

Steering Group budget guidelines

Annual budgets have been allocated to Steering Groups to help SG chairs engage more actively and widely with the scientific community. The following general set of guidelines for future SG spend was agreed by SCICOM:

SG budgets are allocated to SG Chairs to contribute to their own travel and subsistence costs in support of activity that:

- (1) helps SG Chairs to engage more actively with each other and with the EG network to identify synergies between groups facilitating inputs from Science to Advice and vice versa as well as reduce duplication in ICES science
- (2) helps SG Chairs to engage with the wider marine science community to increase the impact of ICES science and advice.

The maximum budget available in 2019 will be up to 80,000 DKK per SG Chair.

As a guide this would support at least four 4-5 day regional trips (e.g. within Europe, North America) and one trans-regional trip per year.

In practice, SG Chairs can identify the best balance of regional and trans-regional trips, provided their total costs remain within budget.

SG Chairs would then seek approval for each individual trip, in advance, from the Committee Chair and Head of Secretariat Support (with a response from one or other assumed to be sufficient to authorise the trip). A short email to show purpose is consistent with the stated rationales (1) or (2) would be required.

SG Chairs would receive economy-class travel and (if requested) per-diem at the standard ICES rates for the location of the meetings.

Each expense will be reimbursed after the mission is completed, based on a reimbursement request submitted to the Secretariat. Once the 80,000 DKK limit is reached then further travel would be at national expense.

SG Chairs would not need to draw on their SG budgets for attendance at the March ACOM/SCICOM meetings, as this attendance is supported from another budget.

For the Committee meetings in March the SG Chairs would be expected to provide a short 1-2 page report on their use of the budget for the attention of SCICOM/ACOM and their budget plans for the coming year. This should highlight the contribution of the meetings they attended to the work of the SG and the ICES network. This document would be included in SG reports to the ASC and to Council.