2W and the broader international community.
- Regularly assess the progress of the research projects that make up W2W, highlighting cases in which collaborative efforts are particularly successful or unsuccessful at yielding scientific results.
- Ensure that the project remains focused on grand objectives that are based on foundational science and have the potential to lead to important breakthroughs in the field.
- Assist with the identification of W2W legacies, such as faculty positions, shared infrastructure and long-term collaborations at the national and international level.

Composition

There is no rigid composition of the SAB, although recommended membership includes a Chair and one SAB member with significant expertise in each of the Research Areas. This implies at least a four-member SAB, although additional members may be invited to serve on the Board to help it to fulfill its objectives. There is no quorum for SAB meetings, although the Chair should be present to record discussions as per his/her responsibilities (see below). The SAB may seek input from additional experts, most likely in the form of suggestions contributed by the invited keynote speakers at the W2W Annual Meeting.

Responsibilities

SAB Members

- Attend (attendance is understood to be either in-person or virtual hereafter) the W2W Annual Meeting (1 per year).
- Attend the relevant Research Area meeting (1 per year).
- Provide the SAB Chair with brief feedback (if necessary) on issues arising at the Research Area meeting, with a particular emphasis on high-priority and short-term problems and opportunities.
- Assist with the preparation of the annual SAB report.

SAB Chair

- Schedule, chair and record the proceedings of SAB meetings (up to 2 per year).

- Maintain communication between the SAB and the W2W Steering Group.
- Attend the W2W Annual Meeting.
- Gather any feedback from SAB Members following Research Area meetings, and convey this information to the W2W Steering Group.
- Present a brief overview of SAB feedback to all W2W at the Annual Meeting.
- Prepare the annual SAB report, in collaboration with all SAB members.
- Report to the W2W Steering Group to review the annual SAB report on request.

Schedules and Timelines

One month prior to the Annual Meeting. The SAB receives updated information from W2W about:

- The contents of the lump sum fund
- The number of W2W publications, including subsets that involve multiple W2W Research Areas, multiple W2W projects, multiple W2W institutions, and external collaborators
- Any empty positions in W2W projects
- Equity across W2W positions

Four weeks after the Annual Meeting. The SAB provides the Steering Group with a brief annual report (2-4 pages), containing information related to the SAB objectives (see above).

Twelve weeks after the Annual Meeting. The W2W Steering Group provides the SAB with a response to the SAB annual report, describing whether and how any recommendations in the report will be implemented.

Four weeks after the final Research Area Meeting. The SAB provides the Steering Group with a brief interim update (1 page), containing information related to SAB objectives (see above). No formal feedback from W2W Steering Group is required in response to this update.