

# **Cities and Climate Change International Scientific Conference**

## **Conference Scientific Steering Committee (SSC)**

### **Terms of Reference**

*Final – 6 February 2017*

#### **1 Composition and Procedures of the Scientific Steering Committee (SSC)**

1.1 Scientific Steering Committee and Organising Committee and Management Group to carry their work in very close collaboration, with most teleconferences and meetings to be held together to ensure efficiency and complementarity. SSC has ultimate decision-making power with regards to the conference.

1.2 Members nominated in their personal capacity although their involvement in major international organisation will be taken into account including their capacity to represent the main constituencies of the conference partners (IPCC, Scientific Community, Urban Community)

1.3 Three co-Chairs (IPCC, Scientific Community, Urban Community)

1.4 Around twelve people in total (nominations from all conference partners)

1.5 Balance in terms of disciplines and geography, and as much as possible in terms of gender.

1.6 Ex Officio members:

1.6.1 Representative of the Organising Committee

1.6.2 Representative of the two scientific IPCC Cities organisations in support of the Conference Scientific Steering Committee (SSC), Future Earth and WCRP

1.6.3 Two IPCC Working Group Bureau representatives

1.7 No overlap of people with the Organising Committee

1.8 75% or greater of members required for quorum

1.9 Monthly teleconferences/meetings from Q1 2017 to Q2 2018, under the understanding that most of the work will be carried by email and teleconferences and we may need to increase the rate of teleconferences as we are getting closer to the conference.

#### **2 Mandate of the Scientific Steering Committee (SSC)**

The Organising and Scientific Steering Committees will be working closely with each other. Many of the mandates below, especially achievement of the conference objectives and production of conference outcomes will be delivered jointly by the Organising and Scientific Steering Committees, although the decisions will be taken by the Scientific Steering Committee. As a result, we anticipate that most of their meetings (or teleconferences) will be jointly organised to ensure a better understanding of the two committees and more efficient implementation of the decisions.

- 2.1 Develop the strategy and vision to achieve the conference objectives
- 2.2 Develop the content/programme of the conference
- 2.3 Develop the preparatory scientific activities needed to achieve the conference objectives; organisation of the call for sessions/abstracts
- 2.4 Develop scientific conference programme(s) including reviewing proposals for plenary topics, symposia, round table discussions, keynote speeches, etc., and the review and selection of contributions (e.g. abstracts, white papers, posters, keynote speakers).
- 2.5 Selection of conference participants
- 2.6 Develop the strategy to produce (by the Scientific Steering Committee or by the broader community) the conference outcomes, especially synthesis paper on cities and climate change knowledge, gaps in knowledge, user needs
- 2.7 Engage and mobilize (as participants and preparatory contributors) the international and regional scientific and knowledge provider organisations and more broadly the multi-disciplinary (physical, natural, social, humanities) scientific community
- 2.8 Oversee the content of the communication material in order to make sure that it is appropriate and accurate
- 2.9 Report back to the IPCC at IPCC Panel Sessions and produce a report after the conference to report on the process and achievements. Delivery of a Conference Report to the IPCC Panel at its 48th Session, currently scheduled for September 2018.