

## **OPERATIONS AND TECHNOLOGIES WORKING GROUP (OTWG)**

### **Terms of Reference**

Ref: 1<sup>st</sup> ARHC Conference (Ottawa, Canada October 2010)

#### **1. Objectives**

- a. To provide a core of expertise on hydrographic operations in the Arctic.
- b. To develop and maintain documented best practices, lessons learned, an advances in training and technology.

#### **2. Authority**

Working Group (WG) is a subsidiary of the Arctic Region Hydrographic Commission (ARHC) and its work is subject to ARHC approval.

#### **3. Procedures**

- a. The WG should capture, analyze and share in an agreed upon way:
  - i. Current Arctic hydrographic operations
  - ii. Best practices
  - iii. Lessons learned
  - iv. The use of new technologies
  - v. Training and capacity building practices specific to Arctic operations
- b. The WG should work primarily by correspondence (via e-mail).
- c. The WG should, if a meeting is required, attempt to meet in connection with ARHC conferences.
- d. The WG should consult Task Groups, Committees and Working Groups or other relevant bodies as deemed necessary.
- e. The WG should provide a biennial report to the ARHC with the first report submitted two months prior to the third annual ARHC Conference.

#### **4. Composition and Chairmanship**

- a. The WG shall comprise representatives of ARHC Member States and Associate Members, all of whom have expressed their willingness to participate.

- b. The Chair and Vice Chair shall be a representative of a Member State. The election of the Chair and Vice Chair shall be decided biennially at the ARHC Conferences beginning at the third annual ARHC Conference.
- c. United States shall retain the current post of Chair until the third ARHC Conference with a Vice Chair elected via correspondence with a majority of vote from the Member States who have nominated a representative to the Working Group.
- d. If a secretary is required it should normally be drawn from a member of the WG.
- e. If the Chair is unable to carry out the Duties of the office the Vice-Chair shall act as the Chair with the same powers and duties.