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Federal Department of Home Affairs FDHA  
**Federal Office of Meteorology and Climatology MeteoSwiss**

**MeteoSwiss**

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# **Terms of Reference of the Swiss GAW/GCOS Scientific Steering Committee (SSC)**



Swiss GAW/GCOS Office



The Terms of References (hereafter “ToRs”) for the Swiss GAW/GCOS Scientific Steering Committee (hereafter “SSC”) are effective from the date of adoption by the Management Board of MeteoSwiss. The ToRs are reviewed every four years. Changes to the ToRs require the approval of the Management Board of MeteoSwiss.

## 1 Role and Purpose

The SSC is a permanent body. It is the scientific steering body for the activities under the GAW-CH Programme and the GCOS Switzerland Programme, hereafter referred to as “Programmes”.

The SSC is independent of the operational tasks of MeteoSwiss and is supported by the Swiss GAW/GCOS Office at MeteoSwiss, which serves as its secretariat (→ Annex I).

The SSC interacts with the GAW-CH and GCOS Switzerland partner institutions through its participation in the national programme meetings (e.g. GAW-CH Landesausschuss, GCOS Switzerland Roundtable).

The SSC has the following tasks:

- **Provide guidance** concerning the national implementation of the Programmes, i.e. through the definition of a strategy for their national implementation based on the international programmes;
- **Monitor, and regularly review** the progress made in the implementation of the respective strategy and decide on its further development;
- **Advise the Management Board of MeteoSwiss** in the awarding of subsidy agreements related to
  1. the **monitoring** of all climate system variables deemed relevant for the Programmes;
  2. The **central facilities** operated by national institutions as a contribution to GAW and/or GCOS, e.g. international data and calibration centers;
  3. **Science projects** following recurring calls for proposals in support of the implementation of the Programmes;
- Take into account **new and emerging** atmospheric and climate system science and technologies in support of the Programmes;
- As appropriate, make **high-level recommendations** to the attention of key decision makers concerning the evolution of the Programmes, in particular their scope and the use of the financial resources;
- **Promote** the implementation of the Programmes with other national and international activities, seeking synergies and avoiding duplications.

The SSC is committed to take decisions in consensus. In case consensus cannot be reached, a simple majority is needed. If necessary, decisions can also be taken by correspondence. Decisions are taken in consultation with MeteoSwiss.

## 2 Membership

Candidates declare their membership following an invitation from MeteoSwiss. Through its selection of members, MeteoSwiss ensures that the SSC is well balanced regionally, institutionally, and in terms of gender, and representative of relevant communities, e.g., atmospheric and terrestrial science, climate modelling, international perspective, and the emerging measurement technologies.

The SSC is composed of a maximum of seven members, each of whom is independent in his or her role in the committee and does not represent his or her own institution. In the case of a conflict of interest or a perceived conflict of interest, the procedure as outlined in document “Declaration on potential Conflicts of Interest by the Members of the Swiss GAW/GCOS Scientific Steering Committee (SSC)” (→ Annex II) applies.

One member is designated by the SSC to serve as its Chairperson. The Chair serves for a four-year term (see “Term” below) and may declare interest in serving for one additional four-year term.

At least one member is designated by the SSC to participate in the national programme meetings (e.g., Landesausschuss, National GCOS Switzerland Roundtable).

Members are compensated with a lump sum<sup>1</sup> per meeting in addition to expenses for travel.

Observers (without the right to vote) may be invited to the SSC meetings as deemed necessary by the SSC. The MeteoSwiss Management Board has a permanent observer status and may designate a representative to the meetings of the SSC.

## 3 Term

Members serve the SSC for a four-year term. Members may declare interest in serving for one additional four-year term.

## 4 Meetings

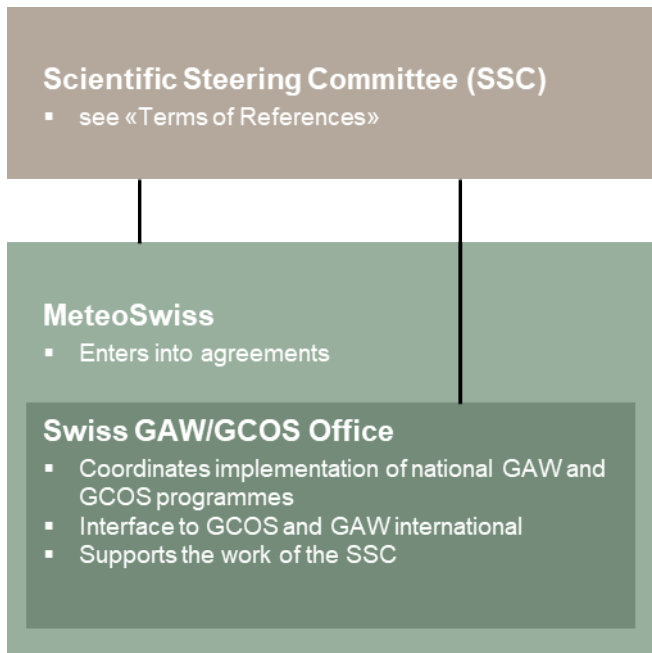
The meetings of the SSC are convened by MeteoSwiss. Meetings are held twice a year, or on-demand if required by the Chair of the SSC.

In-camera sessions can be called by the Chair of the SSC.

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<sup>1</sup> Guideline is Annex 2 to the federal regulation SR 172.010.1

## Annex I: Organigram



# Annex II: Declaration on potential Conflicts of Interest by the Members of the Swiss GAW/GCOS Scientific Steering Committee

According to its Terms of Reference, a responsibility of the Swiss GAW/GCOS Scientific Steering Committee (hereafter “SSC”) is to advise MeteoSwiss in the awarding of subsidy agreements. Thereby the SSC is responsible for the scientific assessment of submitted proposals. A directive for the SSC members to address potential Conflicts of Interest (hereafter “Col”) in regards to this assessment is provided in the following.

A Conflict of Interest (Col) exists, or may be perceived, in any situation in which a member of the SSC has an outside interest that might affect, or appear to affect, the neutrality of her/his work as a committee member.

The following circumstances are considered a Col (non-exhaustive list):

- An SSC member has provided guidance to an applicant concerning, e.g., the scope of the proposal, the composition of a consortium, the requested funding, etc;
- An SSC member has a direct organizational or financial relationship with an applicant;
- An SSC member is actively involved in another research project with the applicant or in a project in direct competition with the proposed project;
- A SSC member belongs to the immediate family, is in a relationship or lives in the same household with an applicant.

The following circumstances are not *a priori* considered a Col, but shall be declared by the SSC members (non-exhaustive list):

- A SSC member was consulted by an applicant concerning the formalities of the submission of the proposal;
- A SSC member works in the same institution but in a different organizational unit as an applicant;
- A SSC member has been involved with an applicant in an earlier research project;
- A SSC member has a professional relationship with an applicant, e.g., co-members of another steering committee or advisory body

In these cases, it is in the competence of the chair, in consultation with the SSC members that are not concerned, to decide whether a Col exists. The concerned member shall then act accordingly.

## Declaration and Handling of Conflict of Interest

Prior to discussing the evaluation of proposals, Col shall be declared by each member of the SSC. A SSC member concerned by a Col may provide information about the proposal, but must abstain from voting and leave the room when the final decision is taken. She/he will be informed on the final decision afterwards. If the SSC chair declares a Col, the vice chair acts on her/his behalf when the final decision is taken.

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