

Focus Group Guidelines
DOE Atmospheric System Research Program
(Draft, March 2011)

Overall Objective:

To provide a means for organizing, coordinating, and supporting scientific efforts that are of high importance to ASR yet are substantially larger than any individual PI effort. Typically these groups will focus on a specific process that is not well understood and modeled. The results, products, and/or output from these groups will comprise some of the important deliverables that help to define ASR and its progress.

Basic Guidelines for a Focus Group:

- * Have well-defined, focused science objective(s), which are deemed to be of high importance to ASR programmatic objectives by the Science and Infrastructure Steering Committee (SISC) and DOE management.
- * Have a plan/approach for using ARM/ASR data and coordinated efforts by the group to address the objectives. The plan should outline how the specific activities will lead to improvements in model representation of the specific focus area.
- * Obtain measurable and significant progress on a 5 year time scale. This does not necessarily mean that the group must disband at that time!
- * A critical mass of participation with identified leadership. Target size is 5 or more individual investigators or research groups. Typically a group will have participation from both observation and model perspectives.
- * Demonstration of progress via breakout sessions, talks, papers, products, etc.
- * Develop a "white paper" that outlines the objectives, approaches, leadership, metrics for evaluating progress, and other details to acts as the guide for the group's activities.

Benefits of a Focus Group (Incentives):

- * Recognition of activities within Working Groups and the Science Team.
- * Specific meeting time (i.e., priority for breakout session time).
- * Increased leverage for prioritization.
- * Potential infrastructure support (i.e., for VAPS).
- * Potential increased programmatic focus in general.

Formal Recognition Process:

- * Potential groups should gauge interest and build support among the ASR Science Team, perhaps via breakout sessions at meetings.
- * Group must develop a white paper that identifies Focus Group leadership and outlines how the group will meet the above Guidelines. It is recommended that the group has direct interaction with a Working Group chair(s) to ensure that the group organization and white paper are in reasonable form.
- * The white paper will be used to petition the SISC for Focus Group designation, which will be decided by consensus of the SISC.
- * Ongoing Focus Group status is evaluated at least annually by the SISC to ensure robust progress. The SISC may require a written summary of progress.