

**ANNEX 1**  
**to the**  
**TERMS OF REFERENCE**  
**of the**  
**INTERNATIONAL ICE CHARTING WORKING GROUP**  
**(Adopted October 26, 2007)**

**ROTATION OF CO-CHAIRS**

**A. International Ice Charting Working Group Co-Chairs**

1. The International Ice Charting Working Group (IICWG) will be chaired by two Co-Chairs.
2. For the purpose of designating Co-Chairs the IICWG members will be divided into two geographic groups. The first group is Eurasia, which is made up of those members in Europe and Asia. The second group is the Americas, which is made up of those members in North and South America, and Australia.
3. Each geographic group will determine the Co-Chair for the group through consensus of the members of the geographic group.
4. The Co-Chairs will be at a higher organizational level than the Director/Head of the represented ice services.

**B. Responsibilities of the IICWG Co-Chairs**

1. Ensure the organization of the IICWG meetings,
2. Chair the IICWG meetings,
3. Represent the IICWG in national and international forums,
4. Guide the IICWG in the response to international requirements.

**C. Rotation of IICWG Co-Chairs**

1. Each Co-Chair will serve for a term of three years.
2. In order to insure the greatest continuity for the IICWG the Co-Chairs should offset the rotation of their terms of office.

3. If a Co-Chair leaves before the end of their term that Geographic group will chose a successor.

#### **D. International Ice Charting Working Group Meetings**

1. The IICWG meetings will be chaired by the two Co-Chairs plus the Director/Head, or their designee, of the hosting institution.
2. The meetings will be held at a regular basis at the call of the Co-Chairs. Typically the meetings are held every 12 to 18 months.
3. The organization of the IICWG meeting including:
  - a. Developing organizing committees,
  - b. Sending out meeting invitations,
  - c. Developing the meeting agenda,
  - d. Determining location and logistics for the meeting,
  - e. Ensuring meeting reports and action items are recorded and distributed.