



5<sup>th</sup> November 2009

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Dear colleagues,

1) Meetings

- \* The first Steering Committee Meeting was held at BAS, Cambridge, on the 26th-27th October. Minutes will be available on the website next week. Many issues were discussed, with various matters arising. These will be covered over the next few bulletins.
- \* WP5 meeting was also held at BAS 27th-28th October. A report again will be available soon.
- \* **Open Forum** first meeting dates have been changed from the 16<sup>th</sup> and 17<sup>th</sup> March to one day later, the **17<sup>th</sup> and 18<sup>th</sup> March 2010**. (Location remains the Jagiellonian University in Krakow, Poland), to allow the Steering Committee meeting to be held before the Open Forum, not after.
- \* The next Steering Committee meeting will now therefore be on the **16<sup>th</sup> March 2010**.

2) Leaflet

- \* The draft of the ice2sea publicity leaflet was shown to the Steering Committee at the meeting. It was decided that the partner's names should be used as in the Description of Work. Can science contacts please let me know if there are any errors in this as soon as possible, so we can print it.

3) Reporting

- \* The EU require reports at the end of the Reporting Period (first August 2010), however to assure we are all collecting sufficient information, and to keep everyone up to date on progress, internal reports will be compiled every 6 months, to coincide with Steering Committee meetings. Work Package leaders will co-ordinate these
- \* Guidelines will be send out in due course to clarify procedures for manuscript submissions and financial reporting (including production of timesheets). Note it is the responsibility of each partner to complete their own financial documentation (Form C and auditing – it is not the responsibility of NERC, BAS or the Programme Office). Guidelines will however be provided to assist you in this.

4) Personnel

- \* We would like to welcome the following new researchers to ice2sea:
- \* Ralph Timmerman at AWI
- \* Aureleiu Quiquet at LGGE
- \* Tamsin Edwards, Sarah Shannon and Gethin Williams at the University of Bristol
- \* Horst Machguth and Tobias Bolch and the University of Zurich

5) Consortium Agreement

- \* This was discussed at the Steering Committee meeting, and is now being sent to BAS-NERC legal team for approval. Once this is complete it will be sent out to all partners so that each institute's legal departments can approve it or inform us of any necessary changes.

To have an item added to the next bulletin, please email [e.ford@bas.ac.uk](mailto:e.ford@bas.ac.uk).

Regards,

Elaina.