



## Minutes from ASP Administration Meeting

Date: June 10, 2014

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

Absent: Katherine Lund Olsen, 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.)
- Standard that each Centre pay for their own staff and students, including insurance and other paperwork. If Leadership Team wants to split the costs then they just have to inform the Admin Team.
- Suggestion that staff and students going into the field and/or work related then meals would be provided. If staff and students go out to study/educational purpose then meals would not be provided.
- Ex. ARC – PhD students get their own budgets (~50K DKK) and everything they do comes out of the budget. If they start claiming meals, that is less costs for research equipment, etc.
- If an institution is the one who initiates a visit/guest speaker, then that institution will cover all costs.
- CEOS to draft travel update

### 2. Exchange of People / Visitors

- Peter now in Denmark
- Krista Kenyon now in Nuuk
- In Nuuk, there are student housing
- In CEOS, there are no student housing but if we know ahead of time then we can arrange appropriate accommodation
- John Iacozza booked his flights for sabbatical.

### 3. Equipment / Purchases

- LC called purchasing and Contros invoice is paid
- Nuuk received the field school invoice from DMW and has paid
- DMW to send ARC the field school invoice
- Daneborg Campaign invoice – verbally approved by Purchasing. PO will be coming shortly

### 4. Upcoming Field Campaigns

- Leg 2 is going well

### 5. Others

- Agenda for ASP Meeting in Aarhus in November will come after the next Leadership Team meeting...in the fall.
- Christina needs to know numbers asap to make changes to room bookings (2 months in advance to avoid over charge)
- Researchers are encouraged to mingle more between the projects (Cambridge, Daneborg, etc...between each institute)

### 6. Next Admin Team Meeting

- June 24, 2014