

# UNOLS CHARTER

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## 1. INTRODUCTION

Recognizing the need for coordinated use of federally supported oceanographic facilities, the community of academic oceanographic institutions, ~~which~~ that uses and operates those facilities, by virtue of this Charter, ~~do~~es hereby establish an organization of academic oceanographic institutions. The organization shall be named the University-National Oceanographic Laboratory System (UNOLS). UNOLS is solely an advisory body.

Execution and enforcement of its recommendations are matters for member institutions and for agencies, which fund the construction and operation of UNOLS facilities.

## 2. OBJECTIVES

An objective of UNOLS is to coordinate and review the access to and utilization of facilities for academic oceanographic research, and the current match of facilities to the needs of academic oceanographic programs. UNOLS makes appropriate recommendations of priorities for replacing, modifying or improving the numbers and mix of facilities for the community of users. Another objective is to foster federal and other support for academic oceanography, thereby continuing and enhancing the excellence of this nation's oceanographic program. Emphasis is placed on ships and other seagoing facilities.

### 3. MEMBERSHIP

**a.) Eligibility:** Membership in UNOLS is open to those institutions that use, or operate and use, sea-going facilities and maintain an academic program in marine science. It is intended that UNOLS institutions make substantial contributions to the national oceanographic program. Both individual institutions and consortia of such institutions may be members of UNOLS for purposes of attending UNOLS meetings, receiving UNOLS information, and other non-voting UNOLS activities. However, on any matter requiring a vote of the UNOLS membership either the member consortium may cast a ballot or individual member institution(s) within the consortium may cast ballot(s), but not both. In the event that any consortium and one or more of its constituent institutions disagree as to the voting option to be exercised in any matter, only the ballots of individual institutions within that consortium shall be accepted on that matter. The choice of individual or consortium voting may be exercised independently on each voting matter and by each consortium and its constituent institutions. In the remainder of this charter the word "institution" means "individual member institution or member consortium" except where otherwise noted. Each UNOLS institution shall designate a representative with authority to speak and act for the institution in UNOLS matters. UNOLS representatives may authorize alternates. Addition of members shall be by application to and majority action by the existing membership. Membership may be voluntarily terminated by any member on written notice to the Chair. In extraordinary instances, an institution's membership may be involuntarily terminated by two-thirds vote of UNOLS membership. The UNOLS Council periodically shall review the list of UNOLS Institutions. It shall recommend to UNOLS additions, status changes, and terminations. Changes shall be considered at a regular UNOLS meeting and require a vote of the UNOLS membership present or by proxy if absent.

**b.) Operating Institutions:** All institutions, having satisfied the criteria for membership and having been selected, are designated as UNOLS institutions. Those UNOLS institutions that operate UNOLS vessels or National Oceanographic Facilities (Annex II) are, in addition, designated as Operator Institutions. UNOLS vessels and National Oceanographic Facilities are designated by the UNOLS Council. UNOLS vessels are those United States research vessels generally operated in support of national oceanographic research programs, by academic or other non-profit institutions and are significantly funded by the federal government. They are operated in accordance with UNOLS safety standards, subject to regular, recognized ship inspection programs, scheduled by established UNOLS procedures and meet cruise reporting, cruise assessment, cost accounting and performance standards according to UNOLS uniform practices. UNOLS vessels and National Oceanographic Facilities are regularly available to users outside of the operator institution provided that funding is available from the sponsor of the research or from the user. The list of designated UNOLS vessels shall be reviewed regularly for additions or deletions by the UNOLS Council giving consideration to the above criteria and taking into account the objectives of UNOLS in section 2.

If the Council denies an application for UNOLS vessel or National Oceanographic Facility designation, the applicant shall be notified. They shall have the opportunity to reapply in accordance with the procedures described in the "Guidelines for Requesting/Becoming a UNOLS Vessel."

### 4. ORGANIZATION

**a.) Overview:** The UNOLS organization shall include an elected Chair and ~~Vice Chair (Chair-Elect)~~, a UNOLS Council, an Executive Committee drawn from the Council, Committees for

ship scheduling, fleet improvement, research vessel operations, and other committees as required and established by the UNOLS Council and the UNOLS Office.

**b.) UNOLS Chair:** The Chair represents UNOLS throughout the oceanographic community, calls and presides over UNOLS meetings, chairs the UNOLS Council and Executive Committee, in consultation with the UNOLS Council, appoints other committees and provides direction and oversight to the Executive Secretary and the UNOLS Office.

**c.) Chair-Elect:** The ~~Vice-Chair~~ (Chair-Elect) supports the Chair in representing UNOLS throughout the oceanographic community and acts, in the Chair's absence, in calling and presiding over meetings, in the UNOLS Council and with regard to UNOLS appointments, direction and oversight. ~~Beginning with the regular election of 2002 the title of this position shall become Chair-Elect and~~ The duties of the Chair-Elect ~~office~~ shall include preparing to assume the office of Chair under the ~~transition~~ schedule set forth in section 5b.

**d.) Immediate Past Chair:** The office of Immediate Past Chair is ~~established beginning with the regular election of 2002~~, to be occupied by the previous Chair under the schedule set forth in section 5b. The post of Immediate Past Chair is intended to bring the experience of that individual to bear on UNOLS issues. The Immediate Past Chair participates in UNOLS activities and meetings with the same rights and responsibilities as a regular Council member.

**e.) Council:** The UNOLS Council represents and acts on behalf of the UNOLS membership as the operating and governing body of UNOLS. It monitors UNOLS activities, giving attention to the effective use of available oceanographic facilities and determining the performance of UNOLS Institutions in providing access to federally supported facilities for scientists from other institutions. It evaluates the need for replacement and additional facilities and assesses whether facilities are outmoded or in excess of current needs. It considers and makes recommendations to funding agencies ~~of~~ regarding the needs for specialized facilities or new concepts in facilities and the balance between facilities and funded research programs. It accepts charges from funding agencies for special studies and reviews, and shall make recommendations based on its findings. It assists funding agencies in efforts to obtain adequate and uniform financial data and post-cruise reporting of ship operations. It counsels in the formation of and appointments to UNOLS committees, and provides oversight to them. The UNOLS Council shall report fully and faithfully to the UNOLS membership and to sponsoring agencies on its actions, activities and plans. Reports shall include an annual summary report delivered at the annual UNOLS meeting, reports of Council meetings and special reports on important actions or activities.

The UNOLS Council consists of ten elected members, including the UNOLS Chair, and Vice Chair (Chair-Elect) and Immediate Past Chair. The Chairs of the Ship Scheduling Committee, the Fleet Improvement Committee, the DEep Submergence Science Committee, the Research Vessel Operators' Committee, the Research Vessel Technical Enhancement Committee, the Arctic Icebreaker Coordinating Committee, the Scientific Committee for Oceanographic Aircraft Research (Annexes I-VIII) and of other standing Committees serve, ex-officio, as fully participating members of the Council. No more than one elected member of the UNOLS Council shall serve from any one institution. If, during an elected member's term, that individual's status changes so that the eligibility criteria are no longer satisfied, that individual shall lose membership on the Council. If any elected member of the UNOLS Council misses three consecutive meetings, that individual shall lose membership on the Council.

A quorum for the UNOLS Council requires one more than half of all Council members and must include at least five elected members. Council decisions are reached by majority vote of members voting, provided a quorum is represented.

If a majority of the Executive Committee agrees that a matter requires a discussion and vote by the Council but sooner than the next scheduled meeting, a discussion of the matter by correspondence (e.g., electronic mail) may be held, and the vote taken according to the same voting rules as for regular votes. Ballots may be submitted by correspondence, fax or email to the UNOLS Office, where the count shall be compiled by the Executive Secretary and reported to the Council.

**f.) Unexpired terms:** If a council member fails to complete his/her term for any reason, a replacement member meeting the same eligibility requirements shall be appointed by the Chair, subject to approval by a majority vote of the Council, with a quorum participating. This vote may be conducted by correspondence unless a scheduled Council meeting is to take place within one month of the vacancy arising, in which case the vote shall be conducted at that meeting. Should the unexpired term be that of the Chair, the Vice Chair (Chair-Elect) shall become Chair for the remainder of the Chair's term and shall then appoint a new Vice Chair (Chair-Elect) under the foregoing procedure. Persons filling an unexpired term shall not have the duration of the unexpired term counted toward any term limits specified elsewhere in this charter.

**g.) Executive Committee:** The UNOLS Executive Committee serves for UNOLS and the UNOLS Council in those matters requiring quick response. Actions or activities by the Executive Committee shall be with the same authority as those of the UNOLS Council, but the Executive Committee shall, as a matter of course, report fully to and seek the concurrence of the Council on their actions and activities.

The Executive Committee consists of the UNOLS Chair, Vice Chair (Chair-Elect) and two additional individuals selected by the Council from among their elected or ex-officio members.

**h.) Committees:** Committees are established for such special purposes as decided by UNOLS and the UNOLS Council. These Committees address issues as set out in their terms of reference. Their recommendations to funding agencies shall be delivered through the UNOLS Council or Executive Committee. All such committees are UNOLS committees. Permanent or standing committees shall be established by vote of UNOLS members, and then formed by the UNOLS Chair in consultation with the UNOLS Council. Special purpose or temporary committees may be established and formed by the UNOLS Chair and Council on their own authority. Committees function under terms of reference adopted by the Council. Committee Chairs and members are appointed by the UNOLS Chair with approval of the Council, unless otherwise specified in a Committee's terms of reference. Terms of reference for permanent or standing Committees are adopted as annexes to the Charter.

UNOLS Committees shall remain in effect for no longer than three years, after which time they shall be dissolved unless they are reaffirmed by the UNOLS Council. The Council shall review all Committee's terms of reference and activities as a basis for affirmation, change or dissolution.

**i.) UNOLS Office and Executive Secretary:** A UNOLS Office shall be established for the purposes of providing staff support and secretariat services to UNOLS, the UNOLS Chair, Council, Executive Committee and other Committees as directed. The Office shall serve as a focal point for UNOLS correspondence and for central files on facilities, schedules, user requirements and related information. The Office shall advertise, arrange, support and report on UNOLS, Council and Committee meetings. It shall arrange and manage contracts for blanket services to the UNOLS fleet and UNOLS institutions under guidance from the Chair and Council, and at the behest of sponsoring agencies.

The UNOLS Office shall normally be established at a UNOLS operator institution. It is expected that the UNOLS Office will rotate among these institutions. The UNOLS Chair, with the UNOLS Council, shall review UNOLS Office performance and activities on about three-year

intervals (or at intervals controlled by the duration of funding grants). The Office may, if so suggested by review, be moved after three, six or nine years, and it would remain at a single institution for a period longer than nine years only under extraordinary circumstances.

The UNOLS Office shall be headed by the Executive Secretary, an employee of the institution hosting the UNOLS Office. The Executive Secretary, while administratively an employee of the host institution, shall act under direction from the UNOLS Chair and Council. If it is necessary to select or replace the Executive Secretary, open competition for a host institution shall be held concurrently. The Executive Secretary is responsible for all UNOLS Office functions and other UNOLS duties as directed by the UNOLS Chair and Council.

Selection of an institution to host the UNOLS Office and of Executive Secretary shall be by open, competitive process. These selections ordinarily will be made concurrently. The UNOLS Chair shall invite all UNOLS operator institutions to submit letter proposals identifying their candidate for Executive Secretary and advancing their capabilities for hosting the Office. The Chair, with advice from the UNOLS Council, shall appoint an Evaluation Committee, organized with due regard for UNOLS institutions' interests, for the purpose of recommending the best proposals for host institution and executive secretary. The recommendation from the Evaluation Committee, with the review and consent first of the Council and then of the UNOLS membership, shall be transmitted to the agency administering the UNOLS Office grant. It shall then be necessary for the institution recommended as UNOLS Office host to submit a grant proposal to the administering agency. Contractual obligations between the UNOLS institution hosting the UNOLS Office and the funding agencies shall be the responsibility of those organizations.

Costs of operating the UNOLS Office will be federally funded and should be prorated among the funding agencies in accordance with their participation in contract and grant programs with the institutions, or by such other arrangements as may be agreed to by the Federal agencies.

## 5. PROCEDURES

**a.) Voting:** Election of UNOLS Officers and UNOLS Council members shall be on the basis of one vote for each UNOLS institution represented. On issues coming before the membership for vote, each UNOLS institution shall also exercise one vote. Except as otherwise specified (e.g., for involuntary termination of membership), matters voted on shall be decided by a simple majority of UNOLS institutions casting votes in person or by proxy. Voting by the membership will ordinarily take place at UNOLS meetings. Two-thirds of the UNOLS operator institutions must be represented to establish a quorum. Because of the option for consortia or their member institutions to vote as in section 3a, the number that constitutes a quorum may be different for different votes. In extraordinary circumstances, matters may be submitted for vote by the membership at times other than UNOLS meetings. These matters will be submitted by mail or electronic mail, and shall be governed by the same rules for decision and quorum that ~~as~~ apply at meetings.

**b.) Officers:** The UNOLS ~~Chair and Vice Chair~~ (Chair-Elect) shall be elected from among candidates affiliated with any UNOLS member institution. Election for the Chair-Elect shall be for a ~~two-year term, and individuals are eligible for not more than two consecutive terms. The previous clause shall govern elections of Chair and Vice Chair prior to the regular election of 2002. At the election of 2002 the Chair and Chair-Elect shall be elected by procedures in effect prior to that time, but in each case for a single term of two years. The outgoing Chair shall assume the new office of Immediate Past Chair, also for a single term of two years. At this time, the duties of Vice Chair shall be assigned to the Chair-Elect and shall expand to include~~

~~preparation to assume the office of Chair.~~ At the election of 2004 and every two years thereafter a new Chair-Elect shall be elected, the outgoing Chair-Elect shall become Chair, and the outgoing Chair become Immediate Past Chair.

**c.) Council:** Members of the UNOLS Council shall be elected for three-year terms, staggered so that two or three terms begin each year. Individuals may serve not more than two consecutive terms. Two members shall be elected from among designated representatives of UNOLS operator institutions, two from designated representatives of UNOLS institutions other than operators, and three shall be elected from among candidates affiliated with any UNOLS institution.

**d.) Nominations:** A slate of candidates shall be prepared for distribution at least 30 days in advance of elections consisting of at least two candidates for each position being considered. This slate of candidates shall be formed by a Nominating Committee, appointed and announced by the UNOLS Chair. The Nominating Committee members shall consist of three members, one from a UNOLS operator institution, one from an institution other than an operator and one from any UNOLS institution.

The Nominating Committee shall issue a call for nominations enumerating the positions to be filled and summarizing the qualifications required for each position. Nominations for the slate may be submitted by anyone affiliated with a UNOLS institution, in writing, to the UNOLS Office or the Nominating Committee. In forming the slate, the Nominating Committee shall give due consideration to the qualifications required for each position, as having different kinds of facilities. Individuals should be chosen to achieve a balance among scientific user disciplines. The Nominating Committee shall also choose individuals who have experience in research at sea, and they will seek to maintain an even representation of scientific user disciplines on the Council. Nominations of additional candidates may also be made from the floor during meetings. Such nominations may be made only by designated representatives of UNOLS institutions, and must be accompanied by the nominee's concurrence and qualifications.

**e.) Elections:** Ballots for each office on a slate shall be marked by voters in priority order with 1 for first choice, 2 for second choice, etc. If an individual is shown in #1 position on a majority of votes cast, that person is elected. If no individual gains such a majority, the name(s) with the smallest number of #1 marks is eliminated, ballots showing that name in #1 position are renumbered with #2 shifted to #1, #3 to #2, etc., and the entire set of ballots is then recounted. This renumbering and recount process shall be repeated as often as necessary to determine that an individual appears in #1 position on a majority of votes cast. At any iteration of this process, any ballots from which all names have been dropped shall be set aside and not counted as votes cast for purposes of determining the majority. A tie shall be broken by toss of a fair coin. The Chair shall designate two persons in attendance at the meeting, neither of them a candidate for any office at that election, one to toss the coin and the other to call it in the air.

**f.) Meetings:** The UNOLS Chair shall convene an annual meeting of UNOLS institutions. The Chair shall form and distribute 30 days in advance an agenda to include annual reports of UNOLS Council and Committee activities and other issues and matters of importance to UNOLS.

The UNOLS Council shall meet in conjunction with each UNOLS meeting and at least one other time annually.

Other UNOLS Committees shall meet as specified in their terms of reference or as necessary to conduct their business within the limitations of available funding.

Notwithstanding any statements specifying numbers and types of meetings in this article of the charter or in other articles or annexes thereof, the UNOLS Council, under its regular voting procedure, may authorize the Executive Secretary to fund a larger or smaller number or extent of meetings of the Council or of any UNOLS Committee in any given operating year in order to operate within available funds, to respond to support of specific meetings by one or more funding agencies, or to accommodate other such fiscal constraints or opportunities. If in any given year the Executive Secretary finds that the set of meetings enumerated in the charter and its annexes will require more support than is likely to be available, the Secretary shall alert the Council to this situation and recommend appropriate cost reductions or supplemental funding efforts for Council consideration and approval.

Notification of UNOLS, Council and Committee meetings shall be given broad, advance distribution sufficient to assure open response and participation.

**g.) Reports:** Reports shall be made of the proceedings of all UNOLS, Council and Committee meetings and shall be distributed to UNOLS institutions, Council and Committee participants and funding agencies.

## **6. AUTHORITY AND POWERS**

Recommendations and decisions by UNOLS or any sub-organization thereof are not binding on any member or interested participant thereof. No legal, fiscal or contractual authority is intended, granted or implied under the terms of this Charter.

## **7. IMPLEMENTATION, AMENDMENTS AND TERMINATION**

**a.) Amendments:** This Charter may be amended, or operative annexes added or deleted, by a vote of two-thirds of UNOLS Institutions voting on the matter provided that a quorum as defined in 5a is present or, in case of mail or e-mail votes, submits votes by those methods. The voting matter shall have been submitted to the membership at least thirty days prior to the vote.

**b.) Termination:** This Charter shall remain in effect for a period of three years after which time it shall be dissolved unless modified or readopted by vote of the UNOLS Institutions.

## **Record of re-adoption and amendments**

Originally adopted: Sep 22, 1971, Palisades, NY

Amended: Jul 13, 1973, by mailed ballot

Amended and readopted: May 17, 1974, Washington, DC

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Revised and adopted: November 15, 2001, Washington, D.C.



# **ANNEX I**

## **TO THE UNOLS CHARTER**

### **Ship Scheduling Committee (SSC)**

#### **1. INTRODUCTION**

An important facet of the UNOLS' activities is the provision of a mechanism to coordinate the use of available facilities. The coordination of ship schedules is the most obvious area where immediate benefits might be gained. An underlying principle of UNOLS is that control of facility operations and scheduling remain the responsibility of the operating institution, with the understanding that UNOLS and UNOLS operating institutions shall make serious efforts to assure that ships and facilities are fully available to all federally-funded users. To assure that ships and facilities are broadly available and that their use is effectively scheduled and coordinated, it is critically important that records of ship-time requests, ships and facilities available, the funding status of proposed ship use and tentative schedules be broadly disseminated in a timely fashion. It shall be a responsibility of the UNOLS Council to assess and report on the effectiveness of facility utilization. The Ship Scheduling Committee shall serve as the focal point for this coordinating role of UNOLS.

#### **2. PURPOSE**

The purpose of the Committee is to serve as a mechanism for the development and coordination of ship schedules in order to assure the most effective, efficient and economic utilization of ships and associated facilities. The Ship Scheduling Committee has its own terms of reference.

#### **3. ORGANIZATION/MEMBERSHIP**

The UNOLS Chair shall appoint a Ship Scheduling Committee Chair and Vice Chair from among UNOLS operator institutions, and usually in accordance with nominations from within the Committee. Normally the Chair and Vice Chair will be from opposite coasts (Atlantic/Gulf and Pacific). Terms of office shall be for two years.

The Ship Scheduling Committee membership consists of representatives from each UNOLS operator institution. Representatives of NSF, ONR, NOAA and other sponsoring agencies shall be included.

The Ship Scheduling Committee Chair, Vice Chair, UNOLS Executive Secretary and funding agency representatives comprise the membership of the Schedule Review Group.

The Ship Scheduling Committee may establish subcommittees to meet and function on a regional basis, reporting then to the main committee.

#### **4. SPECIFIC TASKS**

The Ship Scheduling Committee, supported by the UNOLS Office shall pursue an annual process of schedule development. The process is executed so as to assure effective ship and facility support to federally-funded investigators, efficient and economic operating schedules for individual ships and the UNOLS fleet and to provide timely information for

fleet management to funding agencies, UNOLS ship operators and the research vessel user community. Procedures for schedule development include:

- Collection of ship-time requests both at the operating institutions and at the UNOLS Office,
- Exchange of ship-time requests and summaries among all UNOLS institutions and the UNOLS Office,
- Development of tentative ship schedules by operating institutions and dissemination among all institutions and the UNOLS Office and the sponsoring agencies,
- Meetings to consolidate knowledge of science project, funding status, to compile institution estimates of operating costs, to coordinate ship and equipment schedules and to assure all funded science programs are scheduled.

**a.** Ship-time requests should be submitted electronically using the form available on the UNOLS homepage < <http://www.unols.org> >. This permits automatic distribution to the appropriate operator(s), funding agency and the UNOLS Office. An e-mail copy shall be returned to the PI submitting the request. This form can be printed from the Web and appended to research proposals requesting ship time. ~~The NSF 831 Ship Time Request form is being phased out.~~ Ship-time requests must be completed for all science requiring ship time and submitted as a part of their Research Proposals to NSF or to notify ONR, NOAA or other sponsoring agencies of their ship time requirements. Whenever practical, requests are filled using the ship requested by the investigator. Institutions encourage submission of ship-time requests as early as practical, hopefully in January or February, prior to the operating year. Electronic filing of the ship-time request form shall automatically post the request on a Web chart accessed through the UNOLS homepage. The request shall be located in the geographical area requested for the cruise. Multiple year cruises shall be located on the appropriate year's chart. The chart display helps to facilitate scheduling and permits investigators to collaborate with other programs that might be compatible. A separate inventory is also maintained on the UNOLS homepage for access to all interested scientists. The central file of ship-time requests shall be the principal mechanism for the exchange of ship-time information.

**b.** Tentative schedules are generated by each UNOLS institution for their ships. Tentative schedules are generated as soon as operators have a basis in credible ship-time requests (routinely in the spring). These schedules are posted on the UNOLS homepage to permit coordination with other ship operators and to prompt negotiations for eliminating double bookings, assure accommodation of all funded science, enhance effectiveness of facility support and to improve the efficiency and economy of the overall fleet schedule. These negotiations are a critical part of the UNOLS scheduling process.

## **5. MEETINGS/REPORTS**

Meetings of the Ship Scheduling Committee are held as necessary, at least annually. The number and dates for meetings may be influenced by institutions' efficiency in developing and exchanging ship-time requests and tentative schedules. Practically, the timing for meetings is dictated by the flow of ship-time requests and of their science funding decisions and by the submission date for Ship Operations Proposals. Operators must coordinate their schedules through electronic means. Regional meetings and phone/web conferences may be necessary to refine schedules and to eliminate double bookings. Schedules should be as firm as possible ~~in late spring to permit the Schedule~~

~~Review Group an opportunity to examine all schedules for most efficient operations. by early summer, after agency funding decisions have been made.~~ One or more ~~An early fall~~ meetings of the full Ship Scheduling Committee ~~is~~ may be necessary to ~~finalize~~ optimize ship operating schedules and to accommodate fleet operating costs to the total funding available and to the needs of sponsored science projects.

**d.** The Ship Scheduling Committee shall, as a part of each meeting report, with the input of the Federal sponsoring agencies, make comprehensive recommendations regarding effective utilization of the UNOLS fleet based on criteria for ship scheduling, the ship needs of sponsored science programs and other aspects of ship management. Recommendations should include the need for additions to or deletions from the UNOLS fleet, temporary periods out of service for individual ships, or modification to schedules for individual ships or groups of ships. Recommendations should be reached through an open process, and transmitted to the UNOLS Council.

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Readopted: Sep 15, 1989, Washington, DC  
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# **ANNEX II TO THE UNOLS CHARTER**

## **National Oceanographic Facilities**

### **1. INTRODUCTION**

In addition to regular institutional UNOLS facilities, there may be identified National Oceanographic Facilities, defined as those facilities, specialized and otherwise, that are made available for the use of qualified scientists from any institution and the use of which shall be recommended by a UNOLS Advisory Committee.

### **2. PURPOSE**

The purpose of National Oceanographic Facilities is:

- To provide oceanographic vessel and other facility support to scientists who do not operate or have available the required facilities.
- To provide for the support and use in academic research of specialized and unique facilities.

### **3. DESIGNATION**

A research vessel or other research facility may be designated a National Oceanographic Facility upon the approval of the ~~UNOLS membership after review by the~~ UNOLS Council, with the concurrence of the owner and operator of the facility and with reasonable assurance of support. National Oceanographic Facilities may be multi- or special-purpose facilities and may be designated for the entire annual operating period or any significant period thereof.

If the Council denies an application for UNOLS designation, the applicant will be notified as to the specific reasons for the denial. They would then have two options:

OPTION 1: The applicant may reapply to the Council after addressing the specified deficiencies.

OPTION 2: If the applicant so desires, they may submit their modified re-application, along with the Council's notification, for reconsideration by the UNOLS general membership. Designation would then be determined by a vote at the next annual meeting in accordance with the procedures described in Section 5a of the UNOLS charter.

### **4. ADVISORY COMMITTEE/ORGANIZATION**

An Advisory Committee is established to provide recommendations for each facility or for a group of facilities of similar mission. The Chair and members of the Committee are appointed by the UNOLS Chair, from nominations made by the Committee, and in consultation with the UNOLS Council. Members serve for terms of three years on a rotating basis, for no more than two consecutive terms. Each institution operating a

National Oceanographic Facility may designate an ex-officio member in addition to those members appointed by UNOLS.

## **5. FACILITY SCHEDULING**

Operational scheduling of the facility is the function of the operating institution. The time frame for scheduling generally is in accordance with Annex I of the UNOLS Charter.

Receipt, acknowledgment, collating and structuring of requests for facility use shall be the function of the operating institution in consultation with the UNOLS Office.

## **6. FACILITY INFORMATION**

Information and announcements advertising the availability of a National Oceanographic Facility are a joint function of the operating institution and the UNOLS Office.

## **7. REPORTS**

An annual report on the use of each National Oceanographic Facility is prepared by the appropriate institution in cooperation with the Advisory Committee and the UNOLS Office.

## **8. FACILITY FUNDING**

Requests for funding the operation of the facility are the responsibility of the operating institution.

## **9. FACILITY DESIGNATION REVIEW**

If a National Oceanographic Facility ceases to meet the criteria above, especially with respect to being specialized or unique, a recommendation may be made by the UNOLS Council to the funding agencies that such designation be discontinued.

## **10. UNOLS NATIONAL OCEANOGRAPHIC FACILITIES:**

a. The name of the Advisory Committee for National Deep Submergence Facilities is the DEep Submergence Science Committee (DESSC) and its Chair serves as an ex-officio member of the UNOLS council.

b. The Center for Interdisciplinary Remotely-Piloted Aircraft Studies is designated as a National Oceanographic Aircraft Facility under Annex II of the UNOLS Charter. The name of its Advisory Committee is the Scientific Committee for Oceanographic Aircraft Research (SCOAR) and its Chair serves as an ex-officio member of the UNOLS Council.

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Revised and adopted: Feb 8, 1999, Narragansett, RI  
Revised and approved: Sep 27, 2002, Arlington, VA

# **ANNEX III TO THE UNOLS CHARTER**

## **Research Vessel Operators' Committee (RVOC)**

### **1. INTRODUCTION**

The Research Vessel Operators' Committee (RVOC), having been established and operative since 1962, and having interests and goals in common with UNOLS, is, by mutual consent of both organizations, made part of the University-National Oceanographic System. The RVOC functions as a UNOLS Committee.

### **2. ORGANIZATION/MEMBERSHIP**

a. The Research Vessel Operator's Committee elects its own officers. The RVOC Chair is appointed by the UNOLS Chair as an ex-officio member of the UNOLS Council. The terms of office for the RVOC Chair and Vice Chair shall be three years.

b. Membership in the RVOC is based on representation from UNOLS Operator institutions. Membership is also open to all UNOLS institutions or non-UNOLS institutions that operate research vessels for purposes similar to UNOLS', and in accordance with RVOC bylaws. Each UNOLS Operator institution shall designate a representative to RVOC. Institutions other than operators may designate representatives in accordance with RVOC bylaws.

c. Ex-officio representation on the RVOC by a RVTEC representative is encouraged.

### **3. REPORTS**

The Research Vessel Operators' Committee shall prepare a report of its activities for the annual UNOLS meeting.

### **5. SPECIFIC TASKS.**

The Research Vessel Operators' Committee shall enact its own bylaws:

#### **BYLAWS OF THE RESEARCH VESSEL OPERATOR'S COMMITTEE**

##### **A. PURPOSE**

1. The purpose of the Research Vessel Operator's Committee shall be to promote cooperation, fleet standards, marine safety, efficiency, and quality of service among marine science research and educational institutions. The RVOC provides members a forum to address issues of interest such as federal regulations, security, technology, procedures, and public relations as those affect their research fleets.

## B. MEMBERSHIP

1. Membership in the RVOC shall be based on representation from UNOLS Operator Institutions. Membership shall also be open to all UNOLS institutions or non-UNOLS institutions that operate research vessels for purposes similar to UNOLS.

## C. REPRESENTATION

1. The RVOC shall hold at least one general Annual Meeting, each calendar year. Each UNOLS Operator Institution shall designate a representative to RVOC. Institutions other than operators may send observers to RVOC meetings. All member institutions shall be entitled to send as many individuals as desired to the Annual Meeting. RVOC sub-committees may hold meetings or teleconferences as required for the accomplishment of their missions.
2. Each member institution shall be notified of the Annual Meeting by the Vice Chair/Chair Elect of the Committee at least one month prior to the Annual Meeting.
3. UNOLS Operator Institutions shall be entitled one vote on matters at the Annual Meeting. In extraordinary circumstances, matters may be submitted for vote by the Chair, at times other than the Annual Meeting. These matters will be voted on by mail or electronic mail. Matters voted on will be decided by a simple majority of UNOLS Operator Institutions casting votes. Two-thirds of the UNOLS Operator Institutions must be represented to establish a quorum.
4. A UNOLS Operator Institution, which is temporarily without a vessel due to replacement through construction, new acquisition, major refit, or in lay-up, may continue to have a voting representative on the RVOC, as long as that institution is actively engaged in resuming operational status.

## D. OFFICERS

1. The Research Vessel Operator's Committee shall have a Chair and Vice Chair/Chair Elect. The Vice Chair/Chair Elect will be elected by a majority vote at the Annual Meeting for a three year term not to exceed six years total as Vice Chair/Chair Elect and Chair. Date of office shall commence at the close of the Annual Meeting.
2. The Chair shall represent the Committee in all matters stipulated in the purpose of these bylaws and in all matters deemed necessary in the interest of the Committee. The Chair shall implement the programs enumerated by the Committee and shall conduct the Annual Meeting and whatever special meetings are deemed necessary by the Chair or the members.



3. The Vice Chair / Chair Elect shall be responsible for recording the business of the Committee and for dissemination of information through a newsletter or other media to all members of the Committee.
4. If the Chair or Vice Chair / Chair Elect are unable to fulfill their duties of office, the Chair shall appoint a successor to act with authority until the succeeding Annual Meeting.

#### E. WORKING GROUPS AND PANELS

1. Upon the recommendation of the Chair, and with a majority vote of the Committee at the Annual Meeting, various working groups, subcommittees, or panels, as necessary to the work of the Committee, may be constituted. The duration of action of such working groups and panels shall be stipulated at the time of inception.
2. Special working groups or panels may be established if required between the Annual Meetings, but they must be confirmed by vote.

#### F. ANNUAL MEETING AND OTHER MEETINGS

1. A general meeting of the Committee shall be held at least once yearly. The Chair shall preside over this Annual Meeting. The business of this meeting shall encompass reports of any active working groups and panels, and discussions of projects and actions of the Committee. Speakers from the Federal Agencies and the marine community may also be included on the agenda. Workshops for projects of general concern are encouraged.
2. Passage of projects and actions shall be by vote, in accordance with the voting procedures set forth in Section C. REPRESENTATION, paragraph 3.
3. The various working groups and panels shall each meet at least once yearly, at the Annual Meeting.

#### G. FINANCES

1. UNOLS will provide limited funding when approved as part of the UNOLS budget for the Committee to include the following:
  - a. Travel expenses for the Chair and Vice Chair/Chair Elect to RVOC Meetings.
  - b. Travel expenses for the Chair to attend UNOLS Meetings.
  - c. Meeting facilities, when required.
  - d. Travel and meeting expenses for panels, workshops or the Annual Meeting when appropriate.

Approved and adopted at the RVOC Meeting in New Orleans, Louisiana on 9 October 1990--As amended, 15 January 2004.

Approved and adopted: May 16, 1974, Washington, DC

Readopted: May 13, 1977, Washington, DC

Readopted: Oct 21, 1981, Washington, DC

Readopted: May 25, 1984, Washington, DC

Readopted: Oct 23, 1987, Washington, DC

Revised and readopted: Oct 28, 1988, Washington, DC

Amended and readopted: Sep 15, 1989, Washington, DC

Readopted: Sep 14, 1995, Arlington, VA

Revised and adopted: Feb 8, 1999, Narragansett, RI

# **ANNEX IV TO THE UNOLS CHARTER**

## **Fleet Improvement Committee (FIC)**

### **1. INTRODUCTION**

One UNOLS objective is to assess the match between facilities to support academic oceanographic research and the oceanographic research program needs, and then to make recommendations for replacing, modifying or improving the number and mix of facilities. It has long been recognized that maintenance of a fleet of modern, capable research vessels is essential to the outstanding success of the U.S. program in academic oceanographic research. A Fleet Improvement Committee (FIC) is established to address this UNOLS objective.

### **2. PURPOSE**

The Fleet Improvement Committee works to assure the continuing excellence of the UNOLS fleet, to improve the capability and effectiveness of individual ships and to assure that the number, mix and overall capability of ships in the UNOLS fleet match the science requirements of academic oceanography in the U.S.

### **3. ORGANIZATION / MEMBERSHIP**

The Chair and seven additional members of the Fleet Improvement Committee are appointed by the UNOLS Chair with recommendations from the UNOLS Council or from representatives of UNOLS institutions. Those appointed should be experienced in ship operations or in shipboard science activities, and from institutions, which are either operators or users of UNOLS research vessels. At least three members shall be from UNOLS operator institutions, at least three members shall be from institutions or organizations other than operators, and two members may be from any UNOLS institution. Ex-officio representation on FIC by RVOC and RVTEC representatives is encouraged. The FIC Chair is, ex-officio, a member of the UNOLS Council. Terms for all members are three years, for no more than two consecutive terms. Demands on the Fleet Improvement Committee may be intense, and the development of ship plans may require significant financial management. With the approval of the UNOLS Chair and UNOLS Council, the FIC may arrange for staff and financial support for their activities. Proposals and grants for such support may be through the UNOLS Office or a UNOLS institution, as appropriate.

### **3. SPECIFIC TASKS**

The FIC works to maintain the currency of a dynamic UNOLS Fleet Improvement Plan. The plan, updated periodically, includes:

- Assessment of the number and mix of ship capabilities needed in the UNOLS fleet,
- Development of science mission requirements for all size/capability-classes of research ships,
- Definition of roles and the need for innovative research platforms,
- Consideration of means for acquiring the needed vessels, including new construction, modification to existing UNOLS ships, conversions, private acquisition and leasing,

- Development of conceptual or preliminary plans for ships to fill the needs identified, and
- Development of a schedule for improvement and replacement of vessels so as to assure continuing fleet excellence.

The Fleet Improvement Committee shall serve as a liaison and planning activity as well as an information source for federal agency representatives concerning long range planning, and funding for design, construction or renovation of vessels for the UNOLS fleet.

Adopted: Oct 28, 1988, Washington, DC

Readopted: Sep 15, 1989, Washington, DC

Readopted: Sep 14, 1995, Arlington, VA

Revised and adopted: Feb 8, 1999, Narragansett, RI

# **ANNEX V TO THE UNOLS CHARTER**

## **Research Vessel Technical Enhancement Committee (RVTEC)**

### **1. INTRODUCTION**

The Research Vessel Technical Enhancement Committee (RVTEC) held their first organizational meeting in October 1992. The RVTEC provides a forum for discussion among the technical support groups of the Academic Research Fleet. The Committee's by-laws were adopted in 1993 as Annex V to the UNOLS Charter and revised in 2004.

### **2. PURPOSE**

The purpose of the Research Vessel Technical Enhancement Committee (RVTEC) shall be to promote the scientific productivity of research programs that make use of research vessels and oceanographic facilities and to foster activities that enhance technical support for sea-going scientific programs.

### **2. MEMBERSHIP / ORGANIZATION**

**a. Membership** - Membership in the RVTEC shall be extended to UNOLS member institutions.

Participation shall be open to technical and scientific personnel at UNOLS and non-UNOLS organizations.

Ex-officio representation on RVTEC by RVOC representatives is encouraged.

#### **b. Representation**

- 1) Each institutional UNOLS representative may designate a representative to RVTEC.
  
- 2) Each UNOLS member institution shall be entitled to one vote on matters at RVTEC meetings. However, the Chair may submit matters for vote at other times. These matters shall be voted on by mail or electronic mail, and votes shall be collected for a period of two weeks.
  
- 3) A simple majority of all UNOLS operator institutions must be represented to establish a quorum.

#### **c. Officers**

- 1) The Research Vessel Technical Enhancement Committee shall have a Chair and a Vice Chair. The Chair and Vice Chair shall be elected by majority vote at the Annual Meeting and subject to confirmation by the UNOLS Chair. Their terms of office shall be two years. The Chair and Vice Chair shall be elected in alternate years and shall serve no more than two consecutive terms.

2) The Chair shall represent the Committee in all matters stipulated in the purpose of these bylaws and in all matters deemed necessary in the interest of the Committee. The Chair shall implement the programs enumerated by the Committee and shall conduct the Annual Meeting and whatever special meetings are deemed necessary by the Chair or the members.

3) The Vice Chair, who shall function as Chair in the absence of the Chair, shall be responsible for recording the business of the Committee and for dissemination of information through a newsletter or other media as stipulated in these bylaws to all members of the Committee.

4) If the Chair or Vice Chair are unable to fulfill their duties of office, the Chair shall appoint a successor to act with authority until the succeeding Annual Meeting.

d. Working Groups and Panels - Upon the recommendation of the Chair, and with a majority vote of the Committee, various working groups and panels, as necessary to the work of the Committee, may be constituted. The charge and duration of action of such working groups and panels shall be stipulated at the time of inception.

e. Liaison with other UNOLS committees – RVTEC will establish and maintain liaisons with other UNOLS committees such, but not limited to RVOC, the safety committee, and FIC.

#### **4. SPECIFIC TASKS**

a. Promote the exchange of technical information.

b. Enhance technical skills of available the technical support personnel in the UNOLS community.

c. Review new instrumentation development and application of new technologies

#### **5. MEETINGS**

a. A general meeting of the Committee shall be held at least once yearly. The Chair shall preside over this Annual Meeting. The business of this meeting shall encompass reports of any active working groups and panels, and discussions of project and actions of the Committee. Research scientists and others from the marine community may also be included on the agenda. Workshops for projects of general concern are encouraged.

b. Passage of projects and actions shall be by vote, in accordance with the voting procedures set forth in Section 3.b, Representation, paragraph 2.

c. The various working groups and panels shall each meet in person or electronically as necessary to accomplish their task.

d. The place and time of the next RVTEC annual meeting shall be identified at the close of the previous RVTEC meeting and formalized shortly thereafter.

e. Each member institution shall be notified of the next annual meeting by the Vice Chair of the Committee at least 90 days prior to the next annual meeting.

## **6. FINANCES**

UNOLS shall provide limited funding for the Committee to include the following:

- a) Travel expenses for the Chair and Vice Chair for meetings once a year;
- b) Travel expenses for the Chair to attend UNOLS meetings;
- c) Meeting facilities, when required;
- d) Travel and meeting expenses for panels, workshops, or the Annual Meeting when appropriate.
- e) Travel support for RVTEC representatives to other UNOLS committees.

## **7. Document history**

Approved and adopted on 18 October 1992 at the RVTEC Organizational Meeting in Washington, DC.

Amended and readopted: Sep 19, 1996, Arlington, VA

Revised and adopted: Feb 8, 1999, Narragansett, RI

Revised and adopted: \_\_\_\_\_ + \_\_\_\_\_ ?

# **ANNEX VI**

## **TO THE CHARTER**

### **Arctic Icebreaker Coordinating Committee (AICC)**

#### **1. INTRODUCTION**

The U.S. Coast Guard, NSF and UNOLS have established a UNOLS Committee that shall address research support for U.S. academic science investigators carrying out arctic research aboard U.S. Coast Guard icebreakers. Particular concerns of this Committee are the USCG icebreakers POLAR SEA, POLAR STAR and HEALY. It is envisioned that these vessels shall represent the major focus of the Committee.

The Arctic Icebreaker Coordinating Committee shall operate pursuant to appointment by UNOLS and in accordance with the UNOLS Charter. This annex shall be incorporated as Annex VI to the Charter.

#### **2. PURPOSE**

The purpose of the AICC is to provide polar science projects with planning assistance and to liaise and facilitate communications between scientists, funding agencies and facility providers. Specifically, the AICC is to provide oversight and advice to the U.S. Coast Guard for the purpose of enhancing facilities and science aboard their icebreaker fleet. Incumbent in this is the requirement that AICC solicit, synthesize and present the needs of the arctic science community to the Coast Guard, fulfilling an ombudsman role when necessary, to facilitate efficient and effective utilization of U.S. icebreakers. It is also the responsibility of the AICC to promote new technology for arctic assets in order to maintain cutting edge capability for these facilities.

The purpose of AICC is also to promote the best utilization of arctic icebreaker facilities, provide sufficient lead time for planning purposes, and provide information to the scientific community to organize research projects. The AICC shall work with the user community, Federal sponsors and the operators of other polar facilities to encourage expeditions using U.S. Coast Guard icebreakers in a phased manner that meets the needs of a wide spectrum of arctic scientists. Additionally, the AICC shall encourage the advancement of cooperative international programs for the enhancement of multidisciplinary arctic science throughout the academic community.

#### **3. MEMBERSHIP**

The Committee shall include eight polar scientists with diverse disciplines serving three year-terms. Individuals may not serve more than two consecutive terms. Representatives from the USCG, NSF, ONR, NOAA and the Arctic Research Commission shall be expected to participate in the committee's meetings and activities. The Chair of this Committee shall be an ex-officio member of the UNOLS Council and shall keep the Council and the UNOLS membership informed of its activities.



#### **4. SPECIFIC TASKS FOR THE AICC**

Specific tasks of the Committee shall be:

Provide continuing oversight for HEALY's scientific spaces and outfitting, and scientific aspects of the potential refitting or replacement of the POLAR STAR and the POLAR SEA.

Assist with coordination for icebreaker scientific programs and planning arctic science projects. Facilitate liaison between scientists, science funding agencies and the U.S. Coast Guard to support icebreaker utilization. Critique science operations for all USCG icebreakers. Provide advice on science equipment needs. Provide advice on technical support. Provide advice concerning international cooperation of scientific programs and facilities in the Arctic.

#### **5. MEETINGS**

The AICC shall meet no less than twice annually to discuss issues within its charge. Funding for these meetings shall be administered similar to that of other UNOLS standing committees.

#### **6. COORDINATION**

AICC membership shall include representatives from the UNOLS Fleet Improvement Committee, the UNOLS Research Technical Enhancement Committee and the UNOLS Research Vessel Operators' Committee.

Originally adopted: Sep 20, 1996, Arlington, VA

Revised and adopted: Feb 8, 1999, Narragansett, RI

Revised and adopted: 2004....

# ANNEX VII TO THE UNOLS CHARTER

## Deep Submergence Science Committee (DESSC) Terms of Reference

### 1. INTRODUCTION:

The DEep Submergence Science Committee (DESSC) is an advisory committee established in accordance with Annex II of the University-National Oceanographic Laboratory System (UNOLS) Charter. This Committee shall provide recommendations and advice to the operator of and supporting funding agencies of the UNOLS designated National Deep Submergence Facility (NDSF). The DEep Submergence Science Committee shall operate pursuant to appointment by UNOLS and in accordance with the UNOLS Charter. This annex is the DESSC Terms of Reference and shall be incorporated as Annex VII to the Charter.

### 2. PURPOSE:

The DEep Submergence Science Committee provides oversight responsibilities in the use of ALVIN and the ROV assets of the National Deep Submergence Facility. Incumbent in this is fulfilling an ombudsman role for the deep submergence community, insuring maximum participation in the utilization of these deep submergence assets. It is also the responsibility of the DESSC to promote new technology for ALVIN and the ROVs to maintain cutting edge capability for the National Facility.

The DESSC shall continue to work with the user community, federal sponsors and the operator of the deep submergence national facility to encourage deep submergence research in traditional areas and expeditions to remote geographic regions. Additionally, DESSC shall also encourage the advancement of cooperative international programs for the enhancement of multidisciplinary submersible science throughout the academic community.

### 3. Membership/Nomination of DESSC:

The DESSC membership shall be comprised of individuals who can represent the various oceanographic disciplines required to advise on the effective use of submersible assets. Nominations to the DESSC and for the DESSC Chair shall be open to the research community. Vacancies shall be announced in various weekly journals and other venues as appropriate, and candidates shall be asked to submit their vitae and letters of interest. Applications for membership to the DESSC and the DESSC Chair shall be reviewed by the standing DESSC and voted on by the membership. The UNOLS Chair shall appoint the DESSC members and the Chair from the nominations made by DESSC. Members of the DESSC shall be appointed for three-year terms, staggered so that two or three terms begin each year. Individuals may serve not more than two consecutive terms. The operating institution may designate an ex-officio member(s) in addition to those members

appointed by the UNOLS Chair. With the Council's concurrence, standing committees of UNOLS may also designate ex-officio members as appropriate to DESSC.

#### **4. SPECIFIC TASKS FOR THE DEEP SUBMERGENCE SCIENCE COMMITTEE ARE AS FOLLOWS:**

- a. The UNOLS DEep Submergence Science Committee shall operate pursuant to appointment by UNOLS and in accordance with Annex II to the UNOLS Charter. In addition, each funding agency shall be invited to designate an official observer to the Committee.
- b. Advise Regarding Proposals for Use of National Facility Assets: Proposals for the use of the National Facility deep submergence assets are regularly submitted for peer review through the three principal funding agencies NSF, ONR and NOAA. DESSC no longer reviews proposals. DESSC shall however provide advice regarding optimum use of the assets to maximize operational strategy for the deployment of these assets. Deliberations shall consider whether the proposed research might be enhanced by the use of ROVs, AUVs and/or other undersea research tools, or be better accomplished using other manned or unmanned submersibles. The committee shall work with agency representatives and staff from the operating institution to develop schedules that will most effectively utilize deep submergence assets.
- c. Deep Submergence Assets Planning:
  - 1). Annual Scheduling. Ship scheduling is based on funded projects and is done in part in consultation with the DESSC at the summer DESSC meeting. A preliminary scheduling discussion is conducted in an open forum for the user community at the winter (Dec. AGU) meeting. At that time the community is provided with an indication of the potential areas in which deep submergence assets could feasibly operate well in advance of proposal submission deadlines.
  - 2). Global Expeditions: The DESSC shall work with the user community, federal sponsors and the operator to determine the feasibility of organizing deep submergence science expeditions to remote geographic regions. DESSC shall work with the federal funding agencies to provide timely information regarding funded projects so as to enable potential users to better evaluate the appropriateness of submission of proposals for work in remote areas.
- d. Deep Submergence Science Tools: The DESSC shall, on a continuing basis, maintain awareness of new scientific tools and the needs of the users for new sensors and equipment to address important scientific questions and provide this information to the NDSF Operator, UNOLS, and the federal agencies. The technical capabilities of the deep submergence research assets shall be formally reviewed by the DESSC, with the assistance of selected outside experts, at least once every two (2) years and the results of the review shall be provided to the NDSF operator, UNOLS and the federal funding agencies. DESSC should encourage development and promote acquisition of new deep submergence sensors and tools as warranted by the scientific needs of the user communities. Some of this new equipment may have multidisciplinary use and could be

considered, with appropriate resources, for inclusion into the standard suite of scientific equipment provided with NDSF vehicles. Other types of sensors may be task- or research-specific and should be considered Third Party Tools. DESSC has formulated guidelines for Third Party Tool development, which have been approved by the federal agencies and UNOLS. The UNOLS Third Party Tool Guidelines can be found at the following URL: <http://www.unols.org/committees/dessc/3rdpartytool.html>.

e. User Concerns: On a yearly basis, the committee shall review and assess comments from scientific users of deep submergence assets and identify key areas that warrant attention by the operator and recommend remedial actions as appropriate.

f. Undersea Technology: With regard to undersea technology in the broader sense, the DESSC should monitor and promote the development and application of appropriate new submersible technologies, both manned and unmanned, shallow and deep, for use in undersea scientific research. The DESSC should coordinate their efforts with the science user community, technology developers and facility operators. The DESSC shall advise NSF, ONR, NOAA and other federal agencies on submersible technology, its evolution and applications. Additionally, the committee shall include a representative(s) with expertise in the areas of undersea engineering and technology.

In carrying out this task the DESSC will need to coordinate its efforts with the Academy of Engineering Marine Board and may need to organize special workshops.

## **5. MEETINGS / REPORTS**

The DESSC shall meet no less than twice annually. Funding for these meetings shall be administered similar to that of other UNOLS standing committees.

Reports of activities shall be made to UNOLS.

**Revised and Accepted: June 2001**

# **ANNEX VIII TO THE UNOLS CHARTER**

## **Scientific Committee for Oceanographic Aircraft Research (SCOAR) Terms of Reference and Operating Procedures**

### [Appendix I](#)

#### **1. INTRODUCTION**

The Scientific Committee for Oceanographic Aircraft Research (SCOAR) is an advisory committee established in accordance with Annex II of the University-National Oceanographic Laboratory System (UNOLS) charter. This Committee shall provide recommendations and advice to the operators and supporting funding agencies of any aircraft facility designated by UNOLS as a National Oceanographic Aircraft Facility. The Scientific Committee for Oceanographic Aircraft Research shall operate pursuant to appointment by UNOLS and in accordance with the UNOLS Charter. This annex is the SCOAR Terms of Reference and shall be incorporated as Annex VIII to the Charter.

#### **2. PURPOSE**

This Committee shall provide advice and recommendations to facility managers and supporting federal agencies on aspects of operations, sensor development, fleet composition, utilization and data services as appropriate. In addition, SCOAR and the UNOLS Office shall provide the ocean science user community with valuable information and advice concerning experiment design, facility usage, scheduling and capabilities.

The Committee shall promote collaborations and cooperation between facility operators, funding agencies and the scientific community to improve the availability, capabilities and quality of aircraft facilities supporting the ocean sciences. By promoting collaboration between the ocean science community, the atmospheric science community and other science communities using aircraft in support of their research the committee shall work to improve utilization and capabilities for all of these communities.

The SCOAR shall also recommend the designation of aircraft facilities as National Oceanographic Facilities to the UNOLS Council and membership as described in paragraph 4 below.

#### **3. MEMBERSHIP /ORGANIZATION**

The SCOAR is composed of scientists with broad-based research experience in the ocean and atmospheric sciences including experience with projects that coordinate the use of aircraft with other oceanographic facilities such as research vessels and that can represent the various oceanographic disciplines required to advise on the effective use of aircraft assets in support of the ocean sciences. The initial composition of the Committee shall consist of a Chair and four oceanic and atmospheric scientists. The committee may recommend additional members with the approval of the Council and the funding

agencies. Appointed members will normally come from institutions other than the operating institutions of the aircraft facilities and in no case would there be more than one person from any individual institution, not counting the ex-officio representatives. Nominations to the SCOAR and for SCOAR Chair shall be open to the research community. Vacancies shall be announced in various weekly journals or other venues as appropriate, and candidates shall be asked to submit their vitae and letters of interest. Applications for membership to the SCOAR and the SCOAR Chair shall be reviewed by the standing SCOAR and voted on by the membership. The UNOLS Chair shall appoint the SCOAR members and Chair from the nominations made by SCOAR. Members of the SCOAR shall be appointed for three-year terms, staggered so that one or two terms begin each year. Individuals may not serve more than two consecutive terms.

The operating institution of each National Oceanographic Aircraft Facility may designate ex-officio member(s) of SCOAR to represent the operational aspects of the facility. With the Council's concurrence, other standing committees of UNOLS may also designate ex-officio members to SCOAR.

#### **4. NATIONAL OCEANOGRAPHIC AIRCRAFT FACILITIES**

A National Oceanographic Aircraft Facility is an academic organization or institution that operates one or more aircraft in support of oceanographic research or education and that is made available to qualified scientists from any institution with funding for the use of the facility. The purpose is to provide access to aircraft facilities to scientists that do not operate or otherwise have available the required aircraft facilities. UNOLS institutions that operate designated National Facilities shall be designated as UNOLS operator institutions in accordance with the UNOLS charter.

The SCOAR shall recommend to the UNOLS Council and membership, the designation of aircraft facilities as National Oceanographic Aircraft Facilities under Annex II of the UNOLS Charter. An aircraft facility may be designated a National Oceanographic Aircraft Facility upon the approval of the UNOLS membership after review by the UNOLS Council, with the concurrence of the owner and operator of the facility and with reasonable assurance of ongoing support by one or more funding agencies. National Oceanographic Aircraft Facilities may be multi- or special-purpose facilities and may be designated for the entire annual operating period or any significant period thereof. Opportunity for review and input from Federal funding agencies other than the owner of a facility should be included as part of the designation process.

Each National Oceanographic Aircraft Facility approved for designation by the UNOLS membership shall be described and listed [as a separate appendix to these terms of reference](#) in Section 6. ~~The appendix~~ Section 6 ~~shall~~ lists the dates of approval, renewal and expiration for this designation.

#### **5. SPECIFIC TASKS FOR SCOAR**

The focus of SCOAR meetings shall include but not be limited to:

- Information items from aircraft facility managers
- Information items from funding agencies
- Information from and coordination with other scientific organizations concerned with aircraft facilities such as the Federal Oceanographic Facilities Committee

- (FOFC), the Interagency Coordinating Committee for Airborne Geosciences Research and Applications (ICCAGRA) and others
- Information from and coordination with other UNOLS standing committees.
  - Technical/scientific briefings on past and future field programs
  - Information on utilization and scheduling of facilities
  - Facilitating the requesting of aircraft facility services
  - Coordination of the use of Aircraft facilities with Research Vessel Operations and facilitating the scheduling of joint Research Vessel and Aircraft experiments.
  - New observing system and instrumentation developments.
  - Promoting participation by researchers in the Ocean Sciences as mentors for new instrument development projects.
  - Facilitating the transition of new technologies from the military, the atmospheric sciences, space sciences and other areas to facilities supporting the ocean sciences.
  - Promoting positive interactions between the atmospheric and oceanographic science communities.
  - Promoting and supporting collaboration between agencies and institutions supporting research aircraft facilities for the ocean sciences.
  - Review flight policies, operating procedures and safety issues to ensure compatibility with research plans and research vessel operations.
  - At the request of any funding agency or facility operator, SCOAR would review and provide advice or possible solutions regarding any technical issues that may arise during proposal or pre-proposal reviews being conducted by the agency or operator.

## 6. NATIONAL OCEANOGRAPHIC AIRCRAFT FACILITY

a. The Center for Interdisciplinary Remotely-Piloted Aircraft Studies (CIRPAS) is designated a national Oceanographic Aircraft Facility. CIRPAS is operated by a mix of Naval Postgraduate School and contractor personnel. All activities are managed by the NPS staff based at the CIRPAS facility in Marina, CA. The CIRPAS primary aircraft for oceanographic support includes the CIRPAS UV-18A 'Twin Otter.' Information about the facility is available at < <http://web.nps.navy.mil/~cirpas/>>.

CIRPAS was designated as a National Oceanographic Aircraft Facility under Annex II of the UNOLS charter by vote of the UNOLS membership at Arlington, Va. on September 27, 2002. Such designation is valid until September 2005 or until such time as this designation is otherwise removed.

### **76. MEETINGS / REPORTS**

The SCOAR shall meet according to a schedule proposed by the committee and approved by the supporting funding agencies as part of the Annual UNOLS Office proposal and budget. Typically the Committee should meet at least two times a year depending on the number of designated National Oceanographic Aircraft Facilities. Meeting location should rotate between facility operators and funding agency locations. Support for travel to meetings shall be provided to appointed members of the committee through the

UNOLS office budget. Ex-officio and agency representatives shall provide their own support for travel unless otherwise approved as part of the UNOLS office budget.

- The SCOAR Chair shall set the agenda for meetings in consultation with the Committee, the UNOLS Office, facility managers, funding agencies and others as appropriate.

SCOAR recommendations and reports shall be prepared with the assistance of the UNOLS office and shall be made through the UNOLS Council and Chair.

#### **87. IMPLEMENTATION, AMENDMENT AND TERMINATION**

These terms of reference shall be reviewed, amended and readopted by the Committee with the approval of the UNOLS Council as necessary and at least every three years. The committee can be dissolved by vote of the UNOLS membership, by the UNOLS Council, due to lack of fiscal support or in the event that there are no designated National Oceanographic Aircraft Facilities. The establishment of this committee and the designation of National Oceanographic Aircraft Facilities shall be renewed every three years by vote of the UNOLS membership.

| Originally adopted: September 27, 2002 at Arlington, VA