

# **The Canadian Consortium of Ocean Drilling (CCOD) & IODP-Canada Secretariat**

## **Terms of Reference – January 2012**

### **1. Historical Summary of the CCOD**

#### **Prior to 2004:**

- ODP secretariats were hosted at MUN, Toronto, and Dalhousie. Locations were determined by competition, vetted by the Canada ODP structure; decisions were made by an external committee set-up by an arms length ODP. Once locations were determined, the new secretariat wrote the NSERC proposal for the next round of funding.
- In 2002, a proposal for full membership in IODP was submitted to the CFI International Fund through the Atlantic Canada Petroleum Institute (ACPI) and Dalhousie University, led by Kate Moran.
- In Fall 2003, a proposal for MFA funding for Canadian participation in IODP was submitted to NSERC, led by Kathy Gillis.

#### **2004:**

- UVic took over the IODP secretariat (moved from Dalhousie); this was after the failed CFI proposal for full membership. We were a deflated group then; at the annual Canada ODP meeting, Kathy Gillis was asked to take over from Dalhousie as no one else could bear the thought.
- IODP was funded for one year through MFA at 200K.
- Following recommendation by NSERC, the CCOD was set up and funds requested from member universities to help support a secretariat and travel for panels, workshops etc.
- Kathy Gillis wrote a second MFA proposal in 2004.

#### **2005:**

- The MFA proposal was successful and CCOD was funded for 3 years through MFA at 200K/yr.

#### **Fall 2006:**

- CCOD discussed plans for the next secretariat; on conference call we agreed that UVic would issue a call to all for an LOI to host the secretariat. The message stated: *The LOI should be short (1-2 pages) and address the following: leadership, operational plan, university infrastructure support (financial contributions are not expected), etc.*
- Only one proposal was received; in December the CCOD selected the UQAM/McGill proposal to lead the next MFA proposal and to run the secretariat.

#### **February 2007:**

- CCOD workshop held in Montreal; Anne de Vernal and Michael Riedel hosted the meeting, Helene Gaonac'h helped with the organization, her salary and general expenses were paid out of the CCOD account.

#### **Spring/summer 2007:**

- Anne de Vernal took the lead in the MRS LOI and full proposal. The transition in leadership started then.

### **Spring 2008:**

- Anne de Vernal and Michael Riedel formally started as co-chairs of the Montreal secretariat.
- CCOD funds (~31K) were transferred to UQAM.
- The MRS proposal was successful: \$382,100/yr for 2 years.

### **2009:**

- Anne de Vernal with the help of CCOD members prepared a second MRS proposal requesting funds to pay \$500K/yr of membership fees to ECORD in addition to other expenses (salary of the coordinator, travel fees, etc.).

### **Spring 2010:**

- The MRS proposal was successful: \$570K/yr for 4 years (the last installment will therefore be in April 2013).
- Discussions about the role of the CCOD, “status” and turnover time of the IODP-Canada secretariat were initiated and the need for terms of reference was outlined.

## **2. The CCOD & IODP-Canada Secretariat**

**The Canadian Consortium for Ocean Drilling (CCOD)** is formed of Canadian universities and government agencies, which contribute to operational fees of the CCOD and IODP-Canada secretariat.

### **CCOD membership**

Each university has one CCOD representative and one vote. However, everyone is encouraged to participate in the CCOD meetings and the various panels. CCOD covers travel and lodging for CCOD members to and from CCOD meetings. CCOD also covers travel and lodging for non-CCOD representatives to CCOD and IODP meetings if they participate in IODP panels or committees. A written report and/or a presentation at the next CCOD meeting is then expected.

CCOD encourages organization of IODP-related activities in Canada such as IODP Workshops and MagellanPlus Workshops, for example, and would offer complementary support. CCOD will consider providing travel funds for scientists to attend important workshops for Canadian participation in IODP and for Canadian co-chiefs to attend cruise-related meetings. These funds will be provided on a case-by-case basis subject to approval by the CCOD executive. However, in normal circumstances, CCOD does not provide travel funding for workshop participation, pre-cruise, cruise, or post-cruise meetings.

Each CCOD institution is represented on the **CCOD Council** by one delegate who acts as voting member. The CCOD Council provides advice and guidance to the IODP-Canada secretariat concerning the management of Canada’s participation in IODP and plan for long-term Canadian participation in IODP. The CCOD Council should meet twice a year, in late autumn and late spring. The CCOD Council is the body endorsing decisions or

approving propositions made by the IODP-Canada secretariat. Normally, decisions are made by consensus.

**The IODP-Canada secretariat** is the executive structure of the CCOD that promotes and coordinates Canadian participation in IODP. It is composed of a chair, a co-chair, at least 2 other CCOD members and the coordinator. The composition of the executive aims at the best possible representation of Canadian scientists and disciplines involved in IODP.

- **The chair of IODP-Canada** is responsible for calling and chairing meetings of the CCOD Council. In consultation with members of the CCOD and IODP-Canada secretariats, the chair prepares the agenda of the meetings. The chair supervises the work of the IODP-Canada coordinator. The chair is normally the delegate on the ECORD Council.
- **The co-chair of IODP-Canada** seconds the chair and acts as alternate when the chair is not available.
- **The representative of IODP-Canada on ESSAC** is the third member of the executive. His (her) responsibility is to inform the CCOD and Canadian community of opportunities for researchers and students regarding IODP and ECORD activities that are discussed at ESSAC meetings.
- **The alternate of IODP-Canada on ESSAC** is the fourth member of the executive.
- **One additional member** who plays an active role in the CCOD.
- **The coordinator** of the IODP-Canada secretariat has a fundamental role as he (she) is responsible for communication within the CCOD and the Canadian community and organizes most IODP-Canada activities. The coordinator is appointed on a part-time basis (50%) by the IODP-Canada secretariat after approval by the CCOD.

**The time frame** of the mandate for the members of the executive is normally 3 years or until a replacement can be found. The MRS-PI is appointed for the duration of the MRS grant, but not necessarily as chair. The members of the executive should rotate, not in phase, in order to keep memory from one year to another when new members are appointed. Ideally, one new member should be appointed each year.

**Nominations** for members of the executive consist of a brief letter of motivation with curriculum vitae. Calls for nominations are normally made 6 months before the end of a mandate or when a position is open. The current chair receives nominations, which are then examined and formally approved by the CCOD. If there is more than one nomination for a position, the selection is made after discussion and vote by the CCOD members. The selection process, particularly for the Chair, should try to incorporate experience and either discipline (i.e. 3 principal themes of IODP) or geographic (i.e. East vs. West) considerations; having a young perspective is also important, but must be balanced by other members with experience in IODP, nationally and internationally.

**The PI of the NSERC-MRS proposal** who acts as the intermediary between the funding agency and IODP (presently through ECORD) is *ex officio* member of the executive structure. Being responsible for the use of NSERC funds, the MRS-PI should normally represent Canada in the ECORD and IODP Councils, although another member of the

executive could be delegate. Normally, the PI of the MRS proposal would act as chair or co-chair of the IODP-Canada secretariat. If not, the PI would be a fifth member of the CCOD in the executive structure. The PI is responsible for providing an annual report to NSERC with detailed budget before the next year's installment. The report is thus prepared by the PI in collaboration with the coordinator. NSERC funds are administrated by the institution of the PI. Unless specified, the CCOD invoices are also sent from the institution of the PI and the overall CCOD budget is thus managed by an administrative secretary at this institution, but the members of the executive and the coordinator have direct contact with the secretary and full access to MRS-NSERC and CCOD budget status.

### **3. The Role of the IODP-Canada Secretariat**

The role of the IODP-Canada secretariat is the representation of Canada at the international level, within ECORD and IODP, in addition to communication and dissemination of information for the benefit of the Canadian community involved or interested in IODP, including the overall geoscientist community, public and media. Whereas the CCOD members of the IODP-Canada secretariat play a role as representatives on Canadian, ECORD and IODP committees and panels, most of the tasks of the secretariat are handled by the coordinator.

The overall tasks of the IODP-Canada secretariat can be summarized as follows:

- (1) Maintaining regular contacts with the ECORD office and communicating important information regarding ECORD and IODP to the Canadian community;
- (2) Coordinating the participation of CCOD members in the ECORD Council bi-annual meetings, ESSAC bi-annual meetings and other IODP or ECORD meetings (for ex. INVEST, IODP Council, IWG+, etc.);
- (3) Collecting information after IODP-ECORD committee and panel meetings from the Canadian observers and delegates for further dissemination amongst the Canadian community via an electronic newsletter;
- (4) Organizing student award competitions for participation in ECORD-IODP workshops and summer schools or to present IODP-research results at national or international conferences;
- (5) Support in the organization of workshops, summer schools, lecture tours, and other outreach activities;
- (6) Preparation of scientific reports (from workshops, for ex.) for the visibility of IODP-Canada within the community at national or international levels;
- (7) Preparation of annual activity reports for NSERC and other supporting agencies;
- (8) Providing information about Canadian activities for the bi-annual ECORD newsletter;
- (9) Preparation and coordination of funding proposals to support Canada's IODP-related activities (this includes the MRS grant);
- (10) Making the links with the Canadian and international media when IODP activities deserve greater public awareness;
- (11) Organizing booths for IODP-Canada at national meetings (e.g., GAC-MAC);
- (12) Maintenance and updating the IODP-Canada website.