

Analysis, Integration and Modeling of the Earth System (AIMES)

Terms of Service



AIMES SSC Membership Guidelines

AIMES SSC members are representatives of the larger earth system modeling community that have displayed excellence in their field of expertise. They should be aware of the needs of the research community and provide vision and guidance for addressing those needs. In this role, the betterment of the earth system modeling community should be forefront.

- The AIMES SSC consists of 15-20 members;
- AIMES SSC members initially serve a 3-year term, renewable on a yearly basis for up to 3 additional years;
- AIMES SSC co-chairs also serve a 3-year term in staggered rotation;
- The maximum period of service on the SSC is 6 years. The co-chair may sit for one additional year as *ex-officio*;
- A rotation schedule should be established to assure an appropriate flow of committee membership and expertise;
- AIMES SSC members should be highly respected in their field of expertise with due consideration to regional, gender and disciplinary balances. For purposes of determining geographic balance, members will be considered to be from the country in which they are currently employed;
- The co-chairs may invite representatives of other organizations or groups, as well as individuals to serve as liaisons to the AIMES SSC;
- Appointments are normally made for calendar years;

AIMES SSC Responsibilities

- Meet once a year;
- Define the mission and goals of AIMES;
- Provide scientific guidance and oversee the development, planning and implementation of AIMES activities;
- Respond to the needs of the earth system modeling community to facilitate and foster international research collaborations;
- Encourage the promotion and wide awareness of AIMES within relevant scientific communities;
- Solicit financial support when necessary from national governments and regional and international funding agencies for AIMES research and activities;
- Maintain communication over the course of the year with the IPO and co-chairs to advise and oversee the implementation of activities.

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Individual AIMES SSC Member Responsibilities

- Provide the best possible scientific information and guidance relative to their field of expertise as it relates to the mission and goals of AIMES’;
- Provide scientific advice to the co-chairs and IPO on the development and implementation of AIMES activities;
- Represent the scientific interests of AIMES at relevant scientific meetings;
- Maintain communication between the SSC and national, regional and international research communities as relevant;
- Organize, convene and conduct meetings and provide reports to AIMES on such activities;
- Keep the IPO and co-chairs of the SSC fully informed of all significant actions directly or indirectly related to AIMES;
- Assist in securing financial and other support for the execution of AIMES mission and goals.

SSC Nominations and appointment procedure

- AIMES SSC and IPO openly solicits nominations for the new SSC members across the international community;
- AIMES co-chairs and IPO present a short rationale for proposed membership nominations;
- AIMES SSC co-chairs and/or AIMES executive officer contact the nominees to establish that they are willing to serve on the AIMES SSC;
- Provide the following information for each new nominee: field of expertise, year of birth, year of highest degree, affiliation, country of employment, nationality, and gender. A short CV and short list of major publications should also be included;
- Future Earth sends formal appointment letters and Terms of Reference to new members with a copy to the AIMES co-chairs and executive officer once the nominations have been approved.

Procedure for nomination of Co-Chairs

- Co-chairs lead the search for a new co-chair in full consultation with the SSC and Executive Officer;
- Process begins at least a year in advance of the end of term of the current co-chair;
- Nomination of the new co-chair should include the same information required for the nominations of a new SSC member.

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Terms of Reference for the International Project Office (IPO)

The IPO supports AIMES' mission and goals by implementing the day-to-day activities of AIMES under the guidance and leadership of its scientific steering committee and co-chairs. The IPO is currently located at the NASA Goddard Institute for Space Studies at Columbia University.

- Implement the decisions of the SSC and co-chairs on a day-to-day basis;
- Support and coordinate activities of the SSC;
- Organize scientific events, workshops and capacity building activities related to AIMES;
- Aid in fundraising to support AIMES activities and events;
- Create and maintain communications tools (email lists, website calendar, newsletter, website, social media and presentations, etc.) to promote and disseminate AIMES-related activities to the community at large;
- Interact with relevant policy and stakeholder communities and organizations, funding agencies and host institutions;
- Establish ongoing communication with the Future Earth Secretariat and Future Earth governing bodies;
- Archive AIMES documents. Wherever possible, these are made freely available on the AIMES website (<http://www.aimesproject.org>).