

**IMOS Office  
2009-2013 IMOS EIF Facility Project Plan**

**Overview:**

Proposed Infrastructure Investment:	Provide management and administration of the IMOS program under the terms of the EIF Funding Agreement with DIISR
IMOS Facility:	IMOS Office
Operating Institution:	University of Tasmania
Facility Leader (for this Proposal):	Tim Moltmann, IMOS Director, 03 6226 2767, Tim.Moltmann@imos.org.au
Collaborating Institutions:	CSIRO will provide technical support to the IMOS Office

**Nature of Investment:**

The University of Tasmania through the IMOS Office will have overall responsibility for the management and implementation of the EIF Project in accordance with the reporting and accountability requirements outlined in the EIF Funding Agreement.

The IMOS Office will manage the Project and will sub-contract with organisations to establish, operate and/or provide access to project infrastructure as defined by the Final IMOS EIF Project Plan.

An extension of the investment into the IMOS office is required. It includes salaries for the EIF project management staff, and operating funds needed to manage and implement the project from July 2011 to June 2013. Note the IMOS Office will also oversee the implementation of the EIF Project for the full period of the grant 2009-13, but funding for the initial two years will be under NCRIS.

**Implementation Strategy:**

***Summary***

Under the guidance and agreement of the Advisory Board, the IMOS Office provides strategic leadership and management of the consortium of Operators for implementation and operation of IMOS.

The IMOS Office is responsible for coordination of the program, development of strategic and business plans, operation of the advisory system, communication and engagement with the marine community at-large and through the nodal structure, and promotion of the need for long term, sustained marine observing in Australia and overseas.

In turn and on behalf of the University of Tasmania, the IMOS Office will continue or enter into additional agreements with the Operators for the operation of their part of the infrastructure and monitor the performance of the Operators and initiate any actions as appropriate.

## Objectives

The University of Tasmania manages the IMOS Office with support from CSIRO Marine and Atmospheric Research. The IMOS Office will provide effective management and administration of the IMOS Project with regards to the terms of both the EIF Funding Agreement and, for the term of its remaining life, the NCRIS Funding Agreement in place with the Department of Innovation, Industry, Science and Research. This will include but is not confined to the following:

- Operational Role
  - Coordination of the program
  - Entering into agreements with the Operators
  - Monitoring and reporting on performance indicators
  - Reporting to DIISR under the terms of the Funding Agreement
  - Communicating with the marine research community
  
- Strategic Role
  - Development of strategic and business plans
  - Appointing and overseeing the Advisory Board,
  - Communicating with the national and international marine science community
  - Undertaking performance assessment and review
  - Promoting long term, sustained marine observing in Australia and overseas

### *List of major activities – including major party(s) involved, duration, start, finish*

Activity	Responsible Organisation(s)	Responsible Person	Start	Finish
Submit IMOS EIF Milestone Report 1	IMOS office	T. Moltmann	Sep09	Sep09
Submit IMOS EIF Milestone Report 2	IMOS office	T. Moltmann	Dec09	Dec09
Finalise and seek approval of the Final IMOS EIF Project Plan from DIISR	IMOS office	T. Moltmann	Nov09	Mar10
Develop and submit the 2010/11 Annual Business Plan for the IMOS EIF Project (including Milestone Report 3)	IMOS office	T. Moltmann	Jan10	Mar10
IMOS#4 – hold 4 <sup>th</sup> meeting IMOS Node & Facility Leaders	IMOS Office	T. Moltmann	Feb10	Feb10
Advisory Board – hold 7 <sup>th</sup> meeting	IMOS Office	T. Moltmann	Mar10	Mar10
Submit IMOS EIF Milestone Report 4	IMOS office	T. Moltmann	Jun10	Jun10
Submit 2009/10 NCRIS Annual Progress Report and IMOS EIF Annual Report 1 (including Milestone Report 5)	IMOS Office	T. Moltmann	Jul10	Sep10
Advisory Board – hold 8 <sup>th</sup> meeting	IMOS Office	T. Moltmann	Sep10	Sep10
Submit IMOS EIF Milestone Report 6	IMOS office	T. Moltmann	Dec10	Dec10
Submit IMOS EIF Annual Business Plan 2 (including Milestone Report 7)	IMOS Office	T. Moltmann	Jan11	Mar11
IMOS#5 – hold 5 <sup>th</sup> meeting IMOS Node & Facility Leaders	IMOS Office	T. Moltmann	Feb11	Feb11
Advisory Board – hold 9 <sup>th</sup> meeting	IMOS Office	T. Moltmann	Mar11	Mar11
Submit IMOS EIF Milestone Report 8	IMOS office	T. Moltmann	Jun11	Jun11
Submit 2010/11 NCRIS Annual Progress Report and IMOS EIF Annual Report 2 (including Milestone Report 9)	IMOS Office	T. Moltmann	Jun11	Sep11
Advisory Board – hold 10 <sup>th</sup> meeting	IMOS Office	T. Moltmann	Sep11	Sep11
Finalise requirements under IMOS NCRIS Funding Agreement	IMOS Office	T. Moltmann	Jul11	Mar12

<b>Activity</b>	<b>Responsible Organisation(s)</b>	<b>Responsible Person</b>	<b>Start</b>	<b>Finish</b>
Submit IMOS EIF Milestone Report 10	IMOS office	T. Moltmann	Dec11	Dec11
Submit IMOS EIF Annual Business Plan 3 (including Milestone Report 11)	IMOS Office	T. Moltmann	Jan12	Mar12
IMOS#6 – hold 6 <sup>th</sup> meeting IMOS Node & Facility Leaders	IMOS Office	T. Moltmann	Feb12	Feb12
Advisory Board – hold 11 <sup>th</sup> meeting	IMOS Office	T. Moltmann	Mar12	Mar12
Submit IMOS EIF Milestone Report 12	IMOS office	T. Moltmann	Jun12	Jun12
Submit IMOS EIF Annual Report 3 (including Milestone Report 13)	IMOS office	T. Moltmann	Jun12	Sep12
Advisory Board – hold 12 <sup>th</sup> meeting	IMOS Office	T. Moltmann	Sep12	Sep12
Submit IMOS EIF Milestone Report 14	IMOS office	T. Moltmann	Dec12	Dec12
Submit IMOS EIF Milestone Report 15	IMOS office	T. Moltmann	Mar13	Mar13
Advisory Board – hold 13 <sup>th</sup> meeting	IMOS Office	T. Moltmann	Mar13	Mar13
Submit IMOS EIF Milestone Report 16	IMOS office	T. Moltmann	Jun13	Jun13
Finalise requirements under IMOS EIF Funding Agreement and submit Final report	IMOS Office	T. Moltmann	Jun13	Sep13
Advisory Board – hold 14 <sup>th</sup> meeting	IMOS Office	T. Moltmann	Sep13	Sep13

### **Budget:**

***Detailed budget in 'Final IMOS EIF Project Plan' submitted to DIISR 26 February 2010***

### ***EIF Funds***

The IMOS office will require EIF funds for an extension of the IMOS office from 1 July 2011- 30 June 2013

### ***Co-investments – source and nature***

Both the Tasmanian State Government and UTAS have agreed to continue cash co-investment in IMOS for the years 2011-13.

### ***Staffing Details***

IMOS Director (100% FTE) - Tim Moltmann  
IMOS Executive Officer (100% FTE) – Jo Neilson  
IMOS Technical Director (50% FTE) – Simon Allen  
IMOS Project Officer (100% FTE) – Marian McGowen  
IMOS Scientific Officer (100% FTE) – Katy Hill  
IMOS Office Assistant (50% FTE) – Virginia Bowen