

European Consortium for Ocean Research Drilling (ECORD)

MEMORANDUM OF UNDERSTANDING of European and Other Funding Organisations on Membership and Operation of ECORD in the International Ocean Drilling Programme (IODP³)

Section D: ECORD Science Support and Advisory Committee (ESSAC)

Section D1: Mandate

ESSAC shall be responsible for the scientific planning and coordination of ECORD contribution to and participation in IODP³. The main purpose of ESSAC will be to maximize ECORD scientific and technological contribution to IODP³.

The Office shall rotate, on a three-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 the ESSAC Office and resources to compensate the Chair.

The main tasks of ESSAC shall be to:

- Advise ECORD funding organisations and ECORD Council members on IODP³ issues.
- Coordinate applications to drilling expeditions and nominate offshore and onshore Science Party members.
- Coordinate applications to Scientific Projects using Ocean Drilling Archives" (SPARCs) and nominate SPARC Science Party member.
- Review quotas of shipboard scientists between participating countries.
- Report on ESSAC activities to the ECORD Council.

- Liaise with EMA and the ECORD Science Operator (ESO).
- Interact with the IODP³ operators and IODP³ entities, as appropriate: the IODP³ Executive Board (ExB), the MSP-Facility Board (MSP-FB), the Science Evaluation Panel (SEP), the Safety and Environment Advisory (SEA) Group, the Vision Task Force (VTF) and the Communication Task Force (CTF).
- Coordinate ECORD Training, Education and Outreach Programmes, through the evaluation of applications and the funding of ECORD Grants, ECORD Schools and Courses, ECORD Scholarships, Teachers/Educators at Sea, and the Distinguished Lecturer Programme.
- Evaluate applications and nominate ECORD scientists to participate in IODP³ panels: the Science Evaluation Panel (SEP), the Science Board of the MSP Facility Board (MSP-FB), the Safety and Environment Advisory (SEA) Group and the Magellan³ Science Steering Committee (MG³-SSC).
- Respond to the ECORD Council requests for evaluation of its activities and initiation of evaluations of the ECORD scientific input to IODP³.
- Assist and advise EMA on extending the scientific community of the consortium to non-member organisations.
- Initiate and monitor workshops on specific scientific themes and syntheses of European IODP³ programmes.
- Assist and advise EMA on the formulation of proposals for funding European-related infrastructure.
- Provide stimulation and guidance for the writing of drilling proposals in accordance with the 2050 Science Framework and encourage IODP³-related activities.
- Encourage (a) innovative science and technology development, and (b) the formulation of long-term integrated IODP³ studies.
- Assist and advise EMA and ESO on ECORD public outreach, in cooperation with the IODP³ Communication Task Force (CTF).

- Staffing of the IODP³ expeditions and SPARCs

The IODP³-assigned quota of expedition and SPARCs participants granted to ECORD shall reflect the financial contributions of each member and specific interests of each participating country. ESSAC, in consultation with EMA, shall annually review the distribution effective as of 1 October and make recommendations in view of the target ratio and specific drilling interests.

- Staffing of the IODP³ advisory panels

The delegates and alternate delegates on IODP³ Advisory Panels shall be designated by ESSAC after an open call and recommendations from national offices and shall be approved by the ECORD Council and the MSP Facility Board. IODP³ panel membership shall reflect the financial contribution of each participating country/organisations over a rolling three-year period. In the normal case, all ECORD representatives on the IODP³ advisory panels shall serve for a three-year period and may not be re-appointed for a second consecutive term.

Section D2: Composition

- **Section D2.1: Delegates**

- ESSAC is composed of a national delegate and an alternate delegate from each ECORD member to be appointed by the respective national ECORD Council member. Terms of office of committee members will be reviewed every three years. A three-year rotation is recommended where possible and the total term of office of ESSAC Members should not exceed six years. No more than one-third of the membership should be replaced in a given year. Terms of office will normally begin in January. If the delegate and his/her alternate cannot attend an ESSAC meeting, the ESSAC Chair shall be informed and, if possible, a substitute nominated.
- ESSAC Members should actively participate in the evaluation process of applications and selection of candidates for IODP expeditions, ECORD Scholarships, ECORD Grants, Distinguished Lecture Programme – DLP and members of IODP³ advisory panels.

- ESSAC Members should ensure that the minutes of the ESSAC meetings are distributed to the national alternates and national ECORD Council representatives.
- ESSAC Members should attend ECORD workshops and to report to ESSAC when requested.
- ESSAC Members should provide information to interested parties within the national scientific communities of each ECORD member countries and to advise on national regulations and policies.

○ **Section D2.2: Chair and Vice-Chair**

A Chair shall be appointed by the ECORD Council following an open call for applications and the review of applications.

The incoming Chair is nominated Vice-Chair (replacing the previous Vice-Chair) 18 months before the start of the Term of Office to facilitate the transition.

The outgoing Chair is nominated Vice-Chair to facilitate the transition and will maintain the position until the following incoming Chair will begin the 18 month-term as Vice-Chair.

The open call for the ESSAC Chair is published by ESSAC, with mandate of the ECORD Council, 6 months before the start of the Term of Office of the incoming Vice-Chair.

Consecutive terms of Chairs from the same ECORD Member country should be avoided.

The ESSAC Chair acts as national delegate in ESSAC.

The ESSAC Chair shall represent and support ESSAC in all ECORD and IODP³ activities.

The ESSAC Chair shall select a ESSAC Science Coordinator following an open call for applications.

The main tasks of the ESSAC Chair and his/her Science Coordinator shall be the following:

- To manage the ESSAC Office.
- To fulfil all the tasks of the ESSAC Mandate.

- To oversee and coordinate educational activities and participation in defining strategies for ECORD science, funding, and technology.
- To communicate with and advise IODP³ entities and the Science Office (SO) regarding nomination of expedition science party members, SPARCs members and coordination of education and outreach activities.
- To liaise with the ECORD Council, EMA and ESO.
- To report on ESSAC activities to the ECORD Council.
- To organise and chair the ESSAC meetings.
- To attend meetings of the ECORD Council and the MSP FB and provide advice on ECORD science priorities and long-term scientific planning in accordance with the 2050 Science Framework.
- To chair the EVTF and assist in ECORD scientific strategy.
- To represent ESSAC at other IODP³ advisory panels meetings, and other meetings, such as the Scientific Forum meetings or arrange for an appropriate alternate.
- To inform the ESSAC delegates of ECORD and IODP³ activities and decisions.
- To provide contributions to ECORD Newsletters and ECORD Annual Reports.
- To ensure that an IODP³-ECORD/ICDP session is organised annually at the EGU General Assembly meetings.

Section D3: Meetings

ESSAC shall meet twice a year, or at the request of one-fourth of the members, the ECORD Council, or the ESSAC Chair. Fall meetings shall usually be joint meetings with the ECORD Council and spring meetings shall be dedicated to planning and discussion of ESSAC activities.

Alternate delegates can attend the ESSAC meetings, as non-voting members when in addition to delegates.

Additional non-voting representation may be invited on an *ad hoc* basis.

Liaisons from EMA and ESO are invited to attend the ESSAC meetings.

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

Section D4: Decisions

- A simple majority of the members present shall be required before decisions can be taken. There shall not be any power of attorney for absent members.
- Each delegate present has one vote and the Chair has a casting vote as national delegate.
- Where possible ESSAC shall proceed by consensus. If this is impossible, there shall be a majority vote. If no decision is reached, the issue shall be passed to the ECORD Council.