



## **GUIDELINES FOR PROPOSERS OF A NEW WORKING GROUP**

A Working Group (WG) can be proposed by any IACS Member.

A proposal must be submitted to the [IACS Secretary General](#). There are no deadlines. After a proposal is submitted, it is reviewed by the IACS Bureau, which may request revisions. The IACS Bureau then organizes a vote to support the proposed Working Group. The final decision can be expected within 1-2 months.

We strongly encourage proposers to contact IACS and present their ideas before compiling and submitting a proposal.

There is no prescribed format, but a proposal should include the following elements:

- Name of the WG (and possible acronym)
- Proposed (co)-chairs and a list of potential members (including their affiliations) who have tentatively agreed to participate. Note that WGs should be international and diverse in composition, and once approved an international call for participation should be issued through suitable mailing lists.
- Duration and starting date (WG are normally limited to up to four years duration)
- Background and motivation
- Goals/objectives, milestones and deliverables, and an implementation plan on how these will be achieved.

Proposals are typically a few pages long.

Note that WGs are not research proposals in the classical sense but should tackle and address a scientific problem that requires international collaboration and coordination, and has the potential to deliver products of wide interest for the cryospheric community.

We highly encourage people interested in initiating a new WG to consult previous proposals, which can be downloaded from each IACS WG's homepage.

We also refer proposers to the terms of reference of IACS working groups for further information: <https://cryosphericciences.org/organization/statutes/#TOR>