Task Team Terms of Reference

September 2018

Introduction

At IICWG-XIX in September 2018, the IICWG altered its organizational structure to provide flexibility in identifying and addressing ice service challenges by replacing the standing committees with "Task Teams". Task Teams work under the IICWG Charter and Terms of Reference, focused on specific themed actions identified by the ice services and discussed by the plenary during the annual meetings. Task Teams will have flexible membership, operating procedures, timelines, and deliverables that are tailored to best address the particular theme for which they are responsible. All Task Teams will be led by a champion who will guide their team to complete specific work items and achieve well-defined goals. Rather than being permanent entities, Task Teams are intended to have a defined life span.

Responsibilities of the Task Team Lead

- As champion for the theme, assemble a team of willing and committed members
- Establish goals and milestones, leading the Task Team to complete their tasks
- Participate in quarterly teleconferences of the Co-Chairs' Coordination Committee to provide progress updates and assist in setting the agenda for the IICWG Annual Meeting
- Schedule and chair Task Team meetings and teleconferences as necessary
- Lead the preparation and presentation of documents and reports at the IICWG meetings
- Follow-up on action items

List of Task Teams

(Updated October 1, 2018)

1	ROSE L	Wolfgang Dierking
2	ICEBERG MODELING	Mike Hicks
3	E-NAVIGATION	Jürgen Holfort
4	UNCERTAINTY	Sean Helfrich
5	ANALYST FORECASTER COMPETENCIES	Catalin Tita
6	RCC CONTRIBUTIONS	John Parker
7	ARCTIC COUNCIL INTERACTION	Marianne Thyrring
8	MARINER TRAINING NEEDS	Keld Qvistgaard

Task Information Template

Last Update:

TASK NAME:

TASK TEAM LEAD:

<u>TASK TEAM MEMBERS & CONTACT INFORMATION</u>

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<u>BRIEF DESCRIPTION AND ANTICIPATED OPERATIONAL IMPACT</u>

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<u>OUTCOMES (DELIVERABLES)</u>

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<u>ACTIVITIES / STATUS</u>

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<u>NOTES / REMARKS</u>

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