



Activity 13 – Institute Sustainability Program Terms of Reference

1. Background and Goals

The program arises from the 2007 U.S. Party request to assist the U.S. State Department's Science Centers Program in directing its program funds toward specially designed, targeted actions on selected institutes of interest to the U.S. ex-Soviet WMD scientist redirection strategy. This program will combine several STCU activities into an integrated effort to improve the ability of former weapons institutes to achieve a higher level of sustainable self-reliance. While arising from a specific U.S. Party need, the program is designed such that other STCU Parties or Partners can make use of the programmatic framework for similar actions.

Program Objective: To improve the overall self-sustainability of former weapons institutes/technical units through the measured improvement in the targeted "sustainability elements" of those institutes/technical units.

- Goal #1: Using a set of sustainability metrics (i.e., Sustainability Elements), establish a baseline evaluation of general sustainability levels and needs at the institute level, through information-gathering, expert assessments/consultancy, and engagement of institute leadership and appropriate national-level stakeholders. This baseline information will serve as a reference for guiding STCU and the institutes in identifying the types of tasks, level of effort, and potential for further STCU targeted assistance in addressing these institute sustainability needs. The tasks/objectives anticipated from this baseline evaluation could include support to institute long-term strategic planning, institute capacity building (e.g., skills, expertise), and leveraged activities with institutes or national agencies in areas of mutual development priority.
- Goal #2: Develop a modular program framework (managed by a single STCU authority) whereby external consultant studies, targeted projects, training events, workshops, travel, IPR support, and other existing STCU program activities can be applied to proposed sustainability plans submitted by the participating institutes. The Institute Sustainability Plans will include workplans and budgets designed to address the Sustainability Elements tasks/objectives defined in Goal #1, and will be approved by the Governing Board and financed according to individual Party funding decisions (in the same manner as projects are approved and funded by the Parties)..
- Goal #3: To the extent possible using the existing STCU Regular Project procedures, invite those institutes evaluated in Goal #1 to be good candidates for further STCU assistance to submit Individual Institute Sustainability Plans for Governing Party funding consideration. The Sustainability Plans will be implemented much as Regular Projects are, although some adjustments may be necessary to account for the institute-level perspective of these Sustainability Plans. If necessary, develop cooperative arrangements with the institutes to allow STCU (alone or in partnership with other stakeholders) to implement the Individual Institute Sustainability Plans with participating institutes.
- Goal #4: Implement program plans and, through regular performance measurements of the targeted sustainability elements, increase the participating institute/TU measures in those Sustainability Elements.



2. Funding

These funds are allocated by the Funding Parties as part of Supplemental Budgets. The expenditures are charged against the Budget item "Institute Sustainability Program". These funds will be used to support those specific Institute Sustainability Program activities that use the procedures and regulations of existing STCU Supplemental Programs (e.g., Sustainability Development/Business Training Targeted Training, Travel Support, Patent Support, Seminars/Workshops). The resulting Individual Institute Sustainability Plans will follow the same proposal and approval/funding process as Regular Projects follow, and thus will fall outside of this Supplemental Budget activity.

3. Legal Framework

The Institute Sustainability Program activity was approved by the 25th Governing Board on 15 November 2007. The Institute Sustainability Program activity is implemented in accordance with an annual plan approved by the Governing Board.

4. Activity Management and Procedures

The Deputy Executive Director for Sustainability Promotion shall be the implementing authority for this activity; the Executive Director shall be its approval authority. The DED – Sustainability Promotion shall be responsible the management oversight of the activity, and shall responsible for preparing the activity's annual plan and budget to the Governing Board, and for providing regular activity updates to the Advisory Committee and Governing Board.

5. Financial Management

The management of the accounts is performed according to the STCU Standard Operating Procedure - Supplemental Budgets (STCU Document SOP-XIV, 15/09/2000).