



Ice2sea Steering Committee Meeting
British Antarctic Survey, Cambridge
26th-27th October 2009
SUMMARY OF MEETING

Introduction: David Vaughan welcomed the Steering Committee members to the first meeting. He introduced Elaina Ford, Programme Manager, Gill Alexander, Programme Assistant and Louise Sorensen, Early Career Scientist.

Finance: Funding has been distributed in accordance with advice given by the EC and other FP7 Coordinators.

Programme Office: Has now been established, but the organization is still evolving. Partners are encouraged to use the ice2sea email address (ice2sea@bas.ac.uk). Members of the Programme Office have undertaken various training. Acknowledgement of ice2sea in publications and at conferences discussed (whether part or fully funded by ice2sea) and the Programme Office will issue guidance. A Stakeholder Review will be undertaken. Various templates will be made available on the website. Agreed that publications should be given a sequential contribution number, for use in Acknowledgements section. This number should be requested from the Programme Office at time of submission.

Steering Committee: Discussed the role of the Steering Committee and the format and recording of meetings. Agreed to make an approach to Jacqueline McGlade, Director of the European Environment Agency, for a nomination for the external member. The next meeting will be on Tuesday 16 March 2010 in Krakow. Open to offers for hosting the October 2010 meeting.

Website: Will be used as the main tool for communication and all members of the programme including students, should have access to the secure area on the web. Will be looking to link workpackage web pages to the ice2sea pages. Longer term aim to have link to publications/papers.

Workpackage reports: The Workpackage Leaders (WPLs) gave both verbal/written reports.

Consortium Agreement: Based on the DESCAs model, was discussed in detail and amendments were agreed. The draft agreement will now be sent to all partners for their comments, after being approved by NERC

Data Management: Presentation by Hartmut Hellmer on possible methods of data management including WDC-Climat. Agreed this could be a longer term option for data archiving. The Programme Office will investigate further what facilities there are at BAS for data sharing during the project. Note the EU ruling that data has to be kept at BAS for 5 years after the project finishes.

Reporting: WPLs to take the lead in internal reporting, but contributions will be consolidated through the Programme Office (including financial reporting). The Programme Office will request workpackage reports every 6 months to coincide with Steering Committee meetings. The Programme Office will create the report from the WP reports at the end of the 18 month Reporting Period (August 2010). This is a formal deliverable and a requirement of the EU.

Publicity: Discussion as to whether we should have a Press Release marking the start of ice2sea. Communications plan to be written by the Programme Office. Draft publicity leaflet presented. Agreed this was good publicity material and copies will be made available as soon as possible.

Timesheeting/Form C: Stressed the importance of completing timesheets for anyone who is being paid by ice2sea as the information will be required when each partner completes Form C at the end of the reporting period. An example Form C was presented. Guidance document to be created and circulated. Partners should be aware that this is not the responsibility of the Programme Office but of each partner.

Open Forum: To be held at Jagiellonian University, Krakow hosted by Jacek Jania on Wednesday 17 and Thursday 18 March. Suggestion is that ice2sea should cover everything except for flights i.e. cost of venue, hotel, transportation, dinner etc. Agreed that flights would be covered by own institution.

Next meeting: 16th March 2009, Krakow, Poland.