



## GUIDELINES FOR IUSSP SCIENTIFIC PANELS

(Revised in March 2014)

### Rationale

One of the main functions of the IUSSP is to identify emerging and critical population issues and to encourage high-level scientific research on these issues. The scientific activities of the IUSSP also aim to stimulate interest in population matters among governments, national and international organizations, the scientific community and the general public (cf. Article 1.2 of the IUSSP Constitution). In addition, IUSSP activities focusing on issues of policy relevance to developing countries should include developing country scholars and contribute to capacity building in those regions.

Scientific Panels play a key role in developing and implementing the work programme of the IUSSP. Consisting of a small group of high level experts with an adequate regional distribution and gender balance, IUSSP Scientific Panels are expected to organize one or several scientific events. Depending on the subject matter, context and organizational considerations, the working methods of IUSSP Scientific Panels may vary. To allow for flexibility and innovation, needed to keep abreast with emerging issues, but also to extend member participation, Scientific Panels are set up for a limited period of time, usually not exceeding 3-4 years.

In its decentralized approach to the preparation and execution of its scientific activities, the initiative for Scientific Panels may come either from the members or from the Council. The IUSSP will be a catalyst in the development of new activities, bring relevant researchers together, may assist in seeking funds and provide any other support within its means.

The following “rules of play” aim to support Scientific Panels in their work.

### Rules of play for the Operation of IUSSP Scientific Panels

1. **Council Liaison and Panel Chair:** When the IUSSP Council decides to set up a Scientific Panel on a given topic it assigns one of its members to serve as Council Liaison with the Panel and suggests a renowned specialist of that topic to chair the Panel. If not a current member of the Union, appointment as Chair will be conditional upon taking up membership of the Union. The role of the Council Liaison is to provide help to the Panel in scientific matters and to assure that the planned activities are consistent with the scientific programme of the IUSSP as defined by the Council. The Council Liaison's degree of involvement in the Panel's activities may vary but it is necessary to copy him/her at least on all important emails.
2. **Panel membership:** The Chair will be asked to identify an additional three to five members to constitute the Panel. A list of persons with whom the Chair wishes to organize the Panel's scientific activities should be submitted within **6 weeks** to the Council Liaison, with a copy to the Secretariat Contact Person, for approval by the Council. This list does not have to be complete at this stage and the IUSSP Council can help the Panel Chair in setting up an efficient and well-balanced Panel. Appropriate attention should also be given to discipline, geographic and gender balance. If not a current member of the Union,

appointment as a Panel member will be conditional upon taking up membership of the Union.

3. **Programme of activities:** Once membership has been approved by the Council, the Scientific Panel should develop a well-focused, concrete proposal describing the activity or activities to be undertaken, the objective of those activities, and expected outputs. A short paragraph summarizing the aims of the Panel will serve as terms of reference to be posted on the Panel's webpage on the IUSSP website. The description of the activities should ideally include a tentative programme, a publication plan and possible sources of funding. This proposal should be submitted to the Council within **8 weeks**. In addition, a one-page description of each proposed activity should be provided highlighting the relevance of the activity to development, capacity building, training and/or specific policy concerns. This description will aid fundraising efforts by Scientific Panels or by the IUSSP on their behalf.
4. **Use of Internet:** IUSSP Scientific Panels operate in different ways and each scientific activity will be different. While many Panels rely on seminars and workshops, some operate almost exclusively through the Internet, by organizing cyber-seminars. The IUSSP recommends using the Internet as much as possible for communication and dissemination, as it allows a large number of members to participate in the activities, including members from developing countries.
5. **Organizing an activity:** For each proposed activity, the Panel will prepare a narrative statement defining the scientific purposes and goals of the activity and a budget that specifies anticipated costs (e.g. travel, per diem, local administrative services, etc.). In the case of a seminar, Panels also need to designate a host institution to serve as co-sponsor and handle local arrangements. Whenever possible, meetings should be held in developing countries to maximize the participation of developing country scholars and, when relevant, policy makers and ensure that the results of IUSSP seminars have an impact on national policy in countries and regions where the issues considered are of greatest concern. A specific set of guidelines on how to organize an IUSSP seminar will be sent before any meeting to those involved in organizing the Panel's activities to clarify the role of each actor (seminar organizer, local organizer, IUSSP Secretariat) and a "*Meeting Plan Form*" should be filled out and sent back to Secretariat to formalize the plan. Meetings of Panel members should be organized at the time of Panel activities to plan meeting outcomes and future plans; meeting minutes should be circulated just after to ensure all Panel members agree on the plans.
6. **IUSSP Support:** Although the IUSSP will support its Scientific Panels to the best of its capabilities, which may sometimes include limited seed-money to start up activities, Scientific Panels should not expect "automatic" or full funding from the IUSSP. Activities that address issues of interest to IUSSP donors and contribute to goals such as capacity building and training in developing countries are more likely to receive funding from the IUSSP.
7. **Fundraising:** The Scientific Panel should identify one or more funding agencies or foundations to which the proposal might be sent and make informal queries with representatives at those institutions to determine possible interest. Before making any such contacts, please check informally with the IUSSP Secretariat to avoid duplicate overtures by other IUSSP Panels and competition for fundraising by the Union among its major donors. The Union's major donors include UNFPA, the French government, and the Hewlett Foundation.

8. **Calls for papers:** The activity of the Scientific Panel will proceed when adequate funding for the activity is secured. Nine months prior to the activity, the Panel should issue a Call for Papers to IUSSP members and other specialists interested in the topic. Calls for Papers are sent as IUSSP email announcements and posted on the IUSSP website. In addition, Panel members are encouraged to broadly disseminate the call through other appropriate networks. Papers can also be invited but a balance should be maintained between invited and contributed papers. The IUSSP strongly encourages Panels to use the online abstract submission and review system, which greatly facilitates the selection process and communications with participants. Participation of local and developing country researchers as well as junior scientists is encouraged. A Junior Demographer can for instance help with the organization of the meeting, summarize meeting findings, or draft a policy brief for the Panel. The IUSSP Secretariat may be able to assist with funding specifically directed at encouraging this kind of involvement.
9. **Papers and publications:** Shortly before the seminar, papers are posted on a webpage accessible only to seminar participants so that participants and/or discussants can prepare for the meeting. Shortly after the seminar, the seminar papers, which can be replaced by revised papers, become accessible to IUSSP members only on the password protected portion of the IUSSP website. The Scientific Panel will be responsible for planning the means of dissemination of outputs from its activities, which should ideally be included in the call for papers. The final procedure regarding publication of papers should be announced at the meeting. These outputs may take various forms, such as a special issue of a journal or, occasionally, a volume of the IUSSP series *International Studies in Population* with Springer Press.
10. **Reports:** No later than six weeks following a Panel activity, its principal organizer should send to the Secretariat a short Executive Summary report as well as a financial report if the Panel received funds from IUSSP (see Step 12 of the *Seminar Organization Guidelines*).
11. **Report for the General Assembly:** The Panel Chair shall make a written report on the Panel's work for the IUSSP General Assembly, which is held every four years at the International Population Conference. (Article 13.4 of the IUSSP Constitution).
12. **End of mandate:** The mandate of a Scientific Panel ends with the completion of the originally approved activities, including the completion of published outputs. The Council may authorize, upon request, an extension of the Panel's mandate to complete its planned activities. However, this does not preclude the Panel from proposing further activities to the Council under the conditions set out above and provided that there is a change of chair and composition of the Panel.