# AIR-BOX Campaign Proposal Procedure

## Definitions

Campaign: A field campaign or defined-period monitoring exercise using the AIR-BOX facility that contributes to the AIR-BOX scientific program and meets its overarching objectives.

Campaign lead scientist (LS): Each campaign has a campaign lead scientist, who may or may not be affiliated with an AIR-BOX consortium institute.

Steering committee (SC): The AIR-BOX steering committee is comprised of one representative from each organization in the consortium, plus the lead CI.

Sponsor: If the LS of the proposed campaign is not on the SC, then a member of the SC should agree to act as campaign sponsor, in order to represent the LS in SC meetings and the decision-making process.

## Campaign decision process

1. A short summary of the proposed new campaign should be circulated amongst the SC for discussion as an agenda item at the next meeting. The summary should use the template provided in the appendix below, and be provided at least two weeks prior to the meeting.
2. At the SC meeting, the LS/sponsor presents the campaign proposal and responds to any questions from SC members.
3. The proposal is then discussed by the SC, and a decision made on whether to support the new campaign based on the selection criteria and prioritization principles set out below.
4. The SC has over-riding authority and responsibility for all high-level decision-making on the scheduling and operational management of each supported campaign.

## Selection criteria and prioritization principles

1. Is the proposed campaign scientifically sound and likely to achieve its objectives *in principle*?
2. Does the proposed campaign align with the strategic objectives of the AIR-BOX program?
3. Are the campaign scientists adequately qualified, experienced and supported by their organization(s)?
4. Is there sufficient resource capability and commitment (instrumentation, consumables, finances, staff, time etc.) to support the campaign at the levels required?
5. Prioritization principles:
6. Scientific merit
7. Consortium members have priority over “external” LSs
8. Length and timing of proposed campaign compared with existing commitments
9. ??Any other considerations??

## Appendix: Summary of proposed AIR-BOX Campaign

Campaign Title:

Campaign lead scientist (LS) / organisation:

Contact details:

Does organisation support LS’s commitment to the campaign (time, technical support etc.)?

Sponsor (required if LS is not on steering committee):

Other campaign scientists / organisations involved:

Brief Campaign description (< 0.5 pages):

* Objectives / scientific justification
* Measurements and methodology
* Expected outputs and outcomes; other benefits (e.g. student training)

Location of measurements:

Duration and ideal timing (How might it fit in to the existing AIR-BOX timetable?):

Persons to attend measurement site (essential / desirable, full / partial period):

* Campaign scientists
* Professional / technical support staff
* Students
* Other visitors

Instrumentation requirements:

* AIR-BOX instruments (which are essential / desirable?)
* Guest equipment
* Special requirements (e.g. for space, power, pumps, inlets/exhausts, gases/chemicals/consumables, computing/data/communications)
* Other special considerations / constraints (e.g. air conditioning, noise, health & safety issues)

Financial support (expected sources and amounts) for:

* AIR-BOX container transport
* On-site operational costs (including power, consumables etc.)
* Travel costs
* ??Other??

Other comments (requirements / considerations / constraints):