|  |  |
| --- | --- |
| **O:\INFO & PUB GROUP\logo\New offer for design concept\New logo\BC-ICES-logo-payoff.png** | Revised on Day/Month/Year |

Interim working group e-evaluation

Following interim meetings multi-annual working groups can undertake an e-evaluation rather than provide a report with no science content. The approach to e-evaluation provides sufficient information for the secretariat and steering group chairs to assess whether the working group is on track and to identify and rectify any concerns that need to be addressed. When multi-annual working groups do produce a report in the “ICES Scientific Reports” series from interim meetings they also provide an e-evaluation.

The e-evaluation should be completed within 10 working days of the end of each interim working group meeting. Ideally, the e-evaluation is completed by the chair(s) towards the end of the working group meeting with input from working group members.

In addition to completing the e-evaluation, please make sure to include a *List of Participants* from the meeting (section 9).

1) Working group information

|  |  |
| --- | --- |
| Expert group name | (Working Group Name) (WGN) |
| Resolution code | 20XX/FT-OT-WK/IEASGXX |
| Names of chairs | (Name, Country) |
|  | (Name, Country) |
| Year of term | (X/X, e.g. 2/3) |
| Year of evaluation | 20XX |
| Meeting venue(s) and dates during evaluation year | (11-12 Month Year, City, Country, number of participants [physical attendees and remote combined]) |
| Name(s) of person(s) completing form | (Name, Country) |

2) General summary of progress at meeting: (300 word limit)

text

3) Follow up required (state yes or no and if yes state if follow-up is required with steering group chair, secretariat or both)

text

4) Progress made in relation to term of reference

|  |  |  |  |
| --- | --- | --- | --- |
| **ToR** | **ToR Description**  (copy from resolution) | **Progress in relation to ToR**  (maximum 200 words per ToR) | **Status of term of reference** (select text |
| a |  |  | not started/ on track/ behind schedule/ ahead of schedule/ completed |
| b |  |  | not started/ on track/ behind schedule/ ahead of schedule/ completed |
| c |  |  | not started/ on track/ behind schedule/ ahead of schedule/ completed |

5) Are changes to any term of reference required\* (yes/no)

*\*NB: Changes to existing ToR are subject to approval by the Science Committee*

text

6) Please enter proposed rewording of any term of reference in the following table.

|  |  |  |
| --- | --- | --- |
| **ToR** | **Reworded ToR**  (maximum 60 words) | **Justification for proposed changes** |
| a |  |  |
| b |  |  |
| c |  |  |
| d |  |  |

7) Next meeting: location and dates

Text

8) Please submit one or more science highlights that came out of your latest expert group meeting. Please read the guidelines for submitting science highlights [here](https://community.ices.dk/ExternalSites/highlights/SiteAssets/Science%20Highlights%20Guidance%20and%20Examples.pdf)! The following template may be used for submitting science highlights via this form or to the [ICES Science Highlights SharePoint page](https://community.ices.dk/ExternalSites/highlights/_layouts/15/start.aspx#/).

|  |  |
| --- | --- |
| Your name: |  |
| Your email: |  |
| Your home institution and country: |  |
| Name of ICES expert group(s) associated with this highlight: |  |
| Provide below a short summary paragraph (typically 200-300 words) describing your science highlight.  Some questions to address in your summary:  What question/challenge/problem was (or will) be addressed?  What was discovered/achieved/solved?  What is the expected significance/impact of the discovery/achievement/solution?  What will follow? | |
|  | |
| Provide below a 1-2 sentence explanation of how this work is related to your expert group(s) (e.g., a direct product of the expert group, information that has been key to supporting the expert group analyses, etc.) | |
|  | |
| Check the relevant science priorities from the ICES science plan: | Ecosystem Science  Impacts of human activities  Observation and exploration  Emerging techniques and technologies  Seafood production  Conservation and management science  Sea and society |
| Please list any related documents and references such as DOIs for publications, web links, images, etc. When possible, please upload these supporting documents to the SharePoint folder along with this template. |  |
| List the name(s) and email(s) of any additional expert group members and/or other key people that we may want to contact regarding this science highlight suggestion. Additionally, if you also plan to work with your institution’s communications team on this science highlight, please let us know here. |  |

9) List of Participants

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Institute | Country (of institute) | Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |