



## Minutes from ASP Administration Meeting

Date: May 13<sup>th</sup>, 2014

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

Absent: Katherine Lund Olsen

Referee: Linda Chow

### 1. ASP Handbook

- LC and DMW to update the CEOS portion and send to Peter

### 2. Exchange of People / Visitors

- UofM is now responsible to have a waiver form for internal and external people to fill out while in the field and working/studying at other campuses. ARC and GINR do not have such forms.

### 3. Equipment / Purchases

- Paavi sent CEOS a quote for Contros. PO has been provided and final invoice has been submitted to Supplier Payments.
- Egon still waiting for UofM Legal Office to approve Zackenberg quotes. Egon away May 20th – June 5th. DMW to ask Legal on status.

### 4. Upcoming Field Campaigns

- ASP Meeting in Aarhus November 4 and 5, 2014.
- Peter to send Christina more info about the meeting in order to book venue
- Christina suggest to change meeting to Copenhagen

### 5. Others

- Calendar on ASP website not printer friendly – DMW
- Calendar of holidays – National holidays for Greenland and ARC are already on. Need to provide Canada's stat holidays. Provide Peter a PDF file.

### 6. Next Admin Team Meeting

- May 27, 2014