



Terms of Reference

Last updated: June 2017

Scope and objectives of the group

Scope: *an informal grouping of representatives of international, regional or national oceanographic research organisations that provides a forum for its members to share information, expertise, best practices and materials related to marine science communications.*

Objectives:

- (1) Maintain and share a distribution list of communications points of contact for marine research institutes and international organisations.
- (2) Have a permanent presence via the Oceans United website, which provides the terms of reference, lists the members and provides guidelines on joining the group.
- (3) Share communications products via e-mail and via social media. The initial focus will be on internal communications (via e-mail, closed LinkedIn group, members' own Twitter accounts).
- (4) Have quarterly on-line meetings to discuss particular topics of mutual interest.
- (5) Consider holding in-person meetings alongside other relevant international conferences and events, if manageable.

Criteria for participation

The group is open to anyone who works in marine science communications, whether they are communications specialists working for marine research institutes/universities or project/programme managers/coordinators working for international (or regional) organisations. In addition, "external" media specialists will be invited to engage with the group, for example to give presentations or advice via the thematic telecons. The only other criteria for joining the group is that the members must be willing to actively participate as follows.

Members are expected to:

- (1) Maintain their contact details up-to-date in the shared list (Google Drive)
- (2) Send relevant communication products to the group (or to a designated person responsible for disseminating to the group) and/or participate in the Linked In group discussions
- (3) Propose and lead discussion topics for telecons
- (4) Contribute to other joint actions as and when identified and agreed by the group.