

## **European Consortium for Ocean Research Drilling (ECORD)**

### **ECORD Science Support and Advisory Committee (ESSAC) Terms of Reference**

*(Revised June 2015)*

- **Representation**

The ECORD Science Support and Advisory Committee (ESSAC) consists of a national delegate and an alternate from each participating country in the European Consortium for Ocean Research Drilling (ECORD) appointed by the respective Member Organization(s). Alternates can attend, when in addition to delegates, as non-voting members. Additional non-voting representation may be invited on an ad hoc basis. Terms of office of committee members will be reviewed every three years. A three-year rotation is recommended where possible, and no more than one-third of the membership should be replaced in a given year. The first rotation review will be in 2016 after an appointment of three years. Terms of office will normally begin in January.

- **Chair and Vice-Chair**

A Chair and Vice-Chair shall be appointed by the Executive Bureau and approved by the ECORD Council following an open call, review of applications, and nominations by ESSAC. The Chair is responsible for reporting to the ECORD Council and liaising with the European Managing Agency (EMA) and European Science Operator (ESO). The incoming Chair will serve one year as Vice-Chair followed by two years as Chair and rotates off as Vice-Chair during the fourth year. An optional third year as Chair may be considered, after discussions between the ECORD Council and ESSAC, and after regulation of the duration of the term of the incoming and outgoing Vice-Chairs. The Chair cannot serve two consecutive terms, and consecutive terms in the same host country should be avoided.

ESSAC is represented on the ECORD Facility Board either by the ESSAC Chair or the Vice-Chair. In addition, the ESSAC Chair will act as chair of the Vision Task Force organized by EMA.

- **Division of membership benefits**

The IODP assigned quota of expedition participants granted to ECORD shall reflect the financial contributions of each member country and specific interests of each participating country. ESSAC, in consultation with EMA, shall annually review the distribution effective as of 1 October 2014 and make recommendations in view of the target ratio and specific drilling interests.

The delegates and alternates on IODP Science Advisory Panels and the ECORD Facility Board shall be nominated by ESSAC after an open call and recommendations from national offices, and shall be approved by the ECORD Council. IODP panel membership shall reflect the financial contribution of each participating country over a rolling three-

year period. Normally all ECORD representatives on the IODP advisory panels shall serve for a three-year period and may not be re-appointed for a second consecutive term.

- **Obligations of the ESSAC delegates**

- To ensure that all IODP and ECORD meetings are attended by the delegates or by their alternates. If neither can participate, the relevant committee shall be informed and, if possible, a substitute nominated
- To actively participate in the evaluation process of applications and selection of candidates for IODP Expeditions, ECORD Scholarships, ECORD Grants, DLP lectures and members of IODP and ECORD advisory panels
- To ensure that the scientific interests of ECORD as a whole are represented by whoever attends the IODP advisory panel meetings on behalf of ECORD
- To ensure that the minutes of ESSAC meetings are distributed to the national alternates and ECORD representatives
- To attend ECORD workshops and to report to ESSAC when requested
- To provide information to interested parties within the national scientific communities of each ESSAC member country and to advise on national regulations and policies

- **Voting**

A quorum is required before decisions can be taken. There is no power of attorney for absent members. A quorum requires the presence of a majority of the members. Where possible ESSAC shall proceed by consensus; if this is impossible, there shall be a majority vote. Each delegate present has one vote and the Chair has a casting vote. If no decision is reached, the issue will be passed to ECORD Council.

- **Secretariat**

The ESSAC Office shall be funded from the budget of EMA, after approval by the ECORD Council. The Office shall rotate, on a two-year basis, with the Chair of ESSAC. The budget shall be sufficient to provide salary for a Science Coordinator with a scientific background, the full cost of maintaining an office and resources to compensate the Chair.

- **Tasks**

ESSAC is responsible for the scientific planning and coordination of Europe's contribution to and participation in IODP. The main purpose of ESSAC is to maximize ECORD's scientific and technological contribution to IODP.

ESSAC is responsible for:

- Advising ECORD funding organisations and ECORD Council members on IODP issues
- Coordinating expedition applications, nominating shipboard participants and reviewing quotas of shipboard scientists between participating countries
- Reporting to the ECORD Council
- Liaising with EMA and ESO

- Interacting with the appropriate IODP bodies, in particular the IODP scientific bodies
- Coordinating ECORD Training, Education and Outreach Programmes, through the evaluation of applications and the funding of ECORD Grants, ECORD Schools, ECORD Scholarships, Teachers/Educators at Sea and the Distinguished Lecturer Programme
- Evaluating applications and nominating scientists to participate in the ECORD Facility Board
- Nominating representatives (delegates and alternates) on IODP advisory panels
- Responding to the ECORD Council on requests for evaluation of its activities and initiation of evaluations of the European scientific input to IODP
- Assisting and advising EMA on extending the scientific community of the consortium to non-member countries
- Initiating and monitoring workshops on specific scientific themes and syntheses of European IODP programs
- Assisting and advising EMA on the formulation of proposals for funding European related infrastructure
- Providing stimulation and guidance for the writing of drilling proposals in accordance with the IODP Science Plan and encourage IODP-related activities among participating countries
- Encouraging (a) innovative science and technology development, and (b) the formulation of long-term integrated IODP studies
- Assisting and advising EMA and ESO on public outreach

The ESSAC Chair represents and supports ESSAC in all ECORD and IODP activities. It is the responsibility of the ESSAC Chair to:

- Manage the ESSAC Office
- Oversee and manage ESSAC's scientific activities, including scientific planning, evaluation and staffing of IODP expeditions, and evaluation and nominations of ECORD panel members
- Oversee and coordinate educational activities and participation in defining strategies for ECORD science, funding and technology
- Communicate with and advise IODP program managing and support offices regarding nomination and staffing of expeditions and coordination of education and outreach activities
- Oversee quotas and maintain country balance for IODP expeditions and panel members and participants of education and outreach activities
- Liaise with the ECORD Council, EMA and ESO
- Report to the ECORD Council
- Organise and chair the meetings of ESSAC
- Attend meetings of the ECORD Executive Bureau, ECORD Council and the ECORD Facility Board and provide advice on ECORD science priorities and long-term scientific planning in accordance with the IODP Science Plan
- Chair the ECORD Vision Task Force and assist in ECORD's scientific strategy
- Represent ESSAC at other IODP meetings, such as the JR Facility Board and IODP Forum meetings, or arrange for an appropriate alternate

- Inform the ESSAC delegates of ECORD and IODP activities and decisions
- Provide contributions to ECORD Newsletters and ECORD Annual Reports
- Ensure that an IODP-ECORD/ICDP session is organised at the EGU General Assembly meetings

The ESSAC Science Coordinator shall assist the ESSAC Chair in running the ESSAC Office and is responsible for:

- The day-to-day administration of the ESSAC Office and communication with ESSAC delegates and the wider IODP science community
- Coordinating, preparing, distributing and posting “Calls for Applications” to participate in IODP expeditions, IODP advisory panels and ECORD education and outreach activities (ECORD Research Grants, ECORD Summer Schools, ECORD Scholarships and the Distinguished Lecture Program, opportunities for teachers/educators at sea)
- Distributing other relevant information and announcements through the ESSAC mailing list and social media platforms
- Receiving, compiling and archiving applications for all science, education and outreach activities. Distribute application lists and compile rankings and participant information received from the ESSAC national delegates
- Maintaining and updating the ESSAC website (including Facebook)
- Supporting the scientific community and the IODP National Offices
- Coordinating ECORD Education & Outreach activities, attending ECORD Education & Outreach Task Force meetings, and participating in outreach activities at international meetings (e.g., EGU)
- Planning and assisting in the ESSAC meetings. Preparing the Agenda Book and minutes of these meetings
- Providing contributions for the ECORD Annual Report and ECORD Newsletter

- **Proceedings**

ESSAC shall meet twice a year, or at the request of one-fourth of the members, the ECORD Council, or the ESSAC Chair. The ordinary agenda shall include:

- Reports from recent IODP advisory panel or facility board meetings
- Staffing nominations, progress and evaluation
- Planning of ECORD initiatives for forthcoming IODP advisory panel meetings
- Reports from completed expeditions
- Any other tasks

ESSAC can implement working groups and define their terms of reference.