AquaWatch Policy, Position, or Review Paper

Steering Committee Review and Approval Procedure

(Approved: April 17, 2020)

1) AquaWatch (AW) Secretariat (Director or Scientific Coordinator) submits to the Steering Committee (SC) a Final Version of the Policy or Review Paper.
   a. Prior to submission, it will be fully vetted and approved by the Applicable Working Group (WG) and the AW Management Team (MT)
   b. submitted as a PDF
   c. Submitted on AW branded template
   d. uses file naming protocol AW_Policy [or Position or Review]_Name_vers_#.##_Month_DD_YYYY.
2) AW SC members must each read and provide a yes/no vote to approve the policy, position, or review paper at the next SC meeting (a special SC meeting can be convened in person online or electronically via email at the SC Chair's discretion). A simple quorum is needed to hold a SC vote. A simple majority of votes is needed to render a voting decision.
   a. If approved, with time being of the essence, the SC chair communicates via email with the AW Secretariat (Dir. or Sci Coord.) that the paper is approved and can be posted on the AW Website.
      i. The Sci. Coord. then posts on the AW website under the Knowledge Tab.
   b. In the case of policy or position papers, if not approved
      i. the SC Chair (or SC Vice Chair, as delegated by the Chair) gathers specific comments and concerns of the anonymous SC members and prepares a written summary
      ii. with time being of the essence the SC Chair conveys the written summary to the Secretariat
      iii. the Secretariat shares that summary with the WG and MT
      iv. WGs may then choose to revise the Policy to address issues or concerns presented in the SC summary, and resubmit for approval.

c. In the event a Review paper is not approved by the SC, the WG's effort will simply not be listed on the AW website as an 'AW approved' Review Paper, but may still appear as a resource under the Knowledge tab.

3) Steps 1 and 2 above may be repeated, as needed, to secure SC approval of a Policy or Position paper.