

**Terms of Reference**  
Ice Core Working Group  
*April 2020*

**Preamble**

Based on recommendations from a 1986 National Research Council report, the Ice Core Working Group (ICWG) was established to provide the National Science Foundation (NSF) with scientific and technical planning and advice. The ICWG and its parent organizations have evolved over time. The ICWG is currently a working group of the U.S. Ice Drilling Program (IDP), under the coordination of the IDP Science Advisory Board (IDP-SAB). The ICWG focus is scientific issues pertaining to ice cores, and as such provides direct advice to IDP and a forum to interface with other SAB working groups, as well as providing advice to NSF and the NSF Ice Core Facility (ICF). ICWG members are selected from the scientific community, and will represent the community in all ice coring discussion and planning activities.

**ICWG Duties**

- The ICWG shall solicit input from the community to identify future ice core drilling sites and ice core science activities for short term and long term planning.
- The ICWG shall help form, review, and recommend to SAB and IDP the future science site drilling matrix for the Long Range Science Plan.
- The ICWG may identify and recommend to SAB and IDP new ice coring technology development needed by the community, if any.
- The ICWG will make itself available to provide scientific perspectives and information on activities at NICL relating to:
  - Sample allocation
  - Policies on sample acquisition and use of the facility
  - Ice core processing techniques
  - Infrastructure
  - Archiving practice
  - De-accession
- The ICWG may help coordinate international partnering for ice coring projects including IPICS projects.
- ICWG members will engage in discussion with members of other working groups to propagate information about ICWG activities, to learn about activities of other groups, and to foster coordination between the working groups.
- ICWG meetings shall have minutes. The Chair of the ICWG is responsible for sending the minutes to the Chair of other IDP-SAB working groups. Minutes of the meetings shall be posted to the ICWG web site.

### **ICWG Membership**

The ICWG will have a diverse membership with broad capabilities, where each member brings important and relevant areas of expertise that represent a variety of aspects of ice core science. The size of the ICWG should be 7 or 9 members, with no more than 2 members from the same institution in order to provide broad community input. ICWG members will typically serve a standard 5-year term with the term beginning during the first meeting attended. The ICWG may extend individual membership if necessary, although current members should not be re-appointed if new nominees are available. A staggered schedule of retirement and appointment should be maintained to ensure continuity. A Chair will be elected by the ICWG members, and will serve a 3-year term. Each member will have one vote on decisions by the ICWG. One ICWG member will also serve on the SAB, to facilitate liaison with the SAB and IDP.

### **ICWG Student Liaison**

One graduate student will be appointed to serve a variable length term as a liaison between students and the ice core working group. The liaison will participate in all portions of meetings, including the executive session, but will not have a vote. The liaison is encouraged to interact with student and early career organizations such as the Ice Core Young Scientists. The liaison is appointed by the chair and confirmed by the members.

### **Election of ICWG members**

All members of the U.S. ice coring community are eligible for membership on the ICWG. Nominations (including self nominations) for new members will be solicited from the community. New members will be determined through a vote on the slate of nominees by the current ICWG, with consideration of commitment, experience, scientific expertise, and diversity. In the event of a tie vote the ICWG may either call a revote or let the Chair decide.

### **Meetings**

The ICWG will meet annually, with travel and/or meeting expenses provided by the IDP. ICWG meetings should be in person on even years; odd year meetings will be held virtually. ICWG meetings are open to the community except for Executive Sessions. Meetings of opportunity are encouraged and should be planned when possible to minimize travel cost. An appointed member who cannot attend an annual meeting should provide written input to the Chair on topics in the agenda in advance of the meeting; the missing member may not appoint a substitute attendee.

### **ICWG web site**

The ICWG will have a web page within Icedrill.org, which will make ICWG documents and other content available to the community.

### **Ad hoc Sub-Committees of the ICWG**

The ICWG may form and dissolve ad hoc committees as it sees fit. An ad hoc committee may consist of members and non-members as appointed by the ICWG, but there should be at least one ICWG member on the subcommittee. Ad hoc committee meetings will be held either in virtual format or at times of opportunity; there is no IDP travel funding for ad hoc meetings.