Terms of Reference
IARPC
Biennial Implementation Plan Integration Group (BIP IG)

Background
In December 2021, the National Science and Technology Council released the Interagency
Arctic Research Policy Committee (IARPC) [Arctic Research Plan 2022-2026](). The plan outlines
four priority areas. The Arctic Research Plan states that

> *Implementation of this plan will focus upon achieving the goals identified in each of this
> plan's priority areas and facilitating continued investment, execution, and integration of
> the essential contributions of the foundational activities. …The existing IARPC teams
> and the communities of practice that they have fostered will greatly contribute to
> achieving the goals of these priority areas; however, additional multidisciplinary
> coordination is required to facilitate contributions and synthesize input from relevant
> sources. To accomplish this, four new priority area collaboration teams will be
> established to direct and coordinate activities to reach the goals and to ensure
> coordination and collaboration of resources to address pressing needs. These
> multi-disciplinary teams will be co-chaired by at least two Federal program managers
> and one non-Federal partner will draw on Federal agency and collaboration team
> expertise to achieve their goals.*

The BIP IG is formed to facilitate integration across all the collaborative communities (priority
area and foundational collaboration teams and communities of practice).

Membership
The BIP IG is made up of one federal lead from each Priority Area Collaboration Team (PACT)
and Foundational Activity Collaboration Team (FACT) and co-chaired by the IARPC Executive
Director and one other IARPC federal agency representative who is not a part of a PACT or
FACT.

Team Tasks:
- Receive updates from PACTs and FACTs on progress toward meeting objectives and
  deliverables, at least quarterly and more frequently at the discretion of the co-chairs.
- Meet at least quarterly at the discretion of the co-chairs to integrate across PACTs and
  FACTs and facilitate progress toward meeting objectives and deliverables.
- Communities of Practice (CPs) will work with PACT and FACT to communicate progress
  and challenges on objectives and deliverables to the BIP IG
- Evaluate, encourage, identify gaps, and consider adjustments to implementation as
  necessary, and bring ideas to the Staff Group for approval. This includes the
  consideration of suggestions of new deliverables from non-federal partners
- Prepare reports on activities under the Biennial Implementation Plan and assist as
  requested with other IARPC reports

- Evaluate, and make recommendations regarding the development of subsequent Biennial Implementation Plans
- Provide implementation updates to Staff Group

Products and Deliverables
This list of products and deliverables may be modified by agencies over time.
- Synthesis of the biennial updates on progress towards deliverables provided by the PACTs and FACTs into the Biennial Implementation Report
- Contribution to other IARPC reports as needed[1]
- Input on the development of subsequent biennial implementation plans

Frequency
BIP IG meetings are held at least quarterly. Meetings may increase in frequency at the discretion of the leadership.

Transparency
All BIP IG meeting notes are made available to the IARPC Staff Group and to federal co-leads of the PACTs, FACTs, and CPs.

Resources
BIP IG activities are based upon voluntary cooperation between the member agencies. Administrative support for the BIP IG is provided by the IARPC Secretariat depending on the available resources and time within the Secretariat.

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[1] An example would be the IARPC Biennial Reports to Congress. See publications webpage for further details (https://www.iarpccollaborations.org/publications.html)

**Terms of Reference
IARPC
Priority Area Collaboration Teams (PACTs) and Foundational Area Collaboration Teams
(FACTs)**

Background

In December 2021, the National Science and Technology Council released the Interagency Arctic Research Policy Committee (IARPC) Arctic Research Plan 2022-2026. The plan outlines four priority areas and five foundational activities. The Arctic Research Plan states that:

> *Implementation of this plan will focus upon achieving the goals identified in each of this plan's priority areas and facilitating continued investment, execution, and integration of the essential contributions of the foundational activities. …The existing IARPC teams and the communities of practice that they have fostered will greatly contribute to achieving the goals of these priority areas; however, additional multidisciplinary coordination is required to facilitate contributions and synthesize input from relevant sources. To accomplish this, four new priority area collaboration teams will be established to direct and coordinate activities to reach the goals and to ensure coordination and collaboration of resources to address pressing needs. These multi-disciplinary teams will be co-chaired by at least two Federal program managers and one non-Federal partner and will draw on Federal agency and collaboration team expertise to achieve their goals.*

> *In addition to identifying four priority areas, this plan builds upon five foundational activities. These activities are critical to achieving the priority area goals and will remain foundational to Arctic research beyond the five-year duration of this plan. Foundational activities include: Data Management; Education, Training, and Capacity Building; Monitoring, Observing, Modeling, and Prediction; Participatory Research and Indigenous Leadership in Research; and Technology Innovation and Application. Foundational activities are critical in supporting the priority areas in this plan as well as a robust research program in the Arctic. In many cases, these activities draw from strong communities of practice that have provided the momentum for previous IARPC initiatives and efforts.*

Leadership and Membership

The Priority Area Collaboration Teams (PACTs) are co-led by at least two federal program managers from participating IARPC agencies and at least one non-Federal partner with an aligning interest. The Foundational Area Collaboration Teams (FACTs) will be co-led by at least one federal representative from a participating IARPC agency and at least one non-Federal partner with an aligning interest.

The IARPC Staff Group is notified of team requests to fill vacant federal team leadership positions. Federal team leaders are approved by IARPC agency points of contact and the IARPC Staff Group is notified of leadership changes.

Non-federal partners may participate and join PACTs/FACTs and they may assume a leadership role in the PACT/FACT if a position for a non-federal co-lead is open. All non-federal leaders will be selected through a process open to anyone who wants to apply via the public side of the IARPC Collaborations website. IARPC Staff Group is notified once a decision has been made.

Collaboration team leaders commit to serve at least two years. Team leaders must balance IARPC responsibilities with those of their other job(s). IARPC acknowledges that at times team leaders responsibilities outside of IARPC may make full participation as a team leader untenable. In cases where team leaders are unable to fulfill IARPC-related responsibilities, they are asked to step down. All team leaders are provided with onboarding training.

Any IARPC agency may contribute additional members to the team and any non-federal entity is welcome to participate in the PACT/FACT activities. The federal members of the team may hold federal-only meetings to discuss predecisional materials. All members of the PACT/FACT can participate in open meetings, contribute expertise and work toward deliverables, and help inform the next generation of work in their areas of expertise.

Team Tasks:
- Meet quarterly to assess progress toward meeting objectives and deliverables
- Facilitate coordination between contributing collaboration teams and communities of practice
- Facilitate coordination and collaboration across agencies to meet priority area goals and objectives
- Build and maintain a collaborative community with external partners around objectives and deliverables
- Ensure that all deliverables are addressed through collaborative efforts among contributing collaboration teams, communities of practice, and agencies, have an agency or partner responsible for their delivery, and provide updates on progress
- Establish points of contact for all deliverables and ensure proper credit and consent of actions towards completion of deliverables
- As necessary discuss objectives and deliverables with aligning collaboration teams and communities of practice
- Track suggestions and recommend to the Biennial Implementation Plan Integration Group (BIP IG) changes and additions to objectives and deliverables as needed to address new or emerging concerns.
- Report quarterly to the BIP IG

Products and Deliverables
This list of products and deliverables may be modified by agencies over time.
- Quarterly update on progress towards deliverables

- Input to the Biennial Implementation Report
- Input to the development of subsequent biennial implementation plans

Frequency
PACT/FACT meetings will be held at least quarterly. Meetings may increase in frequency at the discretion of the leadership.

Transparency
PACT/FACT meeting notes, material, and recordings will be posted on the IARPC Collaborations website. Federal-only meetings of the PACT will produce meeting notes that are only shared with federal members and other relevant federal employees.

Resources
PACT activities are based upon voluntary cooperation between the member agencies and non-federal participants. Administrative support for the PACTs/FACTs will be provided by the IARPC Secretariat.

**Terms of Reference
IARPC
Communities of Practice**

Background

The Arctic Research Plan (ARP) 2017-2021 established nine Collaboration Teams and three sub-teams to implement the ARP. These teams have well-established communities of practice that consist of federal employees, academic researchers, people from relevant non-profits and industries, and Arctic regional and community representatives and members. IARPC Collaborations has also been a home to several self-forming teams that have been created by members of the IARPC Collaborations community to address emerging needs.

In December 2021, the National Science and Technology Council released the Interagency Arctic Research Policy Committee (IARPC) Arctic Research Plan 2022-2026. The ARP states that:

> *The current IARPC teams are vital communities of practice in their fields and remain critical to the implementation of the Arctic Research Plan 2022-2026. IARPC teams will continue to engage via IARPC Collaborations to advance disciplinary Arctic research in addition to contributing to the priority area goals. Current IARPC teams will coordinate with the new priority area collaboration teams to define what can be accomplished to advance the priority area goals and objectives. The formation of new collaboration teams in areas where there has been little IARPC engagement may be necessary. The involvement of collaborators outside the Federal sphere in all of the IARPC teams will enable greater progress by leveraging external resources and expertise.*

With the support of the IARPC Secretariat, the current disciplinary collaboration teams will transition to Communities of Practice (CPs) under the new Biennial Implementation Plan (BIP).

Leadership and Membership

The CPs are led by a combination of federal and non federal co-leaders. Each CP has at least one federal co-leader.

The IARPC Staff Group is notified of team requests to fill vacant federal team leadership positions. Federal team leaders are approved by IARPC agency points of contact and the IARPC Staff Group is notified of leadership changes.

Non-federal partners may participate and join CPs and they may assume a leadership role in the CP if a position for a non-federal co-lead is open. All non-federal leaders are selected through a process open to anyone who wants to apply via the IARPC Collaborations website. The IARPC Staff Group is notified once a decision has been made.

CP leaders commit to serve at least two years. Team leaders must balance IARPC responsibilities with those of their other job(s). IARPC acknowledges that at times team leaders responsibilities outside of IARPC may make full participation as a team leader untenable. In cases where team leaders are unable to fulfill IARPC-related responsibilities, they are asked to step down. All CP leaders are provided with onboarding training.

Any IARPC agency may contribute additional members to the team and any non-federal entity is welcome to participate in the CP activities. All members of CPs can participate in open meetings, contribute expertise and work toward deliverables, and help inform the next generation of work in their areas of expertise.

Team Tasks:
- Work with collaboration teams and other communities of practice to advance toward meeting objectives and deliverables outlined in the BIP
- Maintain and support established communities of practice that adapt to complete the work of the BIP
- Establish points of contact for relevant BIP deliverables and ensure proper credit and consent of actions towards completion of deliverables
- Provide regular updates on progress on BIP deliverables to relevant PA and FA leaders/teams.
- Track suggestions and recommend to PA and FA leads changes and additions to objectives and deliverables as needed to address new or emerging concerns.
- Provide reporting input through PA and FA team leaders
- Engage communities on emerging needs outside the scope of the BIP as needed

Products and Deliverables
This list of products and deliverables may be modified by agencies over time.
- Quarterly update on progress towards deliverables
- Input to the development of subsequent biennial implementation plans

Frequency
Frequency of CP meetings will be at the discretion of each community's respective co-leaders.

Transparency
CP meeting notes, material, and recordings will be posted on the IARPC Collaborations website.

Resources
CP activities are based upon voluntary cooperation between the member agencies and non-federal participants. Administrative support for CPs will be provided by the IARPC Secretariat for work on activities within the scope of the BIP.