Expert group draft resolution for workshops and working groups with multi-annual and annual ToR

A **Working Group/Workshop on Whatever Business** (WG/WKWB), chaired by Name, Country, will work on ToRs and generate deliverables as listed in the Table below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Meeting dates | Venue | Reporting details |
| Year 20XX | Date Month | Town, Country | Interim report by Date Month May to SGXXX |
| Year 20XX |  |  | Interim report by Date Month May to SGXXX |
| Year 20XX |  |  | Final report by Date Month May to SGXXX |

ToR descriptors[[1]](#footnote-2)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ToR** | **Description** | **Background** | [**Science Plan Codes**](https://www.ices.dk/about-ICES/how-we-work/Documents/SciencePlanCodes_2025.pdf) | **YEAR** | **Expected Deliverables** |
|  | This should capture the objectives of the ToR | Provide very brief justification, e.g. advisory need, links to Science Plan and other WGs | Use codes  *(max 5 per ToR)* | e.g. 20XX | Specify what is to be provided, when and to whom |
| a | e.g. Review the science of offshore wind farms effects on the benthic system in the North Atlantic | a) Science Requirements  b) Advisory Requirements  c) Requirements from other EGs | Code 1.1, 2.4… | e.g. 20XX | Review paper |
| b |  |  |  |  |  |
| c |  |  |  |  |  |
| d |  |  |  |  |  |

Supporting information

|  |  |
| --- | --- |
|  |  |
| Priority | Please explain why this group should be a priority and add some background/scientific justification. |
| Resource requirements | Please provide resource implications for ICES Secretariat or information about funding, or mention if your group has specific needs for expertise to fulfil it’s ToR. |
| Linkages to ICES committees or groups | Here you can link to relevant (active) ICES Expert Groups, Steering Groups, Operational Group, Strategic Initiative or Committee (search [here](https://www.ices.dk/community/groups/Pages/default.aspx)). |
| Linkages to other organizations | It is only possible to link to the groups listed as [ICES Cooperating Organizations](https://vocab.ices.dk/?codetype=CooperatingOrganizations). Please contact your supporting officer if you would like to link to a group that is not included in this list. |

1. Avoid generic terms such as “Discuss” or “Consider”. Aim at drafting specific and clear ToR, the delivery of which can be assessed [↑](#footnote-ref-2)