|  |  |
| --- | --- |
| **O:\INFO & PUB GROUP\logo\New offer for design concept\New logo\BC-ICES-logo-payoff.png** | Revised on Day/Month/Year |

End of term e-evaluation of multi-annual working groups

To allow the Science and Advisory Committee and steering group chairs to evaluate the performance and scientific focus of multi-annual working groups, every multi-annual working group should complete an end-of-term e-evaluation at or immediately after its final meeting in the (usually) 3 year cycle.

This document summarises the information to be harvested during an e-evaluation. The contents of this evaluation will not be included in the working group report.

The e-evaluation should be completed within 10 working days of the end of the final working group meeting. Ideally the e-evaluation is completed towards the end of the meeting by the chair(s) with input from working group members.

1. Working Group information

|  |  |
| --- | --- |
| Expert group name | (Working Group Name) (WGN) |
| Resolution code | 20XX/FT-OT-WK/IEASGXX |
| Names of chairs | (Name, Country) |
|  | (Name, Country) |
| Year cycle started | (20XX) |
| Year of evaluation | (20XX) |
| Meeting venue(s) and dates during evaluation year | [11-12 Month Year, City, Country, (number of participants)] |
|  | [11-12 Month Year, City, Country, (number of participants)] |
|  | [11-12 Month Year, City, Country, (number of participants)] |
| Name(s) of person(s) completing form | (Name, Country) |

2. Analysis of progress in relation to terms of reference

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ToR | ToR Description  (copy from resolution) | Progress in relation to ToR  (maximum 200 words per ToR) | Status of term of reference (select text | [Science Plan codes addressed](https://ices.dk/about-ICES/Documents/Resolutions/Science_plan_codes.pdf) |
| a |  |  | not started/ on track/ behind schedule/ ahead of schedule/ completed | x.x |
| b |  |  | not started/ on track/ behind schedule/ ahead of schedule/ completed | x.x |
| c |  |  | not started/ on track/ behind schedule/ ahead of schedule/ completed | x.x |

3. Analysis of progress by working group and future plans

3.1. Summarise briefly the major achievements of the working group and how it has contributed to the ICES vision and mission (200 word limit)

text

3.2. List outputs of the working group (other than working group reports). These would include, for example, peer review papers, code, contributions to databases (400 word limit). For peer reviewed papers please confirm if details and ideally a pdf have been sent to ICES publications.

text

3.3. List any outreach activities or external achievements of the working group such as winning of, or engagement in, funded projects, scientific/stakeholder meetings or conferences organised, contributions to the activities of other organisations (400 word limit)

text

3.4. Please identify any challenges faced by the working group and any actions taken to overcome them (400 word limit)

text

3.5. Does the working group wish to begin a new term under the same name? (yes/ no)

select yes/ no

3.6. If your working group does wish to begin a new term under the same name then please describe any resource issues that need to be addressed to secure adequate attendance and the actions being taken to address them (200 word limit)

text

3.7. If your working group does not wish to begin a new term under the same name then are there science or advice needs in your area of expertise that need to be pursued in a new working group? (select options yes/ no)

text

3.8. Please describe your reasons for seeking or not seeking a continuation of the existing group or proposing a new working group. If you do not wish to begin a new term under the same name then please describe any science or advice needs in your area of expertise that need to be pursued in a new working group. If a continuation or new working group is proposed a draft resolution should be submitted (400 word limit).

text

4. Please submit one or more science highlights that came out of your latest expert group meeting. Please read the guidelines for submitting science highlights [here](https://community.ices.dk/ExternalSites/highlights/SiteAssets/Science%20Highlights%20Guidance%20and%20Examples.pdf)! The following template may be used for submitting science highlights via this form or to the [ICES Science Highlights SharePoint page](https://community.ices.dk/ExternalSites/highlights/_layouts/15/start.aspx#/).

|  |  |
| --- | --- |
| Your name: |  |
| Your email: |  |
| Your home institution and country: |  |
| Name of ICES expert group(s) associated with this highlight: |  |
| Provide below a short summary paragraph (typically 200-300 words) describing your science highlight.  Some questions to address in your summary:  What question/challenge/problem was (or will) be addressed?  What was discovered/achieved/solved?  What is the expected significance/impact of the discovery/achievement/solution?  What will follow? | |
|  | |
| Provide below a 1-2 sentence explanation of how this work is related to your expert group(s) (e.g., a direct product of the expert group, information that has been key to supporting the expert group analyses, etc.) | |
|  | |
| Check the relevant science priorities from the ICES science plan: | Ecosystem Science  Impacts of human activities  Observation and exploration  Emerging techniques and technologies  Seafood production  Conservation and management science  Sea and society |
| Please list any related documents and references such as DOIs for publications, web links, images, etc. When possible, please upload these supporting documents to the SharePoint folder along with this template. |  |
| List the name(s) and email(s) of any additional expert group members and/or other key people that we may want to contact regarding this science highlight suggestion. Additionally, if you also plan to work with your institution’s communications team on this science highlight, please let us know here. |  |

5. List of Participants from the last meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Institute | Country (of institute) | Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |