

EMB Working Groups & Publications

Decision making procedures

Horizon Scanning



① Brainstorming

Topics of strategic importance for marine sciences are discussed by EMB members at plenary meetings (Board)



② Topic selection

Board selects topics to be further elaborated in a short scoping document



③ Topic approval

Board discusses topic content and approves the set-up of a new EMB Working Group (WG)

Establishment of EMB Working Group



⑥ Expert selection

EMB Secretariat & ExCom select WG Chair and co-Chair; the Chair and co-Chair select the WG members from the nominations



⑤ Call for Nominations

EMB members propose experts from within their network to participate in the EMB Working Group



④ Terms of Reference

The content, purpose, and format of the WG are described in the ToR and submitted to the Board

EMB Working Group Operations



⑦ WG meetings

The selected experts meet in person at least once to discuss the work plan/content of the working group



⑧ Publication development

WG members work remotely to provide input to the publication. EMB Secretariat & WG Chair(s) collate info into a draft document



⑨ Design

Finalized draft is circulated to all members of WG for comments & designed by EMB Secretariat

EMB Publication



⑫ Impact tracking

Impact of the document is tracked for up to 2-years



⑪ Launch & dissemination

The publication is launched at a dedicated event, promoted to targeted stakeholders online and hard copies are distributed



⑩ Review process

The draft publication is sent for internal review to all EMB member organisations and to at least 2-3 external reviewers