Tropical Community of Practice (TropiCoP)

Terms of Reference (ToR)

RECORDS AND INFORMATION MANAGEMENT PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and Information Management Profession

RIMPA GLOBAL

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DOCUMENT CONTROL

Version	Date	Author(s)	Approval	Comments
0.1	18 February 2026	Nicole Thorne-Vicatos	Innovation Portfolio Lead and CEO	

AMENDMENT, MODIFICATION OR VARIATION

(a) This ToR is effective from 1st February 2026 and is reviewed every three years

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

1 PURPOSE

These Terms of Reference document the establishment, objectives, responsibilities, authority, and operational arrangements of the Tropical Community of Practice (TropiCoP).

2 PURPOSE OF TROPICOP

The Tropical Community of Practice has been established to provide an avenue for information practitioners in North Queensland to learn, share and collaborate on a range of topics appropriate to members such as EDRMS products and implementations, technology developments including Artificial Intelligence, records management, privacy, access to information, cyber security and information governance. Information practitioners in Northern Queensland can be the lone Subject Matter Expert in their organisation which limits their ability to brainstorm or interact with other like-minded specialists. Those employed by government agencies or large companies, can also experience limited exposure to learning and development opportunities such as working on IM projects as these are largely undertaken in southern regions.

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

- Share practical knowledge, experiences, and emerging practices relating to information management
- Attend presentations from speakers inside and outside of the region
- Contribute practitioner insight into emerging risks, opportunities, standards, and regulatory developments
- Build capability and confidence within the Community of Practice to build connections and networking opportunities, especially for those working in solo IM environments

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

3 OBJECTIVES

The objectives of the Tropical Community of Practice are to:

- Provide a trusted forum for discussion and collaboration on information and records management issues
- Arrange relevant presentations to support CoP members that maintain their interest
- Share available resources, perspectives and knowledge
- Encourage active conversations during and after meetings to enhance learnings and a collaborative approach across sectors and jurisdictions
- Promote RIMPA Global's membership program and benefits

4 AUTHORITY

The RIMPA Global Board authorises the Tropical Community of Practice, within the scope of its objectives, to:

- Undertake activities that support the purpose and objectives of the CoP

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

5 ORGANISATION

5.1 Participation

The Tropical 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 members, where their experience, expertise, or interest aligns with the objectives of the CoP.

General Participation Expectations

All participants, regardless of membership status 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 maturity and knowledge
- Operate within the scope of this Terms of Reference

5.2 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

6 ROLES AND RESPONSIBILITIES

6.1 Community of Practice Lead

- Sets meeting dates and times in consultation with the RIMPA Global Team
- Develops meeting program in consultation with participants and the RIMPA Global Team
- Facilitates meetings and manages discussions

6.2 RIMPA Global Team

- Scheduling meetings as advised
- Attend meetings

6.3 Tropical CoP Participants

- 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