



Minutes from ASP Admin team meeting

Date: 21 January 2014

Present: Christina, Linda, Denise, Emmelia, Paaviaaraq, Carl, Peter

Absent: Egon

Referee: Peter

1. ASP handbook progress

Template for handbook is ready and distributed. Each partner finish filling in various admin processes in the template by the end of February.

2. Exchange of people / visitors

Field school in February:

The Arctic Science Partnership is hosting, in partnership with ArcticNet and CEN, a field school entitled Gather-Learn. This field school will be held from February 16 through to 22, 2014 at the CEN Whapmagoostui-Kuujjuarapik research station in northern Quebec. This field school will cover topics pertaining the Arctic marine and freshwater systems, as well as the animals and vegetation within them, permafrost and contemporary issues facing northerners. Contact person: John Iacozza.

Denise is going to forward a brief description of the funding setup, as well as relevant quotations to ARC and GCRC.

3. Equipment / purchases

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4. Shipping

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5. Upcoming field campaigns

Project numbers:

From 2014 each ASP project will be labeled with a unique ASP project number, syntax e.g. "ASP1401A", "ASP1402G", "ASP1403C", where 14 is the year (e.g. 2014), where 01, 02, 03, is a project serial number, and A, C, G is for ARC, CEOS or GCRC. Egon will label the projects as they are acknowledged as ASP-projects.

6. Other

It was decided to continue to have a representative from the Operations team at each partner participate in these Admin meetings.

7. Next admin team meeting

04 February 2014