



## ISOCARP Scientific Committee 2016-2019 Terms of Reference

July 20, 2016

### 1. Mission

The mission of the Scientific Committee is:

- To support the aims and objectives of the Society as set out in the Articles of Association
- To assist the Society to remain at the forefront of planning thinking
- To provide substantive opinion that helps the Executive Committee (ExCo) and the Bureau to continue to shape ISOCARP's sustainable urbanization agenda.

### 2. Eligibility of Candidates

All candidates must be full members of ISOCARP with paid membership fees.

### 3. Appointment of Candidates

Candidates are kindly asked to submit, before August 15, 2013, (1) a one-page statement describing how the candidate intends to contribute to the Scientific Committee; (2) an updated CV, and (3) a signed statement accepting the responsibilities described in the Scientific Committee's Terms of Reference.

Scientific Committee members are appointed by the President, after consultation with all ExCo members.

### 4. Scientific Committee Chair, coordination and reporting to ExCo

The Scientific Committee elects one of its members to act as Chair. The Chair submits on behalf of the Scientific Committee periodic updates on its activities to ExCo before its meetings in winter, spring, and at the yearly Congress. The President ensures the coordination of the activities of the Scientific Committee with the ISOCARP programmes.

### 5. Committee Configuration

The Scientific Committee has seven members including the Chair. The Scientific Committee strives for a balance in:

- Gender
- Geography
- Sector (academic, government/non-government, private sector practitioners)
- Age.

### 6. Term

The term of appointment to the Scientific Committee is three years, congress to congress. Scientific Committee members can serve for a maximum of two consecutive three-year terms.

### 7. Activities

The Scientific Committee shall undertake, but not be limited to, the following activities:

- Provide support to the General Rapporteur in preparing the Congress statements regarding theme and scope
- Assist in review of abstracts and papers for the Congress
- Review of articles of ISOCARP Journal, once established
- Be involved in juries for ISOCARP Competitions
- Participate in ISOCARP Mentoring (including Mentor a Paper Programme)
- When asked, provide support to flagship and other ISOCARP publications
- When asked, provide support and advice to the Executive Committee



- Submit to ExCo periodic activity updates before its meetings and a statement describing 3-5 topics of significant interest in the international planning field, in the present and near future, which are aligned with the ISOCARP agenda and are suitable for an ISOCARP Congress or major publication (yearly, before the Congress).
- When asked, provide support for other activities such as providing an opinion on ISOCARP's substantive proposals, initiatives, dialogues, or roundtables; and preparing or providing input to articles and case studies.

The Chair of the new Scientific Committee will be a member of the ISOCARP Institute Board of Directors.

#### **8. Responsibilities**

Members of the Scientific Committee are required to:

- Attend the yearly Scientific Committee meeting which is held during the Congress; and
- Attend at least one workshop a year, if sponsorship is available; and
- Contribute to activities identified in clause 7.

#### **9. Financial matters**

- Scientific Committee members serve on a pro-bono basis.
- Travel to and expenses associated with attending meetings including the ISOCARP Congress are the responsibility of each member, except in the case of sponsored workshops.
- Members of the Scientific Committee receive a complimentary registration for ISOCARP Congresses.

#### **10. Non-compliance with the terms of reference**

Scientific Committee members who are not in a position to comply with clauses 7 and 8 may be asked by ExCo to make available their position on the Committee to another suitable candidate.