



Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

Assistant Deputy Minister

Sous-ministre adjoint

Ottawa, Canada
K1A 0H4

January 31, 2006

To: Members of the Canadian IPY National Committee, Members of the ADM Committee on Northern Science and Technology

Re: Request for Nominations for Membership on Canadian IPY Program Subcommittees

In September 2005, the Government of Canada announced its intention to dedicate \$150 million over six years to support Canada's participation in the International Polar Year (IPY) 2007-2008. These funds will be used to carry out an innovative Canadian IPY program, which includes targeted science and research for climate change impacts and adaptation, and the health and well-being of northern communities; training and capacity building; communications and outreach; and other activities that are necessary to support this major international scientific program.

Subcommittees will be established to provide advice and recommendations to the Assistant Deputy Minister (ADM) Committee on IPY regarding specific IPY Program areas. The ADM Committee on IPY, which is responsible for final decisions related to the Government of Canada Program for IPY, is composed of ADMs of Indian and Northern Affairs Canada, Environment Canada, Fisheries and Oceans Canada, Health Canada, and Natural Resources Canada, the Vice-President of the Natural Sciences and Engineering Research Council of Canada on behalf of Industry Canada, and the Chair of the Canadian IPY National Committee.

Nominations for potential members (and Chairs) for the following subcommittees are being sought:

- Science Review Subcommittee
- Logistics, Infrastructure and Emergency Preparedness Subcommittee
- Training, Communications and Outreach Subcommittee
- Data Management Subcommittee

Nominees from diverse backgrounds and disciplines, with knowledge and expertise relevant to a particular subcommittee, are invited from across Canada and abroad, and from a variety of types of affiliations, including academia, government, northern community and non-governmental organizations, or industrial sectors. Please refer to Appendix A for general information on the roles and responsibilities of the above subcommittees and their members, which nominators and/or potential nominees and their managers (where applicable) may wish to consider.

Nominees should be contacted for their consent prior to submitting their name for consideration. If the nominee consents to submitting their name for consideration as a potential subcommittee member, the form *Nomination of Members for Canadian IPY Program Subcommittees* must be completed and submitted in electronic and signed hard copy (fax or mail) no later than Friday, February 17, 2006 to the IPY Federal Program Office at:

IPY Federal Program Office
Indian and Northern Affairs Canada
10 Wellington St (6th Floor)
Gatineau, Quebec, Canada K1A 0H4
Phone: (819) 953-2007
Fax: (819) 953-9066
Email: API-IPY@inac.gc.ca

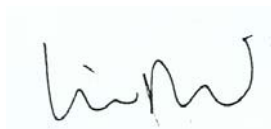
Subcommittee members will be selected from the pool of nominees, by the ADM Committee on IPY. Nominees may be contacted for supplementary information, as required. All nominees will be contacted upon completion of the selection process.

If you have any questions regarding this request for nominations, please contact the IPY Federal Program Office at the number/address listed above, and for further information on the Government of Canada Program for IPY, please visit www.ipy.gc.ca.

Your assistance in distributing this request for nominations more broadly within your respective organizations and using your established networks would be greatly appreciated.

On behalf of the ADM Committee on IPY, I look forward to receiving your nominations.

Sincerely,



Liseanne Forand
Chair, ADM Committee on IPY
ADM, Northern
Indian and Northern Affairs Canada

Members of the ADM Committee on IPY

Isabelle Blain, Vice-President, Natural Sciences and Engineering Research Council
Ian Church, Chair, IPY National Committee
Susan Fletcher, ADM, Health Canada
Brian Gray, ADM, Environment Canada
Irwin Itzkovitch, ADM, Natural Resources Canada
Wendy Watson-Wright, ADM Science, Fisheries and Oceans Canada

CC: Kathleen Fischer, Executive Director, IPY Federal Program Office
David Hik, Executive Director, Canadian IPY Secretariat

Encl. *Appendix: Details of Subcommittees*
Nomination of Members for Canadian IPY Program Subcommittees (form)

APPENDIX: DETAILS OF SUBCOMMITTEES

1. *General Information – All Subcommittees*

1.1 Term & Workload

Members will be appointed for a 3-year term commencing March 2006. Workload will vary throughout the term, depending on the subcommittee, as described below.

1.2 Representation

Members may be invited to serve on a subcommittee on the basis of their individual knowledge and expertise, and/or as a representative of their organization, association, department, agency, or geographic region. Members will be selected to represent the interests of Canadians and to promote the objectives of the Government of Canada Program for IPY, recognizing the role of this Program and its activities within the broader national and international IPY initiatives.

1.3 Expenses

Subcommittee members will serve without remuneration and members may not directly or indirectly receive any profit from their participation on a subcommittee; however, a member may be reimbursed, in accordance with federal directives, for reasonable expenses incurred for his/her participation as a subcommittee member.

1.4 Conflict of Interest

It is recognized that potential nominees may plan to submit a proposal for funding from the Government of Canada Program for IPY, or may otherwise be connected to proposed and/or endorsed IPY projects and activities such that participation as a member or Chair of a particular subcommittee would create a situation in which a potential or real conflict of interest exists. This does not necessarily preclude membership on a subcommittee.

Subcommittee members must agree to abide by Confidentiality and Conflict of Interest policies and declare all conflicts of interest with respect to actions and recommendations of the subcommittee regarding initiatives, projects and activities to be sponsored or supported by the Government of Canada Program for IPY. Members will be expected to abstain from discussions and recommendations in which they are in conflict of interest. For example, members of the Science Review Subcommittee may not participate in discussions related to project applications with which they are in potential or real conflict of interest and must absent themselves from meetings during the review of those applications.

1.5 Reporting

Subcommittees will report to, and provide advice and recommendations through the IPY Federal Program Office to the Assistant Deputy Minister Committee on IPY, which is responsible for final policy and funding decisions related to the Government of Canada Program for IPY.

2. IPY Science Review Subcommittee

Roles and Responsibilities

This subcommittee will review and advise on the science and research components of the Government of Canada Program for IPY, which are focused on science for climate change impacts and adaptation, and the health and well-being of northern communities. Members will be required to review, evaluate and make funding recommendations on applications received in response to calls for proposals for the science and research component of the Government of Canada Program for IPY, based on strict evaluation criteria. Responsibilities will also involve identifying external peer reviewers for project applications and participating in follow-up reviews, including annual progress reports.

Workload

Participation on this subcommittee will involve meetings by teleconference as well as face-to-face review meetings, including a meeting that is expected to take place in Ottawa in early June 2006. The majority of the work of this subcommittee is anticipated to occur during the review of submissions resulting from the first call for proposals (March to June 2006), and during the review of any subsequent call(s) for proposals (yet to be determined). Preparation time would be required in advance of most meetings.

Membership

Membership of the Subcommittee as a whole (approximately 12 to 15 members) will be selected to reflect an appropriate blend of sector (e.g., academia, government, Aboriginal organization, NGO) and regional representation, covering areas of expertise relevant to both of the two priority areas (science for climate change impacts and adaptation; and health and well-being of northern communities), from a variety of perspectives ranging from the technical to the social and cultural. The work of this subcommittee will be supported by two coordinators from the IPY Federal Program Office.

3. Logistics, Infrastructure and Emergency Preparedness Subcommittee

Roles and Responsibilities

This subcommittee will provide advice, and review and coordinate the logistics, infrastructure, security, health and safety, and emergency preparedness considerations arising from IPY activities in Canada's North. This will involve advice on the development and implementation of plans to coordinate and meet the logistics, infrastructure and emergency preparedness needs of IPY science and research activity, and to address the health and safety concerns related to this increased activity in the North during the IPY period. It will involve assessing needs and feasibility and defining requirements, both in relation to specific IPY projects as well as the overall increased need arising from increased science and research activity in Canada's northern and Arctic areas.

Workload

Participation on this subcommittee will involve meetings by teleconference as well as occasional face-to-face meetings, such as a possible meeting in early June 2006. Peak requirements for this subcommittee are anticipated to occur during the review of submissions resulting from the first call for proposals under the science components (March to June 2006), and during the development of the plan, also to be developed during 2006. Preparation time would be required in advance of most meetings.

Membership

Membership is anticipated to include: experts in the fields of logistics coordination and emergency preparedness planning; representatives of relevant federal departments, agencies, and programs, from academia, and from relevant northern and territorial organizations; and other organizations and programs, as appropriate, for a total of approximately 9 to 12 members. The work of the subcommittee will be supported by a coordinator from the IPY Federal Program Office.

4. Training, Communications and Outreach Subcommittee

Roles and Responsibilities

This subcommittee will review and advise on the education, training, communications and outreach components of the Canadian IPY program supported by the Government of Canada Program for IPY. The work will involve providing input and advice for a plan(s), and development and implementation of calls for proposals. Members will be required to review, evaluate and make funding recommendations on applications received in response to the calls for proposals for training, communications and outreach components of the Government of Canada Program for IPY; subcommittee members will also be involved in follow-up reviews, including annual progress reports, and in the coordination of major IPY wrap-up communications events and initiatives.

Workload

Participation on this subcommittee will involve meetings by teleconference as well as face-to-face meetings. The work of this subcommittee is expected to occur throughout the Canadian IPY program, with peak requirements during the development of calls for proposals and review of submissions resulting from these calls for proposals, the first of which is anticipated to get under way in Spring/Summer 2006, and during the development and implementation of a plan. Preparation time would be required in advance of most meetings.

Membership

Membership of the subcommittee as a whole will be selected to reflect appropriate representation from sectors (e.g., Aboriginal organization, academia, government, NGO) and regional representation, covering areas of expertise relevant to education, training, communications, and outreach, from a variety of perspectives ranging from the technical to the social and cultural. The subcommittee will comprise a total of approximately 9 to 12 members. The work of the subcommittee will be supported by a coordinator from the IPY Federal Program Office.

5 Data Management Subcommittee

Roles and Responsibilities

This subcommittee will advise on the management of the data and information obtained through Canadian IPY projects and activities. This will involve advising on the development of a data management plan for IPY in Canada based on the IPY (International) Data Policy, Government of Canada data management policies, and other relevant guidelines, including items such as linkages to other major data sources in Canada and internationally, and archiving and access to data. Participants on this subcommittee will also advise on initiatives and costs, ensuring that approved IPY projects and activities have sound data management plans, and assess and recommend data management needs of related approved IPY projects and activities.

Workload

Participation on this subcommittee will involve meetings by teleconference as well as face-to-face meetings. The work of this subcommittee is expected to occur throughout the Canadian IPY program, with peak requirements during the development of data management plan (during 2006), during the evaluation of the science and research proposals, during progress report reviews, and as the data management plan is implemented. Preparation time would be required in advance of most meetings.

Membership

Membership is anticipated to include: experts in the fields of data management; representatives of relevant government departments, agencies, and programs, representatives from academia and from relevant northern and territorial organizations, and other organizations and programs, as appropriate, for a total of approximately 9 to 12 members. The work of the subcommittee will be supported by a coordinator from the IPY Federal Program Office.