**Arctic SDI**

**Working** **Group on Communication**

**Terms of Reference**

**Introduction**

The Arctic SDI Board has decided to establish a Working Group on Communication*.*

**Objective**

The Working Group on Communication is responsible for:

* Point of contact for stakeholders, users and the public in general
* Arctic SDI official Website – operation, updating and editing
* Information and key messages (presentations, pamphlets, posters)
* Coordinate information within the groups of Lead and Support Countries
* Documentation – documents, protocoles etc. from the Board meetings, National Contact Point activities etc.
* Representation in international forums in agreement with the Chair of the Board

**Organization**

Norway has volunteered as *Lead Country* for the Activity Working Group on Communication.

*Support Countries* are Canada, Denmark and Sweden.

The Lead Country has the responsibility for the operation and progress of the activity. The tasks within the activities will be divided between the Lead Country and the Support Countries. The Lead Country is also responsible for the planning of meetings, web meetings, correspondence and communication.

The Lead Country refers to the Board. This includes the responsibility to report and submit documents and draft decisions to the Board, including compliance with deadlines and reflecting on the opinions expressed by the National Contact Points in the process of preparing the Board Meeting and respecting the schedule for the preparation of Board Meetings.

**Activity plan**

The work within the Working Group on Communication is described in a dynamic activity plan which will be available via the Arctic SDI Web Site.

**Transparency and interaction**

The work will be performed in an open and transparent manner and meetings as well as documentation will be open to all representatives from the signatories of the Memorandum of Understanding.

The Lead Country has the responsibility to coordinate and communicate any necessary cross cutting issues concerning operations and planning of processes with the lead countries of the other Arctic SDI working groups.

**Resources**

The Arctic SDI activities are based upon voluntary cooperation between the National Mapping Agencies.