

## IASC Early Career Fellowship Program

### Guidelines for Fellows

- IASC Fellows are early career researchers (i.e., doctoral or postdoctoral) that have been awarded an IASC Early Career Fellowship (referred to as a Fellowship henceforth). The total Fellowship duration is up to three years: involvement during the first year is obligatory, and continued involvement for two additional years is encouraged but optional. During the first year, Fellows are provided with financial support (i.e., travel, accommodation and subsistence) to attend two consecutive Arctic Science Summit Week (ASSW) meetings.
- “Incoming Fellows” are IASC Fellows who are at the beginning of their involvement within the IASC Fellowship Program and attending ASSW as an IASC Fellow for the first time. “Outgoing Fellows” are IASC Fellows who are at the end of their first year and attending ASSW as an IASC Fellow for the second time. In order to clarify their status subsequently, the Working Group (WG) and year of appointment will be stated with their “title”, e.g. TWG Fellow 2016.
- IASC Fellows will complete a survey at the beginning and end of their first Fellowship year in order to gauge expectations and evaluate the IASC Fellowship Program for future improvement.
- Incoming Fellows will meet with their WG Chairs, Co-chairs and outgoing WG Fellows before the start of the official IASC Business Meetings during ASSW. This meeting is intended to introduce incoming Fellows to the WG Steering Committee, the WG current work and priorities. This is also an opportunity to discuss the mutual expectations and goals of the Fellows and WG Steering Committee during the Fellow’s involvement.
- Fellows are encouraged to attend the IASC Fellowship teleconferences quarterly in order to share and discuss new ideas and activities within the IASC and within other major Arctic initiatives.
- In coordination with the IASC Fellowship Program Coordinator, Fellows will contribute to the organization of an IASC Fellowship Meeting during ASSW. This meeting will provide an opportunity to discuss and share feedback on the Fellowship Program. WG chairs, IASC Executive Committee and Secretariat, and APECS representatives will also be invited to attend the IASC Fellowship Meeting.
- Incoming Fellows will record the minutes of their WG Business Meeting and work with the WG Chairs and IASC Secretariat in order to finalize the WG Meeting Minutes for circulation to WG members for approval. Outgoing Fellows should assist the incoming Fellows during their first IASC Business Meeting.

- Incoming Fellows will give an introductory presentation, outlining their scientific background and their expectations of the Fellowship Program, to their WG during the Business Meeting. The time of presentation will be specified for each incoming Fellow individually by their WG Steering Committee.
- Incoming Fellows should be engaged in at least one activity of the IASC WGs. Travel funding, if approved by IASC, will be provided to Fellows in order to facilitate organization of a working meeting, workshop or conference.
- Fellows (i.e., incoming and outgoing) are encouraged to propose, develop, and lead IASC cross-cutting initiatives (i.e., initiatives involving more than two WGs), particularly outgoing and more senior Fellows.
- Fellows are encouraged to develop and actively engage in long-term projects that support the goals and priorities of IASC and which involve one or multiple WGs.
- Outgoing Fellows will complete a survey upon completion of their Fellowship. In subsequent years, Fellows may be asked to provide feedback, if it is needed, in order to evaluate and improve the IASC Fellowship Program by assessing their continued engagement with the IASC and IASC-related activities.
- Fellows are encouraged to participate in APECS activities. These activities could specifically include reviewing Fellowship applications, assigning Fellows to get in contact with the Fellowship applicants as well as the Fellows can be invited as APECS workshop speakers and/or co-organizers.
- Outgoing Fellows will be invited to join the IASC Alumni group in order to maintain the network and ongoing research activities. The IASC Alumni group also acts as a platform to facilitate further scientific cooperation between IASC Alumni members.
- Fellows are expected to inform the IASC Secretariat of any changes to their affiliation and primary contact information.

## **Guidelines for WG Chairs and Members: How to engage your Fellows**

- Prior to the ASSW and IASC WG Business Meetings, WG Chairs will distribute relevant WG materials to the Fellows. This should include, for example, last year's WG meeting minutes and reports from teleconferences.
- WG Chairs will organize a face-to-face meeting with the incoming and outgoing WG Fellows, prior to the start of the IASC Business Meeting at ASSW. This meeting is intended to introduce the incoming Fellows to the WG Steering Committee, the WG current work and priorities. Additionally, this is an opportunity to discuss the mutual expectations and goals of the Incoming Fellow and WG Steering Committee during the Fellow's involvement.
- WG Chairs will allocate a time slot during the WG Business Meeting for the incoming Fellow's presentation. This presentation is expected to outline the Fellow's scientific background and their expectations of the Fellowship Program, and provides a platform for WG members to better engage Fellows in WG and IASC activities.
- WG Chairs and members will support the engagement of Fellows in WG activities, such as developing WG-led session proposals, joint abstract submissions to Arctic-related conferences and development of cross-cutting initiatives.
- WG Chairs, in coordination with the IASC Secretariat, will ensure that active Fellows are included on relevant WG and IASC email lists.

## **Guidelines for IASC Secretariat: How to support the integration of Fellows**

- The Fellowship Program Coordinator will provide incoming Fellows with an electronic “Welcome Package” prior to their first attendance at ASSW. The Welcome Package will include information on the IASC structure, goals, priority programs as well as the expectations of the Fellowship Program. The Welcome Package will also include the contact details of key individuals within IASC, the Fellowship Guidelines document, access to shared cloud resources/joint folder where applicable and the most recent IASC Bulletin.
- The IASC Secretariat will provide WG Chairs with the Fellowship Guidelines document and information about what has been provided to Fellows in order to clarify the structure of the Fellowship Program, its goals, and what IASC expects with regards to engagement and inclusion of the Fellows.
- The WG Secretaries will provide an access to the shared cloud space/joint folder for each WG as well as a joint folder for all WG members in order to facilitate the initiation of cross-cutting activities..
- In association with the Fellows and IASC Fellowship Program Coordinator, the IASC Secretariat will organize an official IASC Fellowship Meeting to occur during the ASSW to provide an opportunity to discuss and share feedback on the Fellowship Program. Invitations should be extended to the WG chairs, IASC Executive Committee and Secretariat, and APECS representatives.
- The IASC Secretariat will provide access to the IASC Alumni group in order to maintain a platform for networking, ongoing research activities and to facilitate further scientific cooperation between the IASC Alumni members.

## **IASC Partner Fellows (e.g. CAFF-IASC Fellows)**

IASC is exploring partnering with other organizations to give other unique and valuable opportunities and experiences to early career scientists. For example, in 2018, IASC partnered with Conservation of Arctic Flora and Fauna (CAFF) to sponsor two fellows to give early career scientists hands-on experience in translating research through to information for policymakers.

Fellows will identify a joint area of interest and expertise, participate in and contribute to CAFF's work, and produce some culminating output.

Attendance and participation is required at beginning and culminating meetings. Travel support to attend 3 – 4 meetings for each Fellow during their Fellowships will be made available through CAFF and IASC. The travel support is the only financial remuneration for the Fellows.

Fellows are also included on the IASC Fellows email list.

IASC encourages these Fellows to make the most of the Fellowship and suggest ways that IASC (and our partners) can better support Fellows to achieve their Fellowship aims.