

**IO Meeting Report**  
**San Francisco, CA**  
**November 8-9, 2006**

**Meeting Roster**

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# Meeting Summary and Action Items

## Introduction

The primary objectives of this IO/IODP-MI meeting were to: (1) develop an generic Annual Program Plan (APP) schedule or process, (2) modify/update the actual APP proposal format, and (3) define generic and IO/IODP-MI-specific Work Breakdown Element definitions.

## 1) Annual Program Plan Schedule/Process:

The Annual Program Plan provides the “blueprint” for IODP operations on a yearly basis. Preparation for this document is an on-going process throughout the year, but up until now has not been conducted in a fashion to maximize input from all entities involved (IOs, IODP-MI, various subcontractors, SAS, etc.) and provide enough lead time to resolve issues on a timely and well-thought out basis. The primary goals of this agenda item were for all parties to provide input on what steps need to be undertaken with respect to the generation of the APP and develop a process or framework that would guide future interaction over the entire year as we put together each annual program plan.

The yearly APP process has several fixed or “anchor” points including: (1) The ranking of proposals for fiscal year (FY)+2 operations by the Science Planning Committee (SPC) in March, (2) budget guidance for FY+1 from Lead Agencies in late January, and (3) deadlines for subcontractors to submit initial proposals for the FY+1 APP.

Around these points are several other key events including:

- the late spring/early summer Operations Task Force (OTF) meeting to generate an FY+2 schedule,
- an early summer Engineering Development Panel (EDP meeting to define an FY+2 Technology plan
- IO/IODP-MI meeting to develop an initial FY+2 APP plan
- Initial IO SOC/POC estimates for FY+2
- IODP-MI fiscal guidance to IOs
- IODP-MI /subcontractor meetings (for clarification of APP issues)
- SASEC/BoG/Lead Agency input and approval of APP.

The meeting participants agreed that the ideal time for an IO meeting to develop the draft FY+ 2 operational/technology plans is ~June/July, after the June OTF and EDP meetings. At this time of the year, both the FY+2 operational schedules (at least the most likely options) and technology plans will be known and thus draft SOC/POC budgets can be developed from the plans outlined at this meeting.

The development of initial SOC/POC budgets shortly following this IO meeting will allow the Lead Agencies to provide provisional guidance to IODP-MI and the IOs early in the fall (i.e., are these budgets realistic). Following this provisional Lead Agency guidance, more robust draft budgets would then be submitted to IODP-MI in January.

The budget meetings held between the IOs and IODP-MI following the submission of the FY07 APP this past year proved to be very useful in clarifying and resolving issues identified in the draft APP proposals submitted to IODP-MI. All IO meeting participants agreed this type of meeting format should continue in the future.

The meeting participants agreed that it would be very useful for IODP-MI to receive comments on the full draft of the APP and incorporate these comments into that draft before it is submitted to the Lead Agencies in May. The schedule, though, is very tight between the time the initial individual IO and subcontractor proposals are received by IODP-MI in April and the submission of the integrated draft APP to the Lead Agencies in May. However, in this new generic APP process (detailed below), most of the major issues should be resolved at the various meetings held over the course of the year and only minor issues with the IOs should remain at this time. These issues could be addressed between IODP-MI and the IOs via phone or email and revisions incorporated (along with Lead Agency comments) into the next version which is submitted to SASEC and the BoG for approval.

Normally June and July are taken up with IODP BoG and SASEC review and approval of the APP, with IODP-MI submitting a final integrated APP to the Lead Agencies in mid August. This review and approval process was perceived to take up too much time, thus potentially delaying the final approval of the APP and subsequent generation of contracts until late September or October. IODP-MI will attempt to develop an APP approval schedule with SASEC and the BoG that results in getting SASEC and BoG approvals by late June, allowing IODP-MI to submit a final APP to the lead Agencies in July rather than August.

### *APP Schedule*

Below is the generic APP process generated from this meeting. Specific dates are provided for the FY08 schedule. For each subsequent fiscal year, the dates will be generated at the annual summer APP meeting.

March	SPC ranking
June/July	Ops/End Roadmap discussion at IO meeting
Aug	Initial SOC/POC cost estimates to IODP-MI
~Sept	Provisional guidance
Jan. 19	Revised/updated cost estimates
Feb. 1.	Budget Guidance from Lead Agencies
Feb. 9	Budget Guidance from IODP-MI to IOs and subcontractors
April 13	Deadline for subcontractors to submit draft FY07 proposals
April 23-27	IODP-MI meetings with IOs and subcontractors
May 5	Modifications to proposals received from IOs and subcontractors
May 12	1st Draft of Annual Program Plan to Lead Agencies
May 26	Comments received from Lead agencies and IOs

June 2	2nd Draft of Annual Program Plan to SASEC and IODP-MI BoG
End June	SAS Executive Authority comments received on 2nd draft
End June	BoG approval on the draft Annual Program Plan
July 15	3rd Draft of Annual Program Plan to Lead Agencies
Early Aug	Comments from Lead Agencies
Late Aug	Final version of Annual Program Plan to Lead Agencies

Late Aug/early Sept—Final approval of the APP.

\*April 28 to May 6 is a week-long Japanese national holiday.

\*April 16 – 20 is EGU meeting. ESO may have to schedule meeting with IODP-MI around this.

***IO Action Item or Recommendation 0611-01: IOs to educate the Lead Agencies on modern cost of expeditions.***

***IO Action Item or Recommendation 0611-02: IODP-MI to ask Lead Agencies to provide informal budget guidance in the fall after IOs submit preliminary SOC/POC budgets for FY+2 operations.***

***IO Action Item or Recommendation 0611-03: IODP-MI to work with SASEC and BoG to minimize APP approval process time.***

## **2) APP Format:**

The general format of the previous year APP (FY07) was reviewed with goal to make modifications for a template for FY08 (and subsequent fiscal years). The Introduction, Budget Summary, and Expedition Operation formats were deemed suitable for future years but the Organizational Structure and Work Breakdown Element sections needed revision.

Discussion ensued on the utility of presenting organizational structures for each IO and IODP-MI and how to present this information in a consistent format for all entities. The initial thought was that since the APP budgets are based upon Work Breakdown Elements (WBEs) the organization wiring diagrams should also be based upon WBEs. However, it was recognized that many IO personnel had responsibilities under more than one WBE and thus a wiring diagram of this type would be rather complicated.

In the end it was decided that the APP should simply include a table identifying each person, their job title/description, and their SOC/POC/Other percentage FTE efforts. Description of IO departments or units would no longer be required, essentially

eliminating Section 3 of the FY07 APP. The group then discussed the merits of putting in detailed job descriptions in the APP. It was decided that this level of detail was not required in the actual APP document and the IOs should simply have this information available upon request.

In the FY07 APP, the definition and use of “Responsibilities” and “Deliverables” in the Work Breakdown Elements section was inconsistent. A decision was made to merge these together items together and develop a generic set of deliverables or tasks under each WBE.

The resulting APP outline is:

- 1 Introduction
- 2 Budget Summary Tables
- 3 Expedition Operations
  - 3.1 Introduction
  - 3.2 Operations
  - 3.3 Expedition Budget Summary
- 4 Work Breakdown
  - Goal
  - Deliverables
  - FTE Allocation Table (name and title)
  - (Position descriptions available on request)
  - Budget Table
  - Budget Justification

<p><b><i>IO Action Item or Recommendation 0611-04: IODP-MI to issue official template for FY08 APP in December/January time frame.</i></b></p>
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### **3) SOC/POC definitions:**

The SOC/POC definitions are not very detailed and often not equally applied among the IOs. Several SOC definitions needed clarification/modification including such areas as Engineering Development, Engineering and Science Support, and Computer hardware and software (purchase, maintenance and upgrades). It was not clear to the group how to proceed on this issue of modifying SOC/POC definitions so it was decided that IODP-MI would meet with the Lead Agencies to decide a path forward on this issue.

<p><b><i>IO Action Item or Recommendation 0611-05: T. Janecek to meet with NSF in ~ 2 weeks to discuss SOC/POC definitions.</i></b></p>
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#### **4) Work Breakdown Element (WBE) Definitions:**

To develop a more uniform set of Work Breakdown Element definitions and determine IO and IODP-MI responsibilities for each WBE, the meeting participants broke into small groups to discuss the goals and deliverables for each WBE. Afterwards, these goals and deliverables were discussed, modified, and agreed upon by the entire group.

Several significant changes were made to the original seven WBEs (Management and Administration, Technical, Engineering and Science Support, Data Management, Publications, Core Curation, Logging, and Education & Outreach). If approved by the Lead Agencies, the group recommends that for FY08 and beyond that

- (1) Engineering Development is assigned the status of a full WBE, and
- (2) Logging is placed into TESS as a sub-element (as it is a “service for IODP expeditions”).

The goals and deliverables for each WBE as agreed upon by the entire group are listed below.

#### **M&A**

Plan, coordinate (with other IODP related entities), oversee, review, and report on IODP activities.

##### *Deliverables*

- to develop and assure implementation of Annual Program Plan
- to develop Quarterly/Annual Reports including financial reports
- to report and liaise with funding agencies
- to contract for IODP related activities
- to liaise with IODP related entities (e.g., SAS meetings), Program Member Offices and other national organizations and participate in IODP-MI Task Forces, working groups, etc.

#### **Technical, Engineering, and Science Support**

Manage, coordinate, and perform the activities and provide the services, materials, platforms, and ship and shore-based laboratories necessary to support the IODP expeditions.

##### *Deliverables:*

- **Expedition Planning and Implementation:** Providing scientific and operational planning and execution for each scheduled expedition, including provision of a drilling platform. Conduct long-range operational planning for out-year expeditions.

- **Reporting:** Provide expedition-related reports and content for expedition publications (e.g., Scientific Prospectus, Preliminary report, etc). Act as liaison to SAS and other panel as appropriate.
- **Expedition Staffing:** Provide selection and support for scientific staffing and co-chief selection for each scheduled expedition (INSERT Expedition(s) here). Provide support for shipboard and shore-based technical personnel and activities.
- **Logistics Support:** Provide for expedition and shore-based activities including procurement, shipping and inventory of equipment and supplies.
- **Analytical Systems:** Provide and maintain shipboard and shore-based analytical facilities and associated QA/QC protocols. Ensure effective capture and transfer of expedition data to data base systems.
- **Engineering Support:** Provide engineering support for maintaining and developing shipboard and shore-based drilling, coring, and downhole systems including third party developments.

Note: the deliverable of providing Clearances and Permits was moved to M&A

Note: Logging could be moved into this section (see Logging WBE below).

### **Engineering Development**

Utilize IODP resources to oversee and/or provide engineering development projects in accordance with the long-term engineering needs of IODP as prioritized by the Science Advisory Structure

*Deliverables:*

Specific Engineering Development proposals inserted here.

### **Logging**

Provide for the delivery of logging services aboard each respective platform.

*Deliverables:*

- Deploy a suite of logs consistent with the scientific prospectus for each expedition.
- Ensure that the shipboard logging workspaces, logging tools, and equipment are operational and stocked with adequate supplies for both routine and third-party operations.
- Maintain responsibility for inventory control and shipping and receiving.
- Provide initial quality control of data
- Provide back-off/severing services where needed.

***IO Action Item or Recommendation 0611-06: Recommend moving Logging to TESS. If moved to TESS than insert under Analytical or make own line item. And remove explicit deliverable but Back/off and severing services need special mention.***

## **Publications**

Editing, production, and distribution of IODP scientific drilling expedition results (and program activities – IODP-MI only)

The following publications will be delivered (or published – IODP-MI):

- No. Scientific Prospectuses.
- No. Preliminary Report
- No. Technical Note
- No. volumes of *Proceedings of the IODP*
- No. issues of *Scientific Drilling* (IODP-MI Only)
- Manage post-expedition publication citations
- Generate report of citations statistics for IODP
- Manage peer review process for *Proceedings* volumes
- Manage distribution and warehousing for *Proceedings* volumes (and ODP and DSDP volumes)
- Provide centralized record keeping of IODP post-cruise research submissions. (USIO?)
- Advise IODP-MI on scientific publication efforts.

***IO Action Item or Recommendation 0611-07: Need to determine where to include Legacy Documentation***

## **Core Curation**

Provide services in support of IODP core sampling and curation of the core collection archive at the Gulf Coast Repository (GCR), Bremen Core Repository (BCR) and Kochi Core Center Repository (KCC) (for FY08 insert other repositories).

*Deliverables:*

- Work with other implementing organizations (IOs), the Science Advisory Structure (SAS), and IODP-MI to implement a policy for IODP curation.
- Work closely with staffs to coordinate, standardize and document curatorial procedures for IODP cores and samples.
- Plan sample and curation strategies for (enter specific expeditions) and review all shipboard and moratorium-related requests in coordination with the other members of the Sample Allocation Committee (SAC) for each expedition.
- Respond to post-moratorium sample requests from the scientific community
- Promote the outreach use of the core collection in collaboration with IO and IODP-MI education/outreach personnel by providing materials for display at



- meetings or museums, as well as conducting tours and supporting other USIO outreach activities. (may be changed...wait for J.A. comments)
- Host and/or participate in annual IODP curatorial staff meeting.
  - Act as IO liaison to meetings with the other IOs, IODP-MI, and the SAS, as appropriate.

#### Core Curation Supplement for FY08:

Continue implementation of the DSDP/ODP Core Redistribution Project

#### *Deliverables:*

NOTE: Each IO will list activities to be carried out in FY08 using terminology from time table generated by curatorial group.

#### **Data Management**

The scope of data management includes: (1) Management of data supporting IODP activities, management of expedition and post-expedition data, long term archival and access to data; (2) Provision of the IT services that supports IODP activities.

#### *Deliverables (1):*

- Maintenance and management of data bases supporting expedition planning data
- Operate and maintain data management and harvesting systems (including QA/QC) for storage and archival of expedition and post-expedition data, including core and sample tracking
- Provide access to IO specific data bases
- Generation of meta data supporting program-wide access portal
- Provide program-wide access portal

#### *Deliverables (2):*

- Operation and maintenance of computer and network systems
- Provide software development services (excludes analytical systems)

**Education and Outreach** – Note: Education and Outreach was not discussed at this meeting. The Lead Agencies are discussing the goals and deliverables associated with the WBE and will provide information at a later date.

#### **5) Legacy documentation.**

IODP is now in its fourth year of operation. In order to minimize end-of-program issues resulting from identification of legacy documents and to minimize the overall cost and effort in collecting legacy documentation, it will be important to move forward in this area well before the end of the program. IODP-MI previously discussed the issue of

legacy documentation with the Lead Agencies. The outcome of this meeting was that the Lead Agencies requested that IODP-MI, in conjunction with the IOs and SAS, identify appropriate areas of legacy documentation and include funding requests in each yearly APP.

Numerous aspects of legacy documentation were discussed including (1) using the ODP legacy website as a starting point for the types of information that might be needed, (2) determining what engineering, science, day-to-day IO needs, SAS documents, etc., were useful from ODP in developing and implementing IODP, and (3) Determining IODP legacy storage and backup requirements.

The group decided that the best path forward (for FY08 and beyond) is to hold a meeting in first quarter of calendar year 2007 to develop IODP guidelines on the content for this legacy documentation and the methodology to archive it.

***IO Action Item or Recommendation 0611-08: IODP-MI to coordinate the creation of a legacy coordination group which will meet in the first part of calendar year 2007.***

## **6) Meeting participation.**

IO and IODP-MI personnel attend numerous meetings throughout each year. The group discussed mechanisms to minimize planning and preparation efforts associated with these meetings and to maximize the outcome.

### *SAS meetings*

SAS meeting agendas often contain a significant amount of reporting on the first day. These updates provided by IOs, IODP-MI, and the funding agencies are recognized as a primary mechanism for panel members to learn what is happening in the program. To minimize preparation effort and maximize meeting time for discussion, it would be best to provide as much information in regular written reports (e.g., Quarterly reports, meeting agenda reports) for the SAS members to read prior to each meeting and then use the oral report to provide a short update and target issues for which the IO or IODP-MI needs advice from the panel.

***IO Action Item or Recommendation 0611-9: IODP-MI to work with panel chairs and IOs prior to SAS meetings to determine what type of information is needed by Panel and what type of advice is needed from the Panel so that the IOs and IODP-MI do not expend efforts generating unneeded information for agenda books and oral presentations.***

### *Specific IO meetings*

Recent cross-IO meetings for various sub-groups of IO personnel have proven to be very valuable in addressing near-term and long-term issues. These meetings provide an informal setting to promote collaboration between IOs and it was agreed that these types of meetings should continue in the future. Several specific groups were identified for these types of meetings including curators, logging personnel, staff scientists, and data management groups. Some groups already meet on a regular basis (e.g., logging personnel, data management), others will be holding their first meeting soon (e.g., curators) and others should begin planning collaboration efforts (e.g., staff scientists).

To ensure that proper resources are allocated to these meetings and that managers are properly informed of planning efforts, the IOs should request specific travel/meeting funding in their respective APP proposals for these efforts. The IOs should explore various venues for these meetings including video conferencing and linking them with other meetings of opportunity.

***IO Action Item or Recommendation 0611-10: IOs and IODP-MI to budget cross-IO meetings in the APP.***

### *Program Member Office meetings*

The group discussed the need for more interaction with the Program Member Offices. The “yearly” PMO meeting in which the PMO, IODP-MI and IO representatives gather to discuss issues of mutual interest has been a good venue for this interaction. However, this meeting doesn’t seem to be held on a regular basis. Holding this meeting on a regular (yearly) basis, perhaps in conjunction with an SPC meeting, would be beneficial.

***IO Action Item or Recommendation 0611-11: IODP-MI to organize a meeting with PMO and IO representatives, possibly linked to the Spring SPC meeting.***

### *Task Forces*

The use of Task Forces and Coordination Groups as an implementation tool by IODP-MI was discussed by the IO meeting participants. These Task Forces and Coordination Groups (some ad hoc and others quasi-permanent) generally consist of IODP-MI representation, external advisors, and SAS and IO representatives. The IOs expressed concern that the goals and objectives of these Task Forces and Coordination Groups are not always well defined, making it difficult for them to understand how the IOs should interact (as well as budget personnel time and effort).

***IO Action Item or Recommendation 0611-12: IODP-MI to define in more detail the goals, objectives, and membership of Task Forces and coordination groups.***

### *Meeting Calendar*

The IOs requested a more detailed calendar for IODP functions. This calendar needs to include not only SAS meetings, workshops, conferences, etc., but also details of IO and IODP-MI specific deadlines and meetings (staffing deadlines, pre-cruise meetings, post-cruise meetings, etc).

***IO Action Item or Recommendation 0611-13: K. Oskvig to keep IODP calendar updated with all IODP related meetings.***

### **10) New Members**

Yoichiro Otsuka briefly explained recent mechanisms discussed by IODP-MI and the Lead Agencies to encourage new members to join IODP. One mechanism identified to build support in potential new member countries is to invite scientists from these countries to participate on expeditions. Obviously this idea has implications for berthing, staffing, science obligations, etc., and the IOs will need to see a full proposal from IODP-MI before commenting on how this could (or should) be implemented . Y. Otsuka is currently developing this draft proposal for IO comments.