



Minutes from ASP Administration Meeting

Date: March 18, 2014

Present: Peter Schmidt Mikkelsen, Christina Levisen, Linda Chow, Denise Whynot and Paaviaaraq Ludvigsen

Absent: Egon Frandsen and Katherine Lund Olsen

Referee: Linda Chow

1. ASP Handbook

- Now published on the ASP Website
- Still needs work – update starting April

2. Exchange of People / Visitors

- Satwant and Kang got their Greenland/Denmark VISAs approved. Still waiting for Sergei
- John Iacozza on 6 months sabbatical: September 1 – October 15 in GCRC, October 15 – December 1 in Aarhus

3. Equipment / Purchases

- Geoff is working on the Blue Water invoice with Supplier Payments. It didn't go through because Blue Water was not set up as a vendor in EPIC
- Daneborg shipping is almost complete. Just waiting to ship Dangerous Goods items
- Igor is still waiting for Romor Profiler. Vendor will ship directly to Akureyri

4. Upcoming Field Campaigns

- Daneborg is starting end of April
- General funding for campaigns does not go through Christina's office but money is placed at different institutes (Ex. Bio Science)
- Christina/Egon to send UofM ASP Project Codes unique to each campaign
- Descriptions of each campaign is now on the ASP Website

5. Others

- Time change coming up in Greenland and Denmark – March 30th. Next meeting will resume same times: 9:30am, 12:30pm, 4:40pm

6. Next Admin Team Meeting

- April 1, 2014