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# **AI & INFORMATION MANAGEMENT COMMUNITY OF PRACTICE (COP)**

## **TERMS OF REFERENCE**

### **RIMPA GLOBAL**

RECORDS AND INFORMATION MANAGEMENT  
PRACTITIONERS ALLIANCE  
Advancing and Connecting the Records and Information  
Management Profession.

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## 1 Document Control

VERSION	DATE	AUTHORS	APPROVAL	COMMENTS
0.1	23 January 2026	Anne Cornish	Innovation Portfolio Lead and CEO	
0.2	28 January 2026	Anne Cornish	Innovation Portfolio Lead and CEO	Removed non-member criteria and clarified meeting times and requests.
1.0	28 January 2026	Anne Cornish	Innovation Portfolio Lead and CEO	Approved 29 January 2026

## 2 Effective Date, Review, and Amendments

The Terms of Reference (ToR) is effective from 1 February 2026 and is reviewed every three years.

This ToR may be amended, varied, or modified by the Records and Information Management Practitioners Alliance Global (RIMPA Global) Board.



### 3 Purpose

These Terms of Reference document the establishment, objectives, responsibilities, authority, and operational arrangements of the AI and Information Management Community of Practice (AI & IM CoP).

### 4 Purpose of the AI & Information Management Community of Practice (Cop)

The AI and Information Management Community of Practice has been established to provide a collaborative, practitioner-led forum focused on the intersection of artificial intelligence, information management, records management, data governance, and information governance.

The CoP exists to support RIMPA Global's strategic objectives by enabling members to:

- Share practical knowledge, experiences, and emerging practices relating to AI and information management
- Explore the implications of AI on records, information, data, metadata, retention, disposal, ethics, accountability, and governance
- Contribute practitioner insight into emerging risks, opportunities, standards, and regulatory developments
- Build capability and confidence within the profession to govern AI-enabled information environments

Once established, the AI & IM CoP may receive requests from the RIMPA Global Board or CEO to consider matters of professional relevance. The CoP may also proactively identify and provide advice on issues impacting the information management profession in the context of AI.

In undertaking its work, the CoP may consult with RIMPA Global members and relevant stakeholders before providing insights, observations, or recommendations to RIMPA Global.

The AI & Information Management Community of Practice (Cop) will conclude after delivery of all objectives.

The AI & Information Management Community of Practice (Cop) will conclude after one year of operation or when all objectives are complete, whichever is sooner.

### 5 Objectives

The objectives of the AI and Information Management Community of Practice are to:

- Provide a trusted forum for discussion and collaboration on AI-related information and records management issues

- Support RIMPA Global in understanding emerging AI governance challenges and practitioner needs
- Contribute to thought leadership, guidance material, and educational initiatives relating to AI and IM
- Promote good practice in managing AI-generated information, automated decision-making records, and supporting metadata
- Encourage collaboration across sectors, jurisdictions, and disciplines where appropriate
- Support the professional development of members navigating AI-enabled environments

## 6 Authority

The RIMPA Global Board authorises the AI and Information Management Community of Practice, within the scope of its objectives, to:

- Undertake activities that support the purpose and objectives of the CoP
- Provide advice, insights, and recommendations to the CEO or Board when requested or where appropriate

The AI & IM CoP has no decision-making authority and does not commit RIMPA Global to any course of action.

## 7 Organisation

### 7.1 Participation

The AI and Information Management Community of Practice operates on a participation model rather than a formal committee membership structure.

Participation in the Community of Practice is open to all persons of interest, including non-RIMPA Global members, where their experience, expertise, or interest aligns with the objectives of the CoP.

#### 7.1.1 General Participation Expectations

All participants, regardless of membership status during are expected to:

- Act in good faith and align with RIMPA Global's values and Code of Conduct
- Contribute constructively and collaboratively
- Respect diverse perspectives, organisational contexts, and levels of AI maturity
- Operate within the scope of this Terms of Reference

### 7.2 Meeting Protocol

- Meetings may be held virtually or in person, depending on the nature of the discussion and participant availability

- Meetings will be convened by the Community of Practice Lead, rather than requiring facilitation by the RIMPA Global Team
- The Community of Practice operates on an informal collaboration model and does not require formal agendas or formal meeting minutes
- Participants will be provided with reasonable notice of meeting date, time, and discussion topics to support effective participation
- Subject matter experts or observers may be invited to participate in discussions where they have relevant knowledge or experience

## 8 Roles and Responsibilities

### 8.1 Community of Practice Lead

Is responsible for:

- Setting meeting dates and times in consultation with the RIMPA Global Team
- Developing meeting program in consultation with participants and the RIMPA Global Team
- Facilitating meetings and manages discussions.

### 8.2 RIMPA Global Team

Is responsible for:

- Scheduling meetings as advised
- Attending meetings.

### 8.3 AI & Information Management Community of Practice (Cop) Participants

Are responsible for:

- Actively participating in meetings and discussions
- Contributing knowledge, experience, and insights
- Supporting agreed activities aligned to the CoP's objectives
- Acting professionally and collaboratively at all times.