Guidelines for Commission Chairs regarding

the election of

Early Career Representatives

## Background

On the occasion of the URSI GASS 2011 in Istanbul, Council discussed initiatives to increase the involvement of young scientists in URSI and its governing bodies. A survey, run by the Long Range Planning Committee, also suggested that the visibility and involvement of young scientists in URSI, and more specifically in the Commissions, needed to be strengthened.

On the occasion of the Coordinating Committee meeting in Ghent, Belgium, in April 2013 a proposal was accepted to implement a process through which each Commission would elect an Early Career Representative (ECR) at the same time they elect their new Vice-Chair.

## Duration of the appointment of an Early Career Representative

The ECR from each Commission will remain in the position for 6-years but at every GASS a new representative will be elected. Consequently, in steady state there will be two representatives from each Commission, thereby ensuring that knowledge is passed on to the following representatives.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2017-2021 | 2021-2023 | 2023-2026 | … |
| ECR xx |  |  |  |  |
| ECR yy |  |  |  |  |
| ECR zz |  |  |  |  |
| …. |  |  |  |  |

## Early Career Representative Responsibilities

The ECRs will:

* be responsible for ensuring that the Commission activities are attractive for the early career scientists;
* become a member of the ECR Committee which will meet at the GASS, AP-RASC and AT-RASC meetings, and which will report directly to the President and Secretary General;
* at the discretion of the Commission Chair, become an Associate Editor of *The Radio Science Bulletin* (RSB), in addition to the regular Associate Editor appointed by the Commission. In this position the ECR will be asked to solicit the submission of at least two papers per annum for the RSB, and help to coordinate reviews of papers in the field of their Commission when requested.

## Restrictions

Those applying for this position of Early Career Representatives should:

* be under the age of 36 at the date of the GASS;
* be present at the GASS and Commission Coordinating Activity meetings.

## Nomination & Election Process

Nominations and election will follow the procedure for election of the Vice-Chairs.

### Nomination process

Each Commission Chair must write to the Official Members of the Commission no later than 1 February 2023 inviting nominations for the position of incoming ECR to be sent to the Chair by 1 March 2023. The Chair (or designate) may also solicit nominations, and should do so if the number of qualified candidates is insufficient. Each nomination must be supported by a curriculum vitae, according to the template given at Annex 1.

### Selection of short list

From the list of nominees, the Chair (or designate) may use whatever method is acceptable to the Commission (e.g. using a nominating committee composed of previous Commission Chairs) to select a slate of at least two, but not more than four candidates. This slate must be sent to the URSI Secretariat by 1 April 2023.

### Preparation of ballot

The Secretariat will send the slate of candidates and instructions with respect to the voting process to the Official Members shortly after 1 April 2023. The Official Members will be asked to express first and second choices of candidates through the voting tool provided by the URSI Secretariat no later than 1 June 2023. In tallying the vote, each first choice is awarded two points and each second choice is awarded one point.

The URSI Secretariat will inform the Commission Chair about the status shortly after 1 June 2023.

### Final vote counting and election

The final vote takes place at the first Commission Coordinating Activity meeting at the GASS, where the votes are tallied and the names of the winner and runner-up are announced.

Instructions on how to use the voting tool will be provided by the URSI Secretariat.

If present at the Commission Coordinating Activity meeting the Official Member is allowed to cast a vote if the mailed or e-mailed ballot was not received. If desired (and before vote counting) an Official Member may also change their mailed or e-mailed vote.

If an Official Member is not present, the Official Member may designate a Proxy by informing the Chair in writing before the Commission Coordinating Activity meeting starts.

### Approval by Council

Following the Commission Coordinating Activity meeting and prior to the appropriate Council Meeting, the Chair and the Secretariat will meet to prepare the ranking (winner and runner-up) and their point totals. In addition the number of Member Committees voting by mail (or e-mail) and the number of Member Committees represented at the Commission Coordinating Activity meeting by Official Members or their Proxies must be provided. Annex 2 provides a form for reporting the election results.

To ensure better geographical distribution of Commission officers, Council reserves the right, in extraordinary circumstances, to select the Early Career Representative and not be bound by the ranking.

## Budgetary implications

Financial support for the Early Career Representatives to attend the Coordinating Committee meetings in between the GASS and the Commission Coordinating Activity meeting at the GASS will be provided. The Board reserves the right to withdraw support from ECRs who fail to discharge their duties.

**ANNEX 1**

**CANDIDACY FOR ECR**

Please provide a pdf version of this form to the Secretariat ([info@ursi.org](mailto:info@ursi.org)) by the deadline. Late nominations will only be considered under exceptional circumstances.

1. Name

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Commission** |  |
| **Nationality** |  |
| **Date of Birth** |  |
| **E-mail address** |  |

1. Present occupation

|  |  |
| --- | --- |
| **Position** |  |
| **Organization** |  |
| **Other details** |  |

1. Employment History. Present position first, limit to one page; extend table as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **From**  **(year)** | **To**  **(year)** | **Name of Employer** | **Position and Responsibilities** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Education. Honorary degrees denoted by H; extend table as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational Institution** | **Location** | **Degree** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Honours, awards, professional society memberships, extend table as required.

|  |  |
| --- | --- |
| **Citation Body** | **Professional Citation** |
|  |  |
|  |  |
|  |  |

1. Professional, government of international committee memberships; extend table as required.

|  |  |
| --- | --- |
| **Date** | **Name** |
|  |  |
|  |  |
|  |  |

1. Ten most significant publications, patents etc.

|  |  |  |
| --- | --- | --- |
|  | **Title and reference** | **Comment** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

1. Previous URSI appointments.

|  |  |
| --- | --- |
| **Appointment** | **Notable achievements in role** |
|  |  |
|  |  |
|  |  |

1. You are invited to comment on: “what are the two key problems facing your Commission over the next six years?” and “what are the three hot topics your Commission might address over the next six years?” Please limit to one page.

|  |
| --- |
|  |

1. Will the candidate attend the GASS?

|  |
| --- |
|  |

**I confirm my willingness to stand.**

1. Signature

|  |  |
| --- | --- |
| **Date** | **Signature** |
|  |  |

**ANNEX 2 – ECR Ballot Summary Form**

|  |  |
| --- | --- |
| **Commission X** |  |
| Name of winner | points |
| Name of runner-up | points |
| Number of Official Members voting by mail or e-mail |  |
| Number of Official Members or Proxies present at the Commission Coordinating Activity meeting |  |