



GUIDELINES FOR THE ESTABLISHMENT OF WESTPAC WORKING GROUPS

(Adopted at the WESTPAC-VIII, 10-13 May 2010, Bali, Indonesia)

1. To further shape itself as one unique regional platform for advancing marine scientific research in order to assist Member States in the study, protection and management of their coasts and oceans, the UNESCO/IOC Sub-Commission for the Western Pacific (WESTPAC) would form, every two years, new working groups with a life time of four years or less, aiming to attract leading scientists in the region to deliberate on specifically focused scientific topics, ocean related societal concerns and other international emerging issues which largely require marine scientific inputs. The groups are expected to hold up to one meeting per year over their life time to fulfill their terms of reference and develop a publication for the primary scientific literature, or a project proposal together with a detailed implementation plan, or a concrete action plan to be carried out within the framework of the Sub-Commission.
2. The Sub-Commission considers the proposals for new working groups every two years at its session. No more than three new groups can be funded after being adopted at each session, subject to WESTPAC's extra budgetary situation. The proposals shall be made by individual scientists and submitted, through his/her national focal point(s) of IOC, to the WESTPAC Office around six months prior to each session. Each proposal should contain the background for the focused topic and rationale for the establishment of the WESTPAC working group, Terms of Reference for the group, and recommended members in the group, as well as expected outcomes from this working group.

Background

3. The proposal should provide a clear background on:
 - (i) *Why the proposed topic is important to the society?*
 - (ii) *Why the working group need to be established within the framework of the Sub-Commission and how the work of the proposed working group will contribute to the IOC and its WESTPAC's High Level Objectives and Strategy?*
 - (iii) *What preliminary scientific work has been done at global/regional level, and the relevance and link of the working group with those global/regional programmes and activities.*

Terms of Reference

4. A set of terms of reference should be proposed to specify the main responsibilities of the working group. The terms of reference should be achievable within a four-year even less period, normally using a couple of meetings. It is possible that working groups could plan other activities than the meetings if additional funding could be sought from other sources. Among others, working group must provide written reports to the Sub-Commission each year, particularly upon the request of the WESTPAC Office in advance of WESTPAC sessions for evaluation by the Sub-Commission on whether it merit continuation

Working Group Members

5. Normally the proponent of working group should be the chair of the working group if it is approved and established. The proposed members of the working group should be listed

and a few key words on their expertise should be provided to ensure the proposed Terms of Reference could be met. The working group shall consist of no more than 10 full members and other associate members, taking into full consideration of geographic representation and expertise needed. The meetings of the working group shall be open to all member states of WESTPAC and self-funded scientists shall be welcomed as associate members. Due to budget restriction, WESTPAC is only able to provide USD 6,000--8,000 per meeting to support the travel of full members. To minimize the expenditure, working group is encouraged to arrange their meetings in conjunction with other meetings to share the cost, and the members should try to use alternative sources of funding for some or all of their travel if at all possible.

Expected Outcomes/Product

6. The proposal should specify the outcomes expected from the working group's activities. For each product, information should be given about what form it will take, the timeline for completion. All written products and webpages of the working groups should acknowledge not only the sponsorship of the Sub-Commission, but also financial support from other sources that provide funding for this activity.