



## GLOBE WORKING GROUPS

SCOPE AND STRUCTURE (“TERMS OF REFERENCE”)

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### 1. INTRODUCTION

GLOBE Working Groups (WGs) serve an important function, enhancing the work of the entire GLOBE community, including regional coordinators, country coordinators, U.S. and other country partners, GLOBE scientists, educators, youth, and citizen scientists. Collectively, the WGs shape the future of the GLOBE Program and support the development and implementation of GLOBE worldwide by documenting and advising on GLOBE structures and processes and providing an open forum for community feedback and discussion of programmatic priorities. In collaboration with the GLOBE Program Office (GPO), U.S. federal co-sponsors, and the GLOBE Implementation Office (GIO), the four current WGs are Education; Evaluation; Science; and Technology. WG members are active participants in the GLOBE community, bringing relevant expertise and serving on a rotating basis in 3-year terms. Each WG consists of one representative from each of the six GLOBE regions and one at-large member. Subcommittees or task forces may also be established for specific purposes or to accomplish short-term tasks.

### 2. PURPOSES

The purposes of the four WGs are outlined below followed by a description of the WG structure and operation, which is similar across WGs. The WGs are convened and supported by the GIO in collaboration with the GPO.

- **Education:** The Education WG helps to ensure that GLOBE is implemented worldwide with sound pedagogy. The WG reviews and advises on the GLOBE Teacher’s Guide, formal and informal educator professional development, training modules and the certification process, student research project competitions, and other related GLOBE materials and products.
- **Evaluation:** The Evaluation WG guides and assists in the identification or documentation of the successes, challenges, effectiveness, impacts, and outcomes of the GLOBE Program. This WG documents evaluation efforts in GLOBE countries, creating tools to support and build capacity for evaluation across the GLOBE community.
- **Science:** The Science WG helps to ensure that GLOBE is implemented worldwide with scientific integrity. The WG reviews and advises on the GLOBE measurement protocols, instrumentation, student research campaigns, engagement of scientists with GLOBE, student research project competitions, and other science processes and tools.
- **Technology:** The Technology WG guides and assists in the continuing development and improvement of the GLOBE data and information system (DIS). The WG reviews and advises on GLOBE’s use of technology, including the GLOBE website, mobile applications, data entry and visualization, online workshop management, online training and collaboration, and coordinates efforts with the DIS team to ensure flow of communication about information systems and priorities.

### 3. FUNCTIONS OF WORKING GROUPS

WGs revise or create new priorities each year based on GIO and GLOBE community priorities or needs. Therefore, communication among WGs, the GLOBE community, and the GIO is essential for effective WG function. In many cases, the specific tasks of WGs may overlap, and subcommittees may be formed at the discretion of WG chairs and the GIO WG manager. WG functions are as follows:

- Seek, compile, and prioritize community feedback and recommend programmatic or technical improvements and enhancements
- Consider, recommend, guide, or request development of new GLOBE documents or revision of existing documents
- Develop topical papers, issue briefs, memos, or policy briefs that outline the status of relevant topics or recommendations based on community input
- Review community suggestions, documents, or proposals received by the GIO, GPO, or DIS team before acceptance or implementation
- Identify and deliberate on topics, events, or opportunities of interest to GLOBE
- Share relevant information and knowledge to promote increased and enhanced participation in GLOBE
- Collaborate and coordinate with other GLOBE WGs as appropriate
- Act as a conduit for two-way information exchange with the GLOBE community (or respective regions) and the specific constituencies (e.g., educators, trainers, regional coordinators, country coordinators, other WGs).

### 4. MEMBERSHIP

WG members must reflect the varied expertise within the GLOBE community. Each WG shall comprise representatives from each region, plus one at-large member, all of whom serve 3-year terms, resulting in a total of seven members for each WG. In addition, the GIO WG manager will appoint a GIO liaison to support each WG and ensure clear and regular communication among the WGs and the GIO.

Upon completion of their term, members may choose to serve for one additional year to ensure continuity in their work. This additional year will be determined with the approval of the GIO WG manager and the WG chair. These term limits and extensions also apply to membership on subcommittees. If members wish to continue serving on the WG after their term ends, they may apply at any time through the application process (see below). After their term ends, members may apply to serve on another WG if they have relevant expertise. However, members may only serve on one WG at any time.

If an existing member leaves the WG before their term ends or if a vacancy exists in WG membership for any reason, the GIO WG manager, in collaboration with the WG chair and GIO liaison, will identify an ad hoc member until a process for applications can be conducted.

Any member of the GLOBE community with an active GLOBE account and relevant expertise is welcome to apply for a position on a WG (see “Requirements” below). Applications for serving on a WG will go through a process that includes completion of an online form, including submission of a CV or biographical (or professional) sketch and statement of interest. Applicants must notify their regional coordinator of their application. Applicant files will be shared with WG chairs during the selection process, if requested. WG chairs, in consultation with the GIO WG manager and regional coordinator, shall appoint members of the WGs. The GIO WG manager, working with GIO liaisons, is responsible for supporting the applicant selection process.

## 5. REQUIREMENTS FOR WORKING GROUP MEMBERS

Serving voluntarily without financial compensation, members of the WGs shall have a strong knowledge of the GLOBE Program and the ability to understand and respect diverse points of view. Relevant expertise needed for specific WGs includes the following:

### **Education WG:**

- Professional experience as an in-service, preservice, or informal educator, or as an education administrator
- Knowledge of pedagogical best practices for science instruction and for varied age ranges, audiences, and contexts
- Experience working with scientists and engineers

### **Evaluation WG:**

- Knowledge of and experience with various evaluation and assessment methodologies
- Knowledge of logic models, theories of change, and/or evaluation planning for informing program improvement
- Experience implementing evaluation plans (e.g., methods for informing program improvements, innovative data collection, or analytical methods)
- Experience communicating feedback for program improvement

### **Science WG:**

- Research experience in one or more of the disciplines in Earth system science
- Knowledge of science instruction and/or curricula or experience working with educators

### **Technology WG:**

Knowledge of or experience with web-based, scientific, and/or educational technology, such as the following:

- Website design, web technology, and/or web delivery
- Mobile applications development
- Database design, development, and administration
- Scientific data processing
- Data display and visualization
- Education technology, social networking, and user testing and analysis

## EXPECTATIONS FOR WORKING GROUP MEMBERS

Active WG members communicate the needs and traditions of their region while serving the entire GLOBE international community. Expectations of members include the following:

- Participate in no less than 75% of all WG meetings (i.e., at least 9 out of 12 of the monthly meetings each year) and group activities of the respective WG
- Actively engage and communicate with the regional coordinators, country coordinators, and GLOBE partners in their region
- Fully participate in the functions of the WG during and between online meetings (e.g., by contributing to and studying the topics for consideration by the WG)
- Have an active GLOBE.gov account, a Gmail account, and a functioning internet connection
- Attend and fully engage in the GLOBE Annual Meeting
- Respond to all GLOBE WG email correspondences
- Maintain sufficient written and oral English skills
- Maintain their GLOBE “My Page,” updating at least annually

WG chairs may review member activities annually. A member may be asked to step down from the group if they fail to meet the above requirements.

## 6. WORKING GROUP OFFICERS

Each WG shall have a chair and a notetaker who act collectively as the leadership or officers of the WG. The officers are elected by members of the WG by a simple majority, with elections occurring during the WGs’ face-to-face meetings. Members can call for voting to be open or closed. WG meetings are also conducted in coordination with an appointed GIO liaison. Roles for the WG leadership are as follows:

### **WG Chair:**

- Serves for 2 years, except in cases when the WG committee appointment ends sooner
- Is expected to be in regular communication with the assigned GIO liaison, including ensuring that ongoing reporting is completed (reporting can be completed by WG members at the discretion of the WG chair)
- Must attend bi-monthly WG chairs’ meetings, convened by the GIO leadership, to stay informed of GIO priorities and ensure cross-coordination with other WGs
- Creates WG meeting agendas that are informed by GIO priorities in collaboration with GIO liaisons and leadership
- Ensures that a work plan is established to meet the priorities set by the WG members, monitors the WG tasks and progress, and is responsible for the deliverables of the WG
- Responsible for onboarding new members in collaboration with the GIO WG manager and GIO liaison. This includes sharing WG documents and updating new members on current priorities and progress.

### **Notetaker:**

- Serves 1 year with a possible extension of an additional year

- Works with GIO liaisons to communicate meeting schedules and arrange virtual meetings (e.g., distributing meeting invitations and links) and takes minutes and notes at the meetings
- Works with the WG chair prior to all WG meetings to distribute the agenda and any associated documents no later than 1 week before the scheduled meetings
- Ensures that notes are stored in the GLOBE Shared Google Drive and that links and next steps are distributed to WG members no later than 1 week after WG meetings

## 7. WORKING GROUP OPERATIONS

- The WGs operate under the purview of the GIO, with input from GPO leadership. The NASA program manager, GIO WG manager, and GIO liaisons shall be non-voting, ex-officio members of WGs. The NASA GLOBE DIS manager shall also be a non-voting, ex-officio member of the Technology WG.
- WGs will meet electronically once each month, with a face-to-face meeting once a year, pending availability of funds. The face-to-face meetings will typically be held in conjunction with the GLOBE Annual Meeting and are open to members of the GLOBE community as observers. When possible, the GIO will support travel for WG members to attend the GLOBE Annual Meeting.
- All electronic meetings of each WG will be no longer than 2 hours. WG chairs and the GIO WG manager may convene one additional mid-year meeting approximately 6 months after the Annual Meeting. This meeting will ensure cross-collaboration between WG members and will typically be slightly longer in duration (3–4 hours).
- Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure (*Robert's Rules of Order*) will be used when a decision is to be recorded and transmitted as a recommendation.
- A quorum will consist of a simple majority of WG members.
- Meeting minutes and notes will be distributed to members of the WGs for review before being added to the GLOBE website.
- As noted under “Functions,” cross-collaboration and communication are essential to the function of all WGs. All WGs should consider appropriate timing and methods for feedback and collaboration with other WGs. Priorities and work plans will be crafted to ensure that tasks can be jointly planned, when necessary.

## 8. ADMINISTRATIVE AND TECHNICAL SUPPORT

The GIO will provide administrative and logistical support to the WGs, including arranging electronic meetings (e.g., conference calls) once the notetaker has confirmed the date, contacting technical advisors if requested, supplying appropriate background information that it may possess, and arranging travel for the face-to-face WG meetings. The GIO also monitors open positions and term limits, and supports the application process for new members.