

Terms of Reference

IARPC Biennial Implementation Plan Integration Group

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 Integration Group facilitates integration across all the collaborative communities (priority area and foundational activity collaboration teams, and communities of practice).

Membership

The Integration Group is made up of one federal lead from each collaboration team (priority areas and foundational activities). It is co-chaired by the IARPC Executive Director and one other IARPC federal agency representative who is not a part of a collaboration team.

All Federal leaders of communities of practice and collaboration teams may request to join an Integration Group meeting to address a specific topic. If there are agenda items specifically relevant for communities of practice, community of practice federal leads will be invited to participate in those discussions.

Integration Group Tasks:

- Receive updates from collaboration teams on progress toward meeting implementation plan objectives and deliverables. Input from communities of practice will be received via the collaboration teams
- Integrate across collaboration teams to facilitate progress toward meeting objectives and deliverables
- Address challenges and opportunities brought forward by collaboration teams and communities of practice

- Evaluate, encourage, identify gaps and emerging research topics, and consider adjustments to implementation as necessary
- Prepare reports on activities under the Implementation Plan and assist as requested with other IARPC reports such as the Biennial Report to Congress
- Evaluate, and make recommendations regarding the development of, subsequent implementation plans
- Provide implementation updates to Staff Group as necessary

Products and Deliverables

This list of products and deliverables may be modified by agencies over time:

- Biennial Report to Congress
- Contribution to other IARPC reports as needed
- Input on the development and update of subsequent implementation plans

Frequency

Integration Group meetings are held quarterly. Meetings may be adjusted at the discretion of the leadership.

Transparency

Integration Group meeting notes are made available to the IARPC Staff Group and to federal co-leads of the collaboration teams and communities of practice upon request. Key decisions are communicated as needed.

Resources

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

**Terms of Reference
IARPC
Collaboration Teams**

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 (collectively referred to as “Collaboration Teams”). 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 are co-led by at least two federal representatives from participating IARPC agencies and at least one non-Federal partner with an aligning interest. The Foundational Area Collaboration Teams 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 collaboration teams and they may assume a leadership role in the collaboration team 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 collaboration team activities. The federal members of the team may hold federal-only meetings to discuss predecisional materials. All members of the collaboration teams can participate in open meetings, contribute expertise and work toward deliverables, and help inform the next generation of work in their areas of expertise.

Collaboration Team Lead Tasks:

- Meet publicly via IARPC Collaborations webinars at least quarterly to assess progress toward meeting objectives and deliverables or host discussions on relevant emerging research topics.
- Facilitate coordination between contributing collaboration teams and communities of practice, and across agencies to meet goals and objectives.
- Build and maintain a collaborative community with external partners around objectives and deliverables
- Coordinate and update progress on collaborative efforts to progress deliverables among contributing collaboration teams, communities of practice, and/or agencies.
- Ensure that all active deliverables have an agency or partner responsible for their delivery.
- 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 and communicate regularly with co-leads about relevant emerging research topics
- Track suggestions and recommend to the Integration Group changes and additions to objectives and deliverables as needed to address new or emerging research topics.
- Provide occasional updates for IARPC's Staff Group

Products and Deliverables

This list of products and deliverables may be modified by agencies over time.

- Continual tracking and reporting of actions made towards deliverables
- Summaries of progress towards deliverables will be produced every two years aligning with the end of each implementation plan period
- Input to the Biennial Report to Congress
- Input to the development of subsequent implementation plans

Frequency

Collaboration teams will host or co-host public meetings via IARPC Collaborations at least quarterly. Meetings may increase in frequency at the discretion of the leadership.

Transparency

Collaboration team public meeting material and recordings will be posted on the IARPC Collaborations website. Federal-only meetings will produce meeting notes that are only shared with federal members and other relevant federal employees.

Resources

Collaboration team activities are based upon voluntary cooperation between the member agencies and non-federal participants. Administrative support for the collaboration teams will be provided by the IARPC Secretariat and coordination supported via the IARPC Collaborations website.

The Secretariat will play an active role in coordinating collaboration teams depending on Secretariat resources. The Secretariat lead will ensure the leaders meet regularly, help team leads track overall progress toward deliverables, recommend other teams/communities to connect with to move a deliverable forward, reach out to communities of practice with requests for collaboration on relevant deliverables, and make introductions to other IARPC team leaders or staff when needed. The Secretariat lead will send around a draft agenda before each co-chairs meeting for input. The Secretariat lead will support the facilitation of public meetings.

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 plan. Many of 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...

As future Implementation Plans are developed, these communities of practice will become increasingly integrated in order to best respond to the complex, dynamic, and interconnected changes occurring in the Arctic.

With the support of the IARPC Secretariat, the 2022 disciplinary collaboration teams transitioned to communities of practice under the new Biennial Implementation Plan structure.

Leadership and Membership

The communities of practice are led by a combination of federal and non-federal co-leaders. Each community of practice 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 communities of practice and they may assume a leadership role in the community of practice 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.

Community of practice 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 community of practice 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 community of practice activities. All members of communities of practice can participate in open meetings, contribute expertise and work toward deliverables, and help inform the next generation of work in their areas of expertise.

Community of Practice Lead Tasks:

- Work with collaboration teams and other communities of practice to advance toward meeting objectives and deliverables outlined in the Implementation Plan
- Engage the IARPC Community on topics related to current deliverables as well as emerging research topics. IARPC Community engagement most often take the form of hosting public meetings on salient topics or sharing information through the IARPC Collaborations portal
- Provide regular updates on progress on deliverables through IARPC Collaborations

Products and Deliverables

This list of products and deliverables may be modified by agencies over time.

- Continuous updates on progress towards deliverables
- Input to the development of subsequent implementation plans

Frequency

Community of practices will host or co-host public meetings via IARPC Collaborations at least quarterly.

Transparency

Community of practice public meeting material and recordings will be posted on the IARPC Collaborations website.

Resources

Community of practice activities are based upon voluntary cooperation between the member agencies and non-federal participants. Administrative support for communities of practice will be provided by the IARPC Secretariat depending on the available resources and time within the Secretariat.