

# Welcome to ICES



Science for sustainable seas

Last updated: January 2019

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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

- 1500 active experts annually in over 160 working groups and workshops



# ICES WORK AREAS



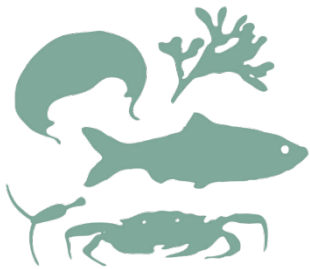
- **SCIENCE**  
Facilitating cooperation and research in marine science
- **ADVICE**  
Providing impartial, evidence based scientific advice on environmental issues and fisheries management
- **DATA & INFORMATION**  
Custodian and provider of fisheries and environmental data
- **TRAINING**  
Building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



# ICES PRODUCTS AND SERVICES



- Advice on fishing opportunities for app. 250 stocks
- Advice in response to special requests
- Ecosystem and fisheries overviews
- International peer review
- Data used in science and advisory products
- Science highlights within areas 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

There are two types of Expert Groups:

## Working Groups

- meet annually
- membership by member country nomination or by invitation by Chair

## Workshops

- usually meet only once
- public meetings, but participants must be identified with the Secretariat prior to the workshop



# 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 six 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](#))





# HOW DO EXPERT GROUPS FEED INTO THE ADVISORY PROCESS?



## Directly

- ToRs addressing requests for advice are added to the EGs ToRs
- The science basis for the advice prepared by the EG is peer reviewed by independent reviewers. Update stock assessments applying already peer reviewed methods no external review will be conducted but the EG is requested to do an internal audit of the assessment.
- 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 advisory Expert Groups or via Benchmark processes.

### ICES Advisory process



# HOW DO YOU GET MEMBERS FOR YOUR GROUP



TYPE OF GROUP/MEETING	MEMBER	CHAIR-INVITED EXPERT	OBSERVER
Working Group (ACOM)	Appointed by national delegate	In consultation with the national Delegates of the expert's country for one year	Not open for observers
Advice Drafting Group	Nominated by the national Advisory Committee member or delegate.		Participants with observer status may attend following advance notice
Working Group (SCICOM or joint ACOM/SCICOM)	Appointed by national delegate	Appointed for the three year term of the group	Participants with observer status may attend following advance notice
Workshop	A public meeting – participant registration via the Secretariat	Not applicable (public meeting)	Not applicable (public meeting)

The full text of ICES observer rules are available online [HERE](#)

# EG 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. The ICES Secretariat can provide guidance on where/who can help
- Communicate the work of your group – through peer reviewed publications and ICES communications
- Prepare Resolutions to define the work of the 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 is here to support you!**

# HOW DO YOU PLAN YOUR WORK



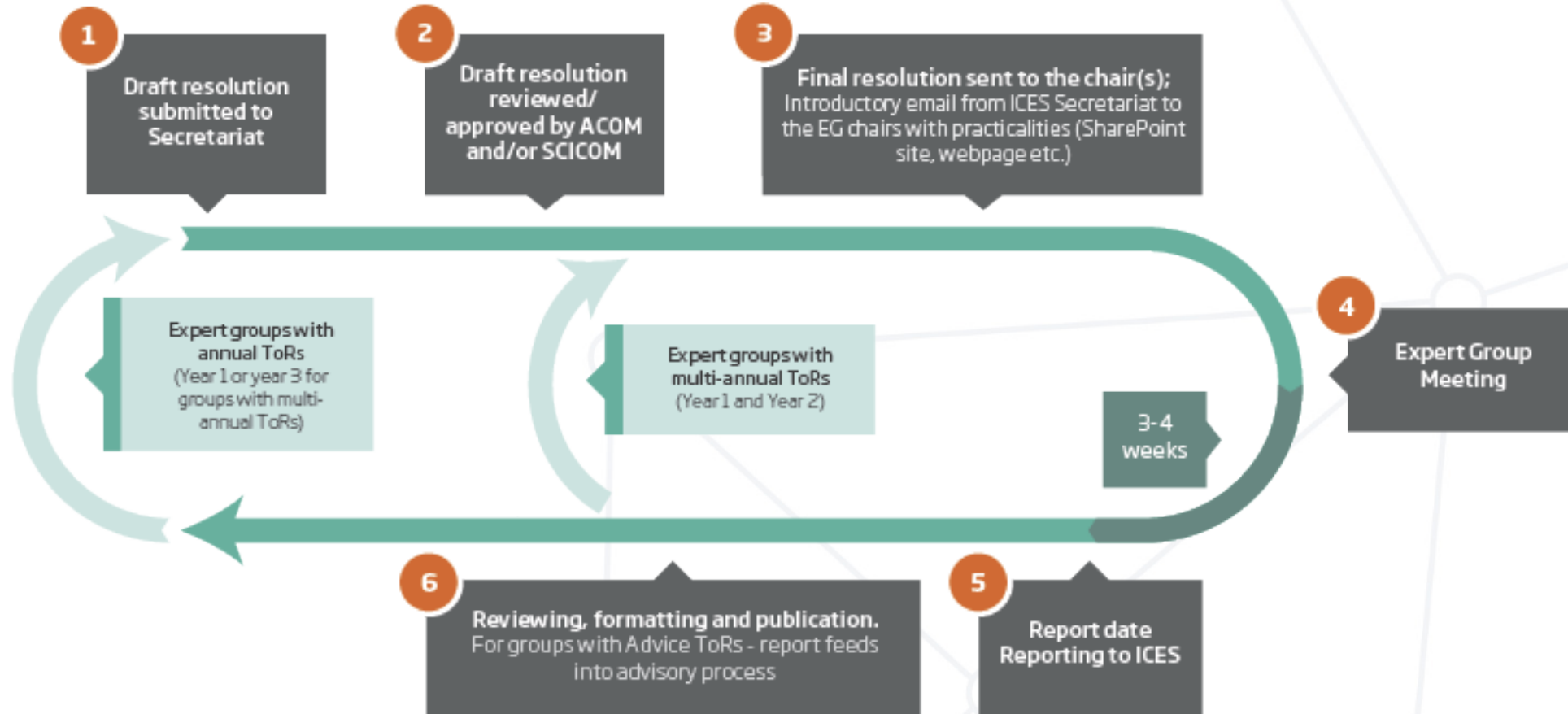
Terms of Reference (ToRs) define the work of each Expert Group. The ToR for Expert Groups are listed in [our Resolutions](#). Published resolutions have been reviewed by the ACOM) or the Science Committee (SCICOM) on the [Resolutions Forum](#).

THERE ARE 4 CATEGORIES OF RESOLUTIONS	APPROVAL
<b>Publications</b> (a separate resolution is needed, not enough to mention publication plans in EG resolution)	Review by Science impact and Publications group, approval by SCICOM
<b>Expert Groups</b> (annual or multi-annual)	ToR are related to advice (ACOM approval) ToR are mixed (SCICOM and ACOM approval) ToR do not address advice (SCICOM approval)
<b>ICES-sponsored symposia</b>	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.
<b>Secretariat action</b>	Approval by Council

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



Expert Groups can give recommendations to other parts in the ICES network.

- Your group may draft up to five recommendations to be included in your report, such as:
  - ✓ establish a workshop or an Expert Group (by draft resolution, which must be included in a separate annex of the report);
  - ✓ propose a Term of Reference (task) for another ICES Expert Group;
  - ✓ propose a Theme Session for an ASC
- Recommendations can be addressed to one or several of the following: other Expert Groups, ICES Secretariat, ICES Data Centre, ACOM, or SCICOM.
- The Secretariat compiles these recommendations annually in the [recommendations database](#) for systematic review and cross-linkage from EGs to other EGs and entities inside or outside ICES.
- Please do not:
  - ✓ address recommendations to “ICES” or “ICES Member Countries” or other entities;
  - ✓ include recommendations to the group itself - these are listed in a separate action list or included as ToRs in the draft resolutions for the following year;
  - ✓ include recommendations giving advice.

# 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!*

# CODE OF CONDUCT AND CONFLICT OF INTEREST (CoI)



Guiding principles for participating in ICES work

We value integrity and impartiality. Everyone contributing to the work of ICES are expected to conduct themselves in a manner consistent with scientific independence, integrity, and impartiality.

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 Chairs of the meetings as well as the national delegates (who nominate experts to participate in ICES work) are responsible for making the nominated participants aware of the ICES Conflict of Interest policy.
- The Chair should address the issues of Conflict of Interest in advance of, and at the beginning of each meeting. Meeting participants should be reminded of the duty to declare any interests in advance of the meeting/commencement of work.
- The primary responsibility for assessing whether an interest might impede independence or influence judgement and for declaring any possible conflict of interest 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.

Find detailed Conflict of Interest policy on the ICES website [HERE](#)



# 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)



International Council for the Exploration of the Sea (ICES)

Published by Marion Léna Adeline [?] · March 30 at 12:43pm · 🌐

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...](http://bit.ly/2okkvZs...) See More



# 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
  - ✓ An overview 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 (Webex/Skype for business) 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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