

The IODP³ Science Office (IODP³-SO) provides logistical support for all scientific aspects of the programme including the MSP and SPARC proposal submission and evaluation systems (and associated databases), the participant portal and IODP³ website, and the editing and production of expedition-related publications.

IODP³ Science Office

Terms of Reference



INTERNATIONAL OCEAN DRILLING PROGRAMME

Change Log

Date of approval of Version 1.1: 5 June 2026

Approved by: IODP³ Executive Board (Consensus Item 2026-06-11)

List of changes:

- **Section 2:** Addition of the SEA Group to the list of meetings that the IODP³-SO supports, to correct an omission in previous versions
- **Section 2:** Addition of the following bullet point to cover periodic logistical support for the Scientific Drilling Forum, to reflect working practice:
 - to provide logistical support to the Scientific Drilling Forum in those years where the Forum is organised by IODP³

IODP³ Science Office (IODP³-SO) Terms of Reference

1. General Purpose

The IODP³ Science Office (IODP³-SO) will provide logistical support for all scientific aspects of the programme including development, implementation and management of the community-led, bottom-up MSP proposal submission and evaluation system (and associated databases), the participant portal and IODP³ website, and the editing and production of expedition-related publications.

2. Mandate

The main tasks of the IODP³-SO will be:

- To develop and maintain a database management system for community-led MSP proposals and their evaluation, together with an associated site survey data bank, accessible to SEP members and other IODP³ entities.
- To provide logistical support for the SEP, the SEA Group, the MSP-FB, and the ExB.
- To provide logistical support to the Scientific Drilling Forum in those years where the Forum is organised by IODP³
- To gather and analyse data (statistics and metrics) aimed at monitoring and improving equality, diversity, and inclusion within IODP³, and propose measures to further facilitate an inclusive culture in scientific ocean drilling.
- To design and maintain the IODP³ website that will act as the primary source of programmatic information for the international scientific ocean drilling research community.
- To implement a programme-wide application portal for all aspects of IODP³ activities including expedition participation, panel and board membership, training events, scholarships, and grants.
- To issue calls for expedition participation and panel/board membership and liaise with PMOs to disseminate these calls to IODP³ member scientific communities.
- To develop and implement an on-line, open access publication system for IODP³ expedition-related reports (Scientific Prospectuses, Preliminary Reports, Scientific Proceedings, Data Reports), including associated editorial and reviewing processes, and maintain an expedition-based bibliographic database.

3. Leadership, staffing, budgets, and location

The IODP³-SO will be led by a Director or by Co-Directors selected via a competitive process following responses to a call for expressions of interest from leading scientists in IODP³ Core Member nations. The level of financial compensation for the Director/Co-Directors will be negotiable and subject to approval by the IODP³ Executive Board (ExB). Up to four additional staff may also be employed (on either a full or part-time basis) to perform the key tasks of the IODP³-SO, with salary support defined in advance in the annual IODP³-SO budget. The annually approved

budget will also include travel and subsistence support for IODP³-SO staff, support for organisation of SEP, MSP-FB, ExB and Scientific Drilling Forum meetings, IT costs, and funding for the suite of IODP³-SO expedition-related publications.

The IODP³-SO may be located in any IODP³ Core Member nation or may adopt a distributed model across more than one Core Member nation. In the latter case, however, financial management of the IODP³-SO should be provided by a single institution contracted to the ECORD legal representative. Servers for related IT support and databases must also be located in an IODP³ Core Member nation to comply with data protection legislation.

4. Contracting

The term of the IODP³-SO will initially be for a five-year, eight-month period from 1 May 2024 to 31 December 2029. The first eight months of the term will cover a start-up period designed to provide overlap with and ensure critical exchange of files and documents with the IODP Science Support Office, and to allow establishment of associated IT systems, workflows, and protocols prior to the start of IODP³ on 1 January 2025. A contract between the host institution of the IODP³-SO and the ECORD legal representative will facilitate transfer of the IODP³-SO budget, following annual approval by the ExB. A review of the IODP³-SO will be conducted in the first quarter of 2029 by the ExB and the results will guide a decision to re-compete or renew the term for a second five-year period (1 January 2030 – 31 December 2034).