

**Call for Proposals under the IMOS (EIF) Five Year Strategy:
Enhancement or extension of IMOS – July 2009 to June 2013**

IMOS Office 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
Other(s) key people involved:	Jo Neilson, IMOS Executive Officer
Collaborating Institutions:	CSIRO will provide technical support to the IMOS Office

Please attach:

- Letter from senior person in Operating Institution, confirming that the proposed infrastructure can be developed and operated within that institution
- Resume of Facility Leader
- Letters received from Collaborating Institutions, detailing their support to the Proposal, and indicative level of co-investment

Nature of Investment:

The University of Tasmania though 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.

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/Support Staff	Start	Finish
Submit IMOS EIF Milestone Report 2	IMOS office	T. Moltmann, J. Neilson	01 Dec09	31 Dec09
Finalise and seek approval of the Final IMOS EIF Project Plan from DIISR	IMOS office	T. Moltmann, J. Neilson	Nov09	Mar10
Develop the first Annual Business Plan for the IMOS EIF Project (including Milestone Report 3)	IMOS office	T. Moltmann, J. Neilson	Jan10	Mar10
Submit 2010/11 NCRIS Annual Business Plan	IMOS Office	T. Moltmann, J. Neilson	Jan10	Mar10
IMOS#4 – hold 4 th meeting IMOS Node & Facility Leaders	IMOS Office	T. Moltmann, J. Neilson, M. McGowen	Feb10	Feb10
Advisory Board – hold 7 th meeting	IMOS Office	T. Moltmann, J. Neilson	Mar10	Mar10
Submit IMOS EIF Milestone Report 4	IMOS office	T. Moltmann, J. Neilson	01 Jun10	30 Jun10
Submit 2009/10 NCRIS Annual Progress Report and IMOS EIF Annual Report 1 (including Milestone Report 5)	IMOS Office	T. Moltmann, J. Neilson	Jul10	Sep10
Advisory Board – hold 8 th meeting	IMOS Office	T. Moltmann, J. Neilson	Sep10	Sep10
Submit IMOS EIF Milestone Report 6	IMOS office	T. Moltmann, J. Neilson	01 Dec10	31 Dec10
Submit IMOS EIF Annual Business Plan 2 (including Milestone Report 7)	IMOS Office	T. Moltmann, J. Neilson	Jan11	Mar11
IMOS#5 – hold 5 th meeting IMOS Node & Facility Leaders	IMOS Office	T. Moltmann, J. Neilson, M. McGowen	Feb11	Feb11
Advisory Board – hold 9 th meeting	IMOS Office	T. Moltmann, J. Neilson	Mar11	Mar11
Submit IMOS EIF Milestone Report 8	IMOS office	T. Moltmann, J. Neilson	01 Jun11	30 Jun11
Submit 2010/11 NCRIS Annual Progress Report and IMOS EIF Annual Report 2 (including Milestone Report 9)	IMOS Office	T. Moltmann, J. Neilson	Jun11	Sep11
Advisory Board – hold 10 th meeting	IMOS Office	T. Moltmann, J. Neilson	Sep11	Sep11
Finalise requirements under IMOS NCRIS Funding Agreement	IMOS Office	T. Moltmann, J. Neilson	Jul11	Mar12
Submit IMOS EIF Milestone Report 10	IMOS office	T. Moltmann, J. Neilson	01 Dec11	31 Dec11
Submit IMOS EIF Annual Business Plan 3 (including Milestone Report 11)	IMOS Office	T. Moltmann, J. Neilson	Jan12	Mar12

IMOS#6 – hold 6 th meeting IMOS Node & Facility Leaders	IMOS Office	T. Moltmann, J. Neilson, M. McGowen	Feb12	Feb12
Advisory Board – hold 11 th meeting	IMOS Office	T. Moltmann, J. Neilson	Mar12	Mar12
Submit IMOS EIF Milestone Report 12	IMOS office	T. Moltmann, J. Neilson	01 Jun12	30 Jun12
Submit IMOS EIF Annual Report 3 (including Milestone Report 13)	IMOS office	T. Moltmann, J. Neilson	Jun12	Sep12
Advisory Board – hold 12 th meeting	IMOS Office	T. Moltmann, J. Neilson	Sep12	Sep12
Submit IMOS EIF Milestone Report 14	IMOS office	T. Moltmann, J. Neilson	01 Dec12	31 Dec12
Submit IMOS EIF Milestone Report 15	IMOS office	T. Moltmann, J. Neilson	01 Mar13	31 Mar13
Advisory Board – hold 13 th meeting	IMOS Office	T. Moltmann, J. Neilson	Mar13	Mar13
Submit IMOS EIF Milestone Report 16	IMOS office	T. Moltmann, J. Neilson	01 Jun13	30 Jun13
Finalise requirements under IMOS EIF Funding Agreement and submit Final report	IMOS Office	T. Moltmann, J. Neilson	Jun13	30 Sep13
Advisory Board – hold 14 th meeting	IMOS Office	T. Moltmann, J. Neilson	Sep13	Sep13

List of major equipment to be purchased / developed

Some office furniture and desktop computers as necessary.

Access, pricing regimes:

The value from the infrastructure investment in integrated marine observing lies in the coordinated deployment of a wide range of equipment aimed at deriving critical data sets which in turn becomes infrastructure for a wide range of research at a variety of scales.

The regime governing access to research infrastructure established with EIF funds will therefore be designed to support this approach and discourage fragmentation of the use of equipment into small scale process studies that do not support the longer term goals of integrated marine observing. The access principles will build on the access regime currently established under IMOS. A cultural shift has occurred with the establishment of IMOS to enable deployment and access to equipment to grow from community based strategic planning (rather than researcher based proposals) with the ensuing data flows being freely available for researcher use. This is essential to retain the approach of 'integrated marine observing.'

In keeping with this cultural shift, ease of access and broad utility are central tenets of the IMOS approach and require all participants in IMOS to commit to the following:

1. Scientific strategic plans for open-ocean and coastal ocean observing Nodes agreed by the marine community be used to provide the guidance for deployment of the fixed infrastructure and its evolution through time and the deployment of portable infrastructure.

Where appropriate, researchers will be able to use the fixed infrastructure for deployment of specialist instrumentation providing the proposals have been subject to appropriate peer

review or authorisation (e.g. ARC or funded projects from national/international or institutional programs) and meet logistical and operational requirements and any additional costs. The deployment must not create any significant risk to achieving the objectives of IMOS. Similarly a proposal can be made for access to portable equipment providing the proposal is consistent with the marine observing objectives of IMOS. In both instances researchers will be encouraged to consult with the Director IMOS Office and the Operator prior to any proposal development. Proposals to use infrastructure will be reviewed by the IMOS Steering Committee and a final decision made by the IMOS Office.

2. The strategic plans will be supported by Annual Business Plans developed by the Lead Scientist or Coordinator for each facility in concert with the IMOS Node Leaders and eMII. The plan will detail operational, calibration, Quality Assurance /Quality Control and data accessibility protocols and maintenance schedules. Where appropriate, provision and protocols for researcher access will be built into these operational plans.
3. Timely, free and unrestricted access to all data, associated metadata and products generated under the auspices of IMOS will be delivered through systems and processes agreed by eMII for data and information management. Fast-tracked access to data and products may incur a processing cost.

Governance

The Governance Framework for IMOS is essentially a partnership between particular institutions for the delivery of marine observing infrastructure on behalf of the marine community with each institution agreeing to a particular role.

Nationally the program is managed and coordinated by the IMOS Office established and operated by the Lead Institution, the University of Tasmania (UTAS), which contracts with the Department of Innovation, Industry, Science and Research for the implementation of IMOS. In turn, UTAS through the IMOS Office enters into subcontracts with particular institutions (termed Operators) for the ownership and operation of the infrastructure (termed Facilities and Sub Facilities) under the terms and conditions of the EIF Funding Agreement. The IMOS Office operates with the advice and agreement of an Advisory Board which has an Independent Chair appointed by UTAS in consultation with the Operators, and Members who are appointed for their skills and experience (relevant to their role) by the marine community operating through the Nodes.

The equipment or services being delivered by Operators constitute Facilities or Sub-Facilities. The latter may be equipment which is a sub-set of a larger Facility contributing to a national system.

The IMOS Office has existing subcontracts to fund and support the existing 11 facilities. Additional subcontracts to provide EIF funding to specified Principal and Associate Operators will be arranged and documented in the Final IMOS EIF Project Plan.

The IMOS Office will undertake technical and logistical coordination of planning and operational matters, relationships and reporting at the national level through a governance structure shown in Figure 1.

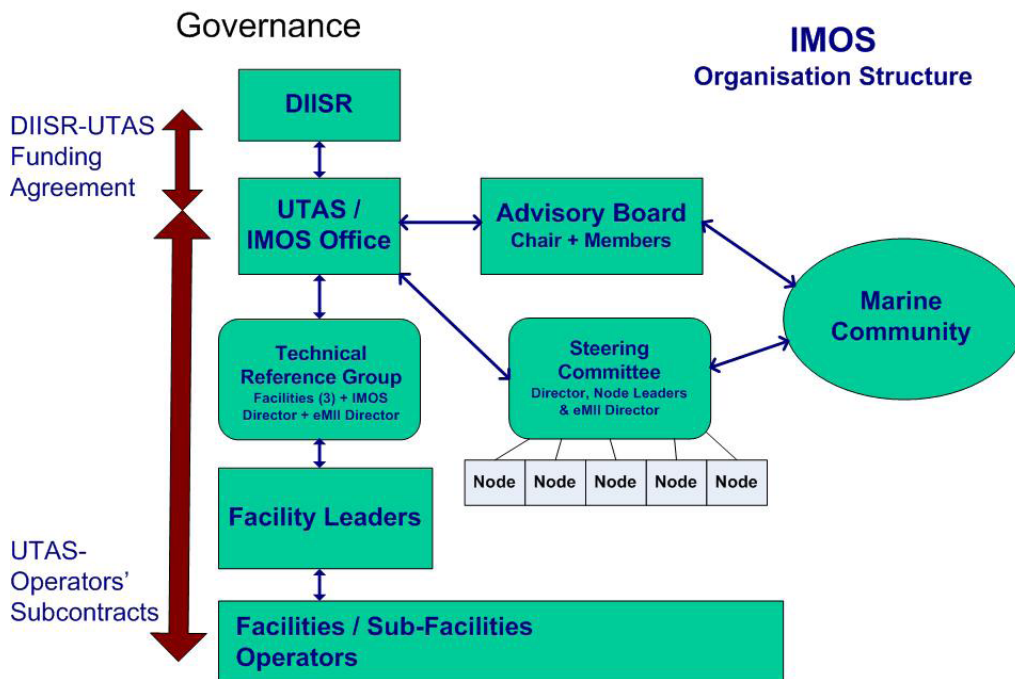


Figure 1 IMOS Governance structure

Performance indicators

A set of indicators are to be developed for use in monitoring annual performance across the Project and must be included in the Final IMOS EIF Project Plan. The specific performance indicators used are to be agreed with DIISR, but it is expected that the indicators will address the following areas:

Providing Research Infrastructure

- Value of new infrastructure by location
 - Include cost and description of facilities and equipment
- Value of all infrastructure made available under EIF
 - Include cost and description

Performance against EIF principles

- Principle 1:
 - Projects should address national infrastructure priorities
- Principle 2:
 - Projects should demonstrate high benefits and effective use of resources
- Principle 3:
 - Projects should efficiently address infrastructure needs
- Principle 4:
 - Projects should demonstrate they achieve established standards in implementation and management

Meeting Researcher Needs

- Number, type and location of applicants for each facility
- Number, type and location of users for each facility
 - User types are university, publicly funded research agencies, industry, other
 - User location is institution
- Percentage utilisation of facilities
 - Based on available capacity

- Breakdown per specific capability node and/or instrument if applicable
- Measures of user satisfaction

Quality of Research Infrastructure

- Benchmark against other Australian and overseas infrastructure. Benchmarking methods may include:
 - Specific comparisons against facilities or instruments where available
 - Independent reviews

Collaborative Infrastructure Provision

- Extent and duration of collaborative agreements / relationships established for managing and developing research infrastructure
 - Include type of agreement and parties involved

Fostering Collaborative and World-class Research

- Number and nature of Australian research collaborations that involve use of EIF infrastructure
 - Include type of collaborative activity and parties involved
- Number and nature of international collaborative research activities supported by EIF infrastructure
 - Include type of collaborative activity and parties involved.

Describe key risks and risk management strategies

IMOS is a complex structure involving a large number of relationships and participants and a challenging logistical and operational environment. There are therefore a range of risks that have to be managed. These occur at two levels – at the enterprise level of IMOS as a whole and at the Operator level related to the acquisition, deployment and operation of the infrastructure.

At the level of IMOS, the risks relate to the:

- Maintenance of the integrity of program in achieving the goals associated with marine observing at a national scale;
- Meeting the ‘marine observing data’ access needs of the marine community including forms of access;
- Shifting needs and priorities of the marine community;
- For existing Facilities, responding to any issues raised in the 2008 IMOS Review
- Continuity of the approach to “marine observing” beyond the EIF funding period;
- Commitment of Operators to the program and to meeting their obligations;
- Management of contingencies and untoward operational events; and
- Viability of some Facilities or Sub-facilities in the light of externalities e.g. adverse weather event, cost escalation, failure to secure necessary non-EIF support, in particular for maintenance and operating expenses as they arise.

These issues fall primarily at the level of the IMOS Office and the Advisory Board and will be reviewed regularly in the IMOS EIF Annual Business Plan.

Operators face a sub-set of these risks but have a range of risks that are related to their particular operations. These will be detailed in the Final IMOS EIF Project Plan and reviewed annually through the IMOS EIF Annual Business Plans of the individual facilities and subfacilities.

Budget: see attached worksheet 'IMOS Office EIF Budget Oct28.xls'

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

The IMOS office currently receives Cash co-investment from the Tasmanian Department of Economic Development Tourism and the Arts (DEDTA) and the University of Tasmania (UTAS) for use in the management of the NCRIS project. The Director has started discussions with both the Tasmanian State Government and UTAS about extending their investment in IMOS in 2011-13 and beyond.

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