

## Terms of Reference

### 1. Role

The Network of Arctic Researchers in Ireland (NARI), hereinafter referred to as NARI, is a new informal (non-legal entity) network aimed to provide **(1)** a platform for Irish-based researchers to enhance their interdisciplinary collaborative efforts at a national and international level and promote their scientific activities linked to the Arctic. In addition, **(2)** NARI will provide objective and independent scientific advice on issues of science in the Arctic and will communicate scientific information to the public and policy. Furthermore, **(3)** NARI will strive to promote and involve the next generation of scientists working in the Arctic and seek polar cooperation through interaction with other relevant science organisations (e.g. the International Arctic Science Committee (IASC) and Association of Polar Early Career Scientists (APECS)).

### 2. Vision

The coordination of research efforts on a regional, national and international scale is becoming increasingly urgent in order to address the emerging environmental and societal pressures on the Arctic region, which have global significance and impacts. NARI will support a greater scientific understanding of the Arctic region and its role in the Earth system.

### 3. Mission Statement

The Mission of NARI is to create, maintain and develop an informal all-island Irish-based network of Arctic researchers to facilitate collaboration, sharing and coordination of scientific activities linked to the Arctic, and to provide independent scientific advice to the public and policy makers.

### 4. Goals

- a. **Enhance collaboration and promote Irish-based Arctic research activities.** NARI seeks to provide an online platform where Irish-based Arctic research is organised and showcased within three main working groups structured around Marine, Terrestrial, and Humanities and Social Science research agendas that share the objectives of the Arctic Council. This will facilitate national and international collaboration and provide a contact point for policy makers and the public to contact relevant experts. By doing so, NARI will increase the visibility of Irish researchers for HORIZON 2020 partnerships and other research funding opportunities.
- b. **Provide evidence-based objective and independent scientific advice to policy makers and the public.** The predicted increase in storm frequency and intensity for the Irish west coast in response to arctic amplification poses a tangible threat to Irish coastal communities (erosion, flooding, and infrastructure). In addition, the predicted changes in atmospheric circulation are also likely to influence ocean circulation and upper-ocean properties resulting in a weaker subpolar gyre circulation, which in turn allows warmer and saltier waters to reach the west coast of Ireland, thereby affecting the distribution of primary producers and economically important fisheries. Members of the network will be well-positioned to inform policy makers and the broader public about these risks when considering the development of adaptation strategies on land (e.g. flooding) and the marine environment (marine habitats/ fisheries).
- c. **Seek international polar cooperation and support the next generation of Arctic scientists.** As a network of Irish-based Arctic researchers, NARI will investigate the possibility of becoming a partner of the International Arctic Science Committee (IASC). IASC is a non-governmental, international scientific organisation committed to promoting and facilitating cooperation in all aspects of Arctic research, in all countries engaged in Arctic research and in all Arctic regions. In addition, NARI will actively engage with the emergent EU based Arctic network<sup>1</sup> that will coordinate research and provide policy advice at regional, national and EU level and to support the EU's commitment with respect to the Arctic council. To promote

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<sup>1</sup> H2020 call LC-CLA-21-2020 Coordination of European Polar Research

future Irish-based Arctic research, NARI will promote early career scientists by providing them with networking and training opportunities, and small bursaries (*subject to funding*).

## 5. Terms

The Terms of Reference will be put forward for ratification at the first meeting of the Network (date TBC), and subject to acceptance will be effective for one calendar year, when it will be reviewed for continued suitability by the Steering Committee.

## 6. Membership, Fees, & Commitments

- a) Membership to NARI is free and open to all Ireland-based researchers with research interests and/or projects linked to the Arctic.
- b) Post-graduate students and research staff are eligible to apply for network membership if their research projects (PhD or MSc) are linked to the Arctic. For students, proof of post-graduate status or employment at a higher education institution must be provided to the Network Administrator via email upon membership application submission. Membership of this category will be re-evaluated annually to assure that member profiles remain up to date.
- c) Application for membership should be made by completing the membership application form via signing up for the website at [www.nari.ie](http://www.nari.ie).
- d) The Steering Committee reserves the right to review any application within 10 working days of receipt. In this event, the Network Administrator will review the proposed membership application. If eligibility requirements are met, the Network Administrator will accept the application. In the event that the application is not accepted by the Network Administrator (Steering Committee), the applicant will be informed of the decision in writing with the reasons for rejection being clearly outlined.
- e) Uncontended applications will be informed of their successful application within 15 working days of submission.
- f) Any member of NARI may put himself or herself forward for Steering Committee.

## NARI Member Responsibilities.

- a) To champion the vision of the Network.
- b) To actively promote the Network.
- c) To commit to update NARI, via the Network Administrator, on their research activities to ensure that NARI remains relevant and up to date.
- d) To endeavour to attend or send representatives to all Network meetings.

## 7. Roles and Responsibility (Governance)

- a) **Steering committee.** The first official steering committee will be voted in by present members at the first NARI meeting (date TBC). Once filled, the steering committee will encompass the following roles: (1) President and Speaker of the Network (hereinafter referred to as the President), (2) Vice President, (3) NARI Chair of Marine Sciences, (4) NARI Chair for Terrestrial Sciences, (5) NARI Chair for Humanities and Social Sciences, and (6) NARI Network Administrator and Communications Officer. A provisional committee has been formed to support the Network Administrator during the establishment phase. It consists of the following members:

### **NARI President and Vice-President**

Dr Audrey Morley (NUI Galway) and Dr Gordon Bromley (NUI Galway)

### **Network Administrator and Communications Officer**

Mr. Dakota Holmes (NUI Galway)

**b) Steering Committee member responsibilities.**

- To attend a minimum of 75% of Steering Committee meetings. Failure to meet this attendance rate may result in that committee member being asked to step down. This is at the discretion of the remaining committee members. Proxies may attend in place of Steering Committee members but the meeting must contain a minimum of 60% of Steering Committee members to pass any actions, which may require a vote.
- To respond to any Network related business within 5 working days.
- To provide clear guidance to the President on request.
- Work with the Marine Institute and the Irish Department of Foreign Affairs and Trade (DFAT) on request.
- Guide the development of the Network in working towards the vision laid out above.
- Communicate with the Network and members in a timely fashion.
- Seek out potential funding opportunities to support Network initiatives and growth.
- Recruit further members for the Network.
- To advocate on behalf of the Network.

**c) President of NARI.** The day-to-day operation of NARI will be carried out by the President. Until the first NARI meeting takes place (date TBC), Dr Audrey Morley is the acting President of the Network. The initial appointment was made by the Marine Institute and DFAT following a competitive application process.

**d) President Responsibilities.**

- To draft a mission statement for NARI and circulate to Steering Committee members for review and feedback.
- To draft Terms of Reference for the NARI and circulate to Steering Committee members for review and feedback.
- To work in conjunction with the Steering Committee, to define goals and deliverables for NARI in order to measure impact and effectiveness of the Network. The deliverables should be assigned to defined categories and should reflect the interest of the majority of membership.
- To coordinate and chair all NARI meetings.
- To draft and circulate the agenda and invitation to the first meeting to all existing NARI members
- To contribute to Steering Committee meetings.
- To act as a central contact and dissemination point for the Network to facilitate coordination, sharing and collaboration of Arctic related research.
- To generate ideas and support initiatives and opportunities for collaboration among members and to promote and grow the membership of the Network.
- To communicate all relevant information to Network members in a timely fashion.
- To scope out and manage the expectations of NARI members.

**e) Network Administrator Responsibilities.**

- To maintain the NARI website.
- To set up and maintain a mailing list.
- To process new applications in a timely fashion.
- To maintain an active profile through social media.
- Co-organise network meetings with the President.

**f) Working group Chair Responsibilities.**

- To lead and develop their respective working groups (e.g. Marine, Terrestrial and Humanities and Social Sciences)

- Draft and review a Terms of Reference for their working group to present to the Steering Committee for ratification within the first year of Network development.
- Draft and review a work plan for their working group to present to the Steering Committee for ratification within the first year of Network development.
- To act as a primary contact points to their working group members.
- To contribute to Steering Committee meetings.
- To communicate all relevant information to working group members in a timely fashion.
- To generate ideas and support initiatives and opportunities for collaboration among members and to promote and grow the membership of their subject field and the Network overall.

**g) The responsibilities of the Working groups are to:**

- Encourage and support science-led international programmes by offering opportunities for planning and coordination, and by facilitating communication and access to facilities.
- Identify research areas where current research is lacking paying particular attention to areas where interdisciplinary actions can be taken.
- Encourage the exchange and dissemination of information.
- Encourage means of initiating and maintaining observational systems and the data they produce, and coordinating with other long-term observational programmes in the Arctic and globally.
- Ensure interaction with other relevant international, regional and national arctic science organisations.
- Ensure interaction with other Working Groups of NARI, developing interdisciplinary proposals where appropriate
- Provide scientific advice to policy makers or the public as required
- Provide scientific advice to outside organisations upon request
- Initiate conferences, workshops and educational events
- Promote future generations of Arctic scientists.

**8. Meetings**

Face-to-Face meetings will take place every 6-months with all members eligible to attend. Virtual attendance opportunities will be made available. Members wishing to add an item to the agenda should forward details to the Network Administrator no later than 10 working days prior to the meeting date. Minutes from previous meetings will be reviewed at the start of the next subsequent meeting.

The Steering Committee will meet on a face-to-face basis in advance of full member meetings (every 6 months) and will hold additional quarterly virtual meetings to discuss the operation of the Network. If a Steering Committee member cannot attend in-person, virtual attendance via Skype (or similar) will be an option. Further meetings may be organised as necessary. Steering Committee meetings will require a majority participation in order to go ahead.