

InterRidge – Terms of Reference

IR Steering Committee membership

Host country's representation on the steering committee: (2004)

The host country may have two steering committee members as well as the chair on the steering committee. The chair only votes when there is a tie.

Duration of office of steering committee members: (2004)

Different countries have different circumstances with regard to the national participation in ridge-related activities etc. For nations that do not have large ridge research groups, it can be difficult to have a 4-year rotation of steering committee members. IR therefore recommends that steering committee members are rotated regularly, the ideal would be every 4 years, but the nations themselves will decide on the timing of this.

IR previous chair: (2004)

The previous chair should stay on the steering committee for an additional year, as part of a handover phase so that there is continuity and a smooth transition between changing office locations. Past chairs should be encouraged to attend the first steering committee meeting after the new chair has taken over for this reason.

Status of working group chairs on the steering committee: (2004)

Working group chairs will be invited to steering committee meetings, however will not be able to vote. The steering committee decided to refrain from using the term "ad hoc".

Added clarification, StComm meeting 2010

- Each country will make representations to the IR Office concerning new/replacement StComm members.
 - 50% is the quorum for StComm decision-making.
 - StComm meetings will be held in countries with paid-up members.
 - Using a metric of reasonableness, one StComm member from principal member countries may carry two votes.
-

Funding issues

Membership dues: (2004)

The steering committee should reassess the dues approximately every 5 years to keep up with inflation. Currently the associate membership fee will remain at US\$5K, however in the future the committee may consider this as entrance level dues that increase to US\$10K after 3 years of associate member status.

Funding of IR workshops: (2010)

The IR office will support IR workshops with up to US\$10,000, however the workshop convenors will be requested to only draw on this money if it is really necessary. This will allow more workshops to be funded in countries that do not have large budgets for this type of activity.

Working Groups

The terms of reference of the WG: (2006)

A general feeling was that a WG should organise an international workshop; if the product of this workshop is a clear program plan that needs further IR support then IR should offer it, but if the outcome is that national programs are dealing with the scientific problems on their own then the WG should be disbanded. After extensive discussion, the following generic plan for how a WG should operate was formulated:

1. A group of up to 10 international proponents submit a proposal to IR for the formation of a WG.
2. This proposal is considered by the StComm. If accepted, IR provides US\$2.000 "leverage money" to help these max. 10 people meet, possibly flanking another major congress. The aim of the meeting is for these proponents to finalise a plan for a workshop or cruise coordination.
3. The workshop/coordination plan is submitted to IR StComm. If accepted, US\$3.000 is given if necessary for workshop support/leverage or further cruise planning.

The workshop may have two end-member outcomes - either it produces a clear plan for how IR can help push forward science through a coordinated effort or it concludes that national programs are dealing with the burning issues at present and so IR involvement is not absolutely necessary at the time. The former outcome could lead to a proposal to IR to continue the WG, the latter outcome leads to the WG disbanding.

Added clarification, StComm meeting 2010

- A minimum 70% of the WG Organising Committee should be clearly identified in the proposal.
- WG membership should cover a range of disciplines, countries and gender.

Added clarification, St Comm meeting 2011

Criteria for spending IR funds at workshops/conferences

Overarching goal - to use the funds to advance IR goals.

"InterRidge promotes interdisciplinary, international studies of oceanic spreading centers by creating a global research community, planning and coordinating new science programs that no single nation can achieve alone, exchanging scientific information, and sharing new technologies and facilities. InterRidge is dedicated to reaching out to the public, scientists and governments, and to providing a unified voice for ocean ridge researchers worldwide."

Meeting costs

- Cover any facility rental costs (although encourage home institutions to provide these free of charge),
- Cover costs for coffee breaks (to enable informal discussions),
- Cover local logistics (bus transport hotel to conference location, for example),
- Cover costs for local assistance by students (for registration, help with audiovisual equipment during sessions etc.).

- Subsidizing of workshop dinner (i.e. attendees have to make some sort of contribution but IR covers some cost) could also be acceptable as it encourages networking, especially for the younger colleagues.
- Subsidizing of fieldtrips also encourages networking.

Support for attendees

The selection process needs to be fair. In principle, funding students, post-docs etc, is the best way to utilize our funds in terms of travel and accommodations.

Template for workshop proposers

The StComm requests that in the workshop proposal, the organisers explain:

How much of the budget will go on support?	
How will the chance for support be advertised?	
What information is required from the applicant?	
How will the decisions be made?	

Convenors are encouraged to plan well in advance for a successful meeting.

IR/ISA Fellowships

Workflow for review and announcement of awards: (2007)

Provide applications to topical reviewers:

Deadline to receive topical reviews:

Applications and topical reviews sent to StCOM for ranks:

Deadline to receive ranks from StCOM:

Compilation of ranks released to StCOM for further discussion if needed:

Final decision consensus:

Announcement to fellows:

Announcement to InterRidge biweekly e-news:

- Although all agreed that the grants could be used for fellows' travel and accommodation, there was no consensus on whether the grants could fund sample analyses. (2008)
- The proposals and reviews will be provided to the InterRidge Steering Committee to rank the proposals. The ranking will be based on several factors (outlined on web page). (2008)
- One reviewer suggested that we should also provide an abstract of the other proposals considered in that discipline, as a means to judge the relative significance and risk of the particular project. One reviewer suggested that the applicant should be required to state in the proposal the extent to which the fellowship funding will support the project, i.e., full or partial support. (2008)
- Obtain two reviews for each proposal (one from a native and the other non-native English speaker). (2009)

ISA Student Fellowship (2008 ISA doc)

- One possibility for this review process is that InterRidge would conduct the review internally and then provide a pool of up to 10 applications for which the Advisory Panel to the ISA Secretariat would approve a subset of 3 for funding by the ISA Endowment Fund; or
- Alternatively, one or several members of the Advisory Panel could participate in the initial review process so that the ISA is involved in evaluating all applicants' proposals. This (these) member(s) would then recommend 3 proposals for approval by the ISA Advisory Panel.
- A means of increasing the number of applications was suggested by increasing the number of IR-supported fellowships to 2. (2009)

Added clarification, StComm meeting 2010

- Funds can be used for sample analysis.
 - All documents – proposal, CV, budget, advisor's letter, sponsor's letter will be sent to reviewers in one document.
 - Abstracts of all proposals will NOT be sent to reviewers, due to mix of disciplines. Reviewers work to an absolute standard.
 - Applicants state that \$5000 award will be sufficient to complete the project.
 - StComm members WILL NOT receive reviewers' names.
 - StComm members WILL receive all documentation.
 - If the number of proposals increases in future, IR office will form a subgroup to identify the best proposals and only these will get sent to StComm for ranking.
-

Student awards: (2004)

IR will give a student award of up to US\$ 500 at each IR theoretical institute/workshop for the best student presentation/poster. Two awards a year will be made, and carried over if necessary. This is seen as a strong motivational action for young ridge researchers.

Translation (2010)

Payment of \$150 per 1000 words will be given for translation of website materials.
