



**ANZLIC COMMITTEE ON
SURVEYING & MAPPING**

**TERMS OF
REFERENCE
AND
GOVERNANCE CHARTER**

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1. INTRODUCTION

The Intergovernmental Committee on Surveying and Mapping (ICSM) was established by the Prime Minister, State Premiers, and the Chief Minister of the Northern Territory in 1988. Since that time, New Zealand and the Australian Capital Territory have joined ICSM.

Prior to 1988 a similar body, the National Mapping Council (NMC), had coordinated cooperative Australian mapping programs since 1945. Although the NMC had been an effective forum, the changing operational environment of the late 1980s led to its cessation and the formation of ICSM to cover both surveying and mapping issues as they related to government activities. This arrangement ensures continued cooperation in these activities on a national basis.

There is a close relationship between jurisdictional spatial information, surveying and mapping programs and close alignment of ICSM projects with those of ANZLIC – *The Spatial Information Council* (ANZLIC). These synergies were acknowledged in 2003 with ICSM becoming a Standing Committee of ANZLIC.

ANZLIC – The Spatial Information Council – provides national policy leadership and advocacy for the capture and use of spatial information in Australia and New Zealand. Its vision is that Australia's and New Zealand's economic growth, social and environmental interests are underpinned by excellent spatially referenced information. ICSM and other ANZLIC Standing Committees role is to implement policy developed by ANZLIC.

2. ROLE OF ICSM

ICSM's role is to implement ANZLIC policy by providing leadership through coordination and cooperation in surveying, mapping, charting by:

- addressing issues of national and international significance in surveying, mapping and charting
- supporting the development and implementation of national and international standards for surveying, mapping and charting
- providing a national and trans-Tasman forum for identifying and developing surveying, mapping and charting and technology issues including the exchange of information
- encouraging and sponsoring research into surveying, mapping and charting

In relation to the above a core function for ICSM is to coordinate and promote the development and maintenance of fundamental data that includes geodetic, topographic, cadastral, street addressing, tides & sea level, and geographical names.

3. STRATEGIC PLANNING

Strategic planning sessions are conducted by ICSM to ensure that its activities remain current and relevant to the Australian and New Zealand spatial communities.

ICSM maintains a 5 year Strategic Plan which is reviewed every 2 years – at the first meeting of an incoming Chair. The Plan has three levels of focus:

- 5 year vision of **Strategic Outcomes**
- 5 year vision of **Achievements** which support these Outcomes
- **Milestones** for the coming 2 years which support the Achievements and Strategic Outcomes

At this meeting the ICSM Risk Management plan is also reviewed. The current ICSM Strategic Plan is for 2014-2017.

4. COMMITTEE STRUCTURE

The ICSM Executive Committee (hereafter called ICSM or the Committee) comprises:

- the Members, who are representatives of their Jurisdictions; and
- a Chair who is elected from the Members

An Executive Officer is appointed and is responsible for administration matters as directed by the Chair and Members.

Members of ICSM are appointed to represent and influence decisions within the following areas of interest:

- Geodesy
- Cadastre
- Geographic Names
- Topography and Hydrography
- Addressing
- Tides and Sea Level

4.1 Membership

ICSM is comprised of senior representatives of Australia's Commonwealth, State, Territory and Defence agencies responsible for surveying and mapping. New Zealand members represent both New Zealand civil and defence interests.

The ICSM Committee comprises appropriate representatives appointed by the following eleven jurisdictions:

- New Zealand
- Australia – civilian
- Australia – military (terrestrial and marine)
- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

With agreement from the ICSM members, additional jurisdictions may be invited to join ICSM.

Where circumstances warrant, and where ICSM agrees, a jurisdiction may have more than one representative. However, on matters where a vote is taken, each jurisdiction will have only one vote.

A member unable to attend an ICSM Committee meeting or teleconference etc. may be represented by their deputy.

4.2 Chair

(a) The Chair shall be on a two-year (financial year) rotational basis between Jurisdictions.

ICSM will elect the incoming Chair twelve months in advance of their two-year appointment becoming effective.

A separate delegate may represent the Chair's Jurisdiction at ICSM meetings; in such circumstances the Chair will not vote on matters before ICSM.

ICSM will appoint the Deputy Chair to officiate at meetings if the Chair is absent.

4.3 Deputy Chair

The Deputy Chair's term will be of one year's duration (financial year) alternating between the immediate past Chair, at the commencement of the term of new Chair, and the Chair-elect for the year immediately preceding his/her term as Chair of ICSM.

4.4 ANZLIC

- (a) As a Standing committee of ANZLIC, ICSM regularly reports to ANZLIC on its activities. This is provided by the ICSM Chair or Deputy Chair who attends the quarterly ANZLIC meetings as an observer.
- (b) The ICSM Strategic Plan is aligned to the outcomes of ANZLIC's Strategic Plan.
- (c) The ICSM Committee is responsible for managing its finances, with the ICSM Executive Officer being responsible for day-to-day administration of those finances. *See Section 8 Financing ICSM and Its Activities.*

5. ROLE OF INDIVIDUAL MEMBERS

The individual members of the ICSM Committee have the responsibility to:

- (a) Act as advocates of their jurisdiction and report jurisdictional interests and interests of their stakeholders with due care, honesty and diligence within the limits endorsed by their jurisdiction.
- (b) Seek and coordinate appropriate input from jurisdictional bodies or individuals with regard to issues being considered within ICSM and ICSM sub-committees.
- (c) Act with an appropriate level of care and honesty when representing ICSM in public forums.
- (d) Notify ICSM of any conflicts of interest that occur in conducting the day to day business of ICSM and where appropriate remove themselves from decision making processes in that area.
- (e) As appropriate, carry the added responsibility to act as sponsor for individual ICSM sub-committees.

And members shall not:

- (d) Disclose confidential information received in the course of their duties as an ICSM member if the information is expected to be treated confidentially.
- (e) Engage in conduct likely to discredit ICSM.
- (f) Make improper use of information acquired.
- (g) Take improper advantage of their position on ICSM or individual jurisdiction.

The individual member and their parent organisations will, from time to time, be responsible for acting as a 'lead agency' in the procurement of goods or services to support the operation of ICSM. In these circumstances the member will ensure that all transactions are carried out in accordance with local jurisdictional purchasing policies and practices.

6. ROLE OF THE CHAIR

The Chair is responsible for:

- (a) Ensuring that ICSM provides leadership and is responsive to the requirements of Stakeholders and ICSM sub-committees (Working Groups).
- (b) Ensuring that members participate in setting the aims, strategies and policies for ICSM and its sub-committees (Working Groups).
- (c) Ensuring there is adequate monitoring of ICSM pursuits and activities.
- (d) Ensuring that ICSM has adequate information, or can get adequate information, to make effective decisions and initiate actions.
- (e) Ensuring that administrative tasks are undertaken, such as preparation and circulation of reports and Minutes of meetings.
- (f) Directing that ICSM's resources are effectively used.
- (g) Ensuring that ICSM monies are administered in accordance with ICSM's stated Role and Functions.
- (h) Developing a healthy relationship between members and external stakeholders.
- (i) Guiding the ongoing development of ICSM and its sub-committees.
- (j) Representing the Committee at public forums from time to time.

6.1 Key Stakeholders

ICSM's key stakeholders include ANZLIC – The Spatial Information Council (ANZLIC), PSMA Australia Limited (PSMA), Office of Spatial Policy (OSP); jurisdictional governments, plus national spatial professional and business associations.

7. ROLE OF THE EXECUTIVE OFFICER

Geoscience Australia has agreed to provide the Executive Officer and other administrative support to ICSM.

The details of the ICSM Executive Officer's duties are defined in their annual *Performance Planning and Review Agreement*. This is up-dated annually and reviewed six monthly with the ICSM Executive Officer's Manager (usually the Commonwealth, Geoscience Australia ICSM member). If requested, the ICSM Chair is able to have input to the creation and review of the Agreement.

In summary, the Executive Officer of ICSM is expected to carry out the following functions in support of the ICSM:

- (a) Deliver secretariat support to the ICSM Committee, in preparing and compiling meeting agendas, agenda papers and Minutes.
- (b) Provide project support to the ICSM sub-committees (Working Groups).
- (c) Manage the ICSM's finances. Including budget preparation, purchasing, maintaining financial records, independent auditing of the ICSM financial records, managing financial/bank accounts, reporting to ICSM members regarding budget expenditures and reporting to the Australian Taxation Office.

- (d) Assist in the compilation and maintenance of periodical reports, publications and policy documents.
- (e) Provide the first point of contact for public queries about the activities of the Committee and assist in promoting the activities of ICSM.
- (f) Monitor the activities of ICSM's sub-committees (Working Groups) and their use of the ICSM website.
- (g) Provide assistance and advise the Chair on ways to improve the operation of ICSM.
- (h) Represent ICSM at public forums if requested.
- (i) Maintain the ICSM website with assistance from ICSM Committee and sub-committees (Working Group) members.
- (j) Notify Australian Business Register whenever a new Chair or a new ICSM Executive Officer commences duty.

8. FINANCING ICSM AND ITS ACTIVITIES

8.1 ICSM Status

- (a) ICSM is a not-for-profit agency which is funded by:
 - o member contributions
 - o third party contributions
 - o earning (including bank interest) from funds held pending their use on approved activities.

8.2 Budgeting

The Executive Officer will prepare a draft budget for the ensuing financial year, for approval by the ICSM Committee at its biannual meeting immediately prior to the commencement of that financial year. The budget will include a recommendation for the level of the set annual fee and estimates for additional levies/contributions expected during the year.

This draft budget must be approved by a quorum of members – a quorum consists of two-thirds of ICSM's members. This budget may only be varied as outlined in Section 9 – Purchasing Approval.

8.3 Expenditure

ICSM money is:

- (a) only to be spent on sanctioned activities identified in the ICSM budget or otherwise approved in accordance with Section 9 (*see Section 9. – Purchasing Approval*)
- (b) to be held in a bank cheque account and other financial institutions account(s) as deemed appropriate
- (c) maintained to ensure ready availability for use in approved activities, but also maximising earnings for ICSM

The Committee may approve payment of reasonable expenses for the conduct of meetings of the ICSM and its sub-committees (Working Groups).

Members will fund their own travel and accommodation expenses for ICSM biannual meetings. However, funding for ICSM Executive Officer travel and associated costs is borne by ICSM.

Working Group Sponsors have discretionary privileges to approve funding for travel to approved meetings/projects. For each Working Group the ICSM Budget sets the maximum discretion in a financial year. *Refer to Section 9 and the ICSM Travel Funding Policy.*

Travel for ICSM members may be funded (other than for the ICSM biannual meeting) where ICSM has a specific interest in being represented by an ICSM member.

The Chair has discretionary privileges to approve funding for extraordinary items which arise between ICSM meetings. The ICSM Budget sets the maximum discretion for the financial year. *Refer to Section 9 and the ICSM Travel Funding Policy.*

8.4 Banking

ICSM funds shall be held in bank/financial accounts. These will be one or both of:

- (a) bank cheque account – holding day-to-day operational money.
- (b) bank/financial institution investment account(s).

For the purpose of liaising with the bank/financial institutions (eg arranging changes to signatories details), the ICSM Executive Officer shall be signatory to all accounts. However, the ICSM Executive Officer shall only endorse cheques when other signatories are not available in a reasonable timeframe.

The addition to the ICSM Executive Officer, the authorised signatories to the ICSM bank cheque account shall be:

- o ICSM Chair
- o ICSM Member from New South Wales
- o ICSM Member from Australian Capital Territory

Where the Chair is the member for New South Wales or Australian Capital Territory, the additional signatory will be at the discretion of the ICSM Members.

Where the Chair is not an Australian resident, the additional signatory will be at the discretion of the ICSM Members.

Two signatures are required to validate cheques.

Money over-and-above those needed to meet expected immediate funding demands are to be held in a bank/financial institution investment account(s) which earns higher interest than the ICSM bank cheque account. As needed, money may be transferred from this account to the cheque account to pay for up-coming ICSM activities.

The authorised signatories to the ICSM investment account(s) shall be the same as the bank cheque account. (*see Item 8(k) above*):

For the 'at call' investment (V2 PLUS) account all are four signatures are required to validate money transfers to the cheque account and/or Term Deposit account(s).

For Term Deposit accounts two signatures are required to validate money transfers to the cheque account and/or at call' investment account upon the expiry of the term. Without this validation the money is automatically 'rolled over' into another Term Deposit of the same duration.

ICSM may opt to hold a Credit Card. The ICSM Executive Officer shall be the sole signatory with the following provisions:

- (a) They are only authorised to approve individual expenditures of less than \$500.
- (b) For expenditure above \$500, prior approval is to be obtained from 2 of the other authorised signatories to the ICSM bank accounts.

- (c) The monthly accounts for the credit card are to be
 - o paid promptly using an ICSM cheque
 - o associated records are to clearly itemise the individual expenditures
 - o an email is to be sent to all Chair notifying him of the payment

8.5 Auditing

A record will be kept of all transactions relating to ICSM income and expenditure and this will be audited on an annual basis. The auditor's report will be presented to the next ICSM Committee meeting.

8.6 The Australian Taxation Office

ICSM has an Australian Business Number (ABN) and a Tax file number (TFN) for the purposes of dealing with the Australian Taxation Office (ATO); other government agencies; and the private sector.

Quarterly Business Activity Statements (BAS) is prepared by the ICSM Executive Officer and submitted to the Australian Taxation Office (ATO).

For the purpose of dealing with the ATO, the ICSM Executive Officer shall be both the ATO Public Officer and Contact Officer. As contingency, the ICSM Chair shall also be registered as a Contact Officer.

8.7 Reporting

- (a) The ICSM Executive Officer shall brief the biannual ICSM Committee Meetings on income and expenditure year-to-date.
- (b) The information used to produce the BAS Statement (income and expenditure for a three month period) is to be provided to all ICSM members at the time of completion of the BAS Statement.

8.8 Record Keeping

- (a) The ICSM Executive Officer is responsible for maintaining records of ICSM meetings:

Filing

- o Endorsed Minutes of ICSM meetings are to be filed in Geoscience Australia registered files (hardcopy and digital)
- o Minutes (draft and endorsed), final agenda and all meeting papers from each ICSM meeting are to be filed in a Geoscience Australia registered file (digital)

Distribution

- o Endorsed Minutes of all ICSM meetings (including Meeting Summaries and Unclassified Minutes) are to be made available from the *Members Services, ICSM Meeting Archive* section of the ICSM website.
 - o The latest endorsed Unclassified version Minutes of ICSM meetings is to be made available from the public section of the ICSM website, and provided in response to relevant freedom of information requests.
 - o The endorsed Meeting Summary of the latest ICSM meetings is to be made available from the public section of the ICSM website
- (b) The ICSM Executive Officer is responsible for maintaining ICSM Financial records. These (hardcopy and digital) are to be filed in Geoscience Australia registered files.
 - (c) The ICSM Executive Officer is responsible for maintaining other ICSM records. These (digital) are to be filed in Geoscience Australia registered files. Records include:

- ICSM Terms of Reference and Governance Charter, ICSM Strategic Plan, ICSM Risk Management
 - Other Level 1 and Level 2 documents as defined by the ICSM Document Register
 - ICSM NEWS
 - Other records deemed significant
- (d) The ICSM Executive Officer is responsible for maintaining a Change Request Log for ICSM Documents. See *Guidelines for the Governance of ICSM Documents* and the *ICSM Document Register*.
- (e) Working Group ICSM Sponsors are responsible for ensuring that working groups maintain adequate records of activities.
- (f) The ICSM Executive Officer is responsible for maintaining records of ICSM National Collaboration Framework, Collaborative Head Agreement Steering Committee activities:
- Meeting Records
 - Project Records

8.9 Disbanding ICSM

In the event of ICSM being disbanded the monies held in the ICSM bank account(s) shall be apportioned equally to each jurisdiction, in other words each jurisdiction shall receive 1/11th of the total of the ICSM money.

The eleven jurisdictions are:

- New Zealand
- Australian Commonwealth – civilian
- Australian Commonwealth – military (terrestrial and marine)
- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

If at the time of disbandment, a jurisdiction has more than one financial representative their 1/11 portion shall be further equally apportioned (eg 1/22th each where there are two members).

9. PURCHASING APPROVAL

The Executive Officer can only facilitate expenditure on items which are approved by ICSM.

These include:

- Items which are part of the current ICSM budget which was approved via a majority vote at the biannual meeting which occurs near to the end of the financial year (*see Item 8.2(b) above*).
(A majority vote is defined as a quorum of members voting and the majority of these supporting the proposal. A quorum consists of two-thirds of the ICSM members.)
- Items which are subsequently approved. These include

- A new approval, via majority vote, generated from either a face-to-face meeting, teleconference or email ballot.
- A new approval generated by the Chair. This shall be no more than \$10,000 per item and the ICSM members shall be informed of the decision via email.
- Re-allocation of funds within a Committee's already approved budget. Committee Sponsor recommended and ICSM Chair approved, with ICSM members being informed of the decision. A majority vote of members may be required if the change(s) reflects a significant change to the work undertaken by the Committee.

It is desirable that all new requests for funding should use the ICSM Funding Request Template.

The ICSM Executive Officer is to notify the ICSM Sponsor of any payment, and, to seek payment approval in advance, if there is any doubt as to the validity of the claim (Tax Invoice).

10. CONTRACT MANAGEMENT

Contract management will be undertaken through jurisdictions.

11. COMMITTEES AND WORKING GROUPS

(a) ICSM utilises a committee system to undertake its work. In January 2015 this consisted of:

- i) Six Permanent Committees being:
 - Cadastre (PCC)
 - Geodesy (formerly GTSC, now PCG)
 - Geographical Names in Australasia (CGNA)
 - Tides and Mean Sea Level (PCTMSL)
 - Topographic Information (PCTI)
 - Addressing (formerly SASIG, now PCA)

And working Groups and Special Interest Groups as required.

A Permanent Committee is formed to undertake long term coordination, development, maintenance and communication of important spatially related issues.

A Working Group is formed to undertake nationally focused short term projects which can take several years to complete.

A Special Interest Group is formed to undertake short duration projects – they typically have very precise Terms of Reference.

- (b) An ICSM Committee member Sponsor oversees the work of each Permanent Committee, Working Group or Special Interest Group. Sponsors also lead the discussion within ICSM meetings and provide a debrief back to their Working Group.
- (c) Each Permanent Committee, Working Group or Special Interest Group shall have a Chair who may attend ICSM Committee meetings and participate in discussion, but cannot vote on issues before the meeting.
- (d) For all Permanent Committee, Working Group or Special Interest Group the Sponsor and Chair shall be varied when appropriate. Changes of Chair are to be recommended by the Sponsor and approved by ICSM Committee. Changes of Sponsor are to be recommended and approved by ICSM Committee.

- (e) Working and Special Interest Groups may be established, for the duration of particular projects, to progress those projects to finality. Working and Special Interest Groups will be established and terminated by resolution of the ICSM Committee.
- (f) Membership of any Permanent Committee, Working Group or Special Interest Group will be at the ICSM Committee's discretion.
- (g) The Terms of Reference for Permanent Committee, Working Group or Special Interest Group will be recommended by the Committee or Group and the Sponsor and approved by the ICSM Committee.
- (h) Permanent Committees, Working Groups or Special Interest Groups will conduct their business by both meetings and/or correspondence as determined on a case-by-case basis.
- (i) Reports and recommendations of all Permanent Committee, Working Group or Special Interest Group should be presented to each face-to-face meeting of the ICSM.

12. RULES FOR THE CONDUCT OF BUSINESS

- (a) The business of the ICSM Committee will be conducted at face-to-face meetings held at intervals as determined by the ICSM Committee (usually six monthly intervals). . Hosting of meetings will be rotated amongst member jurisdictions. Electronic communication and teleconferences may be used between the face-to-face meetings.
- (b) If a decision is to be taken out-of-session via electronic communication, on the basis that a quorum of 8 votes in favour with no dissent, it may be considered carried by the Chair. The Chair will have a deliberative vote.
- (c) A meeting may be called by the ICSM Chair (or in their absence an acting Chair appointed by the Committee) at any time. A meeting will be called if requested by at least one-third of the ICSM's Committee's membership.
- (d) Adoption of a meeting agenda and timetable shall be the first item considered at Committee meetings.
- (e) Apart from items of other business all proposed agenda items should be supported by background papers and other details sufficient to allow ICSM Committee members to give such items adequate prior consideration.
- (f) ICSM Committee members are to receive the draft agenda and supporting papers at least ten working days prior to the scheduled commencement of the meeting. Accordingly, reports and proposals should be provided to the Secretariat at least fifteen working days prior to the meeting,
- (g) Items of other business should be of a relatively straightforward nature, ie, can be effectively considered by ICSM Committee members without prior briefing from their own organisations.
- (h) The Secretariat, under the guidance of the Chair, will be responsible for the preparation of a record of each Committee meeting. The record will contain a summary of the discussion of each agenda item together with the full text of any resolutions, agreements and actions or other decisions made by the Committee. An initial draft shall be circulated to members not more than twenty working days after the close of the meeting and the final version will be considered for adoption at the next Committee meeting.

(i) The Committee will formally record **resolutions, agreements** and **actions** as follows:

- RESOLUTIONS** - Formal decisions of the Committee, usually by consensus, to adopt particular positions or policies.
- AGREEMENTS** - Common opinions reached by the Committee. Decisions to follow particular courses of action.
- ACTIONS** - Things to be done resulting from decisions at a meeting.

The final wording of all resolutions and agreements of the Committee will be circulated to, and agreed by, members prior to the close of the meeting.

(j) Observers

- Observers are welcome to attend ICSM meetings if invited by a member and on approval of the Chair
- There are two categories of observers:
 - observers who are invited to attend on a semi-permanent basis who are able participate in the meeting, but will not vote on issues before the meeting
 - observers who are invited on a one-off basis who are not able to participate in the meeting unless specifically invited by the Chair and will not vote on issues before the meeting

(k) The Committee may decide to discuss issues in camera. In such circumstances observers are to leave the meeting.

13. ACCOUNTABILITY

- (a) As a Standing Committee of ANZLIC, the ICSM Committee is accountable to ANZLIC Council. Individual members are also accountable to their jurisdictional agency.
- (b) As a Standing Committee of ANZLIC, ICSM will submit progress reports against its work plan and raise any issues for consideration to ANZLIC Council as required. ICSM members who have a jurisdictional ANZLIC Council member will brief them on ICSM matters at the jurisdiction level prior to each ANZLIC Council meeting.
- (c) The Committee will produce and publish a biennial report outlining its achievements against its strategic and work plan and include a financial statement.
- (d) The ICSM Strategic Plan and the Role and Operation of the Committee will be reviewed biennially and approved by ICSM member jurisdictions.

14. RISK MANAGEMENT

- (a) ICSM will monitor and manage its risks through the strategies identified in its Risk Management Plan. ICSM will monitor their risks by reviewing the Risk Management Plan on a regular basis, identifying high risk factors and listing these as agenda items.

Appendix A. Associated Policies, Documents and Agreements

TITLE	LAST UP-DATED
Guidelines for the Governance of ICSM Documents	November 2010
ICSM Document Register	November 2014
ICSM Funding Request Template	July 2008
ICSM Risk Management Plan	October 2014
ICSM Strategic Plan	October 2014
ICSM Travel Funding Policy	November 2006
National Collaboration Framework, Collaborative Head Agreement	March 2010
ICSM Communication Strategy	July 2014