Terms of Reference
of
IODP SAS Executive Committee (SASEC)

1.Introduction

The IODP Scientific Advisory Structure (SAS) Executive Committee (SASEC) shall be a committee created by the Integrated Ocean Drilling Program (IODP) Management International (IODP-MI) in accordance with the terms and conditions of IODP-MI's by-laws. This committee succeeds the IODP Science Planning and Policy Oversight Committee (SPPOC), which was established in September 2003.

2.Mandate

SASEC shall be the highest-level committee of the IODP SAS.

This committee;

a. conducts IODP long-range planning, as well as evaluation and assessment of the program,
b. reviews and approves the annual IODP program plan and budget prior to forwarding it to the IODP-MI Board of Governors (IODP-MI BoG) for corporate approval and contractual submission to the IODP lead agencies, and
c. foster integration and linkages with other geo-science programs

3.Subcommittees

SASEC may establish subcommittees and working groups for cognizance of certain components of the IODP. Areas of cognizance and the terms of reference for each subcommittee shall be defined by SASEC. In particular, a Science Planning Committee (SPC) shall be established. SASEC shall determine the chair and vice-chair of the SPC based on IODP member nominations. The IODP-MI BoG shall approve the SPC chair nomination.

4.Membership

The members of SASEC shall be representatives from oceanographic and marine research institutions or other organizations, which have a major interest in the study of the sea floor. Members shall be selected based on recommendations from national and consortia committees from member nations and consortia, and have a term of two years. The number of members will be as follows: 3:3:2 respectively from Japan, U.S. and ECORD (Note that this will represent a voluntary reduction from the usual format of 7:7:3). Members shall not be appointed more than two terms. In addition, the IODP-MI BoG shall appoint two of its members to SASEC, one from Japan and another from the United States. Also, the SPC Chair and the IODP-MI President will be non-voting members and China and South Korea (Asian Consortium) will be represented by one observer each. In the event another Lead Agency joins the IODP, the IODP-MI BoG shall appoint three members to SASEC. The IODP-MI BoG shall approve the membership of SASEC. The IODP-MI BoG on the recommendation of SASEC or in the event of a country or consortium ceasing to have a valid memorandum in existence may cancel membership of any member.

5.Decisions
SASEC shall reach all its decisions by consensus or the affirmative vote of at least two-thirds of all members present and eligible to vote. A quorum shall constitute two-thirds of the committee. If a member of the committee is absent from a duly called meeting of the committee, an alternate may be designated with full authority to act for him/her in his/her absence.

6.Chair and Vice-Chair
The chair and vice-chair of SASEC shall rotate initially between Japan and the United States each with a term of office of two years. The IODP-MI BoG based on IODP member nominations shall determine the chair and vice-chair of SASEC.

7. Meetings
The SAS Executive Committee will meet three times a year, once in conjunction with an SPC meeting, once in June/July for APP approval in conjunction with the BoG meeting (which has been moved to the June/July time period), and once at their discretion.

8.Minutes
The committee, and all subcommittees thereto, shall keep written records of their proceedings. Conflicts of interest shall be declared at each meeting, and treatment thereof shall be recorded in the meeting minutes.

9. Salaries
The equivalent of 20% of salary for the SASEC chair and his/her travel expenses will be offered by IODP-MI.

10.Indemnification
Members of this committee, and members of subcommittees duly appointed thereby, while acting within the terms of reference, shall be indemnified, and held harmless by the corporation from and against any and all liabilities, damages and demands, losses, costs and expenses arising from acts or omission related to performance as committee members.

11.Ratification
These terms of reference, upon ratification by the IODP-MI BoG, shall supersede all previous terms of reference.