



## Minutes from ASP Administration Meeting

Date: May 27, 2014

Present: Linda Chow, Denise Whynot, Peter Schmidt Mikkelsen

Absent: Katherine Lund Olsen, Christina Levisen, Paaviaaraq Ludvigsen

Referee: Linda Chow

### 1. ASP Handbook

- CEOS will update in the summer
- Add differences in travel claims per Centre (ex. per diems, etc.)

### 2. Exchange of People / Visitors

- Krista Kenyon will be in Nuuk for David Barber and Steve Ferguson (June 4th - August 6th). Contact in Nuuk is Department Head of Climate Centre – Malene Simon
- Students in Nuuk are provided accommodations but do not receive meal per diems
- In July Peter will be moving back to Denmark after 5 years in Greenland. From January 1, 2015 he will split time between CEOS, ARC and GCRC (including stay each place 2 or 3 weeks, ~3 times a year based on work and research).

### 3. Equipment / Purchases

- LC Call SPS if invoice is paid from GINR
- DMW will invoices GCRC and ARC for WFS (\$8,807.98 each)
- Zackenberg Invoice – DMW waiting for signature (Contact ARC Deputy Director - Tage Dalsgaard)

### 4. Upcoming Field Campaigns

- Scientific part of the Daneborg Leg 1 went well
- Leadership Team has decided that more training should be available to students/participants before going into the field. Students/participants should not be allowed into the field without being introduced to what the local expectations are, etc...

### 5. Others

- ASP team meeting November 4-5 will remain in Aarhus, as it's useful for visitors to see the workplace in Aarhus.
  - How many people should go – 1 person from each team from each campus should attend
  - Next Leadership team meeting to come up with an agenda for the team meeting and who's to participate for the ASP Meeting in November
- ArcticNet Conference in Ottawa– Soeren will come up with an invitation for ASP scientists to participate.
- John Iacozza suggested that CEOS starts an ASP student committee. Need volunteers to be representatives.

### 6. Next Admin Team Meeting

- June 10, 2014