

FIFTH ODP PERFORMANCE EVALUATION COMMITTEE TERMS OF REFERENCE

During the life of the Ocean Drilling Program JOI, Inc. will periodically evaluate the management of the program and the performance of its subcontractors. A committee of experts appointed by the President of JOI will accomplish this evaluation at 2-3 year intervals. The President will consult with NSF, the JOIDES EXCOM, SCICOM, and others as appropriate in the formation of the evaluation committee. The Performance Evaluation Committee (PEC) will report to the Board of Governors through the President of JOI.

Terms of Reference for the evaluation will embody the following general procedures and criteria:

- (1) The committee membership will consist of international experts in the fields of science, engineering and management to be appointed by the President of JOI in consultation with NSF, the JOI Board of Governors, and JOIDES. The committee should be chaired by an eminent scientist who should be knowledgeable about ODP, but not currently active in the program.
- (2) The committee is charged with addressing the following specific issues, as well as other items considered important by the committee:
 - The progress of the Program toward the achievement of the major scientific goals outlined in the ODP Long Range Plan, and the cost effectiveness and performance of JOI, and its major subcontractors, in achieving these goals. **This progress should be evaluated within the context of the budgets available to the drilling program.**
 - The effectiveness of mechanisms in place for making budgetary decisions in the context of the scientific priorities of the Program and projected budgetary constraints, and the potential of current strategies for seeking additional avenues of funding for the Program.
 - The operation of the new JOIDES advisory structure, including proposal evaluation and selection, short- and long-term planning, and provision of technical advice to JOI and its subcontractors.
 - The progress of the present Program in preparing for a new scientific ocean drilling program beyond the year 2003.
- (3) The Chair of the JOI Board of Governors and / or the President in advance of any scheduled performance evaluation will brief the committee. Following completion of the evaluation and receipt of subcontractor comments and plans,

the committee will report its results to the JOI Board of Governors. JOI will provide sufficient funds and support staff for the Performance Evaluation Committee to carry out its work.

- (4) The committee will decide its own interview process. It is expected that the committee will visit JOI Headquarters in Washington, DC, the JOIDES Office, and the major subcontractors at TAMU and LDEO. The committee may wish to interview selected members of the JOIDES advisory structure and the ODP community. The committee will have the right to ask for any reports or other information which it deems necessary.
- (5) The committee will transmit in writing to the subcontractor being evaluated the scope and procedures of the evaluation, together with any questionnaires or questions to be answered. Copies of such correspondence will be furnished to the President of JOI who will keep the Board of Governors informed.
- (6) After completion of each evaluation, the Chairman of the PEC will discuss the committee's findings with the senior official of the subcontractor and/or the subcontractor's staff, as is mutually agreed. This discussion and its content shall be communicated to the President of JOI, who shall in turn inform the Board of Governors.
- (7) Within two months of completion of site visits, the Chairman of the PEC will submit the Performance Evaluation Report to the President of JOI. The report should consist of a descriptive section outlining activities, a section dealing with observation and impressions, and a section on conclusions and recommendations. The report will be accompanied by an executive summary.
- (8) The report will be transmitted to the subcontractors with a request for written comments, including plans for any action required. The President of JOI, after receiving the subcontractors' comments and plans, will arrange with the Chairman of the PEC to present the final report and implementation recommendations to the Board of Governors. The President will then transmit a copy of the report and implementation plans to NSF, the JOIDES EXCOM and SCICOM. This should occur within two months after receipt of the report from the Performance Evaluation Committee. Those recommendations requiring consultation with EXCOM and NSF will be reviewed with these organizations prior to implementing action.

The foregoing procedures for performance evaluation will be refined and/or modified as experience is gained. The ultimate objective is to achieve a reliable and effective evaluation system that will best serve the scientific community, NSF and JOI.