

Requirements for Chairing an ICCR Cycle

This document expands on the requirements outlined in the ICCR Standard Operating Procedure (SOP) and the ICCR Terms of Reference (ToR) for chairing an ICCR cycle. It outlines the responsibilities and expectations that every ICCR Steering Committee (SC) member shall meet during their Chairmanship cycle, and the necessary resources for the SC member to ensure the progress and productivity of any ICCR activity within said cycle.

During its Chairmanship cycle, the SC Chair and/or Secretariat shall:

1. Have the commitment and capacity to lead the proceedings of the SC and establish consensus building through email correspondence, teleconferences, and during the ICCR Annual Meeting. They shall make efforts to keep every SC member informed of the latest ICCR developments and maintain effective communication among the SC members.
2. Request confirmation of ICCR participants' contact information and Joint Working Group (JWG) nominations for the new ICCR cycle within two (2) months following the Annual Meeting.
3. Schedule and coordinate at least one (1) annual face-to-face meeting¹ and four (4) quarterly SC-only teleconferences with the SC members, and four (4) quarterly Regulator-Industry (R+I) teleconferences with the SC members and Industry. In principle, the quarterly teleconferences should be scheduled evenly throughout the cycle to allow time for the participants to make progress on their respective tasks. The frequency of meetings may be altered, if necessary.
4. Draft a meeting agenda and circulate it to the SC members for comments prior to a meeting. Organize relevant attachment files based on the documents, work items, progress reports, and agenda items received from ICCR participants before each quarterly teleconference and the Annual Meeting. This includes coordinating with the JWG Co-Chairs on updates and documents to be discussed at a meeting. Meeting materials should be distributed at least one (1) week in advance of a quarterly teleconference, and at least two (2) weeks in advance of the Annual Meeting.
5. Provide the participants with the necessary information regarding the annual face-to-face meeting and teleconferences and assist with their participation, as

¹ In the event of force majeure (e.g., pandemic) that prevents holding a face-to-face Annual Meeting, the Chair shall present a justification to the SC for holding a virtual Annual Meeting at least by the 3rd quarterly SC teleconference. This timing will provide participants enough time to arrange their travel for the Annual Meeting if it is to be face-to-face and will provide the Chair sufficient time to arrange for a virtual Annual Meeting instead.

appropriate. For example, prior to a teleconference, the participants should receive an email with a calendar invitation detailing the time, date, and location/link of the meeting, along with the final agenda and attachments.

6. Draft a Summary of Action Items and create an attendance record after each teleconference and meeting. The Draft Summary of Action Items, attendance record, and any relevant attachments shall be circulated promptly among the SC members for their approval or comments within approximately one (1) week of the meeting. Once finalized, the documents shall then be distributed among the participants of the teleconferences and meetings.
7. Maintain document control, latest versions of all in-process documents (excluding the JWG work products), and the Master Contact List (including JWG representatives), and share said documents and information with the associated ICCR participants within two (2) weeks after updates are made, as necessary.
8. Update the ICCR website throughout the cycle, as needed (e.g., any SC-endorsed documents and information on webpages such as “How to Participate” and “Meetings,” including contact information for ICCR Chairmanship, Annual Meeting date, etc.), in coordination with Cosmetics Europe. Following the Annual Meeting, a summary will be posted on the ICCR website to communicate the efforts and accomplishments of that ICCR cycle.
9. Secure sufficient budget to cover the costs of fulfilling its responsibilities as the SC Chair and Secretariat, as the ICCR representatives are responsible for their own expenses, such as travel and accommodation for the ICCR Annual Meeting.
10. Select and arrange for the appropriate facilities, venues, IT tools², and staff support to ensure the smooth running and effectiveness of the teleconferences and annual face-to-face meeting.
11. Annual Meeting budget considerations for the hosting jurisdiction include: 1) a venue that can accommodate the SC members and the Observer regulators on Day 1 and Day 3, and all R+I participants on Day 2 – Dialogue Meeting; 2) audiovisual equipment (including table microphones, multiple screens, etc.), Wi-Fi capability, name tents, name tags, security, and any other promotional items such as the ICCR banner; 3) photographer for Annual Meeting photo on Day 2; 4) coordinate any joint activities following Day 1 and 2 meetings with the hosting Industry Trade Association (ITA); 5) provide recommendations on accommodations near the meeting venue and/or secure a block of rooms; 6) consider refreshments and any meals that will be provided to regulator participants during the SC/Observer regulator meetings.

² “IT tools” may include but are not limited to audiovisual equipment (e.g., monitors, cameras and microphones), PCs, laptops, mobile devices, virtual meeting platforms/software, internet connection, etc.

12. Planning activities for the Annual Meeting include: 1) after the schedule for the Annual Meeting is confirmed, the Chair and/or Secretariat shall ask the ICCR participants their intention to participate in the upcoming Annual Meeting and receive the formal applications three (3) months before the Annual Meeting; 2) provide invitation letters to all regulator participants and confirm participants for each session; 3) respond to requests from Observer jurisdictions for participation; 4) coordinate with the host ITA to confirm the ITA participants on Day 2; 5) provide materials for participants who require VISAs, if necessary; 6) draft Annual Meeting agendas for Days 1 to 3 and circulate among SC and ITAs, as necessary for finalization; and 7) plan for a stakeholder session (optional).
13. Have any other necessary resources that would facilitate the SC member in carrying out its responsibilities throughout said cycle (i.e., designated Chair, Secretariat, IT resources, etc.).
14. Arrange for Chairmanship handover to the next chairing SC member after the Annual Meeting with the intention to achieve a seamless transition to the next cycle.