

The IODP<sup>3</sup> Executive Board (ExB) is the entity responsible for ensuring effective decision-making and oversight of the programme, and consists of representatives from all of the IODP<sup>3</sup> Core and Associate Members' funding agencies (plus liaisons from the IODP<sup>3</sup> Operators and other entities).

# IODP<sup>3</sup> Executive Board

## Terms of Reference



**INTERNATIONAL  
OCEAN DRILLING  
PROGRAMME**

# IODP<sup>3</sup> Executive Board (ExB) Terms of Reference

## 1. General Purpose

The IODP<sup>3</sup> Executive Board (ExB) will be the IODP<sup>3</sup> entity responsible for ensuring effective decision-making and oversight of the programme.

## 2. Mandate

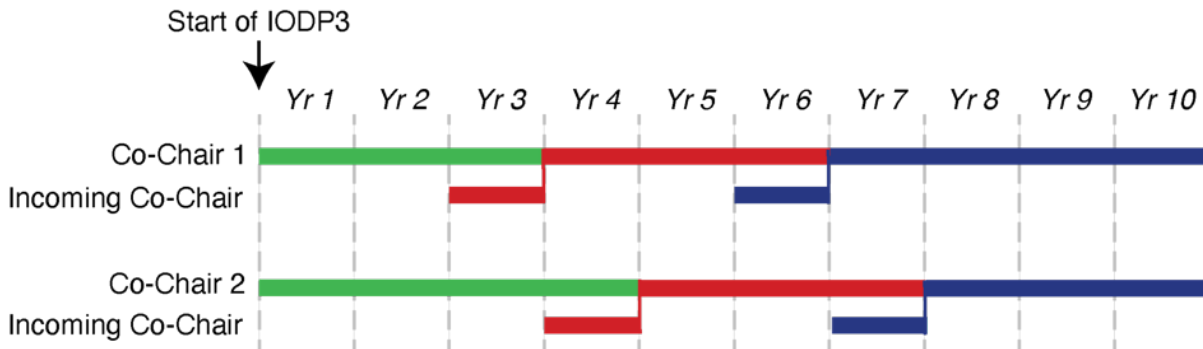
The main tasks of the ExB will be:

- to ensure effective decision making within IODP<sup>3</sup>.
- to review and approve the annual general IODP<sup>3</sup> budget, including the annual financial contributions from IODP<sup>3</sup> Members.
- to approve the Annual Programme Plan presented by the IODP<sup>3</sup> operators (ESO and JAMSTEC), following recommendations from the MSP-FB and the approval of ESO and JAMSTEC plans by ECORD Council and the President of JAMSTEC, respectively.
- to review and approve the reports and budgets of individual IODP<sup>3</sup> entities: the MSP-Facility Board (MSP-FB), the Science Evaluation Panel (SEP), the IODP<sup>3</sup> Science Office (IODP<sup>3</sup>-SO), and the Magellan<sup>3</sup> Programme (MG<sup>3</sup>).
- to review and approve any extra cash contributions and in-kind contributions (IKC) for scheduled expeditions, and review and approve in principle any potential future IKC identified by IODP<sup>3</sup> operators from any IODP<sup>3</sup> member or non-IODP<sup>3</sup> member for an IODP<sup>3</sup> expedition; and, if appropriate, define the additional rights of the relevant entity based on the IODP<sup>3</sup> operators assessment of the cash-equivalent value of the IKCs.
- to review and approve expeditions jointly implemented with other ocean drilling programmes, based on recommendations from the MSP-FB.
- to review and approve applications from entities to become IODP<sup>3</sup> Core Members, Associate Members or Temporary Members.
- to approve nominations of Chairs/Co-Chairs and Members of IODP<sup>3</sup> entities (MSP-FB, SEP, SEA Group, MG<sup>3</sup>) based on recommendations from the MSP-FB and PMOs
- to review and approve any potential revision of the IODP<sup>3</sup> architecture, including the mandate and responsibilities of its entities, based on recommendations from the MSP-FB and/or the VTF.
- to provide annual budget guidance to the Magellan<sup>3</sup> Programme
- to decide on the timing and scope of any external independent reviews of IODP<sup>3</sup> entities, activities, and management - with the first planned IODP<sup>3</sup> entity review to be of the ExB, after its first three-years of operation.

### 3. Membership

The ExB membership will consist of representatives of all IODP<sup>3</sup> Core and Associate Members' funding agencies (i.e., any entities providing cash contributions to IODP<sup>3</sup> directly or through a member consortium). Each funding agency will designate its delegated representative on the ExB. The ExB will have two Co-Chairs (one from an ECORD member and one from Japan).

Succession of the ECORD and Japan Co-Chairs will be managed on a staggered basis to ensure continuity of leadership, as shown below:



### 4. Meetings

The ExB will formally convene once a year in a hybrid format to execute its mandate. In addition, ad hoc virtual meetings may be organised as appropriate. The ExB meetings will be organised by the IODP<sup>3</sup>-SO and will be scheduled in conjunction with the MSP-FB meetings, with meetings alternating between venues in ECORD member countries and Japan. The location and venue for meetings selected by IODP<sup>3</sup>-SO will be both efficient in terms of travel time, travel cost, and the overall carbon cost, and provide excellent support arrangements for hybrid participation by those who wish to join the meetings online.

### 5. Decisions

IODP<sup>3</sup> entities will usually reach decisions by consensus, and reasonable efforts to achieve consensus via further discussion will be made where necessary. If a motion fails to be approved by consensus, decisions shall be taken according to the rules listed below:

- the Co-Chairs can decide either to defer further action, or to ask for a weighted voting procedure by ballot. The quorum requirement for weighted voting is that, at least, 75% of the Members shall be present to deliberate. The number of votes per Member shall be weighted by their annual financial contribution and/or any ExB approved in-kind contributions in the year that the vote takes place. The procedure is described in the Annexes of the present IODP<sup>3</sup> Agreement.

### 6. Conflicts of Interest

Conflicts of interest related to agenda items to be discussed at ExB meetings should be declared by members at the earliest opportunity and formally recorded in the meeting summary. The ExB Co-Chairs will then decide what actions, if any, are required to resolve conflicts of interests, e.g.,

asking members to absent themselves from parts of the meeting where the conflicting activity is being discussed, or to abstain from engaging in discussion in cases of low levels of conflict.

## 7. Liaisons

The ExB meetings will be attended in person or virtually also by:

- Representatives from IODP<sup>3</sup> entities: the MSP-FB Co-Chairs, the SEP Co-Chairs, the MG<sup>3</sup> Co-Chairs, the VTF Chair, the Co-Chairs of the Communication Task Force – CTF -, the Chair of the SEA Group and the IODP<sup>3</sup>-SO Director/Co-Director.
- Representatives from Operators (ESO; JAMSTEC, MarE3), Programme Member Offices (PMOs), and other ECORD and Japanese entities as appropriate.
- Additional guests who may contribute to the ExB activities may be invited as appropriate.