July 5, 2006

IODP Staffing Procedures

Process for Call for Applications:

1. Upon approval of the operations plan by the Science Planning Committee (SPC) at their annual summer meeting, a Call for Applications can be generated.

2. The Implementing Organizations (IOs) work with IODP-MI and the Program Member Offices (PMOs) 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.

3. IOs generate an initial draft of the Call for Applications for expeditions related to their respective platforms, incorporating information generated in Item#2 (above). IODP-MI and the PMOs will provide comments to this initial draft within one week. In the case of multi-platform expeditions, IODP-MI will generate the initial draft of the Call for Applications with IOs and PMOs providing comments.

4. IODP-MI generates the appropriate expedition science information for each approved expedition and places the material on the IODP web page prior to release of the Call.

5. IODP-MI will distribute the Call for Applications to the PMOs, place the call on the IODP web site, and advertise in appropriate venues.

The staffing procedures for Co-Chief and Science Party members:

A. Co-Chief Scientist Selection
1. SPC provides official Co-Chief Scientist recommendations and CVs to the IOs when programs are forwarded to the Operations Task Force. The PMOs will assist in the acquisition of CVs.

2. The IOs review the recommendations for Co-Chief Scientists and determine the most appropriate individuals based on expedition science requirements, individual qualifications, the member country balance, and previous IODP performance.

3. The IOs circulate the initial co-chief staffing strategy to IODP-MI, the SPC chair, the PMOs, and Project Management Team (PMT) Chairs (if any) for comments. This step ensures continuity and provides the opportunity for issues to be identified prior to invitations being issued. The IO has the responsibility for the final staffing decision given that they have the responsibility for delivery of the expedition.

4. Official letters are sent from the IO directly to the individual inviting them as Co-Chief Scientist for a specific expedition. Copies of the letter are sent to the PMOs, IODP-MI, and PMT chair(s).

B. Science Party Staffing
1. PMOs receive applications directly from their science communities and evaluate them through their internal methods.

2. PMOs provide their nominations (including nominees' applications and relevant supporting material) to the IOs. Member countries should be aware of the need for flexibility, and should provide an adequate number of nominations representing a variety of scientific expertise. Although each member country/consortia is entitled to their full representation according to the MOUs, there will be no "banking' of unused berths. Berth space can be "traded" between member countries/consortia subject to approval by IODP-MI.

3. The IOs share nominations and supporting materials with the Co-Chief Scientists and consider their recommendations when making final staffing decisions.

4. Official invitations are sent by the IO directly to each scientist. Copies are sent to Co-Chief Scientists and PMOs.

> Staffing may a two-step process. Initial invitations are sent to key science participants. Key individuals are those considered to provide critical expertise to delivery of the expedition science. Remaining invitations are sent after responses are received from the initial invitations. Sending invitations in two different groupings provides the opportunity to tune the science party based on the results of the initial invitations. This allows for greater flexibility and for maximizing the expedition science.

5. In the event that an invited science party member withdraws, the IO will ask the relevant PMO to either approve another nominated scientist or nominate a qualified replacement.

6. While understanding that the IOs hold the ultimate authority for staffing decisions, the IOs will consult and collaborate with the PMOs on significant deviations from the PMO's nominations.

7. After the science party is finalized, the IO will notify all nominated scientists who were not selected, in a timely manner.

8. IODP Management International is responsible for monitoring overall expedition staffing to ensure member balance as prescribed in the Memoranda of Understanding between IODP Member countries is maintained over a ~18-24 month period.