

## Standing Working Groups Terms of Reference

### Introduction

To enhance the roles of the GLOBE U.S. and Country Partners, as well as GLOBE Scientists and Educators, in shaping the future of the GLOBE Program and supporting the development and implementation of GLOBE worldwide, as well as provide an open forum for community feedback and discussion of programmatic priorities with NASA Headquarters (NASA/HQ) and co-sponsors, four standing Working Groups (WGs) are established for Science, Education, Evaluation, and Technology. The Working Groups are comprised of members of the GLOBE community with relevant expertise who serve on a rotating basis. When appropriate, at-large members may be included to provide additional perspectives. Interim working groups may also be established for specific purposes. See Appendix A for a depiction of the overall GLOBE program structure.

### 1. Purposes

The purposes of the four Working Groups are outlined below followed by a description of the WG structure and operation that are similar across the WG's. The WG's are convened by NASA/HQ with the support of the GLOBE Implementation Office (GIO), except the Technology WG that is also supported by the NASA Goddard Space Flight Center (NASA/GSFC), responsible for the operation of the GLOBE data and information system.

- 1-Sci. Purpose of the Science Working Group  
The purpose of the Science WG is to help ensure that GLOBE is implemented, worldwide, with scientific integrity. The scope includes the GLOBE measurement protocols, instrumentation, student research campaigns, engagement of scientists with GLOBE, student research project competitions, etc.
- 1-Edu. Purpose of the Education Working Group  
The purpose of the Education WG is to help ensure that GLOBE is implemented, worldwide, with sound pedagogy. The scope includes the GLOBE Teachers Guide, formal and informal educator professional development, training modules and certification process, student research project competition, etc.
- 1-Eval. Purpose of the Evaluation Working Group  
The purpose of the Evaluation WG is to guide and assist in the identification or documentation of the effectiveness, impacts or outcomes of the GLOBE Program.
- 1-Tech. Purpose of the Technology Working Group  
The purpose of the Technology Working Group is to guide and assist in the continuing development and improvement of the GLOBE data and information system (DIS). The scope includes the GLOBE website, mobile applications, data entry and visualization, online workshop management, online training and collaboration, etc.

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## 2. Functions

The functions of the WG's are to:

- Seek, compile, and prioritize community feedback and recommend programmatic or technical improvements and enhancements.
- Consider, recommend, guide, or request development of new GLOBE documents or updating of existing documents.
- Develop topical or issue papers or policy briefs when appropriate.
- Review community suggestions, documents, or proposals received by NASA/HQ, GIO, or GLOBE DIS before acceptance or implementation.
- Identify and deliberate on topics, events, or opportunities of interest to GLOBE.
- Share relevant information and knowledge to promote increased and enhanced participation in GLOBE.
- Collaborate and coordinate with other GLOBE WG's as appropriate.
- Act as a conduit for two-way information exchange with the GLOBE community (or respective region) and the specific constituencies (e.g., science, education, technology, etc.).

## 3. Membership

Each WG shall have up to seven (7) members serving on a rotating basis, reflect the diversity and expertise within the GLOBE community, and be representative of the six geographic regions.

Candidacy for serving on a WG will generally go through a nomination process that is open to all GLOBE members; members of the GLOBE community may nominate themselves or be nominated by another member to a WG. The NASA GLOBE Program Manager in consultation with co-sponsors, the GIO Director, and the NASA GLOBE DIS Manager in the case of the Technology WG, shall appoint members of the WGs.

Serving voluntarily without financial compensation, members of the WGs:

- shall have a strong knowledge of the GLOBE Program and the ability to understand and respect diverse points of view;
- shall have the relevant expertise needed by a specific WG;
  1. Expertise for the Science WG  
research experience in one or more of the disciplines in Earth system science, and in working with educators; etc.
  2. Expertise for the Education WG  
professional experience as in-service or pre-service educator in formal and informal education, or as an education administrator; experience in working with scientists and engineers; etc.

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3. Expertise for the Evaluation WG  
knowledge of, and experience with, various evaluation and assessment methodologies; implementing evaluation plans, statistical analysis; creating reports for dissemination, etc.
  4. Expertise for the Technology WG  
knowledge of, or experience with website design; web technology and delivery; mobile applications development; database design, development, and administration; scientific data processing; data display and visualization; education technology; social networking; user analysis; etc.
- are to serve for a standard length **of one to three years**, and may serve two consecutive terms (if nominated and appointed); (Length of member's appointment is determined by NASA.)
  - If an existing member leaves the WG for any reason, NASA and the GIO will identify an ad hoc member to continue the WG business.)
  - are expected to study the topics which come before the WG in order to contribute to their resolution;
  - are expected to participate in no less that 75% of all WG meetings and group activities of the respective WG; and
  - are expected to actively engage with the GLOBE Partners in the region he or she represents.

Each WG should contribute articles or entries to the GLOBE blogs on a regular basis (and no less than two per year. The Chair in consultation with the WG members can decide on the relevant topic and the contributing member.).

NASA may, from time to time, invite observers or experts to join a group on an ad-hoc or continuing basis.

#### 4. Working Group Officers

- Each WG shall have a chair, a vice chair, and a secretary, acting collectively as the leadership or officers of the WG.
- The officers are elected by members of the WG by a simple majority. Members can call for voting to be open or closed.
- Generally speaking, the Chair and the Vice-Chair serve for two years, except initially when one of the two positions is for one year only to facilitate the leadership continuity. The Secretary serves one year with a possible extension of an additional year.
- Officers will be elected at the WGs face-to-face meeting each year. The leadership group shall, with input from the other members as well as NASA and GIO, create the agenda for each meeting.
- The Secretary will work with GIO staff to arrange the electronic meetings and take minutes/notes from the meetings.
- The Secretary shall distribute the agenda, and any associated documents, no later than **one week** before the scheduled meetings.
- The Chair will monitor the work and be responsible for the deliverables of the WG.

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- In addition to being the Chair of an individual WG, the Chair will attend a meeting of all WG Chairs to keep abreast of the work in progress and coordinate with each other as appropriate. This electronic meeting will be held on alternate months to the WG meetings.

## 5. Working Group Operations

- The WGs operate under the purview of The GLOBE Program Manager at NASA. The NASA Program Manager and the GIO Director shall be non-voting, ex-officio members of all the WGs. The NASA GLOBE DIS Manager is also a non-voting, ex-officio member of the Technology WG.
- WGs will meet electronically at least once a month and be supported for a face-to-face meeting once a year, pending availability of funds. The face-to-face meetings will typically be held in conjunction with the annual GLOBE meeting and are open to members of the GLOBE community as observers.
- Electronic meetings will be limited to no longer than two hours.
- Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure (*Robert's Rules of Order*) will be used when a decision is to be recorded and transmitted as a recommendation.
- A quorum will consist of a simple majority of WG members.
- Meeting minutes/notes will be distributed to members of the WGs for review before being added to the GLOBE website.

## 6. Administrative and Technical Support

The GIO will provide administrative and logistical support to the WGs, including arranging electronic meetings (such as conference calls) once the secretary has confirmed the date, contacting technical advisors if requested, supplying appropriate background information that it may possess, and arranging travel for the face-to-face WG meeting.

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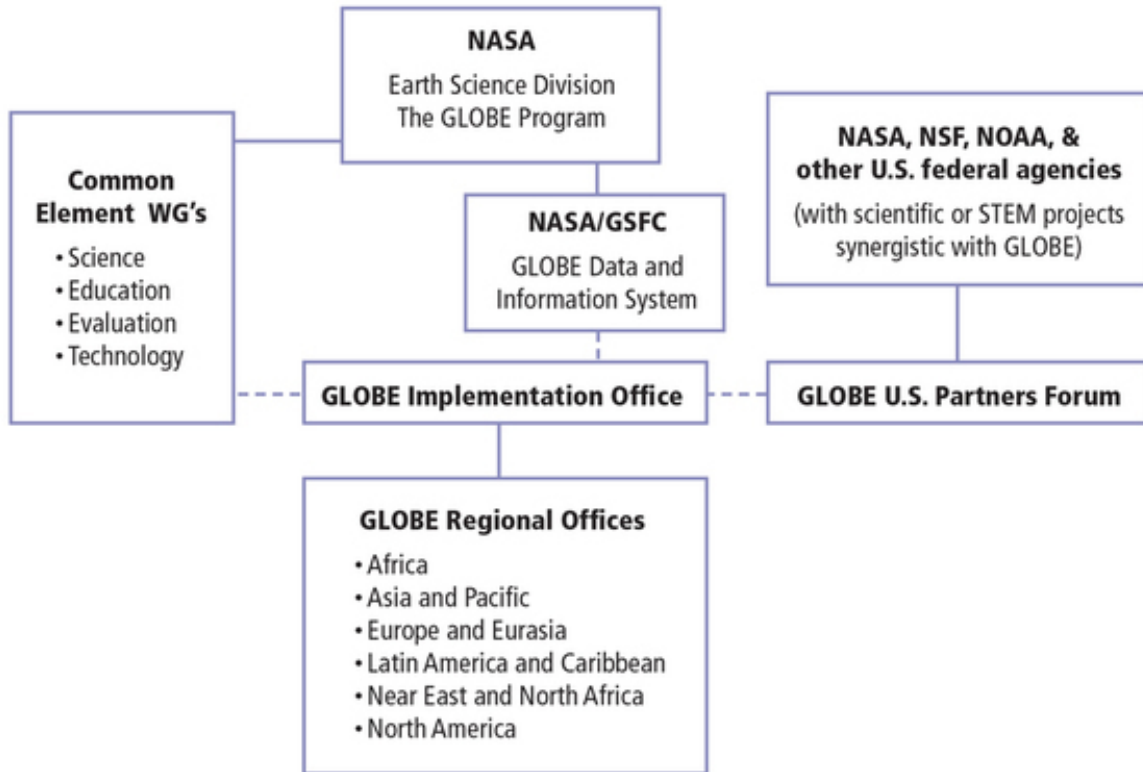
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## Appendix A GLOBE Program Management Structure



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