

# Welcome to ICES



Science for sustainable seas

Last updated: January 2022

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- Information about Expert Groups, membership, workplan, work cycle, decision making, recommendations
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# ICES - AN OVERVIEW



We are an intergovernmental marine science organization. Our mission is to **advance scientific understanding** of marine ecosystems and **provide knowledge** for the **sustainable management** of our seas.

## Geographic scope

- 20 member countries
- Strategic partnerships globally

## A global scientific community

- 2000 active participants annually in around 180 working groups and workshops



# ICES WORK AREAS

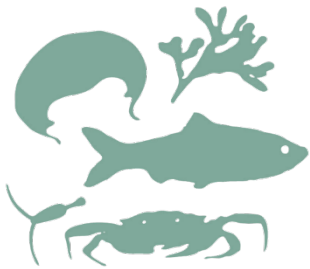
- **SCIENCE**  
Advancing and sharing marine science and facilitating cooperation and research
- **ADVICE**  
Providing impartial, evidence based scientific advice on environmental issues and fisheries management
- **DATA & INFORMATION**  
Custodian and provider of fisheries and environmental data
- **TRAINING**  
Building capacity to support scientific advice
- **COMMUNICATION**  
Communicating science, data and advice



# ICES PRODUCTS AND SERVICES



- Advice on fishing opportunities for around 250 fish stocks
- Advice in response to special requests
- Ecosystem and fisheries overviews
- International peer review
- Data used in science and advisory products
- Science addressing issues of societal importance
- Identification of research needs
- Training
- Publications



Science for sustainable seas

# EXPERT GROUPS - THE ENGINE OF ICES



Most ICES work is accomplished through our network of Expert Groups which address topics spanning all aspects of marine science.

- Expert Groups are established, dissolved and guided by the [Science Committee \(SCICOM\)](#) and [Advisory Committee \(ACOM\)](#)
- SCICOM oversees all aspects of ICES scientific, training and data work while ACOM is responsible for ICES advice
- Interactions between the two Committees and the Expert Groups are facilitated by [Steering Groups](#)



# OUR EXPERT GROUPS

“Expert Group” is a generic term covering both the working group and workshops:

## Working Groups

- Fixed-term working groups set terms of reference for the defined duration of their work (usually 3 years). These groups tend to focus on scientific terms of reference.
- Open-term working groups set terms of reference every year, but continue to meet over many years (often 10 years or more). The basis of most advice is developed by these groups.

## Workshops

- Workshops are usually established for one meeting and set terms of reference for that meeting.



# STEERING GROUPS

Steering Groups guide and support Expert Groups. The Steering Group Chairs and Expert Group Chairs work together to define work plans (Terms of Reference) for Expert Groups, to co-ordinate work plans with other Expert Groups and to ensure they are addressing ICES priorities and advisory requests.

There are seven steering groups (SGs):

- Aquaculture ([ASG](#))
- Ecosystem Observation ([EOSG](#))
- Ecosystem Processes and Dynamics ([EPDSG](#))
- Fisheries Resources Steering Group ([FRSG](#))
- Human Activities, Pressures and Impacts ([HAPISG](#))
- Integrated Ecosystem Assessments ([IEASG](#))
- Data Science and Technology ([DSTSG](#))





# STEERING GROUPS



ICES steering group chairs: working with ICES secretariat to collectively support our expert groups in 2022

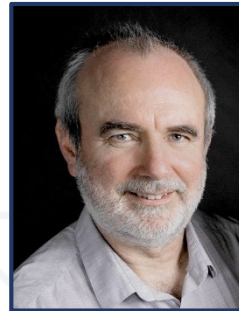
**Ecosystem processes and dynamics**



**Human activities, pressures and impacts**



**Ecosystem observation**



**Data science and technology**



**Fisheries resources**



**Integrated ecosystem assessments**



**Aquaculture**



# HOW DO EXPERT GROUPS FEED INTO THE ADVISORY PROCESS?

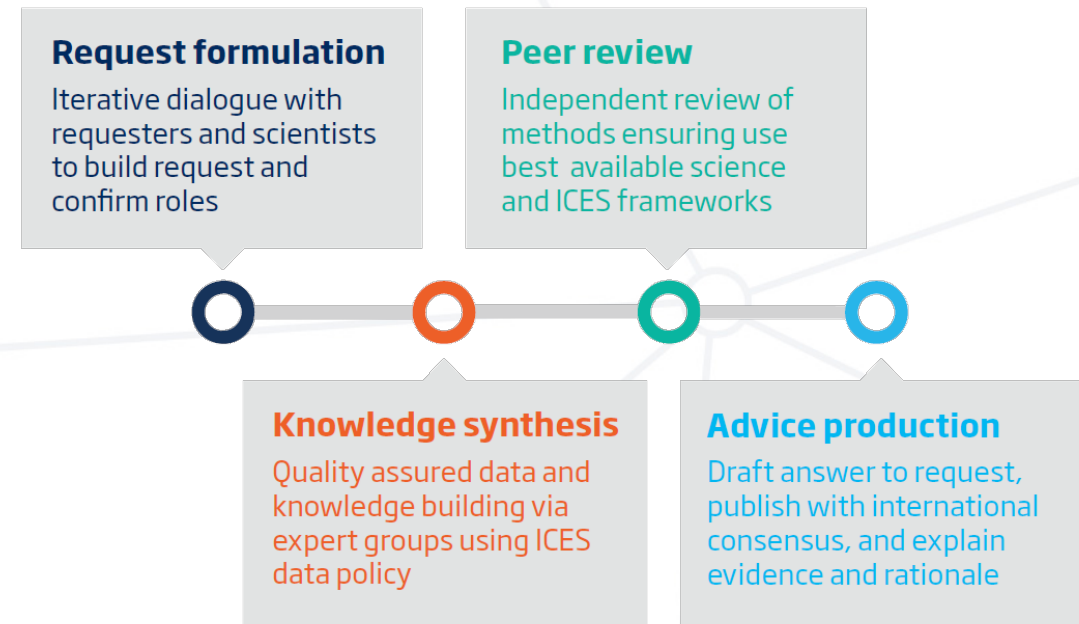
## Directly

- ToR addressing requests for advice are added to EG ToR
- The science basis for the advice prepared by the EG is peer reviewed by independent reviewers. The Expert Groups will normally be asked to prepare the first draft of the advice
- The Expert Group report and first draft of the advice form, together with the reviewers report, the basis of the work of the Advice Drafting Group (ADG)
- Draft advice prepared by the ADG is discussed and finally approved by the Advisory Committee (ACOM)

## Indirectly

- Many Expert Groups contribute indirectly to the advisory work of ICES, e.g. by coordinating data collection and research, processing data, developing and improving methods. The results are picked up directly by Expert Groups contributing to advice or via Benchmark processes.

## Framework of ICES advisory process



# EXPERT GROUP MEMBER ROLES



## Role of the Chair

- Lead the work of the group and submit the report according to the agreed Terms of Reference
- Be a focal point for correspondence with group members
- Reach out for help in case of uncertainties. ICES Secretariat provides help and guidance
- Communicate and promote the work of your group – through the “ICES Scientific Reports”, science highlights, peer reviewed publications and ICES communications
- Prepare Resolutions to define the work of your Expert Group

## Role of the Group Member

- Contribute to the work of the group as defined in the Terms of Reference.
- Come to meetings prepared and ready to contribute.

**In all cases please reach out and ask if there are questions or uncertainties – the Secretariat and Steering Groups are here to support you!**

# HOW DO YOU PLAN YOUR WORK



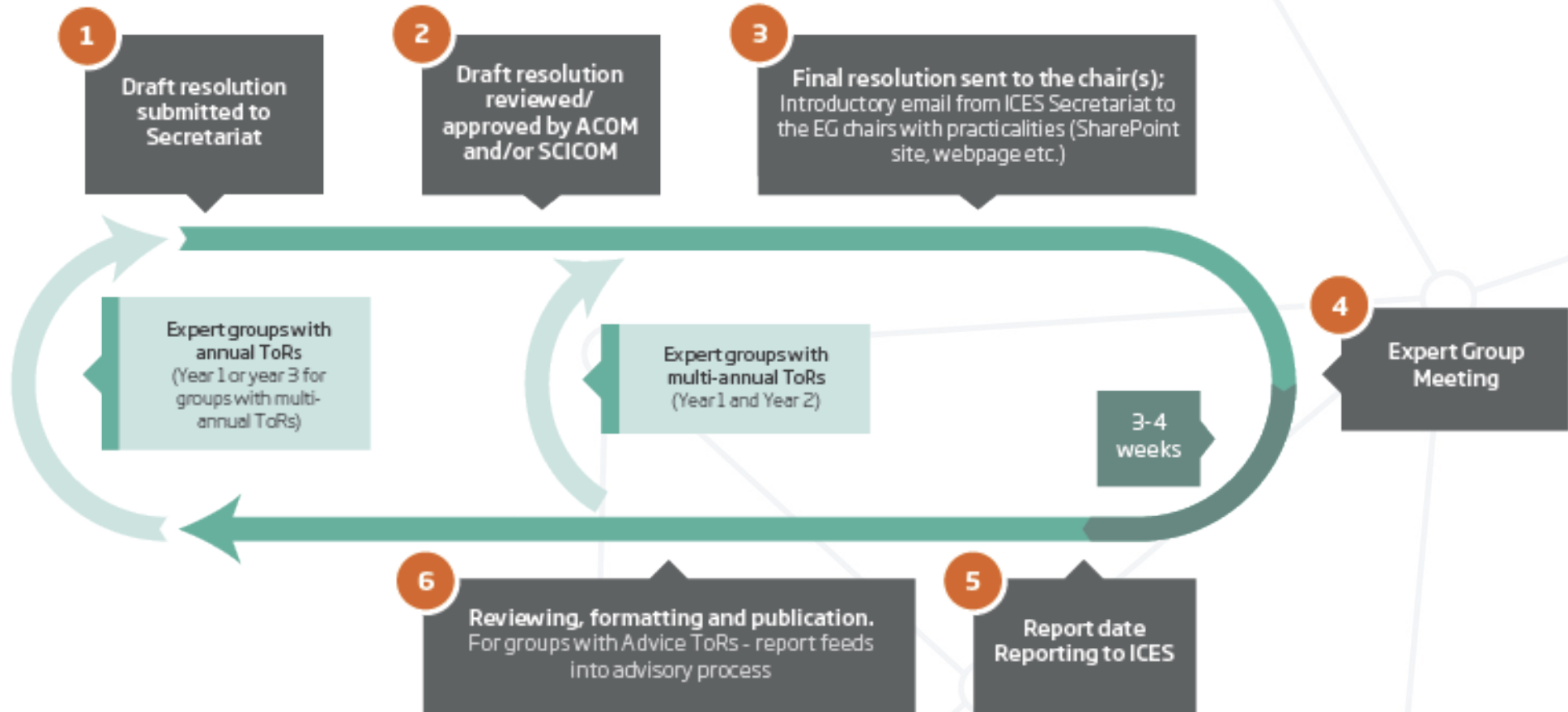
Terms of Reference (ToR) define the work of each Expert Group. The ToR for Expert Groups are listed in [our Resolutions](#). Published resolutions have been reviewed by the Advisory Committee and/ or the Science Committee (SCICOM) on the Resolutions Forum.

SOME TYPES OF RESOLUTION	APPROVAL
<p><b>Expert Group Resolution:</b> for providing a justification for, and defining the terms of reference of, Working Groups and Workshops</p>	<p>ToR underpin advice (ACOM approval)                      ToR include science and underpin advice (SCICOM and ACOM approval)                      ToR do not underpin advice (SCICOM approval)</p>
<p><b>Publication Resolution:</b> for publishing an “ICES Co-operative Research Report” or a “Techniques in Marine Environmental Science (TIMES)” (a separate resolution is needed, it is not sufficient to mention publication plans in an EG resolution)</p>	<p>Review by Science Impact and Publications group (an operational group of SCICOM) and approval by SCICOM</p>
<p><b>Resolution for ICES-sponsored symposia</b></p>	<p>SCICOM approves the Resolution and financial support (if requested) is approved by Council.                      Disseminating symposium contributions via the ICES Journal of Marine Science (IJMS) is approved by ICES Editor-in-Chief based on editorial merit.</p>

Examples and guidelines for formulating draft resolutions are described in the [Guidelines for Expert Groups](#).

# EXPERT GROUP WORK CYCLE

Resolutions can be approved throughout the year although majority of resolutions are approved in October



# RECOMMENDATIONS

Recommendations are requested from expert groups to ensure that other expert groups, steering group chairs, ICES Secretariat, ICES Data Centre, ACOM, and SCICOM are aware of information from the expert group that influences work in other parts of the network. Expert group chairs should only upload recommendations [online](#) using the recommendations database.

- Your group may submit up to five recommendations, to take actions such as:
  - ✓ establish a workshop or an Expert Group (this also requires a draft resolution, which must be submitted to the Secretariat);
  - ✓ propose a Term of Reference (task) for another ICES Expert Group (this must be discussed in advance with the chair of the receiving group);
- Recommendations can be addressed to one or more of: other expert groups, ICES Secretariat, ICES Data Centre, ACOM, SCICOM (and SCICOM operational groups), an RCG (to be passed to PGDATA) or the North Atlantic Salmon Conservation Organization (NASCO).
- Recommendations not clearly addressed to one or more of the above bodies cannot be processed.
- Recommendations should have stand-alone meaning as they will be read in isolation during review
- Recommendations for other expert groups must be discussed with the chair of the receiving expert group before they are added to the database
- Recommendations are reviewed by the ACOM and SCICOM chairs and the Secretariat before actioning.

# DECISION MAKING IN EXPERT GROUPS

1

Normally the Expert Group should develop consensus text with agreed conclusions.

2

On rare occasions when consensus cannot be reached, the Expert Group report should present the different opinions with supporting arguments, pros and cons.

3

As a last resort, the Expert Group Chair should decide the text to be included in the report. Those who disagree with the text decided by the Chair may prepare a text to be included as an annex succinctly stating the substance of the disagreement.

*Voting should be avoided!*



# ICES CODE OF CONDUCT AND CONFLICT OF INTEREST (CoI)



Guiding principles for participating in ICES work

Given ICES role as a knowledge provider, it is essential that experts contributing to our science and advice maintain scientific independence, integrity and impartiality. It is also essential that their behaviours and actions minimise any risk of actual, potential or perceived Conflicts of Interest (CoI).

Definition of conflict of interest (CoI)

A conflict of interest (CoI) means any interest by a participant that may affect or reasonably be perceived to affect the participant's objectivity and independence in carrying out his/her work. CoI may exist even if no unethical or improper act results from it. The holding of interests does not automatically give rise to a conflict of interest, if the independence and objectivity of work to be carried out are not at risk.

Declaration of interests

- Both the meeting Chair(s) as well as the national delegates (who nominate experts to participate in ICES work) are responsible for making the nominated participants aware of ICES Code of Conduct. The code provides guidance on identifying and handling actual, potential, or perceived CoI, defines the standard for behaviours of experts contributing to ICES science and advice and sets the responsibilities of those contributing to our work.
- The Chair(s) should highlight the Code of Conduct in advance of, and at the beginning of each meeting. Meeting participants should be reminded of the duty to declare any CoI in advance of the meeting/commencement of work.
- The primary responsibility for assessing and declaring CoI is placed on the person concerned.

How to proceed when a potential or perceived CoI is identified

Contact the ICES Secretariat [info@ices.dk](mailto:info@ices.dk) for more information.



# EXTERNAL COMMUNICATION AT MEETINGS AND THE USE OF SOCIAL MEDIA

- Chairs to agree with meeting participants the **expectations** of what may or may not be communicated externally during the meeting (i.e. via email and/or social media)
- Any **communication with the press** should always be **coordinated through the ICES Secretariat** communications department ([communications@ices.dk](mailto:communications@ices.dk))
- ICES encourages openness and transparency in the scientific process, however, in some cases confidentiality must be respected and results protected until formally published on ICES website.



# SHARE YOUR WORK!



## ICES website

- Group webpages: [www.ices.dk/groups](http://www.ices.dk/groups)
- News articles and bi-monthly newsletter – suggest a story!

## Social media channels: #ICES\_ASC #ICESASC17

- Facebook: [www.facebook.com/ICES.Marine](http://www.facebook.com/ICES.Marine)
- Twitter: [www.twitter.com/ICES\\_ASC](http://www.twitter.com/ICES_ASC)
- LinkedIn group: [www.linkedin.com/groups/1153507](http://www.linkedin.com/groups/1153507)
- Instagram: [www.instagram.com/ices\\_asc/](http://www.instagram.com/ices_asc/)

If you have ideas, photos, and/or stories for a social media post or a news article, contact [communications@ices.dk](mailto:communications@ices.dk)

A screenshot of a Facebook post from the International Council for the Exploration of the Sea (ICES). The post is titled "International Council for the Exploration of the Sea (ICES)" and was published by Marion Léna Adeline on March 30 at 12:43pm. The text of the post reads: "The Working Group on Zooplankton Ecology (WGZE) is meeting this week in Boulogne-sur-mer (France). The group monitors zooplankton sampling activities in the North Atlantic region and reviews new zooplankton sampling and analysis technologies. The group has been active for over 25 years, read more about their work and major accomplishments in Progress In Oceanography journal: bit.ly/2okkvZs... See More".

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# USEFUL CONTACTS AND TOOLS



- Each group is assigned an [supporting officer](#), who will be your contact point at the Secretariat
- [SharePoint](#) is the shared workspace for our groups, and each group gets its own SharePoint site
  - ✓ When communicating with your group members, use the mailing list function on your SharePoint site
  - ✓ A SharePoint user manual is available [HERE](#)
  - ✓ More information or any questions about how to use SharePoint can be directed to the supporting officer for your group
- A report template is available [HERE](#)
- Need data? Find tutorials on the ICES Data portals [HERE](#)
- Online conferencing facilities (Teams/WebEx) are available for your group – request support from your supporting officer.

# ANY QUESTIONS?

Ask your supporting officer  
or contact [info@ices.dk](mailto:info@ices.dk)

*Note! This introduction is supplemental to the comprehensive  
guidelines for expert groups. Full guidelines available [HERE](#)*



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