

Scottish Arctic Network Terms of Reference

1. Objectives

The Scottish Arctic Network, in its activities, will pursue the following objectives:

- a. To establish a formal network of Scotland-based scientists, academics and University leaders, and practitioners, whose expertise and research interests revolve around Arctic matters and Scottish-Arctic collaboration;
- b. To improve inter-institutional collaboration and communication on Arctic research in Scotland, with more agile responses to new opportunities and an increase in collaborative grant applications;
- c. To increase international and domestic awareness of Scotland's contribution to Arctic research;
- d. To promote Scotland's Arctic academic expertise both in Scotland and internationally;
- e. To engage and cooperate with similar academic and non-academic networks in Arctic countries and beyond;
- f. To encourage links and connections with Indigenous communities throughout the Arctic;
- g. To encourage and support further Scottish higher education institutions to join the University of the Arctic network
- h. To serve as a University of the Arctic regional centre.

2. Activities

In pursuit of its objectives, the Scottish Arctic Network will:

- a. Support, share and promote members' research, publications, and other activities relevant to Arctic research;
- b. Facilitate research and other activities communication and cooperation between members and externally;

- c. Organise relevant events and facilitate members' participation in Arctic research and other relevant events;
- d. Seek external funding to support the operation of the Network and members' research and other relevant activities dissemination activities;
- e. Maintain active presence on social media to share the relevant information and promote members' research and other relevant activities;
- f. Engage in other activities relevant to the achievement of the Objectives.

3. Membership

3.1 Individual membership in the Network is open to researchers, students, and practitioners based in Scotland with interest in the Arctic

3.2 Individual members can:

- a. Receive regular email communications from the Network;
- b. Request that their relevant research or work be featured in the Network's communications;
- c. If based in a Higher Education/research institution, nominate themselves or be nominated for positions as Chair, Early Career Steering Group Representative, or Organising Committee member;
- d. If based in a non-Higher Education/research institution nominate themselves or be nominated for a position of Organising Committee member;
- e. Propose new Network activities.

3.3. Individual membership is automatic, acknowledged by website registration, and does not require affiliation with a member organisation.

3.4 Network's members may cancel their membership at any time by sending an email to the current Chair.

3.5 The Network Steering Group reserves the right to terminate individual membership on reasonable grounds by a simple majority vote.

4. Chair

4.1 Chair of the Network serves a term of two years and performs the duties outlined below.

4.2 At the end of the second year of tenure, the Steering Group may ask the Chair, by a simple majority vote (Chair's vote excluding), to extend the term to an additional year.

4.2 Chair is appointed by a majority decision of the Steering Group through a competitive process.

4.3 Chair's duties include:

- a. Leading the Network through developing, with Steering Group, the strategic objectives and direction;
- b. Providing day-to-day direction of the Network's activities;
- c. Convening and chairing the Steering Group meetings;
- d. Convening and chairing the Organising Committee meetings;
- e. Organising the annual meeting of the Network;
- f. Proposing, holding, and managing the Network's budget
- g. Reporting annually to the all the Network's members and to the Steering Group
- h. External representation and liaison.

5. Steering Group

5.1 Members of the Steering Group are selected through internal processes at their institutions. The overall composition of the Steering Group will be reviewed taking into account diversity of professional roles and Equality, Diversity and Inclusion principles.

5.2 Steering Group will comprise of the Chair, an Early Career Researcher (appointed through a competitive process annually) and one representative from:

- Glasgow Caledonian University
- Glasgow School of Art
- Heriot Watt University

- Robert Gordon University
- Scottish Alliance for Geoscience and Society
- Scottish Government Northern Europe and Arctic Unit
- Strathclyde University
- University of Aberdeen
- University of Dundee
- University of Edinburgh
- University of Glasgow
- University of St Andrews
- University of the Highlands and Islands

5.3 Steering Group members' duties include:

- a. Attending Steering Group meetings as required but not more than on a monthly basis;
- b. Contributing to the development and sustainability of the Scottish Arctic Network;
- c. Representing the interests of their university or community at Network meetings;
- d. Sharing information with their university or community about Scotland's growing relationship with the Arctic and promote the Scottish Arctic Network;
- e. Identifying opportunities for developing the international visibility and opportunities for the Network;
- f. Being available as required to offering knowledge and expertise to the Scottish Government Nordic and Arctic Unit.

6. Organising Committee

6.1 Members of the Organising Committee are selected annually by the Chair and Steering Group through a competitive process.



6.2 Early Career Representative in the Steering Group automatically joins the Organising Committee.

6.3 Chair will encourage members of Organising Committee to lead on a specific area of priority in accordance with their interests and support them in their work.

6.4 The Organising Committee supports the Chair in the day-to-day work of the Network.

7. Annual Meeting

7.1 An in-person meeting of the Network is held annually in March.

7.2 Elections of the Chair and the Organising Committee members should coincide with the Annual Meeting, when feasible.

7.3 All members of the Network are invited to attend the Annual meeting subject to venue capacity.

8. Changes to the Terms of Reference.

Any member of the Steering Group may propose a change of the Terms of Reference by informing the Chair. The Chair will Circulate the proposal electronically to all members of the Steering Group. Ratification of any change requires the approval of two thirds of the Steering Group members at the following Steering Group meeting.