

New Zealand Volcanic Science Advisory Panel (NZVSAP)

Terms of Reference

August 2019

Purpose of the Advisory Panel

To ensure the provision of authoritative readiness, reduction, response and recovery science advice when volcanic activity is affecting New Zealand, through trans-disciplinary and multi-institution collaboration.

Members of the Panel have a strong working relationship with area-specific volcanic groups and programmes, including the Caldera Advisory Group (CAG), the Central Plateau Volcanic Advisory Group (CPVAG), Determining Volcanic Risk in Auckland (DEVORA), and the Taranaki Seismic and Volcanic Advisory Group. These groups and programmes coordinate planning for area-specific volcanic activity, but do not activate in response to volcanic activity.

Objectives

1. Ensure timely, high-quality, well-communicated and consistent science advice during volcanic activity to:
 - a) inform response agencies, and
 - b) support consistent public messaging.
2. Coordinate monitoring, science investigations and data collection during volcanic activity.
3. Act as the national focal point for international science liaison (if required) during volcanic activity.
4. Develop and maintain collaborative, trans-disciplinary, multi-institution, Standard Operating Procedures (SOPs), plans and capabilities for science monitoring, investigation and communication during volcanic activity.
5. Develop and maintain effective, collegial relationships between New Zealand-based scientists with expertise in volcanology, volcanic impacts and science communication.
6. Assist with establishing national and volcanic zone-specific priorities for planning across readiness, reduction, response and recovery.

Membership of the NZVSAP

The Chair will keep a roster of membership and will ensure this remains up to date, in line with the following principles:

- Members of the NZVSAP includes representatives from:
 - MCDEM (Chair)
 - GNS Science¹
- Normally two representatives from each of:
 - Massey University
 - University of Auckland
 - University of Canterbury
 - University of Otago
 - University of Waikato
 - Victoria University Wellington
 - MetService
 - NIWA
- And a representative from:
 - Department of Conservation (Volcanic Science Advisor)

Additional science capability and/or Mātauranga Māori advisors can be called upon as proposed by NZVSAP members in agreement with the Chair.

¹ GNS Science is at the core of the NZVSAP because it runs the GeoNet programme, has a contractual obligation to monitor the status of the volcanoes, and has a statutory obligation to provide advice on natural hazards (earthquakes, volcanoes, landslides and tsunamis) to MCDEM and the CDEM sector.

Sub-groups of the NZVSAP

- The NZVSAP may form specialist volcanic impacts sub-groups (as required). Sub-groups have two core functions:
 1. Undertake and/or identify relevant impacts research.
 2. Provide specialist advice to support emergency management.
- Sub-group membership shall be decided by the Members of the NZVSAP.
- Sub-groups will meet at least once a year, and will report back to each NZVSAP meeting.
- Current volcanic impacts sub-groups include:
 - Agriculture
 - Health
 - Lifelines

Meetings

- The Chair will encourage free and open discussions. Decisions are by consensus, if possible, and by a majority vote if consensus cannot be reached. The Chair has a casting vote.
- Regular planning meetings will be held at such frequency as agreed among the Members. The NZVSAP should meet at least annually.
- The Chair shall poll members for suitable dates and nominate the location of meetings.
- Members should aim to be present at all meetings, or assign an alternative person to attend in their place.
- Attendance of additional representatives and guests is to be agreed by the Chair.

Response to volcanic event

- A decision to convene the Panel during a response to volcanic activity, and its operating arrangements, will follow its Standard Operating Procedure (SOP).
- In line with GeoNet monitoring arrangements, GNS Science will chair the Panel during a response to volcanic activity.
- Science advice coordination may be undertaken through video/teleconferencing and access to online shared work spaces.

Responsibilities of members

- Members freely and openly exchange relevant ideas, information, expertise and experiences within NZVSAP meetings.
- Members act in a timely way on commitments made in both planning and response modes.
- Members act in accordance with the [IAVCEI best practice guidelines for volcanologists in emergencies](#).
- Members act as point-of-contact for their organisation.
- Members will inform the Chair if their contact details change and if they need to be replaced, and will provide contact details of their replacement.
- Members and their organisation will be responsible for their costs of participation in the NZVSAP, including meeting attendance.

Administration

- The Chair is responsible for distributing meeting minutes to Members.
- Any Member may seek clarity and review of the NZVSAP purpose, objectives, roles, and responsibilities. An amendment to the Terms of Reference is to be agreed by the full core membership.
- The contact list for Members of the NZVSAP will be held by the NZVSAP Chair and GNS Science. Contact details will be checked for accuracy at least annually by the Chair.
- The Terms of Reference will be hosted publicly on the MCDEM website, and will be kept up to date by MCDEM.