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| codatalogo-ungrouped.eps | **Task Group Renewal Proposal for Presentation to the 29th CODATA General Assembly**  **New Delhi, 6-7 November 2014** |

Task Groups have been established to support CODATA’s overall mission to strengthen international science for the benefit of society by promoting improved scientific and technical data management and use. More specifically, Task Groups must remain relevant in a fast changing environment and contribute to the realisation of CODATA’s strategic objectives and activities, as articulated in the [CODATA Strategic Plan, 2013-18](http://www.codata.org/CODATA_Strategic_%20Plan_2013-2018.pdf). For Task Groups seeking to renew their activities for a further two years, a strong case must be made for the ongoing benefits of this activity, for well-conceived and valuable future objectives as well as part achievements.

### The CODATA Strategic Plan

The CODATA Strategic Plan comprises three areas of activity:

1. **Policy and Institutional Frameworks for Data:** CODATA will take a lead in defining a policy agenda for scientific data, addressing national, international and diverse scientific contexts. CODATA has established an international, expert Data Policy Committee to lead this activity.
2. **Frontiers in data science and technology:** CODATA will stimulate and coordinate work in key frontiers of data science and interdisciplinary application areas. Working with a range of partners, CODATA will initiate a series of international workshops and research activities addressing these themes. CODATA will also expand its international education and training activities including curriculum development in data science and our initiative to encourage Early Career Data Scientists.
3. **Data strategies for international science:** CODATA will support international scientific programmes, including [Future Earth](http://www.futureearth.info/), to address data management needs, particularly the policies, processes, standards and technology necessary so that the scientific objectives are met and the data legacy is assured.

***As part of its Proposal the candidate Task Group should state clearly how its work Task Group will contribute to the realisation of one or more of these objectives.***

Participation by scientists from around the world as members of the Task Group and in Task Group activities is strongly encouraged. Particular attention should be given to gender balance, the participation of early career scientists, and appropriate representation from developing countries.

### How CODATA Assesses Task Group Proposals

Proposals are peer reviewed and are also assessed by the Executive Committee.

The criteria used include the following:

* The contribution to CODATA’s mission and objectives as laid out in the Strategic Plan;
* The scientific merit of the proposed work and its value to the scientific and/or technical community;
* The feasibility of the workplan and the merits of the deliverables proposed;
* The existence of appropriate collaboration with other organizations of groups, ensuring the proposed work does not duplicate other activities;
* The expertise and appropriateness of the Task Group membership, including gender balance, the participation of early career scientists, and appropriate representation from developing countries;
* The existence of other likely sources of funding and support.

On the basis of the peer review and its own assessment, the Executive Committee makes recommendations to the General Assembly.

Proposers will be required to give either a presentation or poster at the General Assembly. Existing Task Groups requesting renewal may not use CODATA funds in order to attend the General Assembly. The presentation or poster may be given by a CODATA Member Delegate. The General Assembly takes this presentation and the recommendations of the Executive Committee into account when voting to approve or reject the proposal.

### How CODATA Supports Task Groups

CODATA Task Groups are peer reviewed, vetted by the Executive Committee and approved by the General Assembly: this carries with it the endorsement and authority of the international CODATA community. At the discretion of the Executive Committee, CODATA Task Groups are eligible for modest funding support. It is intended that seed funding and the endorsement of the CODATA community will help the Task Group find other support for its activities. Task Groups will be provided with a space on the new CODATA website and tools to help collaboration. Task Groups are expected to liaise regularly with the Secretariat and to use the new CODATA website to communicate their work and achievements. CODATA Task Groups are provided with a Liaison from the Executive Committee. The Liaison is considered an *ex officio* member of their Task Groups and, as such, receives copies of all correspondence and outputs. The Liaison is in a position to provide expert advice and a link with the wider CODATA community in order to benefit the activities of the Task Group.

### Responsibilities of CODATA Task Groups

CODATA Task Groups are expected to:

1. Contribute to the realisation of the CODATA Strategic Plan and CODATA’s overall mission;
2. Produce tangible public outputs (e.g. reports, white papers, publications, data collections, technical proposals etc) that contribute to the realisation of these objectives;
3. Help keep information about the TG and its activities on the CODATA website up to date;
4. Work with the Executive Director and Secretariat to communicate outputs and activities, including contributing material for blog posts and newsletters;
5. Take advantage of the Executive Committee Liaison for expert advice and links to the wider CODATA community;
6. Provide two progress reports (after 12 and 20 months).

### Submission Procedure and Deadline

Please complete the form below as completely as possible, without exceeding the page limits for each section. This form is the principal document used for evaluating proposals.

### Preliminary Submissions, 14 February 2014

Task Groups seeking to renew activities are invited to submit draft proposals for comment by the CODATA Executive Committee. Such draft proposals should be submitted on this form to Simon Hodson, CODATA Executive Director at [**execdir@codata.org**](mailto:execdir@codata.org) no later than **14 February 2014**. Feedback will be provided no later than 28 March 2014. The intention of this process is to encourage the alignment of final proposals with the CODATA Strategic Plan. ***Although not obligatory, groups intended to submit Task Group proposals are strongly encouraged to take advantage of this lightweight opportunity for feedback and to submit a draft, even if incomplete, so long as provides enough clear information for the Executive Committee to give considered feedback.***

### Final Submissions, 30 April 2014

Please submit the **final, completed** proposal by e-mail to Simon Hodson, CODATA Executive Director at [**execdir@codata.org**](mailto:execdir@codata.org) no later than **30 April 2014**.

**Task Group Renewal Proposal for Presentation to the**

**29th CODATA General Assembly**

### Name of the Task Group Proposed for Renewal

### Short summary of objective(s) of the Task Group Proposed for Renewal

### Name and Contact Details of the Principal Proposer(s)

### What is the scientific merit of the proposed work and its value to the scientific and/or technical community?

***Up to two pages.***

### How will the activities of the Task Group contribute to the realisation of CODATA’s strategic objectives?

***One page.***

### Summary of activities since the 2012 General Assembly

***Highlight publications, particularly those in the CODATA Data Science Journal, reports, white papers, workshops etc. Also relate activities such as meetings, work in progress. Up to one page.***

### Deliverables expected to be completed by the 2014 General Assembly

***Please note any changes in deliverables from the Task Group application submitted to the 2012 General Assembly. Up to one page.***

### Summary of deliverables planned to be completed by the 2016 General Assembly, if renewed

***The headings below are intended as a guide and may be altered. One page.***

**Articles in the CODATA Data Science Journal** [**http://www.codata.org/dsj**](http://www.codata.org/dsj) **or other refereed Journals.**

**Reports, white papers, other publications, technical proposals etc.**

**Data products, web resources, software tools etc.**

**Conferences, workshops, meetings and associated reports.**

**Other products or accomplishments**

### Organization and schedule of Task Group activities, if renewed

***This should cover key milestones leading to deliverables, meetings/workshops, teleconferences, the organization of any subgroups etc. Be sure to specify who is responsible for particular activities/outputs. Use of the suggested table is optional. One page.***

**Overall Schedule of Activities and Milestones**

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| --- | --- | --- | --- | --- |
| **Dates** | **Activities, milestones and deliverables** | **Owner/Organiser** | **Participants** | **Comments** |
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## Membership of the Proposed Task Group, if renewed

***Note that participation by scientists from around the world as members of the Task Group and in Task Group activities is strongly encouraged. Particular attention should be given to gender balance, and representation from developing countries.***

***Please give institution, area of expertise, telephone, and e-mail of each member; indicate if the individual is an existing or potentially new member of the Task Group; if new, state whether the individual has been invited to participate and agreed to serve, or if the she or he has not yet been contacted. Please add rows to the table as needed.***

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Institution** | **E-Mail** | **Telephone** | **Existing? New? If new: invited, agreed or not yet contacted?** | **Area of expertise and contribution to Task Group** |
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### Please indicate whether young scientists are going to be involved in this Task Group. If so please provide details.

### Funds and support received from all sources since the 2012 General Assembly

***Please account as completely as possible, including in kind contributions.***

### Financial support from sources other than CODATA International (indicate if committed or expected)

***The headings below are intended as a guide and may be altered.***

**Grants, contracts, travel expense support, etc.**

**In kind support (equivalent salaried effort, infrastructure)**

### Other organizations or programs sponsoring or participating in the Task Group and their expected role(s)

### Other information or comments

***Optional. No more than 1 page.***

## Suggested Referees (three).

***Do not include any current*** [***CODATA Executive Committee***](http://www.codata.org/about/executive-committee.html) ***members. Please include the institution, relevant area of expertise, phone number and e-mail information of each referee.***