

D/V *Chikyu*

IODP Staffing Procedures

(February 2015)

Call for Applications

Upon approval of D/V *Chikyu*'s expedition scheduling by the *Chikyu* IODP Board (CIB), a draft Call for Applications will be drafted by the Center for Deep Earth Exploration (CDEX).

CDEX will coordinate with the Program Member Offices (PMOs), and when applicable, CDEX will coordinate with the appropriate Project Coordination Team (PCT), to collaboratively determine the deadline(s) for nominations for each expedition or set of expeditions, any special staffing requirements, and other relevant requirements/information to be included in the Call for Applications.

CDEX will draft a final version of the Call for Applications for expeditions, adding any details or changes supplied by the PMOs or PCT during the review period (usually with two weeks). CDEX will distribute the Call for Applications to the IODP Science Support Office, and to the PMOs for circulation within their various communities. CDEX will also circulate the Call for Applications in other suitable venues.

As mentioned above, the PCT and CDEX cooperate on staffing for complex drilling projects (CDP). Primarily, this is to coordinate between each expedition in the CDP to maximize scientific outcome and maintain the agreed-upon scientific standards.

Staffing Procedures

A. Co-Chief Scientist Selection

1. The Science Evaluation Panel (SEP) provides Co-Chief Scientist recommendations to the Science Support Office when a proposal is forwarded to the CIB. The Science Support office provides the nomination list and their CVs to CDEX. The PMOs will assist in the acquisition of CVs. When applicable,

the PCT recommends potential Co-Chiefs, considering the SEP recommendations and proposal requirements.

2. CDEX (and PCT) reviews the Co-Chief Scientists recommendations and determines the most appropriate individuals based on expedition science requirements and familiarity, individual qualifications, and (when applicable) previous ODP/IODP performance.
3. CDEX issues official invitations to the potential Co-Chief Scientists. Copies of the letter are sent to the PMOs.

B. Science Party Staffing

1. The PMOs receive applications directly from their science communities and evaluate them through their internal methods.
2. The PMOs provide their nominations (including each nominee's application and relevant supporting material) to CDEX. Each PMO will provide ranking criteria for each nominee, based on internal guidelines. Member countries should be aware of the need for flexibility, and should provide an adequate number of nominations representing a variety of scientific expertise. Each member country/consortia is entitled to their full representation according to the MOUs; however, while efforts will be made to select from the submitted nominees, spaces aboard expeditions are not guaranteed.
3. CDEX shares the nominations and supporting materials with the Co-Chief Scientists and, when applicable, the relevant PCT. CDEX will make final staffing decisions based on the Co-Chiefs' (and PCT) recommendations and the PMO interests. An effort is made at this stage to invite "key individuals" who can provide needed expertise and mentoring.
4. CDEX sends official invitations for scientific participation directly to each scientist, cc'ing the relevant PMO. Further calls might be issued if certain specialties remain unfilled.
5. If an invited science party member declines an expedition or withdraws after accepting, CDEX will, with the Co-Chiefs and PCT, select another scientist from the existing nomination list from the relevant PMO or request new nominations from the PMO. If the PMO is unable to provide a suitable replacement, the berth will be relinquished by that PMO and filled with a

qualified scientist from another PMO.

6. Although CDEX holds the ultimate authority for staffing decisions, CDEX will consult and collaborate with the PMOs on significant deviations from the PMO's nominations, priorities, and rankings. If CDEX does significantly deviate from a PMO's ranking, CDEX will advise the PMO on why changes were made.
7. Once the science party is finalized, CDEX will notify, in a timely manner, all nominated scientists who were not selected. CDEX will encourage these scientists to participate as members of the shore-based science party.
8. CDEX is responsible for monitoring overall expedition staffing to ensure that member balance (as per the Memoranda of Understanding between JAMSTEC and *Chikyu* program members) is maintained over each fiscal year.