



13th Meeting of the IRDR Science Committee
Ocean University of China, Laoshan Campus, Qingdao
Shandong Province, China
1-3 June 2015

Guidance Note for ICoEs Presentations

ICoE reports at the SC meeting should:

- Allow the SC to review progress of the ICoE in the domain for which it had been established;
- Help prepare the compilation of the Annual Report 2014;
- Help prepare the communication <and, if necessary, support> activities in 2015

Broadly speaking, ICoE reports should have three sections:

- Purpose of the ICoE in the context of the IRDR Programme (thematic focus; references to the IRDR Strategic Plan and to the ICSU Science Plan for IRDR; composition of the Board);
- Review (activities in 2014, including November and December, or since the last SC meeting): events, ongoing IRDR-related research projects, publications, appointments / awards, exchanges with other institutes, interactions with non-academic stakeholders);
- References to internal IRDR networking, on relations with other IRDR bodies (incl. National Committees) will be helpful; also references to exchanges / contacts with key Programme partners will be welcome (incl. ICSU and UNISDR regional and national bodies etc.);
- In particular, international activities and exchanges are important to report, as these are ICoEs;
- Equally, references to exchanges with the bodies identified in the ToRs of the ICoE are to be reported.

N.B.: as complete a catalogue as possible will make it easier to compile the IRDR Annual Report 2014

- Planning (activities for 2015, or since the last SC meeting): events, expected collaboration exchanges with other institutes or interactions with non-academic stakeholders);

- Expressions of interest for input from / exchanges with other IRDR bodies will be helpful; also references to envisaged exchanges / contacts with key Programme partners will be welcome (incl. ICSU and UNISDR regional and national bodies etc);
- In particular, envisaged international activities and exchanges are important to mention;
- Equally, references to the bodies identified in the ToRs of the ICoE are important to mention.