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## AIMS NEI Fellowship Program for Women in Climate Change Science

### Terms of Reference for the International Selection Committee

#### Introduction

This document describes the Terms of Reference for the International Selection Committee (hereafter the “Committee”) for the AIMS NEI Fellowship Program for Women in Climate Change Science. This fellowship program seeks to increase women’s participation in, and contribution to, a more sustainable societal response to climate change in Africa. It was made possible by a grant from the International Development Research Centre, Ottawa, Canada, [www.idrc.ca](http://www.idrc.ca), and financial support from the Government of Canada, provided through Global Affairs Canada (GAC), [www.international.gc.ca](http://www.international.gc.ca).

More information about the fellowship program is available at: <https://www.nexteinstein.org/research/aims-nei-fellowship-program-for-women-in-climate-change-science/>.

#### Mandate

The Committee is tasked with selecting AIMS NEI Women in Climate Change Science Fellows.

#### Selection Process

Applications will be submitted in response to calls that will be advertised annually during the five-year duration of the fellowship program. Applications will be screened for relevance by an internal committee of AIMS NEI. This internal committee will send each application to at least two reviewers, including members of the Committee, for reviewing and scoring according to a defined template. The reviewers’ comments and scores will be forwarded to the Committee. The Committee will subsequently select and interview a subset of the applicants, and choose and recommend to AIMS NEI four applicants deemed most qualified to be awarded a fellowship. All reviews done by Committee members and other reviewers will be based on the following criteria (refer to the ‘Scoring Form’ for further details):

- ❖ Quality of applicant: academic qualifications; quality of publications; experience in climate change-related work; real-world impact and recognition of prior work (e.g. through awards).
- ❖ Quality of proposed project: relevance to climate change modelling, practice and policy; strength of connection to the mathematical sciences; experience of applicant in project



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topic; quality of project design; feasibility; suitability of proposed host institution environment and of named collaborator; quality and realism of budget projections.

- ❖ Potential impact of proposed project on scientific knowledge, practice and policy.

## Membership Requirements

- ❖ The Committee will consist of five members appointed for a period of two years by AIMS NEI's Chief Academic and Research Officer (CARO). The CARO will also appoint the Chair of the Committee, who in turn will appoint a Secretary.
- ❖ Membership is restricted to individuals of international repute who meet the following additional criteria:
  - are highly accomplished in climate change-related research, policy making, and/or practice, and
  - have an impeccable record of adherence to the highest applicable ethical norms.
- ❖ Members should be willing to devote the time required to:
  - review several fellowship application files per application cycle,
  - attend at least one electronic meeting per application cycle, to select and recommend fellowship recipients to AIMS NEI.
- ❖ Members will report to AIMS NEI ([ms4cr-fellows@nexteinstein.org](mailto:ms4cr-fellows@nexteinstein.org)) all potential conflicts of interest, including professional relationships with applicants.
- ❖ Members will hold in strict confidence the contents of all deliberations of the Committee, except those that are otherwise made public.
- ❖ Members will not be remunerated for their role in the Committee.

## Quorum

- ❖ The quorum for meetings of the Committee will consist of sixty percent of its members. Either the Chair or a designated representative must be present in all meetings of the Committee.

## Administrative and Other Assistance

- ❖ Administrative assistance will be provided to the Committee by AIMS NEI's Research Manager. Other types of assistance will be provided by the Director of Research for the AIMS Global Network.



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## **Review**

This document will be reviewed annually by both AIMS NEI's Secretariat and the Oversight Committee for the fellowship program.