



## **ESA SCIENCE POLICY COMMITTEE**

### **PROCEDURES DOCUMENTATION AND COMMITTEE MEMBER POSITION DESCRIPTIONS**

(Enacted June 8, 2017 – Latest revision February 6, 2019)

#### **Committee History, Constitution, and Purpose:**

The ESA Science Policy Committee (SPC) leads the Society's public policy advocacy efforts. The ESA Governing Board (GB) may direct the SPC to consider or review specific policies, topics, or legislative endeavors. The committee, especially the Chair, work closely with the ESA science policy coordinator (currently the Director of Strategic Initiatives, referred to as staff throughout this document) and the Society's government relations advocacy firm (Lewis-Burke Associates (LBA)). The committee includes a Chair, a past-Chair, a representative from each Branch and each Section, a student representative, and two individuals appointed by the ESA President (one of whom shall also serve as the EPA Liaison – see below). All non-Chair positions serve three year terms.

LBA serves as ESA's "on the ground" lead in Washington DC, tracking issues of importance to the Society and regularly meeting with staff and the SPC as appropriate to ensure open communication. LBA and ESA maintain a tiered approach to issues of importance to the Society. The agenda is periodically reviewed, as described elsewhere in this document. There are three levels of engagement on issues and determining where a subject matches up with the "tiered agenda" and how actively the Society will pursue any given subject. The levels are: Active; Engaged; and Watching.

The committee first formed as a Capability Committee, started by Frank Zalom during his term as ESA President in 2014. At that time it included 1 appointee from each Section plus the President. In November 2015 the capability committee was sunsetted by the GB and the new SPC was formed. At the committee's formation, all Section and Branch leaders were asked to make their appointments with staggered terms randomly assigned of 1, 2, or 3 years. Unless specified otherwise in this document or the ESA Bylaws or the ESA Policies and Procedures manual, SPC committee members serve three year terms.

Starting in 2019 the Grand Challenges Agenda for Entomology (GCAFE) was operationalized under the SPC. Founded in 2014, the intent of the initiative is to convene the world's entomological community around specific and broad challenge areas (invasive species, food security, and public health related to vector borne diseases). The challenges are tracked on a separate website at [www.entomologychallenges.org](http://www.entomologychallenges.org).

#### **SPC position descriptions:**

All committee members, regardless of position held, are expected to join and participate in as many meetings as possible. While there is no "minimum number of meetings" required, attendance is noted in the meeting minutes and low participation may result in a recommendation to the appropriate Branch or Section leadership that another candidate may be more attentive.

The schedule of meetings will be set at the beginning of the year by the Chair with staff coordinating all meetings. Meetings may be as frequent as monthly and as infrequent as quarterly, depending on legislative and advocacy needs. Calls are expected to be roughly one hour in duration with some advance preparation required by committee members for most calls.

The primary roles for committee members are to make recommendations to the GB regarding the appropriate direction for the Society's science advocacy efforts and to carry out previous directives from the Board and committee. The specific roles and responsibilities are defined below.

***Chair and Past-Chair:***

Under current Board protocol, the immediate past-president of ESA shall serve as the Chair of the SPC. The Past-Chair shall be the past-president of ESA from the year prior. When the Chair is unable to attend a meeting of the SPC, unless the Chair has selected another to Chair the meeting, the Past-Chair shall serve as acting Chair. Working with staff, the Chair shall serve as administrator of all meetings during his/her tenure in the position – determining the agenda and overseeing the functioning of any meetings. The Chair serves on all subcommittees as a non-voting member, except in the case of a tie. The terms of office for both Chair and Past-Chair are one year each.

***EPA Liaison:***

The Society supports a Subject Matter Expert (SME) Liaison position between ESA and the Environmental Protection Agency (EPA) Office of Pesticide Programs (OPP). The SME represents the breadth of ESA's membership to EPA-OPP and provides critical input on topics such as the clarity of labels, guidelines for efficacy testing of various arthropod groups, utility of label mitigations, spray drift, invasive arthropod species, insecticide resistance, and the role of insecticides in integrated pest management. He/she also maintains a network of entomological peers to consult on subject areas beyond those of his/her expertise to provide a breadth of experience. Reasonable expenses incurred by the SME are reimbursed by ESA with receipts submitted to staff. Staff, working with the SME, shall determine an appropriate trip and reporting schedule. Reports are submitted to the SPC and disseminated to the full ESA membership via staff and the Science Policy Newsletter. The SME will also have a voting seat on the SPC as an At Large member for a term of three years.

***All Committee Members:***

The remainder of the committee members participate in deliberations and also serve on at least one of the three subcommittees of the SPC (a minimum of five individuals is required for each subcommittee). Each member has equal authority and rights during any meeting. The subcommittees are explained more fully below. All actions of the subcommittees are ultimately an action of the full SPC, so topics and decisions will generally be re-reviewed by the full SPC.

Advocacy efforts often require rapid responses. Whenever possible, staff, LBA, and the SPC leadership will attempt to allow a full week or longer for responses to any request for review or edit a document. However, all committee members should recognize that emergent situations may occasionally require a faster turnaround. In those cases, all SPC committee members are requested to do their best to provide input as rapidly as possible.

### **Subcommittees and their SOPs:**

There are three subcommittees of the SPC. Those who are on the subcommittees must avoid conflicts of interest related to the subject matter being considered. The SPC chair (or his/her designee) serves as chair of each subcommittee. Subcommittee members are expected to participate fully in the processes outlined below.

- Science Policy Fellows Subcommittee (SPFSC)
- Position Statement Subcommittee (PSSC)
- Annual Meeting Programming Subcommittee (AMPSC)

SPC members are permitted to serve on as many subcommittees as they choose. Though the overall workload of each committee remains about the same, the timing of the work for each committee varies. PSSC members will have a workload that is distributed throughout the year, the AMPSC's tasks coincide with the schedule for planning and hosting of the ESA Annual Meeting, and the SPFSC has a workload that is busier during a set period of time – typically June through September.

PSSC members are expected to participate (if asked) as an SME if a topic that is aligned with their subject matter knowledge is being reviewed. They are expected to review submitted pieces and provide edits or comments in the time period allotted, as described elsewhere in this document.

SPFSC members will be busiest from June through the end of the selection process where the finalists are chosen. They are expected to devote the time needed to review each candidate individually who applies for a SPF position. The total hourly commitment will depend on the number of applications received. All SPF members will be kept briefed on the overall process of both SPF selection and position statement development throughout the year. Committee members should expect to do be tasked with some responsibilities from areas of science policy unrelated to their chosen subcommittee.

AMPSC members are charged to submit programming for the ESA Annual Meeting that supports and builds the goals and mission of the SPC and ESA's broader science policy agenda.

### ***AMPSC Standard Operating Procedures:***

The workload for this subcommittee ebbs and flows with the schedule for the ESA Annual Meeting. The committee has broad discretion to determine what type of programming should be submitted for the meeting, with options to include Symposia, Workshops, Lunch and Learns, or any other delivery method as seen fit by the AMPSC. Members should seek guidance from the full SPC annually at the November meeting as to what type of programming to plan for the following year and then spend the subsequent months preparing that planning.

SPF alumni should be used as a resource by the AMPSC to deliver programming, either as planners, speakers, or advocates to encourage participation by ESA members and others.

### ***SPFSC Standard Operating Procedures:***

The SPFSC on the Science Policy Fellows (SPF) program oversees the SPF selection process. Annually 5 ESA members are selected into the program from approximately 20-40 submitted applications. SPFs are

selected by a competitive application process that runs concurrent to the ESA National awards nomination. The ESA awards administrator works closely with SPC staff to administer the application process. The SPFSC reviews the applications and recommends a small slate of finalists to the full SPC, which makes the final decision. As described elsewhere, members of the SPFSC must avoid any conflicts of interest when reviewing applications of individuals with whom there have been prior relationships, either positive or negative. If a conflict exists, the committee member should recuse themselves from voting on that applicant if they feel that they cannot be fair and impartial. The Chair of the SPC does not need to vote on applications except in the case of a tie. The GB is briefed on, but does not make, the final selection.

Applicants submit the following for consideration (the GB or SPC can adjust this list). The full length of the packet is not to exceed 10 pages.

- Candidate statement of why they want to participate in the SPF program
- Issue statement about one policy issue they care about and why it is important to entomology
- One or two letters of reference
- A CV, resume, or some other form of biographical sketch. The elements to include (with a 2 page maximum length) are:
  - Contact information
  - Employment history
  - Awards and recognition (limited to five most relevant) and including date awarded, title, and organization
  - Science communication experience (limited to five most relevant), including dates, and a brief description
  - Science content experience (limited to five most relevant), including reviewed publications, non-referred communication materials (blogs, websites, YouTube, etc) and including links

#### Application review process:

Either during the application period or immediately afterward, staff will work with the SPC Chair to determine an appropriate application review schedule and scoring rubric based on the number of applications submitted and current recruitment needs for SPFs. In general we seek:

- Geographic representation across the United States and territories (in particular we seek to have an SPF from each of the larger and more politically active states)
- Functional representation across the ESA Sections
- Demographic representation across the breadth of ESA's membership
- Experiential representation (preferably, there will be one student, two postdoctoral/early career, one mid-career, and one senior scientists in each class).

There are three levels of review that will winnow the pool of applicants from the original submission total to the five which will be selected for the new cohort.

1. **Level 1:** When the application period closes, the ESA Awards Administrator collates all submissions and forwards them to staff who will disseminate them with instructions to the SPCSC and begin the review process, managed through the ESA vendor Confex. SPFSC members

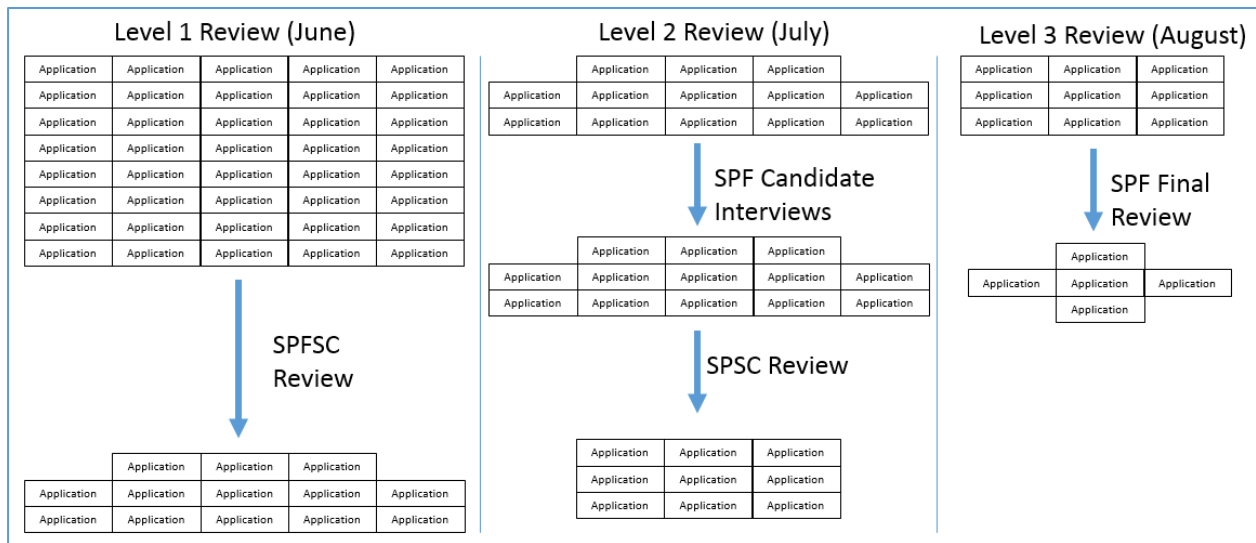
individually and independently review all submitted applications. When the SPFSC members have scored all candidates, staff exports the scoring results from the database and convenes a conference call to review the candidates. Applications are scored from 1-5 on each reviewer's assessment of their submitted materials. The SPFSC may go through several rounds of review until ultimately the pool is reduced to approximately 12-17 applicants. These are the finalists. At this point all unsuccessful candidates may be contacted to tell them that they are no longer under consideration to become a finalist. Staff typically makes this outreach. In a normal year, this Level 1 process will commence in early June and conclude in early July.

2. **Level 2:** As soon as the finalists are selected, one of two processes should be followed, as detailed below. Regardless of the process utilized, at its conclusion, the subcommittee shall then meet to review the interview transcripts or audio recordings and further reduce the pool of finalists, with a goal of submitting 7-10 names to the full SPC for final selection. This process will take place throughout July in a normal year.

The options for moving through Level 2 are:

- Either the SPC Chair nominates a person to conduct phone interviews of all finalists. Each will be asked an identical set of questions and the interviewer shall merely transcribe or otherwise record the full conversation. This may be done by staff, a committee member, or some third party individual. However, to remain as unbiased as possible, it is recommended that (a) the interviewer not review the applications prior to the interviews, and (b) that the same interviewer conduct all interviews.
  - Alternative, the SPFSC may opt to have the finalists all submit a short video of pre-determined length in which they address a series of questions as determined by the subcommittee.
3. **Level 3:** At this stage the full SPC is re-engaged into the review process. In a normal year, in late July or early August, the SPC will be presented with interview transcripts or recordings of the 7-10 finalists, full applications, and committee rankings. During their meeting in August, the SPC makes the final decision, at which point all remaining and non-selected finalists will be sent "letters of regret" and all finalists will receive "letters of congratulations" that will include program details.

The review process is detailed below in this graphic:



While the formal program is only two years in duration, efforts should be made by the chair of the SPC to continue to involve the SPF alumni in science advocacy efforts, including serving on the AMPSC, members of writing committees (as defined below), program development at the branch level, hosting webinars, writing articles for *EntomologyToday*, and other means.

***PSSC Standard Operating Procedures:***

Though the GB approves all final wording of any position statements, the PSSC oversees and facilitates much of the development of advocacy position statements of the Society. They may also be the first group to review scientific fact sheets, infographics, and other non-advocacy pieces before they are presented to the full SPC.

Full position statements advocate for a specific action from Congress or other decision-makers. For these, two possible actions may be undertaken by the PSSC. The policies for each were originally approved by the June 2016 GB. The two specific actions are:

- Development of new statements
- Reviewing, re-authorizing, or retiring an existing position statement

Create a new ESA Position Statement:

Topics for all position statements must be determined by the GB, either working independently or on suggested topics as provided by the SPC, Section leadership, Branch leadership, staff, or others. The writing committee for the statement will be formed by any or all of the following means:

- an open call for subject matter experts (SME)
- selection of qualified personnel by the SPC
- appointment by the SPC Chair (the SPC Chair also names an ESA SPF to serve on the committee (active or alumni) as well as designating a Chair of the writing committee).

Though the finished product will not necessarily be a consensus document that represents the views of the entirety of the ESA membership, the goal in writing is to seek opinions of unity rather than division. The Society membership shall have an opportunity to submit comments on an approved topic for a

statement prior to and possibly during the drafting of the statement. These comments will be provided in full to the writing committee by staff.

The process for development is that the writing committee will submit their draft to the PSSC for review and editorial suggestions. It may go through several rounds with the PSSC. When completed, the PSSC will submit the statement to the SPC for review and edit. Minor edits at this point may be handled directly between staff and the writing committee; larger rewrites and edits may re-engage the PSSC. When the writing committee, the PSSC, and the SPC are in agreement that the completed document should reflect the views of the Society, staff will submit it to the ESA GB on behalf of the SPC. The GB will review and/or edit, possibly in conjunction with the SPC and/or the writing committee. Once approved by the GB the statement becomes official ESA policy for a period of four years. At the conclusion of those four years, the statement must be reviewed and may be renewed, modified and reauthorized, or retired.

Where possible or practical, attention should be given to the format of the statement. Recognizing that most readers skim documents of this type rather than read them in whole, graphics, bullet points, and other design techniques should be encouraged. A sample position statement is included as Example 1 at the end of this manual.

#### Reviewing, re-authorizing, or retiring an existing Position Statement:

As mentioned above, position statements shall be effective for a period of four years, unless otherwise noted. Approximately six months prior to the expiration of the statement, notification shall be sent to the membership and comments on recommended updates to the statement will be solicited. The subcommittee will review the member comments and the existing statement. The subcommittee shall make a determination as to the continued accuracy and usefulness of the statement and make one of the following recommendations to the full SPC:

- Reauthorize (no edits)
- Revise -- Reauthorize with slight edits ( $\leq 20\%$  revision)
- Redo -- Reauthorize with substantial edits ( $> 20\%$  revision)
- Retire
  
- **Reauthorize:**
  - If, after reviewing submitted member comments and self-review, the subcommittee feels no edits are required and the statement continues to have merit, the subcommittee shall recommend to the SPC to *reauthorize*.
  - The SPC shall consider the subcommittee decision and, upon concurrence, the statement would be considered to be reauthorized for a period of four years.
  - The GB does not need to approve reauthorizations.
  
- **Revise:**
  - If, after reviewing submitted member comments and self-review, the subcommittee feels that only minor edits are required, the subcommittee shall recommend to the SPC to *revise*.
  - Minor revisions are those that are determined by the subcommittee to alter 20% or less of the position statement.

- The SPC Chair shall select one or more SMEs to review the statement and member comments. The SME would be authorized to add additional member-reviewers and would thus collectively or acting on his/her own, make recommended edits.
- Approval of those edits by the SPC via a majority vote. If approved, the statement would be recommended to the GB for reauthorization for a period of four years.
- **Redo:**
  - If, after reviewing submitted member comments and self-review, the subcommittee feels that major edits are required – in terms of tone, structure, recommendations, or other factors – the subcommittee shall recommend to the SPC to *redo* the position statement.
  - Major edits are those determined to be at least 20% of the total document.
  - A revision would follow the same process as a new statement, described above.
- **Retire:**
  - If, after reviewing submitted member comments and self-review, the subcommittee feels that the position statement is no longer valued, useful, accurate, or needed, the subcommittee shall recommend to the SPC to *retire*.
  - The SPC will then make an appropriate recommendation to the GB.
  - The GB must approve all position statement retirements.

Fact sheets, infographics, and non-advocacy pieces:

Occasionally a topic of entomological interest arises in the news media and/or in discussions with policymakers on Capitol Hill. In some cases, the SPC and/or the PSSC may be engaged to develop a fact sheet, which would seek to offer a clear and concise explanation of the topic in a non-advocacy piece. This may take the form of a letter, fact sheet, or informational graphic (infographic). In these instances, the SPC Chair may task the PSSC with overseeing this activity, whether by finding experts to serve as SMEs or to review submitted articles/pieces. These non-advocacy pieces do not need to be approved by the GB, nor the full SPC, though the Chair should review and approve all pieces and, if desired, may decide to engage the full committee for review.

It is noted that occasionally speed of development is an essential element of creating a fact sheet and there may not be time for complete SPC consultation and approval. Where time permits, inclusiveness during the development process should be sought.

The development process for a fact sheet would be:

1. SPC (or SPC Chair) decides to create a fact sheet on a topic of interest
2. SPC engages a writing committee of SMEs. At least one member of the PSSC should be on the writing committee.
3. The SME committee develops the fact sheet, and they may engage additional SMEs at their own discretion.
4. The committee should work in close coordination with ESA HQ and the SPC Chair.
5. A draft of the fact sheet should be presented to the full SPC prior to approval, if time permits.
6. At the SPC Chair's discretion, the full PSSC or SPC may be engaged to approve the final product, though the SPC Chair is empowered to determine when the fact sheet is complete and ready for dissemination.
7. The ESA President will often approve the final product



### Tiered Agenda:

As mentioned above, the tiered agenda for ESA guides policy decisions, helping the leadership decide which issues warrant input and/or action. This allows ESA to be proactive rather than reactive on advocacy efforts. The first iteration of the tiered agenda was approved on February 21, 2017. The process for updating the agenda shall be

1. Annually at the ESA Annual Meeting, the SPC will review the advocacy agenda for the Society
2. If quorum exists, the committee may vote to update the agenda
3. The ESA Governing Board may review, edit, and approve the tiered agenda
4. Every 3-5 years the membership of the Society should be polled to confirm that the current agenda still reflects major member priorities.



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## ATTACHMENT A – SAMPLE ESA POSITION STATEMENT

### **Title Goes Here**

ESA Position Statement on [Topic Goes Here]

**Approved on Month XX, 20XX**

*Valid through Month XX, 20XX [Four years after Approval]*

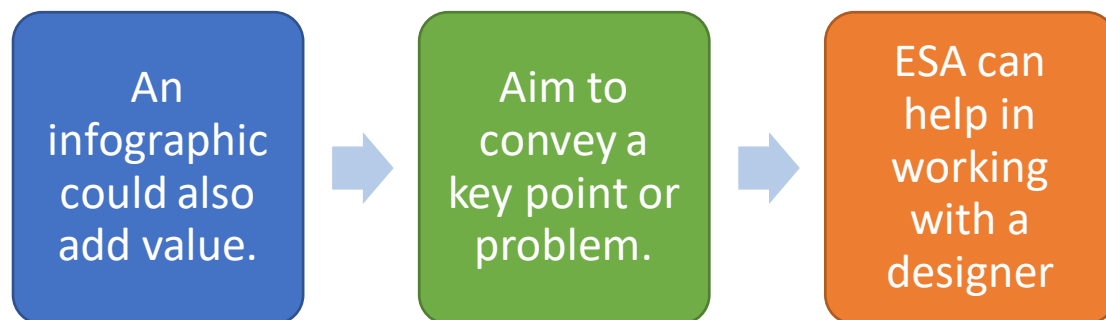
### **Summary**

- Here, include 3-5 bullets succinctly stating the core positions contained below.
- This is the part that will be read first and may be as far as many readers go.
- So, make sure these bullets convey what matters most.
- Keep these bullets short and sweet. One or two lines (max) each.
- Consider writing these bullets first and using them as a guide for the full document.

### **[Short Descriptive Title Here (Introduction to Issue)]**

A simple format to consider following for sections would be akin to Randy Olson’s “And-But-Therefore” design: In the first section, set up the importance of the issue. In the second section, present the key challenge(s). In the third section, present needed solutions (the call to action). Whatever you do, avoid obfuscation!

In instances where you cite specific facts or data, add a footnote.<sup>1</sup> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas risus odio, commodo quis ipsum vitae, tempor suscipit lorem. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Morbi scelerisque nibh felis, a ultrices augue gravida id. Nunc vehicula nunc sit amet metus ullamcorper, at laoreet ipsum lobortis. Morbi sit amet dolor in ante accumsan mollis. Donec nec turpis ante. Ut pulvinar lectus sed nisi lacinia, ac facilisis ligula pharetra.



### [Short Descriptive Title Here (Key Challenges)]

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- **Bold “sidehead” goes here.** Bullets within body text also help in readability. In cases where bullets may be a full sentence or longer, consider adding a short (1-5 word) “sidehead” in bold at the start of each bullet.
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- **Bold “sidehead” goes here.** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas risus odio, commodo quis ipsum vitae, tempor suscipit lorem.

### [Short Descriptive Title Here (Solutions and Call to Action)]

The Entomological Society of America (ESA) advocates for lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas risus odio, commodo quis ipsum vitae, tempor suscipit lorem. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Morbi scelerisque nibh felis, a ultrices augue gravida id.

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- **Bold “sidehead” goes here.** These final bullets may be the second-most read part of the document (after the summary bullets at the very beginning), as readers skim and land on the conclusion.
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### About the Entomological Society of America

ESA is the largest organization in the world serving the professional and scientific needs of entomologists and people in related disciplines. ESA today has more than 7,000 members affiliated with educational institutions, health agencies, private industry, and government. Headquartered in Annapolis, Maryland, the Society stands ready as a non-partisan scientific and educational resource for all insect-related topics. For more information, visit [www.entsoc.org](http://www.entsoc.org).

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<sup>i</sup> Citation will go here, though it does not need to follow academic style. Just enough to make clear to the reader where the info is from.