

IODP³ Programme Member Office Group

Terms of Reference

Programme Member Offices (PMOs) within IODP³ are responsible for coordinating the nomination of scientists for participation in IODP³ expeditions, panels and boards, and for a range of other activities that promote IODP³ science.

The IODP³ PMO Group provides a forum for discussion of common practices and new ideas across the various PMOs, including shared approaches to increasing engagement from the scientific ocean drilling community.



INTERNATIONAL OCEAN DRILLING PROGRAMME

IODP³ Programme Member Office Group Terms of Reference

1. General Purpose

The IODP³ Programme Member Office (PMO) Group will be the entity responsible for coordinating approaches to the staffing of IODP³ expeditions across the individual IODP³ PMOs, for sharing good practice between PMOs, and for engaging with PMO equivalents in other scientific drilling programmes.

2. Mandate

The main tasks of the PMO Group will be to:

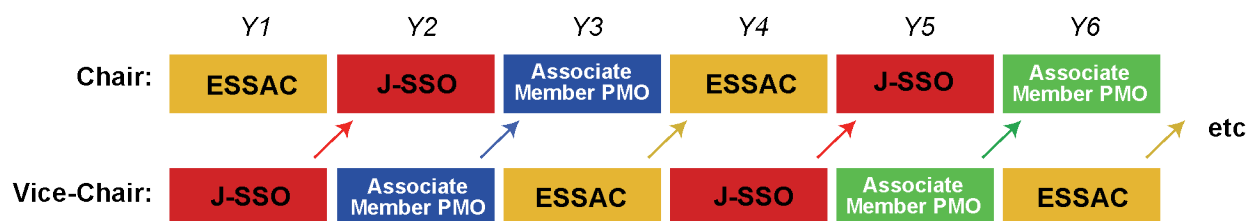
- discuss and evolve common approaches to the evaluation of applications to participate in IODP³ expeditions, panels, and boards using programme-wide criteria.
- to advise the IODP³ Science Office on the development of programme-wide application and staffing-related systems, including giving feedback and advice on the functionality of the IODP³ Gateway system and review processes.
- receive, discuss and potentially act upon feedback gathered by the PMOs on their communities' perceptions of IODP³ in order to encourage wider engagement with the programme
- collaborate with the Communications Task Force in the coordination and staffing of joint exhibition booth activities across the IODP³ PMOs, in collaboration with other scientific drilling programmes (including ICDP) when appropriate
- assist and advise the Communications Task Force on the development and sharing of programme-related education and public outreach materials.
- coordinate initiatives that highlight the societal benefits and impact of scientific ocean drilling under IODP³ (e.g. programme achievements reports)
- discuss and share good practice between PMOs (and with the IODP³ Science Office) in the promotion and monitoring of diversity, equity and inclusivity in scientific ocean drilling across IODP³ activities.
- develop and review joint training activities for the promotion of IODP³ within the scientific drilling community.
- engage in discussions with equivalent entities in other scientific drilling programmes to maintain strength of collaboration across the wider community.
- report its consensus views and activities to the MSP Facility Board (and Executive Board on request)

3. Membership

The PMO Group will consist of a Chair, a Vice Chair and members of the IODP³ Programme Member Offices, as follows:

3.1. Chair and Vice-Chair

The PMO Group will have a Chair and a Vice Chair appointed from within the leadership of the PMO Offices (ESSAC, J-SSO and each IODP³ Associate Member), with each Chair serving for one year and subsequently being replaced by the Vice Chair. Rotation of these roles should follow the order: ESSAC, J-SSO, selected Associate Member PMO, as follows:



3.2. Other Members

The remaining members of the PMO Group will consist of staff from each IODP³ member that are familiar with the working practices of their individual PMOs, with each PMO being responsible for deciding their own representation at PMO Group meetings.

4. Liaisons and Guests

The PMO Group will have liaisons from other IODP³ entities as follows:

- the Director of the IODP³ Managing Agency and their nominated representatives
- the Lead and Co-Director of the IODP³ Science Office and their nominated representatives
- representatives from the IODP³ Operators (ESO and MarE3)
- the Co-Chairs of the Communications Task Force, MSP Facility Board and Magellan³ Workshop Series Science Steering Committee

Guests from other scientific drilling programmes may be invited to attend PMO Group meetings to share good practice and to discuss topics where commonality of approaches across programmes may be beneficial. In addition, guests with backgrounds and expertise relevant to specific PMO Group agenda items may also be invited to attend.

5. Meetings

The PMO Group will convene twice per year to execute its mandate, but additional meetings may be organised as appropriate. Meetings will normally be virtual, although some meetings may adopt a hybrid form to take advantage of times when members are gathered in person for IODP³ or other meetings (e.g. Science Evaluation Panel, MSP Facility Board, Scientific Drilling Forum, conferences).

6. Decisions, Recommendations and Record Keeping

In delivering its mandate, the PMO Group is empowered to make decisions by consensus between its members and liaisons on issues concerning programme-wide application and evaluation systems. The outcomes of discussions related to other areas of the PMO Group mandate should take the form of recommendations for consideration by other IODP³ entities. PMO Group meeting outcomes should be recorded as brief consensus items, recommendations and action items (rather than in the form of discursive minutes). These should be prepared by the PMO Group Chair and Vice Chair in collaboration with the IODP³ Science Office and then circulated for approval to all PMO Group members and liaisons, before being published on the IODP³ website.