

ECORD Council - ESSAC Meeting #3

Castel dell'Ovo, Naples, Italy

October 28th, 2015 - 09:00 am / 5:30 pm

ECORD BUDGET, MEMBERSHIP AND MANAGEMENT

7 - ESSAC : Procedures and ToRs (R. Stein for G. Früh-Green) 20'

- 1) ESSAC Chair - term of the chair**
- 2) Changes to ToR**
- 3) Representation at ECORD/ESSAC meetings**

Starting point of discussion of the ESSAC ToR

(ESSAC May 2015 Meeting in Uppsala)

1) ESSAC Chair - term of the chair

Decision: we would like to keep in to two years, with the option to extend an extra year. The decision should be made by the ESSAC delegates with then approval by the ECORD Council.

(2) Changes to ToR

We have revised the ToR to indicate the 3 year option for the ESSAC Chair

European Consortium for Ocean Research Drilling (ECORD)

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

(Revised June 2015)

○ 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 asks for approval by the ECORD Council.

(2) Changes to ToR

We have revised the ToR to indicate the 3 year option for the ESSAC Chair

Tasks/responsibilities associated with the ESSAC Chair

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

Tasks/responsibilities associated with the ESSAC Chair

- 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

Tasks/responsibilities associated with the ESSAC Science Coordinator

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

- **Tasks/responsibilities associated with the ESSAC Chair**
- **Tasks/responsibilities associated with the ESSAC Science Coordinator**

Having these responsibilities defined in the ToR is particularly beneficial if the incoming chair has not previously been a member of ESSAC.

**Need to continue the good communication
between EMA, ECORD Council, and ESSAC**