

Working Group Guidelines -

SuperDARN working groups (WGs) act under the guidance of the Principal Investigator's Executive Council (PIEC) to fulfill critical functions of the SuperDARN consortium that require ongoing attention or detailed discussion beyond the capacity of the PI's. These WGs are an integral part of SuperDARN and are critical to its success. The PIEC may approve deviations from these guidelines at any time.

Mission

1. WGs can be standing or ad hoc. Ad hoc WGs will be formed in response to specific needs of the SuperDARN community. They will have a finite term or a fixed mission and will disband at the end of the term or completion of the mission.
2. WGs will have a well-defined mission outlined in a WG charter agreed between WG and the PIEC. The PIEC will review the mission and activities of the WGs annually and provide further guidance if needed.
3. WGs will work for the overall benefit of SuperDARN as guided by the PIEC.

Actions

4. Actions of WGs are considered in the first instance to be recommendations to the PIEC. The PIEC will accept or decline these recommendations and provide feedback to the relevant WG as guidance.
5. WGs should strive for consensus of their members in their actions. A majority of at least two-thirds of the membership will be required for an action if a consensus cannot be reached.

Composition

6. WG chairs and co-chairs are appointed by the PIEC.
7. WGs will be composed of representatives of the PIs. There can be no more than 2 representatives, including chair and co-chairs, representing any PI group in each WG. If a consensus is not reached by the WG and a vote is necessary, only one representative for each PI institution will be allowed to vote.
8. WGs may have participants from outside of SuperDARN PI institutions. These participants must have the sponsorship of a PI and can vote on decisions only if serving as the designated voting representative of the sponsoring PI.
9. PIs may serve on WGs as voting members.

Communication

10. One to two PIs will be designated as primary representatives of the PIEC for each WG to facilitate ongoing communication between the PIEC and the WG. The representatives can serve as members of the WG, however if they do, they cannot have an additional voting representative.
11. WGs will prepare quarterly reports on all activities and issues for review by the PIEC. The PIEC will provide feedback to the WGs on these reports.
12. The PIEC will meet with the WG chairs at least twice annually. One meeting will be held near the midway point between annual SD workshops. The second will be held a few weeks prior to the annual workshop.