

# Terms of Reference for IASC Working Groups

- 1 Working Groups shall assist IASC in the implementation of its mission.
- 2 Working Groups may be dissolved only by a consensus vote of the Council.
- 3 The responsibilities of the Working Group are to:
  - 3.1 Encourage and support science-led international programs by offering opportunities for planning and coordination, and by facilitating communication and access to facilities;
  - 3.2 Identify research areas where current research is lacking paying particular attention to areas where interdisciplinary actions can be taken;
  - 3.3 Encourage the exchange and dissemination of information;
  - 3.4 Encourage means of initiating and maintaining observational systems and the data they produce, and coordinating with other long-term observational programs in the Arctic and globally;
  - 3.5 Ensure interaction with other relevant international, regional and national arctic science organizations;
  - 3.6 Ensure interaction with other Working Groups of IASC, developing interdisciplinary proposals where appropriate;
  - 3.7 Provide scientific advice to the Council as required;
  - 3.8 Provide scientific advice to outside organizations upon request;
  - 3.9 Initiate conferences, workshops and educational events;
  - 3.10 Promote future generations of arctic scientists.
- 4 Membership of Working Group
  - 4.1 Each National Adhering Body may appoint up to two members to the Working Group. Each National Adhering Body has only one vote. Appointees shall be experts in their field, ideally with an international reputation and from different scientific disciplines so that the full range of arctic research is represented in the Working Group. When appointments are made, National Adhering Bodies should give consideration to a mix of gender and seniority.
  - 4.2 Each member shall be appointed for one 4-year term with the possibility of one additional 4-year term.
- 5 Functioning
  - 5.1 The Working Group shall elect one Chair and two Vice Chairs from three different countries. These three individuals, along with the outgoing chair, form the Steering Group of the Working Group. When possible, the four officers shall be from different disciplines within the overall discipline of the Working Group.
  - 5.2 The Chair and Vice Chairs shall be elected for a term of two years, and may be re-elected for one additional term.

- 5.3 The Working Group will conduct its work by correspondence as well as at meetings.
- 5.4 The Working Group may develop collaborative initiatives with other IASC Working Groups and with other scientific organizations outside of the International Arctic Science Committee.
- 5.5 The Working Group shall develop and maintain a web page within the International Arctic Science Committee's web site.
- 5.6 The Working Group shall endorse proposals on behalf of IASC from external organizations.
- 5.7 The Working Group shall maintain a list of supported activities and maintain a record of publications and workshops.
- 5.8 The Working Group may form fixed-term expert groups to examine specific questions. Membership of expert groups shall be based on scientific excellence. Reports of expert groups shall be sent to the Working Group for further consideration.
- 5.9 The Steering Group of the Working Group may meet intersessionally as required.

## 6 Meetings

- 6.1 The Working Group shall hold at least one meeting per year.
- 6.2 The Working Group Chair will inform Council of meeting location and date two months prior to the start of the meeting.
- 6.3 The Chair and Vice chairs, working with the IASC secretariat, will circulate to Working Group members and Council a meeting agenda six weeks prior to the meeting. Working Group members wishing to place items on the agenda will notify the chair of the items three months prior to the meeting.

## 7 Recommendations and requests to the Working Group

- 7.1 Endorsement requests coming from outside of IASC will be sent by the IASC Secretariat and decided upon by the Working Group. Notification of the endorsement will be made to the IASC Secretariat.
- 7.2 Funding requests coming from outside of IASC shall be considered by the Working Group for Council and a recommendation will be made to the Council for consideration.
- 7.3 Use of the IASC logo may be used only with permission of the Secretariat.

## 8 Reporting

- 8.1 Reports of the Working Group to the Council shall summarize activities of the Working Group and expert groups since the previous Council meeting. They shall provide statements of future plans, list of recommendations put forward by the Working Group for Council consideration and financial reports of expenditures and future budgets.
- 8.2 Responses from the Council to reports from the Working Group will be included in the final report.
- 8.3 Executive summaries of the reports of the Working Group shall be posted on the web site of the Working Group within eight weeks of their annual meeting.

## 9 Budget

- 9.1 The Working Group shall have an annual budget available at an amount set by the Council. Expenditures within the approved budget shall not require Council approval.
- 9.2 In cases where additional funding to fulfill the IASC mission is required, a request may be made to the Council three months prior to the Council meeting.

## 10 Secretarial Support

- 10.1 Secretarial Support for the Working Group will be made available through the IASC Secretariat.
- 10.2 Responsibilities of the Secretary to Working Group will include, but not be limited to:
  - 10.2.1 Preparing for, attending and reporting on all Working Group meetings;
  - 10.2.2 Maintaining the web site for the Working Group;
  - 10.2.3 Organizing, facilitating and attending steering group meetings of the Working Group;
  - 10.2.4 Developing and maintaining lists of publications, workshops and other outputs for the Working Group;
  - 10.2.5 Responding to outside requests for information;
  - 10.2.6 Facilitating communication between the Working Groups.