

# Australian and New Zealand IODP Consortium

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# ANZIC CHARTER

As adopted by the Council on  
the  
26 July 2021

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# 1. Purpose and Context

This Charter sets out the powers, responsibilities, and procedures of the Governing Council (GC) of the Australian and New Zealand International Ocean Discovery Program Consortium (ANZIC) as anticipated in the Memorandum of Understanding (MOU) signed by the Australian National University (ANU) and the Institute of Geological and Nuclear Sciences Limited (GNS Science) representing the Australian and New Zealand members of ANZIC, respectively (ANZIC MOU).

In carrying out its responsibilities and exercising its powers, the GC at all times recognises its overriding responsibility to act honestly, fairly, diligently, and in accordance with the law.

## 1.1. International Ocean Discovery Program

Scientific ocean drilling through the International Ocean Discovery Program (IODP) is a continuation of the world's longest running and most successful international geosciences research collaboration. See **Appendix 1A** for a flow chart depicting ANZIC's relationship within the IODP structure. The objective of the IODP is to explore Earth's history and dynamics using ocean-going scientific drilling platforms (USA- DV *JOIDES Resolution*, Japan- DV *Chikyu*, and the European Consortium for Ocean Research Drilling, ECORD, mission specific platforms) to recover information recorded in seafloor sediments and rocks and to monitor sub-seafloor environments. IODP research is guided by the 2013 – 2023 Science Plan *Illuminating Earth's Past, Present, and Future and from 2023 the 2050 Science Framework: Exploring Earth by Scientific Ocean Drilling* (<http://www.iodp.org/2050-science-framework>). Participation in IODP research and other IODP activities is guided by IODP's Code of Conduct, and numerous other IODP-wide as well as facility/platform-specific policies, procedures, and guidelines (<https://www.iodp.org/top-resources/program-documents/policies-and-guidelines>).

The three platform providers who facilitate research drilling are funded primarily by the USA National Science Foundation (NSF), Japan's Ministry of Education, Culture, Sports, Science and Technology (MEXT), and 14, principally European, funding bodies through the European Consortium for Ocean Research Drilling (ECORD). Other nations, such as ANZIC, China, Korea and India participate through associate memberships with the platform providers. Together, these entities represent a coalition of over two dozen countries, making up the IODP Forum, which is the custodian of the Science Plan (2013-2023) and the Strategic Framework (2024-2050), the podium for discussing scientific progress of the International Ocean Discovery Program, and a contributor of activity advice to the three platform facility boards. International partners directly contribute to the operating costs of the drilling platforms in exchange for scientific participation on the expeditions.

Program Member Offices (PMOs), such as ANZIC, manage and fund the participation in IODP activities of researchers working in a member country or consortium. PMOs nominate scientists for IODP expeditions and to serve on IODP boards, panels, forum, and *ad hoc* working groups. IODP views PMOs as responsible for broadening national interest and participation in IODP research opportunities within their nation(s).

Australian and New Zealand membership of IODP through ANZIC currently supports a fractional Associate Membership level within IODP. This gives researchers working in ANZIC member organisations access to scientific ocean drilling infrastructure not available in Australia and New Zealand, providing three key research opportunities:

- Submit proposals to use the IODP infrastructure for expeditions that support their research;

- Apply to be members of the science party of expeditions as cruise participants or shore-based researchers who analyse material and data collected, with priority access to sample the material and to retrieve the data: and,
- Utilise samples from archived ("legacy") cores from completed expeditions for their research.

In addition to these research opportunities, ANZIC representatives engage in the IODP advisory structure at all levels and through participation in international boards and committees, to help guide the advancement of global science into the future by influencing the IODP decisions by NSF, ECORD and MEXT.

The ANZIC organizational structure is presented at **Appendix 1B**.

## 2. ANZIC Forum

The ANZIC Forum consists of all Australian and New Zealand members of ANZIC (**Appendices 1B, 2**). The Australian members may nominate up to two people to represent them on the GC and the New Zealand members may nominate one person to represent them on the GC. These representatives will generally be replaced every eighteen months and cannot serve a continuous term of more than three years.

The ANZIC Forum will meet once a year to be provided a detailed overview of ANZIC activities and provide input to the Council.

## 3. Governing Council

### 3.1. Functions

The GC sets the mission and strategic direction for ANZIC's participation in IODP, and ensures effective overall governance and management, and finance and risk management of ANZIC matters. The GC is guided by IODP policies, procedures and guidelines, and funding and partnership agreements that support ANZIC's participation in IODP including the ANZIC Consortium Agreement (MIA) and the ARC LIEF Grant Australian Membership of the International Ocean Discovery Program (LE21010002).

### 3.2. Responsibilities

The GC is responsible for:

- strategic planning and overall direction including establishing a vision statement and a strategic plan;
- directing the ANZIC Director (AD);
- determining policies, procedures, and guidelines;
- the production of an annual report for ANZIC members;
- the receipt and consideration of reports and accounts;

- oversight of the ANZIC budget
- endorsement when entering into any new funding agreements, and any changes to and monitoring of compliance with ongoing funding agreements;
- the management of ANZIC business risks;
- the oversight of the communication plan and public activities of ANZIC;
- the oversight of any major reviews of publications on or by ANZIC; and,
- the provision of other advice and input as required.

Fair and inclusive access to the infrastructure is central to these deliberations.

GC's oversight of ANZIC activities is undertaken in consultation with the ANU delegate (RSES Director, ANU).

While the ANZIC Office is responsible for the operations of ANZIC and the day-to-day management of Australia's IODP interests, the GC delegates to the AD the day-to-day responsibility for notification of significant decisions and issues to the GC, in accordance with their job description (noting that the GC retains ultimate accountability); and requires a report be provided by the AD, at the next practicable GC meeting, after notification has occurred.

### 3.3. Powers

The following powers are reserved for decision-making by the GC.

#### Strategic Oversight of ANZIC

1. Setting the mission, values, and strategic direction of ANZIC.
2. Approval of the vision statement, strategic plan and this charter, including any variations.

#### Ensuring effective governance and management of ANZIC

3. Appointment of the independent Chairperson and two independent members.
4. Appointment of the AD and ANZIC Office support staff in conjunction with the host institution's (ANU) RSES Director.
5. Approval of the establishment, disestablishment, or variations in the organisational structure of ANZIC (**Appendix 1B**) and any necessary amendments to the ANZIC MOU.
6. Determination of arrangements and processes concerning the conduct of the affairs of the GC and its committees and working groups, including endorsement of appointments to the GC, of ANZIC representatives to IODP boards, panels, forum, and ad hoc working groups, and to the ANZIC Science Committee.
7. Determination of the strategic outcomes and performance standards that ANZIC must achieve, and monitoring progress.

#### Ensuring responsible financial and risk management of ANZIC

8. Approval and monitoring of annual budget and any variations.
9. Approval and monitoring of recurrent expenditure.

10. Approval and monitoring of the annual report, including the annual financial statements and annual performance statements.
11. Identification and management of any other relevant risks to the operations of ANZIC.

### Communications

12. Approve the communication plan and activities of ANZIC.

The GC will also consider any other matters which the AD or any member of ANZIC considers ought to be approved or considered by the GC or which the GC asks to be brought to it for approval.

### 3.4. GC membership

The GC consists of the following members:

1. independent Chairperson;
2. two people representing the Australian ANZIC members (**Appendix 2**);
3. one person representing the New Zealand ANZIC members (**Appendix 2**);
4. an independent member with the following skills - strategic thinking with an understanding of policy/government including programs under the National Collaborative Research Infrastructure Strategy (NCRIS) (<https://www.dese.gov.au/national-research-infrastructure>);
5. an independent member with the following skills – strategic thinking with an understanding of the mechanisms to conduct and facilitate the uptake of scientific and technological solutions to deliver impact nationally and internationally;
6. Geoscience Australia appointed delegate;
7. ANU (RSES Director) or its delegate as the host agency;
8. GNS Science appointed delegate as a representative of New Zealand;
9. Chair of the ANZIC Science Committee;
10. Lead Chief Investigator on the ARC LIEF grant;
11. *ex officio*:
  - a. AD
  - b. CSIRO representative; and,
12. Observers
  - a. ANZIC member delegates/representatives and Chief or Partner Investigators on the ARC LIEF grant can attend GC meetings as observers by notifying the Chairperson their intention to participate five working days prior to a meeting.
  - b. Others can attend as observers upon invitation by the Chairperson.

Governing Council members and the Chairperson are appointed through the processes outlined in **Appendices 3 and 4**. The term of appointment for any one member is variable. A GC member may be reappointed but cannot hold office for a continuous period exceeding six years.

GC membership should embrace diversity *sensu lato*.

All incoming GC members are required to complete a formal induction process run by the ANZIC Office, which includes a detailed briefing on ANZIC and IODP operations, the GC Charter, and GC member expectations.

## 3.5. Roles

### 3.5.1. Role of Chairperson

The role of the Chairperson is to ensure that the GC fulfils its functions, including by:

1. fostering an appropriate GC environment and an open and inclusive culture for robust GC discussion;
2. establishing and maintaining a comprehensive and high-level GC endorsed charter underpinned by policies, including a stand-alone conflict of interest policy aligned with the *JOIDES Resolution* Facility Conflict of Interest Policy & Implementation Guidelines;
3. establishing the GC's risk appetite and appropriate tolerances;
4. ensuring the GC's decision-making process is aligned to ANZIC's governance structure, strategic direction, values, and risk profile;
5. ensuring the GC is prepared to respond in a crisis;
6. facilitating the comprehensive, relevant and timely flow of information to the GC from the ANZIC Office and ensuring timely decisions are made by the GC;
7. issuing delegations to the AD on behalf of the GC and ensuring the AD has sufficient notice and knowledge of directions given by the GC in respect of the AD role;
8. monitoring and advising ANZIC members and ANU as the lead agent operator of ANZIC on the performance of the GC and AD; and,
9. advocating for the continued operation and possible expansion of ANZIC.

The Independent Chairperson is appointed by the ANU on the recommendation of the GC (**Appendix 3**).

### 3.5.2. Role of AD

The AD works under the direction of the GC, is accountable to the GC, is responsible for running the ANZIC Office and for the day-to-day administration of ANZIC and all things that are necessary or convenient to be done in connection with the performance of their duties. These include the following.

1. The implementation of the ANZIC strategic plan with support from the staff of the ANZIC Office and ANU. A key responsibility of the AD is to ensure that ANZIC's strategy remains aligned to relevant IODP outcomes, strategies, policies, and performance criteria.
2. The AD is responsible for the proper use and management of ANZIC's financial resources in accordance with the budget, leadership and operational management of the ANZIC office, maintaining appropriate systems of risk management and oversight and internal controls, and supervision of other ANZIC office staff, to implement the GC's strategy and directions.
3. The AD is responsible for maintaining and enhancing ANZIC's relationship with the *JOIDES Resolution* Facility Board (JRFB), NSF, European Consortium for Research Ocean Drilling (ECORD), the ECORD Facility Board (EFB), Japan Ministry of Education, Culture, Sports, Science and Technology (MEXT), Japan Agency for Marine-Earth Science and Technology (JAMSTEC) Institute for Marine-Earth Exploration and Engineering (MarE3), the *Chikyu* IODP Board (CIB), other international PMOs, and the international scientific drilling community. The



AD is responsible for information flow between ANZIC and the international community, and responding to requests from NSF, membership platform providers, and PMOs.

More specifically the AD's duties include:

- a) promoting ANZIC's achievement to relevant stakeholders, IODP and consortium member organisations;
- b) promoting the financial sustainability of ANZIC including providing impetus and important contributions to the acquisition of new ANZIC funding;
- c) establishing and maintaining appropriate systems of risk management and oversight and internal controls;
- d) encouraging cooperation with other organisations (nationally and internationally) to achieve common objectives;
- e) representing ANZIC at the IODP Forum, JRFB, NSF, ECORD, EFB, MEXT, JAMSTEC MarE3, CIB, other international PMOs, and other international and national forums; and,
- f) providing impetus and important contributions to the acquisition of new ANZIC funding.

The GC may give directions to the AD about the performance of the AD's responsibilities. The AD must act in accordance with the policies determined by the GC, and any written directions given to the AD by the GC about the performance of the AD's responsibilities.

The Chairperson, on behalf of the GC, will work with the AD and the ANZIC Office to develop a GC procedures manual, if required by the GC. Any such GC procedures manual will expand on the matters described below under 'GC Governance' in relation to how the ANZIC Office will support the GC. Any manual should be consistent with ANU policies and procedures.

### 3.6. Office and Secretariats

- **ANZIC Office:** ANU provides secretariat services for ANZIC and operates an office for that purpose from its Research School of Earth Sciences (RSES). The office services include processing IODP membership fees, collecting ANZIC secretariat costs, day to day management of ANZIC's IODP interest and representing ANZIC on the JR Consortium as per the ANU/NSF MOU.
- **Australian Secretariat:** ANU is the lead agency and representative for Australian ANZIC members and provides secretariat services on behalf of Australian members of ANZIC including collecting their IODP membership fees and contributions to the Australian secretariat administrative costs and the day-to-day management of Australia's IODP interest.
- **New Zealand Secretariat:** GNS Science is the lead agency and representative for New Zealand ANZIC members and provides secretariat services on behalf of New Zealand members of ANZIC including collecting their IODP membership fees and contributions to the New Zealand secretariat administrative costs and the day-to-day management of New Zealand's IODP interest.

### 3.7. GC Values

The GC's values are to embrace innovation, demonstrate leadership and integrity, and build strong relationships with stakeholders in the management of ANZIC. In undertaking its role, the GC will act with a view to ensuring ANZIC continues to maximise the IODP research opportunities for the ANZIC scientific community and the flow on benefits to Australia and New Zealand.

Australian IODP GC members and the ANZIC Office & Secretariat must act in accordance with the general duties of officials as set out in the Public Governance, Performance and Accountability (PGPA) Act 2013. In addition, all GC members are required to abide by the ANU Code of Conduct, in the context of their role as a GC member.

## **3.8. GC meeting procedure**

### **3.8.1. Participation in meetings**

GC members are encouraged to question, raise any issue of concern to them, fully explore all aspects of any issue affecting ANZIC, and cast their vote on any resolution according to their own judgement or as directed by the institution they represent.

GC members must keep confidential GC discussions, deliberations, and decisions which have not been publicly disclosed by ANZIC, unless disclosure is required by law.

### **3.8.2. Frequency of meetings**

The GC will meet at least four times per year, and at such other times as the Chairperson deems necessary.

### **3.8.3. Decisions**

A quorum for a GC meeting is five members, not including *ex officio* members.

Where an attending GC member is required due to an actual or potential conflict and/or for the purposes of section 29 of the PGPA Act 2013 (duty to disclose interests) to not be present during GC deliberations and, as a result, there is no longer a quorum, the remaining members constitute a quorum.

Resolutions at a GC meeting will be made by a majority of the votes of the members present and voting. The Chairperson or other member presiding has a deliberative vote, and in the event of votes being equal, also has a casting vote.

### **3.8.4. Meeting arrangements**

The ANZIC Office prepares and circulates in advance of each meeting a formal agenda approved by the Chairperson, together with copies of papers relevant to the business of the meeting. The ANZIC Office must consult with the Chairperson when preparing the agenda.

Agenda papers are to be delivered to GC members at least five working days prior to each meeting.

The ANZIC Office is responsible for taking minutes of GC meetings and a record of decisions made at meetings must be kept by the ANZIC Office. Minutes and decisions must be circulated promptly to all members after meetings.

### **3.8.5. Attendance**

Meetings may be conducted in person, by telephone, video conference, or any other method decided by the Chairperson. Members may participate in person, by telephone, video conference, or any other means of communications.

No alternates or proxies for GC members are permitted.

### **3.8.6. Attendance at meetings by non-members**

A person who is not a member of the GC, but holds a relevant interest to attend a meeting, may be invited to attend a GC meeting by the Chairperson, after consultation with the AD.

At the discretion of the Chairperson, the non-member may:

- a) participate in discussions at the GC meeting;
- b) be provided with GC meeting papers; and
- c) be excluded from portions of GC meetings on occasions where it is necessary or desirable to do so, such as to maintain confidentiality, legal professional privilege, when a conflict of interest exists, or when sensitive personal information is being discussed.

### **3.8.7. Procedure for making decisions out-of-session**

The GC can make a decision without holding a meeting by circulating a request for voting to all members by email. Resolutions made by the GC out of session will be valid if supported by the Chairperson and a majority of the votes of the members voting by email in the out-of-session decision. At least five members, not including *ex officio* members must vote by email for a resolution to be valid.

The Chairperson or other member presiding has a deliberative vote, and in the event of votes being equal, also has a casting vote.

With the approval of the Chairperson, the AD can seek GC approval out of session, when required.

The ANZIC Office must keep a record of decisions that are made without holding a meeting and promptly circulate them to all members.

### **3.8.8. Performance reviews of the GC and the AD**

At least once a year, the GC should review its performance, composition and skill base to ensure it is operating efficiently and effectively.

The form of any such review will be at the discretion of the Chairperson but, at a minimum, will involve the GC members conducting a self-assessment of their performance against this Charter.

The GC is committed to continuous improvement. The GC may engage subject matter experts from time to time to advise the GC as required.

The GC will have an "assessment of the effectiveness of the meeting and improvement opportunities" as a standing agenda item to identify actions to improve the efficiency and effectiveness of meetings and agenda papers.

The Chairperson, on behalf of the GC, and together with the RSES Director, ANU will facilitate an annual performance review of the AD.

## **3.9. Conflict of Interest**

Identifying, disclosing and managing conflicts of interest is a key responsibility of GC members.

To discharge this responsibility, GC members will:

- a) actively identify actual, potential or reasonable perceived conflicts of interests and advise the ANZIC Office of any such identified conflicts;
- b) promote a pro-disclosure culture within the GC in relation to identifying and managing conflicts of interests; and,
- c) engage in robust discussion with each other on their respective interests.

The ANZIC Office maintains a register of the declarations of interests provided by GC members. The register is updated and circulated to GC members at each GC meeting. GC members who have any concerns about whether or not a possible conflict of interest should be notified should raise the matter with the Chairperson.

### 3.10. GC Code of Conduct

The GC adopts the ANU Code of Conduct and the Code of Conduct for Directors produced by the Australian Institute of Company Directors to guide GC members and promote high ethical and professional standards and responsible decision-making as GC members. The ANZIC Office must provide a copy to all members.

## 4. Working with Stakeholders

ANZIC will actively engage with government, industry, and other stakeholders on major issues affecting the IODP and ANZIC's membership of IODP.

The AD, Chairperson, and GC members will together maintain and enhance ANZIC's close working relationships with the Australian and New Zealand Governments, ANZIC members, industry, scientists, and the wider community in relation to IODP with a view to improving the awareness of and sustaining public confidence in the activities being undertaken by ANZIC. This will include facilitating the uptake of scientific and technological solutions to deliver impact nationally and internationally, for the benefit of Australia and New Zealand.

ANZIC recognises that a key priority is to nurture diversity and the development of early and mid-career scientists. The GC will actively consider programs or initiatives that will foster diversity and the development of skills and experience of the future leaders of ANZIC.

The GC may direct the AD (or the Chairperson as alternate) to continue active engagement with the National Marine Science Committee (NMSC), Science Technology Australia (STA), and other relevant Australian or New Zealand national representations from time to time.

## 5. Subcommittees and Working Groups

The GC may choose, from time to time, to establish subcommittees and working groups to assist it in carrying out its responsibilities.

As at the date of this Charter, the ANZIC Science Committee (SC) has been established and reports to the GC. The Terms of reference for the SC is outlined in **Appendix 5**.

For each subcommittee established by the GC, the GC must approve a written Terms of Reference (TOR) that clearly sets out the subcommittee's composition, roles and responsibilities, structure, and membership requirements, and any other matters that the GC may consider appropriate.

The GC may choose, from time to time, to establish GC and/or SC working groups to assist with the development of policy or actioning of specific activities, such as:

- a) Strategic development working group (under the GC);
- b) Finance and risk assessment working group (under the GC);

- c) Chairperson identification working group (under the GC);
- d) Expedition participation working group (under the Science Committee);
- e) Grant allocation and review working group (under the Science Committee);
- f) Special report working group (under the GC or the Science Committee); and,
- g) Horizon scanning working group (under the GC or the Science Committee)

All subcommittees and working groups established by the GC will record their activities and resolutions and must report back to the GC either directly or via the SC Chairperson.

## 6. Interactions with media and other stakeholders

GC members are not to make any public statements in their capacity as a member of the GC without consulting with both the Chairperson and AD.

GC members do not need to consult with ANZIC before making any public statements in their personal or other capacity. Any statements made by GC members in their personal or other capacity about the IODP should not be inconsistent with any published reports and decisions of the GC and ANZIC.

### 6.1. Protocols for interactions with the media

Should the need arise, the Chairperson may, in consultation with the AD, develop a media release based on an issue relevant to ANZIC or IODP more generally.

The AD may make public statements relevant to ANZIC or IODP more generally following consultation with the Chairperson, and where possible provide feedback to ANZIC on the outcome of the media interaction.

The Chairperson may make public statements relevant to ANZIC or IODP more generally following consultation with the AD, and where possible provide feedback to ANZIC on the outcome of the media interaction.

In consultation with the Chairperson, the AD may respond to media interview requests regarding the operation and policies of ANZIC. Approaches for interview should be directed to the AD through the ANZIC Office.

In consultation with the AD, the Chairperson may respond to media interview requests regarding the operation and policies of ANZIC. Approaches for interview should be directed to the Chairperson through the ANZIC Office.

GC members must consult with both the Chairperson and AD if contacted by journalists for comment or interview regarding the operation or policies of ANZIC.

### 6.2. Protocols for other external communications

The Chairperson, GC members, and AD will represent and promote ANZIC in a range of forums at state, national, and international levels as appropriate and as agreed by the GC.

GC members should support the spirit of GC decisions beyond GC meetings.

## 7. Review of Charter

This Charter will be reviewed annually. If required, the Charter may be amended by a resolution of the GC.

The Charter will be publicly accessible through the ANZIC website.

## 8. Approval

This Charter was approved by the GC on 26 July 2021.

## List of Acronyms

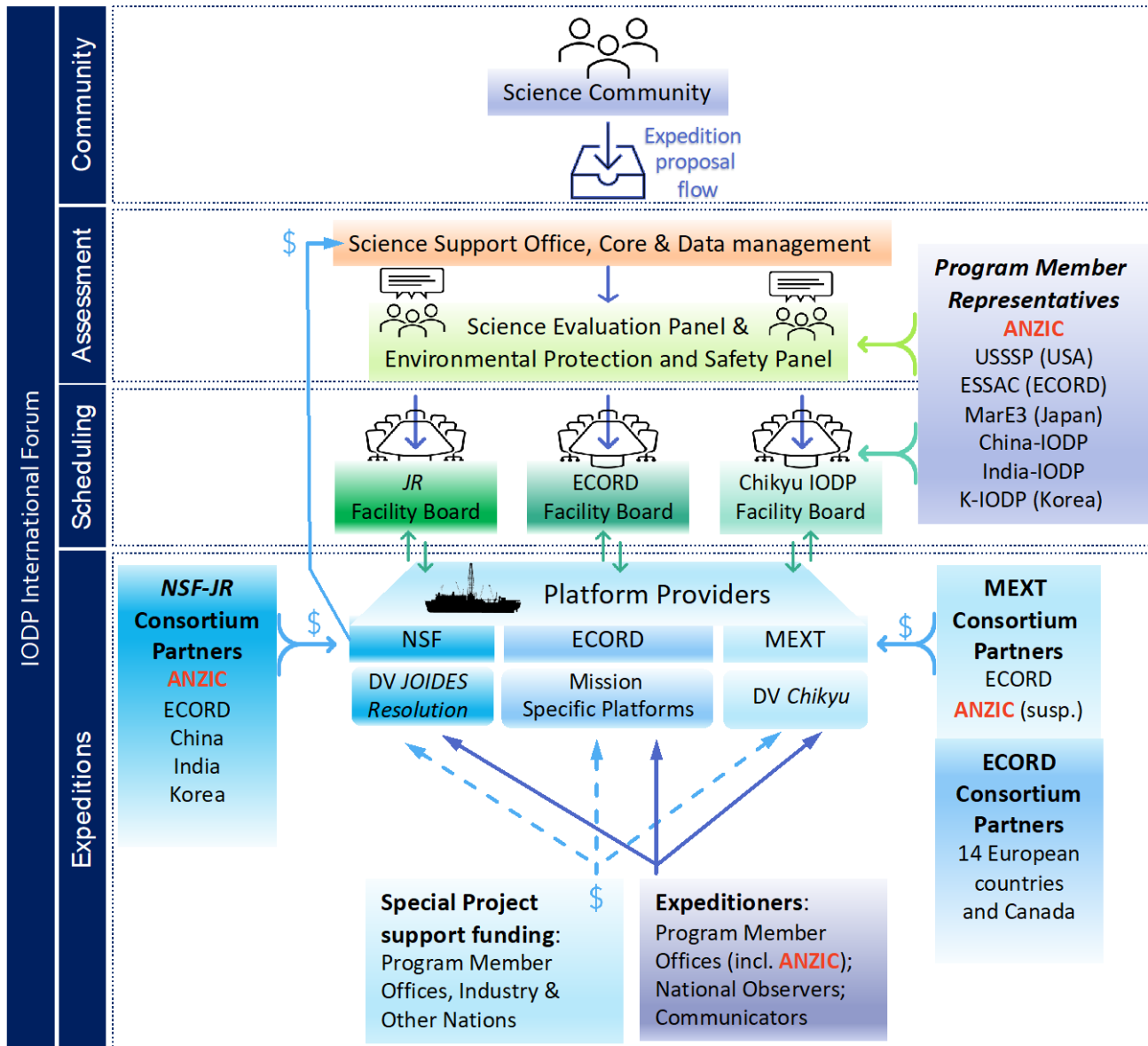
Acronym	Full Title
AD	ANZIC Director
ANU	Australian National University
ANZIC	Australian and New Zealand International Ocean Discovery Program Consortium
ARC	Australian Research Council
CIB	<i>Chikyu</i> IODP Facility Board (Japan)
ECORD	European Consortium for Ocean Research Drilling
EFB	ECORD Facility Board
EPSP	Environmental Protection and Safety Panel
ESSAC	ECORD Science Support and Advisory Committee
GC	ANZIC Governing Council
GNS	Institute of Geological and Nuclear Sciences Limited (New Zealand)
IODP	International Ocean Discovery Program
JAMSTEC	Japan Agency for Marine-Earth Science and Technology
JRFB	<i>JOIDES Resolution</i> Facility Board (USA)
K-IODP	Korea International Ocean Discovery Program
LIEF	Linkage Infrastructure, Equipment and Facilities
MarE3	Institute for Marine-Earth Exploration and Engineering (Japan)
MBIE	Ministry of Business, Innovation and Employment (New Zealand)
MEXT	Ministry of Education, Culture, Sports, Science and Technology (Japan)
MIA	Multi-institutional Agreement
MoES	Ministry of Earth Science (MoES)
MOST	Ministry of Science and Technology (China)
MOU	Memorandum of Understanding
NSF	National Science Foundation
NZIODP	New Zealand International Ocean Drilling Program
PMO	Program Member Offices
RSES	Research School of Earth Sciences
SEP	Science Evaluation Panel
USSSP	U.S. Science Support Program

# Appendices

## Appendix 1. IODP and ANZIC Structural Flow Charts.

### 1A ANZIC's relationship within the IODP Structure.

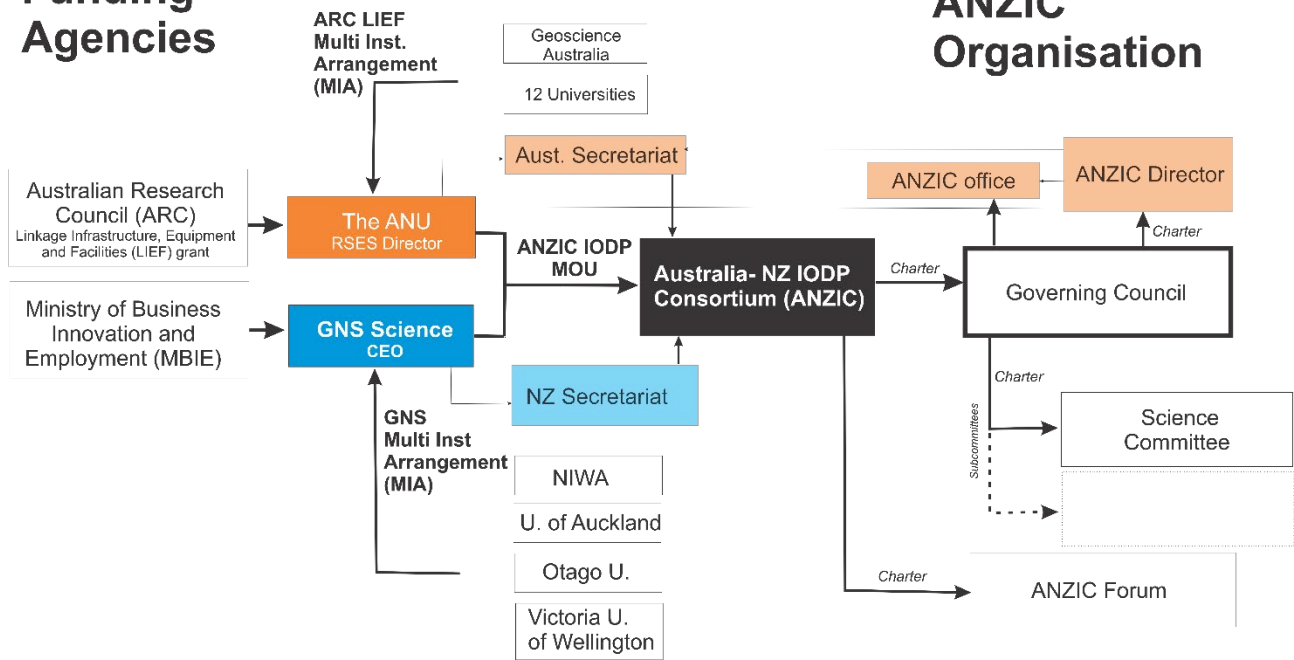
IODP Organisational structure can be found at: <http://www.iodp.org/about-iodp/about-iodp>.





# Australian-New Zealand IODP Consortium (ANZIC)

## Funding Agencies



## Appendix 2. ANZIC Members as at July 2021.

**ANZIC Consortium Members and Funding Agencies.** Major Government funding agencies are asterisked. Abbreviations for intuitions are provided in brackets.

Australian Funding Agency & Members	New Zealand Funding Agency & Members
* Australian Research Council (ARC)	* Ministry of Business, Innovation and Employment (MBIE)
Australian National University (ANU)	Institute of Geological and Nuclear Sciences Limited (GNS)
Geoscience Australia (GA)	National Institute of Water and Atmospheric Research (NIWA)
Curtin University of Technology (CUT)	University of Auckland (UoA)
Macquarie University (MQU)	University of Otago (UO)
Monash University (MU)	Victoria University of Wellington (VUW)
Queensland University of Technology (QUT)	
University of Adelaide (UAdel)	
University of Melbourne (UMelb)	
University of New South Wales (UNSW)	
University of Queensland (UQ)	
University of Sydney (USyd)	
University of Tasmania (UTas)	
University of Western Australia (UWA)	
University of Wollongong (UWoll)	



### Appendix 3. Independent Chairperson

**Appointment:** The Independent Chairperson will be contracted by the ANU following appointment into that role by the GC, which must consult with the ANU representative (RSES Director) before finalizing that appointment and its terms and conditions. The GC may convene a working group to conduct a search for the appropriate candidate.

The Chairperson will be appointed for a three-year term and may be reappointed but cannot hold office for a continuous period exceeding six years.

Availability is expected for an anticipated annual duration of 175 hours (i.e., 25 seven-hour days), to be reviewed once a year by the GC, with the option to increase or decrease the hours according to workload. About 10 of the days will be routine activities of the Chairperson including four one-day meetings per year.

**Remuneration:** For the provision of these services the Chairperson of the GC will be paid an annual sum (incl. of GST) in monthly amounts (incl. GST). Remuneration for the Chairperson will be agreed by the GC and ANU based on appropriate consultant fees.

**Expenses:** Travel expenses must be approved in advance by the ANZIC Office and once approved will be reimbursed at cost on submission of proof of expenditure, with flights and accommodation normally being booked by the ANZIC Office (economy class within Australia).

**Support:** Scientific and logistical support for the Chairperson will be provided by the ANZIC Office, the GC and the ANZIC Science Committee.

**Termination:** The Chairperson's appointment can be concluded on the basis of 3 months' written notice by the Chairperson or the GC.

## Appendix 4. Appointment of GC Members

Members are appointed based on consortium subscriptions and in relation to a set number of positions. Australian members of ANZIC are appointed on the basis of their Chief Investigator status and contributions to the current ARC LIEF grant. New Zealand representatives are appointed on the basis of the current MOU/MIA with ANZIC.

The Chairperson of the SC is also a member of the GC.

The term of appointment for any one member is, thus, variable.

- The Chairperson will be appointed for a three-year term and may be reappointed but cannot hold office for a continuous period exceeding six years.
- The Australian and New Zealand members nominated by the Forum will be appointed for an eighteen-month term and may be reappointed but cannot hold office for a continuous period exceeding three years.
- The two independent members will be appointed for a three-year term and may be reappointed but cannot hold office for a continuous period exceeding six years.
- The other members are institutional delegates (Geoscience Australia, ANU, GNS Science), the Lead Chief Investigator on the ARC LIEF grant, and GC appointed Chair of the ANZIC SC.

Members have voting rights.

Non-voting GC attendees include the *ex officio* members (CSIRO, AD) and observers.

The GC Chairperson will be paid an annual honorarium determined by the GC and reviewed annually (Appendix 3). GC members do not receive remuneration. The ANZIC Office will cover all normal travel and incidental expenses associated with GC meetings.

Observers generally will not receive remuneration, travel, or incidental expenses associated with attending a meeting. However, observers invited to participate in a meeting by the GC Chair may be offered travel or incidental expenses, if approved by GC.

## Appendix 5. Science Committee Terms of Reference

### Role of the ANZIC Science Committee

The ANZIC Science Committee (SC) encourages and assists the development of science proposals, organizes topical workshops, and evaluates expedition applications, funding applications, and candidates for IODP panel and working group membership. The SC may also be requested by GC to provide reports and other scientific advice to support ANZIC input into future IODP Science Plans, requested government review or advice, and national scientific strategies and plans.

SC advice and recommendations will be relayed by the SC Chair to the AD and GC for implementation, discussion and/or approval.

### Powers

The following powers are reserved for decision-making solely by the SC.

- a) Setting the criteria for ANZIC IODP Expeditioner selection reflecting IODP policy and guidelines.
- b) Assess and rank applicants for Expeditioner status and support by ANZIC.
- c) Set the criteria for ANZIC post-expedition and legacy project support reflecting IODP policy and guidelines.
- d) Assess and rank applications for advice reflecting appropriate support of post-expedition and legacy grants.
- e) Set criteria, assess and rank applicants for other calls for scientific funding support (i.e. workshops) supported by ANZIC.
- f) Execute effective scientific governance of ANZIC.

The SC will also set scientific criteria for assessing and ranking any other matters that the GC delegates to the SC.

### Appointment of ANZIC SC Chair

The ANZIC SC Chair will be appointed by the GC on the recommendation of the AD and the outgoing SC Chair.

### Role of ANZIC SC Chair

- Serve as the point of contact for enquiries on SC roles, responsibilities, and decisions.
- Lead, manage, and communicate with members of the SC.
- Organise, in consultation and collaboration with the AD, two meetings of the SC Committee each year (ideally one face-to-face meeting and one virtual).
- Distribute applications for assessment and ranking to the SC or sub-committees.
- Collate and summarise assessments and rankings from SC or sub-committee members.
- Provide recommendations, in consultation with the AD, for submission to IODP/ECORD/MEXT for expedition participation or for ANZIC funding to be endorsed by the GC.
- Communicate with the ANZIC administrator concerning: all SC record-keeping; grant funding administration inclusive of collection of unspent funds; and organisation of Committee meeting logistical and administrative support.

- Assist in the production of reports on scientific activities overseen by the SC Committee to the AD, GC, stakeholders for annual reports, and presentations at IODP fora.
- Review and provide recommendations on the outcomes and outputs of ANZIC funding schemes.
- Document and revise on a three-year basis with SC or sub-committee members and the AD guidelines, policies, and/or procedures for assessing and ranking applications for expedition participation, post-expedition funding, and legacy funding under the remit of the SC.
- **Term:** Nominally three years, comprising one year as Vice-Chair, moving into one year as Chair and then one year as emeritus ex-Chair (*ex officio*).
- **Support:** The ANZIC Office will provide the SC Chair with travel and accommodation support for attendance at one face-to-face SC meeting each year, ANZIC Governing Council meetings, and other ANZIC- or IODP-related meetings as approved by the ANZIC Governing Council. ANZIC provides the Chair with a \$1,000/month Honorarium paid quarterly. In the event the Vice-Chair assumes the commitments of the Chair should the Chair be unable to fulfil the Chair's roles and responsibilities, the Chair's Honorarium will be redirected to the Vice-Chair.

#### Role of the ANZIC SC Vice-Chair

- Assist the Chair in fulfilling the roles and responsibilities of the Science Chair and Committee, including communication with members of the Science Committee.
- **Term:** Nominally three years, comprising one year as Vice-Chair, moving into one year as Chair and then one year as emeritus ex-Chair (*ex officio*).
- **Support:** The ANZIC Office will provide the SC Vice-Chair with travel and accommodation support for attendance at one face-to-face SC meeting each year. In the event the Vice-Chair assumes the commitments of the Chair should the Chair be unable to fulfil the Chair's roles and responsibilities, support for attendance at additional meetings will be provided, as appropriate, and the Chair's Honorarium will be redirected to the Vice-Chair.

#### Science Committee Members

The ANZIC SC will have up to 20 members. Membership of the SC should encompass appropriate scientific expertise to address all IODP research guided by the 2013 – 2023 Science Plan *Illuminating Earth's Past, Present, and Future and from 2023 the 2050 Strategic Framework's Strategic Objectives, Flagship Initiatives and Enabling Elements*. Membership of the SC is generally limited to scientists employed by or affiliated with ANZIC member institutions with an indicative 80:20 split of Australian and New Zealand members.

Application for SC membership will be made via a call through the ANZIC Office, where an EOI and two-page CV is to be submitted to the AD and Chair of the SC. Assessment is undertaken by the SC, and assessment criteria include motivation, experience, expertise relevant to the 2050 Strategic Framework, diversity, and institutional balance and commitments. ANZIC SC members will be appointed by the GC on the recommendation of the AD and the SC Chair.

SC members agree to abide by their institutional Code of Conduct and/or Professional ethics guidelines, policies, and procedures, or equivalents and the IODP Code of Conduct in all matters related to serving as a SC member.

SC members must keep confidential SC discussions, deliberations, and decisions which have not been publicly disclosed by ANZIC, unless disclosure is required by law.

**Term:** Three years rotating with three members rotating off/on each year. The rotation date for individual members will be agreed by the SC Chair and AD.

**Attendance at meetings by non-members:**

A person who is not a member of the SC, but holds a relevant interest to attend a meeting, may be invited to attend a SC meeting by the Chairperson, after consultation with the AD.

At the discretion of the Chairperson, the non-member may:

- a) participate in discussions at the SC meeting;
- b) be provided with SC meeting papers; and
- c) be excluded from portions of SC meetings on occasions where it is necessary or desirable to do so, such as to maintain confidentiality, legal professional privilege, when a conflict of interest exists, or when sensitive personal information is being discussed.

**Support:**

SC members do not receive remuneration. The ANZIC Office will reimburse all normal travel and incidental expenses associated with SC meetings. Observers generally will not receive remuneration, travel, or incidental expenses associated with attending a meeting. However, observers invited to participate in a meeting by the SC Chair may be offered travel or incidental expenses, if approved by AD.