

## Information and Requirements for the International Programme Office of the ICSU World Data System

The ICSU World Data System International Programme Office (IPO) will serve to manage and coordinate the establishment and operations of the ICSU World Data System, and take responsibility for outreach and promotional activities.

The IPO will act under the guidance of the ICSU World Data System Scientific Committee (WDS-SC). The draft constitution – including the Terms of Reference of the Scientific Committee – is appended for information. As stated in the WDS constitution:

- (section 4.7) The WDS SC shall be supported by an International Programme Office which is responsible for implementing the decisions of the Scientific Committee and day to day tasks of coordinating the ICSU WDS.
- (section 6.3) The Executive Director, with oversight from the WDS-SC, shall facilitate the expeditious and orderly development and implementation of the ICSU WDS, including the preparation of meetings of the WDS-SC.

The Scientific Committee will develop and prioritize plans for the ICSU World Data System, guide the implementation, publicize the results and be responsible for soliciting additional funds necessary for the effective running of the IPO and for the conduct of programme activities subsequently directed by, or coordinated through, the IPO. It is expected that the IPO will identify new funding opportunities, solicit help from members of the WDS-SC in developing proposals to respond to such opportunities, and coordinate the development and management of such proposals.

While the ICSU World Data System is foreseen as being a long term endeavour, we recognize that a host institution may not be able to make unlimited commitment regarding an IPO. However, we are seeking bids of five years' duration as a minimum.

Host institutions or authorities are expected to make a financial contribution in the order of 250-300k euros per year, and provide fully equipped office space and supporting services in an internationally recognized institution having experience and expertise in one of the areas of scientific data stewardship, provision of data services, data products and information.

The IPO will be established at a single location, although Project Offices may subsequently be created – should the need arise – in order to serve discrete parts of the ICSU World Data System. The establishment of such Project Offices will be subject to separate bidding procedures.

A prime requirement of the IPO will be that it is hosted in an institution that is fairly accessible in terms of international transport. In addition, there needs to be unimpeded access for international scientific visitors attending meetings. The Scientific Committee and possible subcommittee meetings are likely to be held on or close to the IPO premises. The IPO will be expected to provide adequate support for such meetings.

We would expect the majority of the funding from the host/sponsoring institution(s) to be used for the salaries of staff members of the IPO, and the cost of staff operations, including travel. Following models such as the International Polar Year<sup>1</sup> and the Integrated Research on Disaster Risk<sup>2</sup>, we would

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<sup>1</sup> IPY International Programme Office is hosted by the British Antarctic Survey in Cambridge, UK

<sup>2</sup> IRDR International Programme Office is hosted by Centre for Earth Observation and Digital Earth of the Chinese Academy of Sciences

expect to see an Executive Director, plus two other staff members – one perhaps more responsible for administrative matters, the other a research scientist serving as programme officer. Additionally, if appropriate expertise were not available from within the host institution, a webmaster may need to be appointed on a fixed-term or part-time basis.

The Executive Director would be appointed through open, international competition, and the appointment would be made by the ICSU Executive Board, in consultation with the host institution.

The other posts might be filled by suitably qualified candidates through national recruitment, but in full consultation with ICSU and the Executive Director.

The host institution would be expected to provide all possible assistance in securing appropriate residential and working papers for international staff appointed.

All post holders would be appointed by the host institution in accordance with national labour laws, and their respective salaries would be in line with international research pay scales.

Performance assessment and contract renewal of the Executive Director and all other staff of the IPO would be the subject of joint consultation between ICSU and the host institution.

The host institution would, within and as part of its own accounting system, be expected to maintain separate records of all income and expenditure for the IPO as governed by national law and conditions set by funding organizations.

All financial activities of the ICSU World Data System would be subject to the institution's internal rules and regulations with regard to signature of contracts, approval of expenditure, receipt of donations, financial control and audit. This includes any expenditure associated with the ongoing activities of the WDS-SC and its sub-committees.

Overhead charges would be kept to a strict minimum.

You will find attached an electronic form to facilitate processing of the submissions.

This must be completed and returned to [mustapha@icsu.org](mailto:mustapha@icsu.org) by **30 September 2010** at the latest.