

IAMAS Operations Manual

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1 Introduction

This document provides a general overview of the workings of IAMAS, its financial procedures, the awarding of grants, relations with its commissions and other organisations, and the planning and running of its meetings. Many of these topics are covered at a high level by the IAMAS statutes (<https://www.iamas.org/statutes-by-laws/>) and in all matters the statutes provide the definitive statements regarding the operation of the association. However, the statutes do not deal with many of the practical, day-to-day activities of the association and the detailed running of its meetings and financial activities. This document is designed to complement the statutes and provide background on how its current mode of operation has evolved. It is hoped that it will be of value to new officers joining the association.

2 Structure of the association

IAMAS is one of the eight associations that make up the International Union of Geodesy and Geophysics (IUGG). They in turn come under the International Science Council (ISC).

The association has a President, two Vice-Presidents and a Secretary-General, who collectively constitute the Bureau, which deals with the day-to-day business of IAMAS. The President is appointed for a 4-year term with no option for immediate re-election. The other officers are also elected for 4 years, and this can be extended for a further 4 years. At times IAMAS has also had a Deputy Secretary-General and an Assistant Secretary-General who provide support to the Secretary-General. The Bureau keeps in frequent contact via email and has a monthly Zoom call that lasts about 1 hour to discuss current issues and plans. The

Past-President and the Early Career Researcher Representative take part in these monthly meetings, although they are not formally members of the Bureau.

IAMAS has five Members-at-Large who have a broad brief to promote the association within the atmospheric sciences. They must be from different countries and every effort is made to have a good geographical and gender distribution of the MaL. Suggested duties of the MaL are listed in Appendix 1.

The Executive Committee is composed of the members of the Bureau, the five Members-at-Large, the Presidents of our ten Commissions and the Past President. While the National Delegates vote on major issues affecting the association at the general and scientific assemblies, the members of the Executive Committee are consulted between assemblies on issues that arise regarding the operation of the Association.

Since 2019 IAMAS has had an Early Career Researcher Representative who promotes the association within the community of the upcoming generation of atmospheric scientists. They organise in person meetings of young researchers at the association's assemblies and virtual meetings between the assemblies.

IAMAS has 10 commissions (<https://www.iamas.org/commissions/>) that lead the scientific activities of the association. The commissions have a high degree of autonomy and all operate in different ways. Some have high profile quadrennial meetings that are well attended and provide a focal point for particular communities within the atmospheric sciences. Others focus primarily on organising symposia at the general and scientific assemblies.

3 IAMAS meetings

3.1 The General and Scientific Assemblies

3.1.1 Overall structure

The highest-level meeting of IAMAS is the General Assembly, which is held every 4 years (usually in July/August) in conjunction with the IUGG General Assembly. The IAMAS General Assembly, which is chaired by the IAMAS President, is attended by National Delegates appointed by the national IAMAS committees – details of the National delegates can be obtained from the IAMAS Secretary General. At the start of the General Assembly, it is important to establish who are the appointed National Delegates as these attendees have the right to vote on matters such as the appointment of new officers and other major issues. If a National Delegate is unable to attend one or more of the assembly meetings a proxy may be nominated to take part in the voting on behalf of a particular country. The members of the Executive Committee attend the General Assembly with the Presidents of the commissions providing valuable input on how their commissions are operating.

There are two IAMAS plenary meetings during the assemblies that are styled 'Joint Executive Committee and General Assembly Meetings'. They bring together the National Delegates and the members of the Executive Committee, but are open to anyone

interested. The first meeting is near the start of the assembly and lasts roughly half a day. The second session is a shorter lunchtime meeting held several days later, with the intervening time allowing the attendees to consult with interested parties regarding decisions and voting. The agenda for the two plenary sessions is sent out in April ahead of the assembly meeting that is usually held in July/August.

At the plenary sessions the President and Secretary-General of IAMAS give verbal updates on the activities of the association over only the previous 2 years since an interim update was given at the previous Scientific Assembly. The Presidents of the IAMAS commissions also give brief updates on the work of their commissions.

Between the 4-yearly IUGG conferences IAMAS holds its own Scientific Assembly, either on its own or with one or more of the other IUGG associations. At these meetings there are two 'Joint Executive Committee and General Assembly Meetings', which have a similar format to those held at the IUGG assemblies. In other words, two plenary sessions several days apart.

We provide food and beverages for the attendees at these plenary sessions and the commission business meetings if requested.

3.1.2 The timeline of events ahead of a General or Scientific assembly

The table below summarizes the main activities ahead of an assembly.

Year-2	Second half of year	At the previous assembly the IAMAS commissions discuss the symposia that could be held in 2 years times. Discussions continue after the assembly with the titles of symposia and potential convenors provided to the Secretary-General by the end of the year.
Year-1	Throughout year	The Secretary General has discussions with other associations and our commission officers over joint symposia and possible convenors. Proposed symposia may be combined depending on the number of rooms available.
	Middle of year	A site visit is often made to the hosting city one year ahead of the assembly. There is a tour of the conference centre and discussions on the symposia and business rooms required. There is a meeting with the local organising committee.
	July	Prior to an IUGG General Assembly, the Nominating Committee sends out a call for nominations of new officers to serve from the following year. It goes to the Executive Committee and the National IUGG Committees.
	Late in the year	The list of symposia to be held at the assembly are posted on the web.

	October	Registration for the assembly and abstract submission is open. Travel grant requests and accommodation booking also starts at this time
The assembly year	February	The deadline for early bird registration and abstract submission is usually around February before the July/August assembly.
	March	The slate of candidates for new officers is sent out by the chair of the Nominating Committee (the Past President). It is sent to the Executive Committee and the National IUGG Committees.
	April	The agenda for the plenary Joint Executive Committee and General Assembly Meetings is sent to the National Representatives and the Executive Committee.
	Several months ahead of the assembly	The Secretary General or their designate make arrangements for the dinner with National Delegates and the Executive Committee to be held at the Assembly.
	At the assembly	At the Scientific Assembly 2 years before the General Assembly a Nominating Committee is established to consider officers to be elected in 4 years' time. This is chaired by the outgoing President with the current President as an <i>ex officio</i> member. There is a call for at least two other members of the Executive Committee to be members of the Nominating Committee.

3.1.3 Grants awarded to assembly attendees.

When the assembly registration process starts in the October before the assembly, registrants can also indicate that they would like to apply for a travel/accommodation/subsistence grant. The registrants have to indicate the association that their work aligns with and once the grant deadline is reached in the **February** of the assembly year, the list of IAMAS grant applicants is submitted to the IAMAS Bureau. The Bureau then decides on who will receive grants, with the successful applicants being informed during **March/April**. Preference is given to early career researchers and scientists from resource-limited countries. The registration fee is waived for a number of attendees and a fixed sum is given to cover travel, accommodation and other expenses. In 2023 this sum was \$1,000. Those given grants are expected to find other funding to cover the remainder of their expenses. No money is provided in advance and awardees receive their grant at the assembly from IUGG.

3.1.4 Resolutions

Draft resolutions on matters of relevance to the atmospheric sciences are prepared ahead of or during the General and Scientific Assemblies and presented at one of the plenary sessions. Following discussions, there is a vote on whether each resolution should be

accepted by IAMAS. Accepted resolutions are forwarded to IUGG for consideration by their Resolutions Committee and then sent to the IUGG Council for a vote. IUGG resolutions are typically asked for in January prior to the assembly. Accepted resolutions are put on the IAMAS web site. A resolution thanking the local organising committee of the assembly is always issued.

3.1.5 The early career scientist event

An Early Career Researcher event with invited speakers is usually held at our assemblies. This can be an evening or full day event with the option of virtual attendance. The event is now organised by our Early Career Representative.

3.1.6 The IAMAS dinner

During assemblies a dinner is held to thank those who have contributed to the running of the association. Attendees include the National Delegates, Executive Committee members, the IAMAS medal winner and any local organisers who have been particularly helpful. Partners are also invited along with the President and Secretary-General of IUGG if taking place during an IUGG assembly. The cost of the dinner is covered by IAMAS.

3.1.7 Planning of future scientific assemblies

Conference centres require bookings for large meetings to be made several years in advance and this must be reflected in the planning schedule of IAMAS Scientific Assemblies. The key dates in the planning are that agreement on the location of an assembly must be agreed by the IAMAS delegates at the Scientific Assembly 4 years prior to the meeting. Preparation of a formal bid to hold an assembly takes a considerable amount of time so a call for proposals is usually issued 5-6 years in advance, with an informal call being announced at the General Assembly 6 years before the meeting. An update of the progress in the preparations for a Scientific Assembly is made 2 years prior to the event at a General Assembly.

3.2 Bureau meetings

In addition to the monthly Zoom sessions, between General and Scientific Assemblies the Bureau has often held a face-to-face meeting, which usually takes place at the location of one of the Bureau members. The meeting usually lasts 2 days and gives an opportunity to consider the longer-term development of the association and more strategic issues. A focus of the recent meetings has been the development of the IUGG Strategic Plan.

3.3 Commission meetings

Between main IAMAS assemblies our commissions hold workshops and symposia on topics of current interest to their area of science. These may be held in conjunction with IUGG bodies, national meteorological societies and other interested groups. The commissions often apply for IAMAS or IUGG funds in October to provide partial support for these meeting. Some of the commissions hold quadrennial symposia, which are large international

meetings that are a major focus for particular sectors of the atmospheric sciences community.

4 Reports

IAMAS produces a range of external and internal reports that document the work of the association and the history of various groups.

4.1 External reports

An annual report is prepared each year for IUGG on activities of the association. The deadline for this is usually the end of **January** and the format is usually an Introduction, Administration, Activities and Planned Future Activities. A report on the finances of the association is also required at this time, with the report being sent to the IUGG treasurer.

Before the end of **January** in years with an IUGG General Assembly a quadrennial report has to be prepared on the association's activities over the previous 4 years. This is 4-5 pages in length and includes several photos from IAMAS events. A financial summary is also due at the same time and sent to the IUGG Treasurer. The format of the annual reports includes Introduction, Administration and Activities. The reports are prepared by the Secretary-General in conjunction with the Bureau and officers of the commissions.

4.2 Internal reports

These have mainly been concerned with documenting the history of various IAMAS groups, including the commissions that have been in existence for many decades. The reports are made available on the IAMAS web site.

5 Finance

The Secretary-General is the Treasurer of the association and maintains one or more bank accounts to hold the association's funds. Over recent decades the bank accounts have moved between countries as new secretary generals have been appointed. However, the long-term goal is to try and limit the movement of the funds as there are considerable costs in transferring money between countries. IUGG has kept its funds in Denmark for a number of decades and this has proved very successful and is a model that IAMAS seeks to emulate.

In recent years IAMAS has had an Honorary Treasurer who supports the Secretary-General in the financial operation of the association and deals with day-to-day financial transactions. The Honorary Treasurer is usually located in the country where the IAMAS bank accounts are located.

For security and in case of unforeseen events IAMAS has at least two officers of the association who have access to the bank accounts. These are usually the Secretary-General and the President, along with the Honorary Treasurer if appointed.

IAMAS has two main sources of funding, an annual contribution from IUGG and the head tax from the Local Organising Committee of the biennial scientific meetings. IUGG receives annual contributions from the nations that are members of the Union and IUGG distributes a proportion of the funding to the eight associations. The contribution is currently about \$30,000 per annum. Attendees at the assemblies have to indicate the association that best represents their area of science and that association receives a 'head tax', which currently stands at \$30 per attendee. The magnitude of the head tax varies depending on the number of attendees at an assembly and the costs of running the conference.

IAMAS funds the operation of the association in several ways. Around **August** there is a call to the commissions for bids to support their activities over the following 2 calendar years. Bids are requested by **October** and should typically be for sums in the range \$500 to \$5,000, although larger awards can be made in exceptional circumstances. The awards usually cover funding for workshops, symposia and summer schools. The commissions can also request funds from IUGG through submissions to IAMAS when they issue their call in October of each year.

6 The IAMAS Early Career Scientist Medal

IAMAS awards an Early Career Scientist Medal at each of its assemblies. Early career is taken as a scientist who has earned their highest degree within the last 10 years prior to May of the year when awarded and is under 40 years of age when nominated. The Chair of the Awards Committee sends out a letter seeking nominations in the January/February prior to the next IAMAS assembly. Nominations can come from our commissions or the Members at Large. Nominations must be received at least 6 months prior to the assembly at which the medal will be awarded. The recipient is decided by an Awards Committee established by the IAMAS Bureau and usually chaired by an IAMAS Vice-President. Membership of the committee is drawn from the Bureau and Members at Large. The committee works via email and Zoom. The recipient receives an inscribed medal and a certificate signed by the President and Secretary-General of IAMAS. In addition, the Awardee is asked to give a talk at the next IAMAS assembly, and their registration fee is waived.

7 Relations with external organisations

SCOR - The President of IAMAS is a member of the Executive Committee of the Scientific Committee of Oceanic Research (SCOR), which is one of the committees of the ISC. The IAMAS President usually attends the annual meeting of SCOR, with travel and accommodation being paid for by SCOR. An update on IAMAS activities is presented at this annual meeting.

Advances in Atmospheric Science – Since 2015 AAS has been the 'associated journal' of IAMAS and there is a memorandum of understanding with AAS that described the relationship. AAS published reports of IAMAS meetings and waived the publication charges for a paper by the winner of the IAMAS Early Career Scientist Medal.

IUGG – The IAMAS President is a member of the IUGG Executive Committee and attends the meetings of this group at the IUGG assemblies as well as the biennial meeting between

assemblies. The President is contacted periodically between assemblies on significant policy decisions affecting the operation of the Union.

8 Outreach

8.1 The IAMAS Newsletter

A newsletter is prepared a couple of times a year and distributed to the IAMAS officers, National Representatives and other interested parties. It includes profiles of IAMAS officers, reports of meetings, articles on activities and a list of future meetings. It is edited by the Members-at-Large with help from the Bureau members. A local assistant to the Secretary-General converts the text into the final formatted PDF, which is then distributed as a PDF file and also made available on the IAMAS web site.

8.2 The IAMAS web site

The IAMAS web site is an important means of keeping the IAMAS community up to date on activities of the association and future meetings relevant to the wider community. It is maintained by the Secretary-General with support from local IT staff. It is currently hosted at the University of Wisconsin-Madison.

8.3 Social media

IAMAS has Facebook and X (previously Twitter) accounts that promote the activities of the association, show photographs from meetings and gives notice of upcoming symposia and assemblies. As anyone can post onto the Facebook account it is necessary for each post to be approved by the IAMAS administrator as there is an increasing amount of 'spam' being submitted in the form of adverts, political statements and other material that is not relevant to the atmospheric sciences. The X account has been administered by one of the IAMAS Early Career group.

Appendix 1

The role of the IAMAS Members-at-Large

The five IAMAS Members-at-Large (MaL) are important members of the association, yet their role and duties within the organization are not well described in the IAMAS statutes. This short document has been prepared by the IAMAS Bureau in order to better define the role of the MaL and to offer suggestions on how they can promote IAMAS and contribute to the advancement of the organisation.

The MaL are members of the IAMAS Executive Committee and as such play an important part in the decision-making process of the association. The Executive is concerned with periodically reviewing the objectives of the association, updating its bylaws and considering scientific and administrative issues that arise between assemblies. The Executive Committee also plays a significant part in developing the scientific programmes of the scientific and general assemblies. The MaL regularly take part in the monthly teleconferences of the IAMAS Bureau and should give a brief report on their activities at the scientific and general assemblies.

In addition to their work within the IAMAS Executive, the MaL also have an important role in promoting the organisation within their respective countries and regions. The Statutes state that no two MaL can be from the same country and every effort is made to have a broad international distribution so that the work of IAMAS can be highlighted widely. There are many ways that the activities of IAMAS can be promoted and the following are some initial suggestions:

- Engage in the recruitment of contributions for IAMAS and IUGG assemblies and organise sessions at the assemblies.
- Help in the organisation of a series of online lectures that IAMAS is planning to hold between our main assemblies.
- Assist in publication of the IAMAS newsletter and provide content for the IAMAS website
- Short presentations on the work of IAMAS can be given at regional meteorological conferences and other meetings concerned with the atmospheric sciences. Posters on the activities of IAMAS could also be displayed at such meetings.
- Articles on the work of IAMAS could be prepared for national journals and other publications that deal with the atmospheric sciences.
- Our assemblies should be promoted regionally and information provided on the opportunities to apply for grants to attend our assemblies and other meetings.
- Efforts should be made to link regional meteorological projects with the work of the IAMAS commissions.
- Scientists in the countries of the MaL should be encouraged to participate in the activities of the IAMAS commissions and where appropriate seek membership of the commissions.
- Where possible the MaL should forge links between IAMAS and national and international committees they serve on.
- The MaL should encourage early career scientists to take part in the IAMAS activities aimed at atmospheric scientists in the early stages of their career.
- IAMAS Members at Large may be asked to carry out specific tasks or liaison activities from time to time by the Secretary-General or President.

It is suggested that within the first 6 months of their term as a MaL they should set up a plan as to what they will try to achieve.