

Integrated Research on Disaster Risk National Committees (IRDR NCs) Terms of Reference (ToRs)

1. Background and purpose

- 1.1 Integrated Research on Disaster Risk (IRDR) is an international scientific programme cosponsored by the International Science Council (ISC) and the United Nations Office for Disaster Risk Reduction (UNDRR). The mission of IRDR is to mobilize science for the reduction of all types of disaster risk, building resilience and reducing vulnerability by integrating risk science with climate change adaptation and mitigation and the Sustainable Development Goals (SDGs). IRDR aims to usher in an inclusive, safe, and sustainable world by promoting a better understanding of disaster risk and the effective use of risk science in decision-making.
- 1.2 The first phase of IRDR was from 2010 to 2020. With the completion of the first phase and a transition in 2021-2022, the IRDR Phase II officially commences in May 2023. This new phase of IRDR will continue for ten years.
- 1.3 IRDR National Committees (hereafter referred to as NCs) are designated as national branches of the IRDR International Programme Office (IPO) to promote the missions of IRDR and expand its work at the national and regional levels.
- 1.4 The Terms of Reference (ToRs) of NCs as provided in the following articles of this document are updated from the 2010 version of ToRs of NCs.

2. Objectives

- 2.1 NCs will act as mechanisms to mainstream integrated research into disaster risk reduction (DRR) efforts at national and regional levels on an institutionalized basis, to enhance the coordination and cooperation among multi-stakeholders for the sustainability of the integrated research, and to improve the capacity of countries and regions in the field of DRR.
- 2.2 NCs will serve as the national focal points of the IRDR community to promote IRDR-related research initiatives in host countries, and to enhance the links between national and international disaster risk research programmes and activities.
- 2.3 All the above with a view to ensure the focus towards DRR in research and policy-making and support the implementation of the global agenda.

3. Roles in the IRDR community

- 3.1 Foster and support participation in IRDR on the part of institutions and individual scientists;
- 3.2 Serve as the national or regional focal point for IPO;
- 3.3 Foster networking and collaboration among domestic, regional, and international DRR science and technology activities, with particular attention to ISC/UNDRR regional bodies, IRDR International Centres of Excellence (ICoEs), and IRDR Young Scientists;
- 3.4 Improve scientific knowledge and enhance the integration of science in DRR planning, policies, and programmes domestically, regionally, and internationally;
- 3.5 Support efforts to update and report on national and regional DRR activities aligned with the Sendai Framework priorities, and Research Framework¹ priorities, with emphasis on the coherent delivery of UN 2030 agreements and other global agenda;
- 3.6 Provide scientific advice to policy-makers and outreach to civil societies, taking into consideration on national and regional DRR initiatives;
- 3.7 Assist in fundraising and partnership development for IRDR activities and projects.

4. Selection Process

- 4.1 NCs should build on existing systems/entities relevant to disaster risk research and practice. The organisation (preferably an academic institution) leading the NCs should be a permanent structure that is in a sufficiently high position to have a strong leadership and capacity to coordinate other sectors within the country or region, to leverage political commitment, and to mobilize resources for IRDR purposes.
- 4.2 Interested organisations, foundations, institutions, academies, universities, and other entities can submit an Expression of Interest (EoI) to the IPO.
- 4.3 The EoI should incorporate the following parts:
 - (a) A description of the organisation, including its basic organisational structure, key personnel, funding sources, scientific research capacity, and

¹ ISC-UNDRR-IRDR. 2021. A Framework for Global Science in support of Risk Informed Sustainable Development and Planetary Health [eds Handmer, John; Vogel, Coleen; Payne, Ben; Stevance, Anne-Sophie; Kirsch-Wood, Jenty; Boyland, Michael; Han, Qunli; Lian, Fang]; Paris, France, International Science Council; Geneva, Switzerland, United Nations Office for Disaster Risk Reduction; Beijing, China, Integrated Research on Disaster Risk. DOI: 10.24948/2021.07.

linkage with national and international disaster risk research and reduction networks.

- (b) An overview of the professional activities for the past years, including past and ongoing programmes with regard to disaster risk research;
- (c) A vision and proposal to develop the IRDR NC in its country (NC), including the incorporation of IRDR objectives into its own mission and its implementation as well as a description of existing organisations, programmes, and other relevant DRR activities in the country and/or region;
- (d) A plan of incorporating IRDR objectives into its own missions and its implementation;
- (e) Identification of funding and other support.

4.4 IRDR Scientific Committee (SC) members will review the applications in accordance with the following criteria:

- (a) A good record in internal capabilities to coordinate and manage national research teams and DRR stakeholders;
- (b) Proven deliverables in the science-policy-society interface and contributions to DRR policymaking
- (c) Commitments to provide appropriate support, including funding and in-kind for the national and international components consistent with IRDR missions;
- (d) Abilities to develop fundraising and partnership for IRDR activities and projects.

4.5 The result and decision will be announced by IPO based on the collective assessment of SC members in the SC session of the year. The newly approved NCs will be invited to attend the SC session of the year and present the action plans.

4.6 A Memorandum of Understanding (MoU) for a five-year validation period will be signed between the Host Institution of NC and IPO when the application is approved. IRDR executive director will sign the Letter on behalf of IRDR. The MoU is the official approval of the membership of IRDR.

5. Organisation

5.1 As a part of IRDR entities, each IRDR NC should be self-organised and governed per their respective national institutions (relevant policies, legislation, and organisational arrangements).

5.2 Each NC shall appoint an executive director and a focal point. The appointment and the renewal of these two positions shall inform IPO to

keep the communication.

- 5.3 Each IRDR NC is expected to mobilize, in their composition, researchers from the natural, social, health, and engineering sciences, along with policymakers and practitioners related to disaster risk reduction and management, and to maintain a close relationship with other interested organisations.
- 5.4 The funding for each NC will be provided by its Host Institution for the duration of the validation period of MoU. The Host Institution will be expected to provide and mobilize funding for all day-to-day operations as well as for projects and visiting scientists. The funding received shall be reflected in the annual report.

6. Renewal evaluation and termination²

- 6.1 The announcement renewal evaluation will be informed by IPO to each NC 6 months prior to the expiration of the MoU. Should the NC wish to renew the MoU, the NC shall submit a report to the IPO on the due date.
- 6.2 The evaluation panel, organised by IPO, will consist of five representatives of SC members, IRDR Fellows, IPO staff, or IRDR Partners. The members of the panel shall have had no existing affiliation with the NC. An online review meeting or an onsite review will be organised when it is applicable. The NC shall cover all the costs related to the onsite review.
- 6.3 The following parameters shall be considered by the evaluation panel:
- (a) The relevance and impacts of the deliverables of the NC to IRDR missions and the Research Framework;
 - (b) The relevance and impacts of the deliverables of the NC to the global agenda;
 - (c) The quality of coordination and connection with IRDR, both with IPO and with other IRDR members, regarding the engagement in IRDR publications and activities;
 - (d) The financial resources available for ensuring sustainable institutional capacity and viability;
 - (e) The action plan for next term.
- 6.4 The evaluation panel shall submit the evaluation report to SC for their decision. The result will be announced at the SC Meeting. The renewal MoU shall be prepared by IPO.

² The articles under this term will also be applicable to IRDR Regional Offices.

6.5 The termination or non-renewal of an NC shall be authorized by a decision of SC in consultation with IRDR Co-sponsors. Reputational risks for the Organisation shall also be considered as grounds for termination of an NC.

7. Visibility

7.1 Use of IRDR's name and logo: NCs shall be allowed to use IRDR's name and/or logo in consultation with IPO. Upon termination of the MoU for the designation of NC status, an institute or organisation shall no longer be allowed to use IRDR's name and/or logo.

8. Reporting

8.1 Each NC shall submit an annual fact sheet to IRDR SC for review. IPO will provide the template. The fact sheet shall provide the following information:

- (a) The priorities in research and actions of the year;
- (b) Structure and Operational Management, including basic organisational structure, finance and budget, secretariat, and key staff;
- (c) Highlight of main achievements and contributions;
- (d) Main actions planned and impacts expected for next year.

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