

Terms of Reference
Working Group Co-Leader
***CliMent* COST Action**

1. Background and context

The *CliMent* COST Action brings together researchers and stakeholders across Europe to advance understanding of the impacts of climate change on mental health. Working Groups (WG) focus on the scientific investigation of climate-related psychological and mental health outcomes, including conceptual, methodological, and empirical work.

As the scope, scale, and complexity of WG activities increase, strengthening the WG coordination structure has been identified as essential to ensure effective scientific coordination, internal communication, and alignment with the overall objectives and governance of the Action.

2. Purpose of the role

The purpose of the WG Co-Leader role is to support the WG Leadership Teams in the scientific and organisational coordination of WG activities and outputs.

The role aims to enhance the smooth functioning, strategic development, and timely delivery of WG activities, while ensuring alignment with COST principles and the broader objectives of the *CliMent* COST Action.

The role complements, and does not replace, the responsibilities of the WG Leaders.

3. Key responsibilities

WG Co-Leaders are expected to contribute to WG activities by supporting the WG Leadership Team in the following areas:

- Supporting the planning, coordination, and monitoring of WG scientific activities and deliverables
- Assisting with the organisation, documentation, and follow-up of WG meetings, workshops, and collaborative initiatives

- Facilitating communication and information flow within WG
- Supporting the coordination of contributions to COST deliverables, reports, and scientific outputs relevant to WG
- Promoting collaboration within WG and, where relevant, across other Working Groups
- Contributing to strategic discussions on the development, priorities, and future activities of WG.

WG Co-Leaders work collaboratively with WG Leaders and members and are not expected to assume sole responsibility for deliverables.

4. Reporting and collaboration

WG Co-Leaders:

- Report to the WG Leadership Team
- Work in close collaboration with other WG Co-Leaders, where applicable
- Coordinate with leaders of other Working Groups when relevant
- Act in line with the strategic direction, governance structure, and values of the *CliMent* COST Action

5. Eligibility criteria

Applicants must:

- Be registered members of the Working Group of the *CliMent* COST Action
- Demonstrate scientific expertise and engagement relevant to WG's thematic focus
- Show motivation and capacity to contribute to coordination and collaborative tasks
- Commit to working in accordance with COST principles of openness, inclusiveness, and transparency

Previous experience in international research collaboration, coordination roles, or COST Actions is considered an asset but is not mandatory.

6. Duration of the appointment

The appointment is valid for the remaining duration of the *CliMent* COST Action, unless otherwise decided by the Core Group.

The appointment may be reviewed subject to continued engagement and contribution, mutual agreement, and the evolving needs of Working Groups and the Action.

7. Time commitment

The role is voluntary and unpaid, in line with COST Action principles.

The expected time commitment is approximately 8–12 hours per month, on average, with potential increases during periods of intensified activity (e.g. preparation of deliverables, coordination of meetings, or organisation of events).

8. Selection process

WG Co-Leaders will be selected through an open and transparent process, based on the following criteria:

- Relevance of expertise and prior experience related to the working group they apply for and its corresponding deliverables
- Availability, motivation and dedication to engage in the tasks outlined above and to complete them in a timely manner
- Prior engagement and demonstrated commitment to working group's objectives
- COST action commitment to balanced representation, including considerations of gender, country diversity, and participation from Inclusiveness Target Countries (ITCs).

The selection will be conducted by the Core Group and approved by the Management Committee.

9. Principles and values

WG Co-Leaders are expected to:

- Uphold high standards of work ethic, scientific integrity and collegiality
- Contribute to an inclusive, respectful, and collaborative working environment
- Leadership potential in showing initiative (e.g., proposing related topics, finding related calls, expanding and enriching the main idea), taking a lead (e.g., Creating additional



opportunities for the membership, taking care of (i.e., curating) the membership), supporting the WG leader and curating the membership

- Act in accordance with COST governance rules and principles

10. Entry into force

These Terms of Reference enter into force upon approval by the Management Committee and apply for the duration of the appointment.