



EarthCube Working and Special Interest Groups

EarthCube Leadership Council Document

Approved: February 3, 2015 **Last Updated:** February 25, 2015

Background on EarthCube Working and Special Interest Groups

The *EarthCube Demonstration Governance Charter* (revised 05/21/2014) defines a Working Group (§3.6) as:

3.6 Working Groups

Working Groups serve as ad hoc organizational units created in response to a pressing issue, opportunity, activity, or deliverable related to moving forward EarthCube goals. Working Groups can emerge from the broad EarthCube community, from under the auspices of a Standing Committee, or by direction of the Leadership Council. They can be initiated by any community member, provided they secure a minimum commitment from at least three participants representing at least three separate institutions. Working Groups may bridge more than one Standing Committee, as they can serve as important mechanisms to foster collaboration and resolve issues between Committees.

3.8 Special Interest Groups

Any EarthCube member can create a Special Interest Group focused on any topic relevant to EarthCube. There is no formal review or approval process. Special Interest Groups may request that a page be created on the EarthCube website to explore their topic resources are automatically available to Special Interest Groups necessarily be EarthCube products.

Proposals for EarthCube Working and Special Interest Groups should be submitted on the attached form to rachael.black@azgs.az.gov.

All Working Group (WG) and Special Interest Group (SIG) proposals should include the essential background information required to define their purpose and need, which will be publicly available and comprises the following:

A WG/SIG **title** (that defines context and contains searchable key words)

A **statement of purpose**, outlining the end goal/deliverable (less than 250 words)

The name, affiliation and email address of the WG/SIG **leader** and a list of at least three additional **participants** (name, affiliation, email)

The **operational timeline** (From MMDDYY To MMDDYY)

An indication of whether or not **funds** will be required to support WG/SIG activities (if funds are required Section 2 of the form must also be completed)

For more information on EarthCube Working Groups see the 'Existing Guidelines appendix' to the *EarthCube Demonstration Governance Charter*.



Working Group Typologies

Every working group should have a chair and co-chair, who function as points of contact between the participants and with the Leadership Council and EarthCube Office (Fig. 1), and are responsible for ensuring all the working group's functions and responsibilities (as defined in the working group's proposal) are fulfilled in an efficient and timely manner.

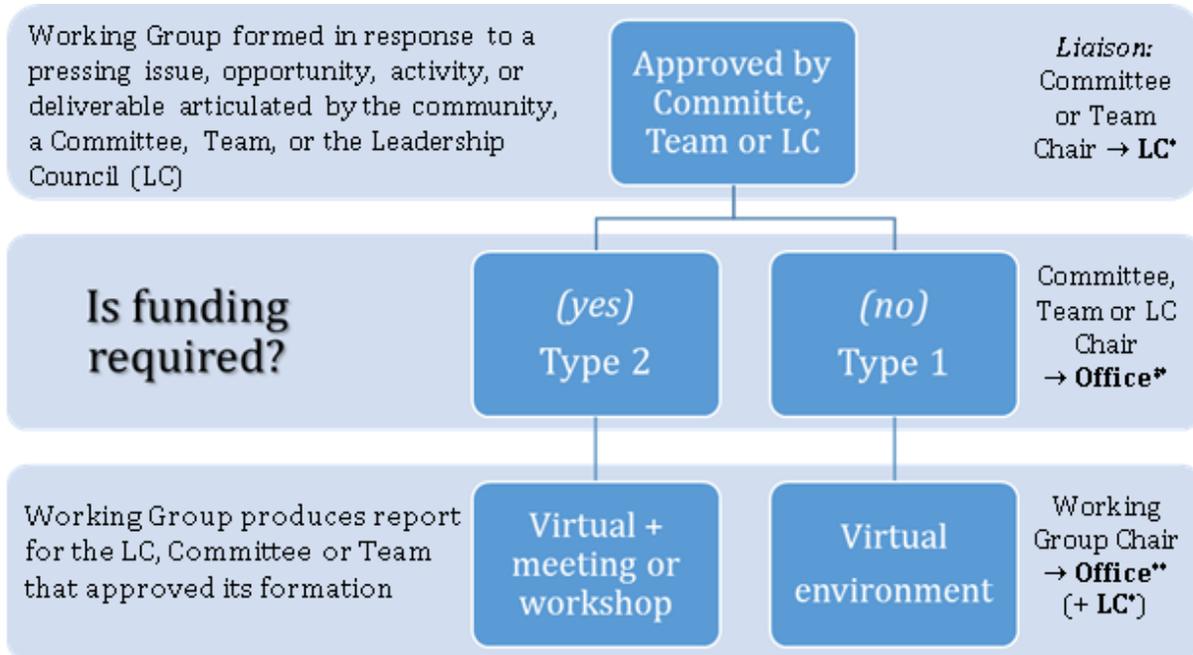


Fig. 1: Tracking Working Group Formation & Activities

As EarthCube demonstration governance evolves a need for two different types of working group has emerged:

Type 1 Working Groups conduct all their business in a virtual environment and only require logistical support from the EarthCube office (*i.e.*, to create workspace on the EarthCube Website; set up WebEx online meetings; *etc.*).

***oversight** (will issue, opportunity, activity, or deliverable advance EarthCube goals; are functions and responsibilities being fulfilled in an efficient and timely manner?).

****provision of support** (budget process; WebEx service; web page and/or workspace; logistics for in-person meeting or workshop).



Type 2 Working Groups additionally require funds (from the Leadership Council, a standing Committee or Team) to hold face-to face meetings or workshops, to allow them to achieve quantifiable outcomes. Type 2 working groups have a fiduciary duty to ensure that all monies requested are accounted for, in accordance with EarthCube's operational practices and the budget justification that was approved prior to their formation. In ordinary circumstances a **minimum of 60 days** advance notice is required for the EarthCube office staff to organize a meeting or workshop (in *exceptional circumstances*, and with the prior approval of the Leadership Council, a meeting or workshop may be proposed with only 45 days advance notice).

Working Group Outcomes

All working groups are expected to deliver a comprehensive written report to the Leadership Council, standing Committee or Team that endorsed its formation. Using a standardized format², these reports are expected, in a concise, uniform style, to merge all participant's views, ideas and perspectives into a single coherent product. Reports will ordinarily will take one of three forms:

Technical papers are documents that describe the process, progress or state of a technical issue that is of import to EarthCube. They may include recommendations on future positions and action items for the All Hands Meeting, the Leadership Council, a standing Committee or Team to consider.

Working papers are preliminary EarthCube documents that develop, articulate and share ideas about an issue, with the intention of eliciting feedback from the EarthCube community in advance of a final documented being submitted for approval by (any or all of): the All Hands Meeting; the Leadership Council; a standing Committee or Team.

Discussion papers are documents which examine current opinion and evidence on a specific EarthCube-related issue. Discussion papers may reflect differing perspectives, but should provide balanced information. They may include recommendations on future positions and, because they are intended to inform discussion, may be amended in response to comment and feedback from the EarthCube community.



² The template should be obtained from the EarthCube office.

EarthCube Working or Special Interest Group Proposal Form

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Section 1: Background Information

1. Working or Special Interest Group title:

2. Statement of Purpose (<2500 characters, *must specify end goal/deliverable*):

3. Founding Members *(A complete list of all participants should be sent to the EarthCube Office within two weeks of the WG/SIG being approved)*

3a. Name, affiliation and email address of WG/SIG chair *(WGs additionally are responsible for nominating a co-chair, please submit this to the Office as well):*

Name

Affiliation

Email Address

3b. Name, affiliation, and email address of at least 2 additional founding participants:

Name

Affiliation

Email Address

Name

Affiliation

Email Address

Name

Affiliation

Email Address

Additional participants (optional)

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4. Operational timeline (From MM/DD/YY To MM/DD/YY):

From: To:

5. Are funds required to support WG/SIG activities? (If YES, please complete *Section 2* below)

NO YES

Section 2: Budget Justification

6. Briefly describe alignment with EarthCube goals and/or Committee/Team priorities:

7. Meeting mechanisms and expected frequency:

8. Expected time commitments and levels of involvement:

9. Risk assessment (what might lead to failure, how to mitigate those risks):

10. Resources available to the working group (*e.g.*, datasets, people, IT, *etc.*):

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11. Requested total budget and brief (<2500 character) budget justification:

12. Host (who will be committed to respond to inquiries about the group):