



# UNOLS Office Recompetition

## ~Role of the UNOLS Office~

- *The following slides include excerpts from the UNOLS Charter*
- **h.) 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, and 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.



# UNOLS Office Recompetition ~UNOLS Host Institution~

- The UNOLS Office shall normally be established at a UNOLS operator institution.
- It is expected that the UNOLS Office will rotate among UNOLS institutions.
- The Office should not remain at a single institution for more than ten years, except under extraordinary circumstances.



# UNOLS Office Recompetition

## ~Executive Secretary~

- The UNOLS Office shall be headed by the Executive Secretary, who will be 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.
- The Executive Secretary is responsible for all UNOLS Office functions and other UNOLS duties as directed by the UNOLS Chair and Council.
- It is expected that the Executive Secretary will be thoroughly familiar with the operation and scheduling of academic research vessels and with UNOLS and Federal policies related to research vessel and facility operations.



# UNOLS Office Recompetition

## ~ Process for Selection ~

- 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 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.



# UNOLS Office Recompetition

## ~ Process for Selection (*cont'd*)~

- 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 agencies administering the UNOLS Office cooperative agreements and grants.
- It shall then be necessary for the institution recommended as UNOLS Office host to submit a proposal to the administering agencies. 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.



# UNOLS Office Recompetition

*Timeline - based on the 2008/09 competition*

2018	
Early January	Announce Competition & Letters of Intent
March 5	Letters of Intent due to UNOLS Chair or UNOLS Office
March 14	UNOLS Chair invites proposal from interested member institutions
March 14	UNOLS Chair announces makeup of UNOLS Evaluating Committee (from non-conflicting members of UNOLS)
May 16	Proposals* due to UNOLS Chair of UNOLS Office



# UNOLS Office Recompetition

*Timeline - based on the 2008/09 competition*

2018	
June 1 –Sept 1	Evaluation of Proposals; may include site visits, interviews with candidate Ex. Secretaries, etc.
September 15	Evaluation Committee Recommendations to UNOLS Chair, Council
September	UNOLS Council reviews Evaluation Committee recommendations and forwards recommendation with their consent
October 1	Evaluation Committee recommendations with Council Endorsement circulated to UNOLS membership for Concurrence
October 15	Notify Institution submitting successful proposal



# UNOLS Office Recompetition

*Timeline - based on the 2008/09 competition*

2019	
January 15	Recommended Host Institution submits proposal to NSF and other Funding Agencies*
May 1	UNOLS Office established at new host institution
	* Proposal should be in NSF format. The one getting UNOLS recommendation could be submitted to NSF, with very little modification other than the UNOLS endorsement.
Suggestion	Start the process early