**INTAROS Steering Committee Meeting**

Date: 12 Jan 2018, 0900-1200

Venue: Finnish Meteorological Institute

Erik Palmenin aukio 1, Helsinki

Participants: WP-leaders and co-leaders, Theme leaders and the coordination team

Meeting leader: coordinator

Attendees: see Appendix A

**Minutes and action items form the SC-meeting**

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| No | Description | Dead-line | Comment |
| 1 | Agenda: no agenda was distributed before the meeting. The main item was to summarize the outcome of the Annual meeting week, which included the WP2 workshop on Monday-Tuesday, the General Assembly on Wednesday, the Advisory Panel Meeting and various WP-meetings on Thursday. |  |  |
| 2 | Review of minutes and status of actions from the previous SC meeting 09 June 2017. Postponed to next SC-meeting |  | Item at the next SC-meeting |
| 3 | Deliverables submitted by month 12 are available on the partners’ website. Public deliverables: D1.3, D7.4, Non-public deliverable: D5.1, D8.4, D8.5 |  | Submitted by 30 Nov 2017 |
| 4 | The Advisory Panel had its first meeting on 11 January, 0900-1200. The members who attended were: Peter Pulsifer, Lars-Otto Reiersen, Marianne Kroglund and Claire Courguff. It was decided to merge the two panels (Scientific and technical advisory panel and the Stakeholder and innovation advisory panel) into one panel with 7 – 10 members and also to revise the terms of reference accordingly. The Advisory Panel members attended the GA and agreed to prepare the first report within ≈ 6 weeks after the 11 January. Questions raised at the meeting:   * How to expand the WP2 survey to include larger observing systems and repositories outside the consortium ? Make sure that we connect the observing systems to all the relevant societal benefit areas * Start to preparing a “community” letter for the Arctic Ministerial in October, with signature from a wide group of organisations, networks and projects. * How to best manage publication registration ? Use for example ORCID |  | Minutes from the Advisory Panel (Appendix B). |
| 5 | **A summary of the meetings during the week was presented by the WP-leaders**  WP1: Requirements and strategy for a Pan-Arctic Observation System: S. Sandven/E. Buch.  Items discussed were   * Report on establishment and first meeting of the Advisory Panel * Next steps in updating the requirements: this will follow and benefit from the upcoming Copernicus process and requirements defined by WMO (OSCAR) * Collaboration with ENVRI PLUS, contact with Sanna Sorvari * Preparing for the Arctic Ministerial in October: preparing a community letter * POLAR 2018: Arctic Science Summit Week and Arctic Observing Summit in Davos in June: what will be input from INTAROS: Preparation of a statement (deadline 15 Feb. and posters (abstract deadline 1 March)   WP2: Exploitation of existing observation systems: R. Pirazzini,  A two-day workshop was organized on 8 – 9 January. On the first day partners presented their work, showing that a lot of science work was going on as part of this WP. The second day was focused on discussing the progress of the survey and the structure of the deliverables to be submitted by 31 May 2018. The workshop was very fruitful for clarification of what the partner are expected to do and to distribute the workload among them.  Summary of the workshop, posters and presentations are available on the internal Web-page (<https://intaros.nersc.no/node/649)>.  WP3. Enhancement of the in situ observing systems: A. B.-Möller  Focus was on preparation of the field work for the 2018 season. Reviewed the work plan for all tasks. The structure of the deliverables due by 31 May were discussed. The task leaders will receive a template soon and the deadline for the draft deliverables is 30 April. The importance of providing news stories about the field work was pointed. Designated persons for each field operation should be responsible to provide news for the website. It is important to provide information about field work in advance so it can be shown in the calendar. All partners have responsibility to communicate what they are doing in the project. EurOcean will send out reminders.  WP4.Community-based observing programs. Was not presented, but slides from the General Assembly is available, summarising the progress. The main efforts have been the organisation of two workshops, in Fairbanks in May and in Quebec City during Arctic Change in December. The first deliverable (D4.1) was prepared and submitted by end of January.  WP5. Data Integration and management: Pedro Gonçalves. There were intensive meetings and informal discussion with the partners during the workshop on Thursday regarding the work of WP5 and the goal of the iAOS. Especially the interaction with WP2 and WP6 is important because WP will provide the input data to WP5 and WP6 will use the data and tools from WP5.  WP6. Application of iAOS towards stakeholders: G. Ottersen. The interaction with the WP5 was clarifying to get more knowledge about the integrated observing system to be prepared in WP5 in close collaboration with WP2, WP3, WP4 and WP6. The tasks members divided their time between internal meetings and participation in other WP meetings. WP6 starts formally after year 2, but it is important to be in dialogue with the other WPs during 2018, in particular about the data that will be used in WP6. Some terminology issues were resolved. The tool package provided by ARMINES can have many applications, so WP6 partners should take note of the package. Communication between the scientists and the technical people has started.  WP7 Dissemination and outreach, Donatella Zona. The activities under WP7 were reviewed. More information is presented in the WP summary report (Appendix C).  WP8 Management. K. Lygre/S. Sandven  All deliverables have been prepared and submitted by the deadline or shortly after the deadline during the first year. This is very good and credit all who have been working on the deliverables. The progress report for year 1 was compiled based on input from partners using EMDESK. The reporting seems to work well technically, but the contents is not always consistent for all partners. Dissemination activities seem to be under-reported from some partners. It will be necessary to check that all input is more consistent for the next reporting by month 18, which is the first formal progress report to EU. The financial reporting also seems to work well, but there are some deviations from the planned periodic spending. Those who have deviations from the plan must inform the coordinators and provide a good justification as input to the official financial reporting by month 18 .  ***Other items***  INTAROS received an invitation from AtlantOS to establish collaboration within data-management and best practices. A group will be formed where key institutions from INTAROS will be represented. Topics should include biogeochemical, ocean physics, ocean biology and ocean acoustics. Truls will be the contact person.  Next SC meeting. 2-4 May 2018, hosted by EurOcean in Lisbon. |  | Summary reports from each WP (separate document) |

**Appendix A: participant list**

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| Last name | First name | Organisation | E-mail address |
| Ahlstrøm | Andreas | GEUS | apa@geus.dk |
| Beszczynska-Möller | Agnieszka | Institute of Oceanology PAS | abesz@iopan.gda.pl |
| Buch | Erik | EuroGOOS | erik.buch@eurogoos.eu |
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| Pirazzini | Roberta | Finnish Meteorological Institute | roberta.pirazzini@fmi.fi |
| Sagen | Hanne | NERSC | hanne.sagen@nersc.no |
| Sandven | Stein | NERSC | stein.sandven@nersc.no |
| Sejr | Mikael | Aarhus University | mse@bios.au.dk |
| Soltwedel | Thomas | Alfred-Wegener-Institute | Thomas.Soltwedel@awi.de |
| Voss | Peter | GEUS | pv@geus.dk |

Excuses from: D. Gustafsson, P. Voss, M. Sørensen, S. Qeugan

**Appendix B. Minutes from the Advisory Panel meeting 11 January 2018**

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| Item | Description | Action |
| 1. Panel members (Attachment 1) | Peter Pulsifer, Lars-Otto Reiersen, Marianne Kroglund and Claire Courguff attended and presented themselves.  Margareta Johansson, Georgius Harabalus and Yubao Qiu were excused | The EB will identify a few more members in consultation with the present Panel members |
| 2. Terms of reference  (Attachment 2) | The terms of reference were reviewed and modified. It was decided to merge the two initial panels into one, called in INTAROS Advisory Panel. The two terms of reference are merged into one | The Panel will review and approve the modified Terms of Reference |
| 3. Election of a chair | It was proposed to postpone the election of chair until more members are appointed |  |
| 4. Non-disclosure agreement | The agreement was signed by the present members |  |
| 5. Access to INTAROS documents | The Panel members will have access to all documents needed for the evaluation. These documents are available at the partners’ website: <http://intaros.nersc.no> (password is needed to access all documents) |  |
| 6. Evaluation report | Peter and the other panel members will prepare a report on the first evaluation of the project. Deadline was set to six weeks after the meeting 11 January. | The Panel members |
| 7. Contact organisations | It was agreed to contact a wide group of relevant organisations and programmes involved in Arctic observing systems to write a community letter to the Arctic Science Ministerial in Berlin about the sustainability issue. | The Panel members. A letter should be ready within 30 days |

Attachment 1: List of panel members

Attachment 2: Proposed terms of reference for the advisory panels

Attachment 3: Non-disclosure agreement (draft)

**Attachment 1: Advisory panel members (as of 04 January 2018)**

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| Name | Representing | E-mail |
| Margareta Johansson | INTERACT, terrestrial/atmospheric stations | [margareta.johansson@nateko.lu.se](mailto:margareta.johansson@nateko.lu.se) |
| Peter Puslifer | Arctic Data Committee under SAON/IASC, indigeneous organisations | [Peter.Pulsifer@colorado.edu](mailto:Peter.Pulsifer@colorado.edu) |
| Lars-Otto Reiersen | Former AMAP, now he is consultant at Univ. Tromsø, extensive knowledge of the Arctic Council working groups | [lor@arcticknowledge.no](mailto:lor@arcticknowledge.no) |
| Claire Gourcuff | EuroARGO Research Infrastructure, European contribution to the Argo programme | [claire.gourcuff@euro-argo.eu](mailto:claire.gourcuff@euro-argo.eu) |
| Georgios Haralabus | CTBTO (Preparatory Commission for the comprehensive nuclear-test-ban treaty organisation) | georgios.haralabus@ctbto.org |
| Ingunn Limstrand/  Marianne Kroglund | Norwegian Environment Agency | [ingunn.limstrand@miljodir.no](mailto:ingunn.limstrand@miljodir.no), [marianne.kroglund@miljodir.no](mailto:marianne.kroglund@miljodir.no) |
| Yubao Qiu | RADI/China, Group on Earth Observation – GEOCRI (Geo Cold Regions Initiative) | qiuyb@radi.ac.cn |

**Attachment 2: Terms of reference for the Advisory Panel**

Objective:The Advisory Panel shall advise the Steering Committee (SC) and Executive Board (EB) on scientific/technical work, stakeholder engagement and innovation management performed within the thematic areas of INTAROS.

Membership:The panel shall have 7-10 members and fulfill the gender balance requirements from the Gender and Diversity plan (40-60). Members of the panel will be appointed and steered by the EB. The chair will be appointed by the EB in agreement with the members. The members will sign a non-disclosure agreement with the consortium, which is not less stringent than the Consortium Agreement. The non-disclosure agreement shall be signed before any confidential information is exchanged and not later that 30 days after nomination.

Operation:The panel shall have one official meeting once per year, preferable in connection with the General Assembly. The meeting shall be led by the chair. The panel shall evaluate the progress of the project and give recommendations for further work. The panel shall have access to all the project documents needed for the evaluation. The chair will compile an evaluation and recommendation report after each meeting. The Coordinator will write minutes of the meetings. The evaluation report and the minutes will be forwarded to the Steering Committee and be accessible for the whole consortium.

Deliverables:The panel will deliver an evaluation report with recommendations once per year within 6 weeks after each General Assembly.

**Attachment 3: Non-disclosure agreement between members of the Advisory Panel and INTAROS**

As member of the Advisory Panel, I hereby agree not to disclose any internal, non-public or confidential information from the INTAROS project, in accordance with the Grant Agreement and the Consortium Agreement for the INTAROS H2020 Research and Innovation action.

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| Date/Place: | Date/Place: |
| Signature of the Advisory Panel member: | Signature of the INTAROS coordinator: |