

COUNCIL OF MANAGERS OF NATIONAL ANTARCTIC PROGRAMS

COMNAP XV Meeting

Brest France
8-11 July 2003

Minutes of Meeting

1. Opening

1. The Director of the French Antarctic Institute (IPEV), Dr Gerard Jugie, opened the COMNAP XV meeting and welcomed members to Brest and the Quartz Conference Centre. Gerard noted that participants were all honoured guests of France and the French Polar Institute. He outlined the administrative arrangements that were in place and wished everyone a fruitful meeting.

2. Introductions and Apologies

2. Karl Erb, COMNAP Chairman, commenced the COMNAP plenary session at 9.15am on Tuesday 8th July 2003 and thanked Gerard for arranging the meeting in such excellent conference facilities. Karl welcomed members to the meeting and advised that apologies had been received from:

- Bonni Hrycyk, Canadian COMNAP;
- Ernesto Molanari, Argentine COMNAP; and
- Jose Agraz, Argentine SCALOP.

3. Karl welcomed introduced the new COMNAP Executive Secretary designate, Antoine Guichard, who will commence duty on 1st October 2003 when Jack Sayers completes his term of office. Karl invited those representatives attending for the first time to introduce themselves as follows:

- Manuel Catalan, of Spain, who replaces Jeronimo Lopez as the Spanish COMNAP;
- Jose Nunes, the newly appointed Brazilian COMNAP ; and
- Carlos Mocasi representing the Uruguayan COMNAP.

A list of participants is given in the Annex A of these minutes.

3. COMNAP Chairman's Report

4. COMNAP Chairman, Karl Erb, referred to the inter-sessional EXCOM meeting which took place in Brest in March 2003. Among the matters discussed at this meeting were:

- preparation of papers for the Madrid ATCM/CEP;
- transition of the Secretariat with the new Executive Secretary;
- security of the web site;
- role of SCALOP; and
- Antarctic Master Directory and JCADM;

These items will be discussed in more detail under the relevant agenda items.

5. Karl said that EXCOM had discussed increasing the size of the Executive Committee by one person in order to deal more effectively with matters being discussed at the ATCM and CEP meetings. There are usually two meetings progressing in parallel so that the COMNAP Chairman and Executive Secretary share the representation of COMNAP at each. However there are often contact groups formed to discuss specific issues and it often becomes impractical for COMNAP to be represented at all of these. Karl advised that he would ask members to think about the proposal and return to it under Agenda Item 9.

6. The inter-sessional EXCOM also discussed a proposal at the Shanghai COMNAP meeting for the Secretariat to advise national maritime safety authorities of the COMNAP “Ship position reporting System” (SPRS) and provide them with an access password. EXCOM were of the view that it would be more appropriate for the national member agencies to inform their respective national maritime safety authorities and provide the password access as COMNAP is not a well-known international organisation. The COMNAP Secretariat would be able to provide “user names” and “passwords” for each agency upon request from the relevant COMNAP/SCALOP member.

Action 1: *National member agencies are to advise their respective national maritime safety authorities about the COMNAP “Ship Position Reporting System” and provide them with an access password which is available from the Secretariat.*

7. Karl referred to the debate on tourism at the Madrid ATCM and the detailed discussion that took place in working groups on site guidelines and adventure tourism. In order to advance consideration of tourism matters, Norway offered to host an ATCM Meeting of Experts on Tourism which is expected to take place in Norway during March 2004. SCAR and COMNAP have been invited to participate in the meeting.

8. Karl noted that a number of matters of interest to COMNAP were discussed at the Madrid CEP VI meeting and invited the CEP chairman, Tony Press, to comment. Tony advised that Estonia and the Czech Republic both intend building Antarctic stations and this was of direct interest to COMNAP. Three draft CEEs were submitted for comment, namely, the Lake Vostok Drilling, the Czech station and the ANDRILL project. The Committee looks forward to considering the AEON work on IEEs and the “Guidelines on Environmental Monitoring” at the 2004 meeting. Tony noted that there was a discussion on clean-up activities in Antarctica and foreshadowed that further discussions on this topic would occur in future years. He also referred to the Committee’s consideration of the collection of meteorites and biological prospecting in Antarctica.

9. Tony referred to two Resolutions of the ATCM which are of direct interest to COMNAP and concern published “advice to mariners” and hydrographic surveying and charting of Antarctic waters. Resolution 1 (2003) calls for “*those Parties that publish advice to mariners in the form of, for example, Antarctic ‘Sailing Directions’, ‘Marine Notices’ or ‘Pilots’, should ensure that appropriate detail of the Protocol on Environmental Protection to the Antarctic Treaty (1998) and in particular details of its Annex IV are included in such publications.*” Resolution 3 (2003) recommends that Parties coordinate their hydrographic surveying and charting activities through the IHO’s Hydrographic Committee on Antarctica and support and contribute to the ongoing development of the INT chart scheme for Antarctic waters agreed by the IHO. Karl thanked Tony for his summary of CEP discussions relevant to COMNAP and requested Jack (ExecSec) to issue a notice to members regarding Resolution 1 (2003).

Action 2: *The COMNAP Secretariat to issue a Notice to members drawing attention to the requirements of ATCM Resolution 1 (2003) concerning information on the Madrid Protocol to be included in published advice to mariners.*

10. Karl advised members that SCAR had made a presentation to the ATCM on Antarctic science and had been asked to follow up with another presentation at the 2004 ATCM in South Africa. At an informal lunchtime meeting of SCAR and COMNAP representatives it had been suggested that the opportunity should also be taken to inform the ATCM of the logistics support to science of COMNAP member agencies. Further discussion on this matter would occur at the joint SCAR/COMNAP Executive Committee Meeting later in the week.

11. Karl referred to the “quick minutes” that were produced by Gillian Wratt after the Shanghai COMNAP meeting and were designed to inform the general public of the principal outcomes of the meeting. Karl advised that he had asked the Executive Secretary designate, Antoine Guichard, to produce the “quick minutes” for the Brest meeting which will be posted on the “NEWS” page of the COMNAP web site.

Action 3: *Executive Secretary designate, Antoine Guichard, to prepare “quick minutes” of the Brest COMNAP meeting for posting on the “NEWS” page of the COMNAP web site.*

12. Karl asked if there were any comments or questions on any of the previous discussion. Anders Karlqvist (Sweden) noted that the International Polar Year (IPY) was discussed at the Madrid ATCM and a Resolution adopted calling upon SCAR and COMNAP to work with ICSU to pursue the planning and implementation by all interested organisations.

4. Executive Secretary's Report

13. Jack Sayers (Executive Secretary) referred to his annual report (Paper No 2003/15) and advised that he would briefly cover some of the key points. He noted that the volume of email traffic from members had diminished in recent years probably because of the development of information resources on the web site. Also the number of Messages and Newsletters issued in 2002 were about half of the level in former years. The number of Notices issued this year had increased largely because of the work undertaken by the MOLIBA ad hoc group on the "Worst Case Scenarios" paper.

14. The maintenance of a Newsletter service remained a challenge because of the lack of input from members. While the Newsletters appear to serve a useful purpose there are less press releases being issued by nation programs compared to former years. Jack urged members to send information on developments in the program including staff changes and appointments. Items that may not seem particularly newsworthy often are to other members of the COMNAP community.

15. Jack noted that he had attached an annex to his report that described the development of the Secretariat during the last six years. The major task had been the development of the web site which had involved a considerable amount of effort in producing the structure and writing the content. The site had been revised several times taking into account problems that became apparent as a result of "Help Desk" enquiries from members. The latest upgrade was implemented one week before the COMNAP meeting and this was directed towards improving the download time of individual pages and PDF documents. Further minor structural changes will occur on the site during the next two weeks to simplify posting of papers for upcoming meetings and the "Web Site User Guidelines" will be revised to reflect the latest changes to the site.

16. Jack noted that the nature of the Executive Secretary's job had changed over the last six years and was now much more computer-oriented in terms of developing and maintaining the web site. He suggested that COMNAP may need to consider reviewing the qualifications, experience and role of future appointees to take into account the evolving changes of the position.

17. During the last twelve months three publications were produced and distributed by the Secretariat. The "COMNAP Handbook" was published which describes the organisation's structure, operation and rules of procedure. This information is available on the public section of the web site but the hard copies which were distributed to members provide a more convenient reference. The "Web Site User Guidelines" was published and describes how to access the information and systems on the "Members" section of the site. Finally, a COMNAP brochure was produced and distributed. The need for a brochure has been raised several times over the last ten years but nothing was ever produced. The need for the Secretariat to provide a chapter about COMNAP for the "Antarctic Book" which is being sponsored by the French Antarctic Institute provided an opportunity to edit the text for use in the brochure. The Japanese National Institute of Polar Research (NIPR) is currently producing a Japanese language version for local distribution.

18. Jack advised that his report also referred to the process for the "Advance Exchange of Operational Information" which is no longer to be carried out via COMNAP as a site has been developed by the Argentine Antarctic Institute for collecting this information following a Decision of ATCM XXIV. The site will ultimately be managed by the new Antarctic Treaty Secretariat but it can currently be accessed at the URL www.infoantarctica.org.ar

19. Attached to the Executive Secretary's annual report are the audited accounts for 2002 and a draft budget for 2004. The 2004 budget will be considered later in the meeting under Agenda Item 14. Jack advised that COMNAP's finances are in very good shape with reserves of over \$500,000. The reserves dropped slightly in 2003 because of the payment in support of the Antarctic Master Directory (AMD) project. In conclusion Jack offered to answer any questions relating to his report.

20. Valery Lukin (Russia) advised that with regard to the publishing of information, the Russian Antarctic Program had recently published a book which describes the achievements of their program and the operation of the Antarctic Treaty System. Mario Zuchelli (Italy) noted that the Russian book was an important contribution and that perhaps COMNAP funds could be used to publish translated copies of this or similar publications.

21. Mario asked about the archiving of COMNAP papers and other documents and the need to consider making these public in future years. Jack advised that Al Fowler had retained some of the COMNAP paper records to assist in writing his book on the history of COMNAP. This material was provided to the University

of Ohio for archiving and access by scholars. Jack said that COMNAP now holds very few paper records with everything being held electronically either on the web site, on computers and CDs. He had not found it necessary to forward any material to the archive in recent years. The COMNAP web site is the principal archive with probably around 80-90% of all COMNAP's records residing on it and the integrity of these records are assured.

22. Olav Orheim (Norway) stated that the Executive Secretary should not determine what and when reference material should be archived as this was a policy matter for the Council. Jorge Berguno (Chile) suggested that COMNAP should accept the offer of the University of Ohio to archive COMNAP records. COMNAP should also give thought to the fact that the new Treaty Secretariat will have the task of updating the "Antarctic Handbook" and this could incorporate some of COMNAP's documentation where appropriate. Pentti Malkii (Finland) noted that CDs have a limited life for retaining electronic records and more secure archiving processes are necessary.

23. Karl (Chairman) noted the need for COMNAP to interface with the Treaty Secretariat when it is established and operating and this could be of considerable benefit to COMNAP. With regard to archiving records there is a need to consider the confidentiality of particular records and when it would be appropriate to make such information available to the public.

5. Reports & Relevant Matters

5.1 RAPAL

24. Jorge Berguno (Chile) summarised the outcomes of the meeting that took place in Buenos Aires on 13-15 November 2002. Workshops were held on Antarctic construction, and on medicine and human biology. The Environmental Officers also held a workshop. The proceedings of the meeting are provided in the RAPAL Report (Paper No 2003/06). The main items discussed at the meeting and covered in the report are:

- reports by the various members;
- activities concerning the COMNAP XIV meeting in Shanghai;
- reports of RAPAL networks and groups of specialists;
- consideration of RAPAL's operation; and
- preparations for RAPAL XIV in Uruguay;

25. Jorge advised that three meetings were held in conjunction with the meeting; a Second Workshop on Construction in Antarctica, a meeting of the Latin-American Environmental Managers Network (REAL) and a meeting of the Group on Medicine and Human Biology. The RAPAL meeting adopted recommendations on the following topics:

- consideration of a report on the State of the Environment of 25 de Mayo/King George Island;
- to urge participation by RAPAL members in the Brest workshop on environmental training;
- creation of a RAPAL Group on logistics Operations;
- the participation of Latin American observers at RAPAL; and
- the development and hosting of a RAPAL web site.

5.2 FARO

26. Olav Orheim (Norway) reported that the 2003 annual meeting of the Forum of Arctic Research Operators (FARO) which was held during March at the Arctic Science Summit Week in Kiruna, Sweden. Olav advised he chaired the meeting in place of Bonni Hrycyk (Canada) who was absent. There was extensive discussion on the International Polar Year (IPY) and the need for FARO and COMNAP to jointly consider implementation of plans. There would also be a need for "North" and "South" collaboration on some projects. There was a Swedish initiative to collect information on Arctic shipping and a discussion of operation standards for environmental networks. A new Executive was elected at the meeting.

27. Olav invited Anders Karlqvist (Sweden) to discuss the collection of information on Arctic icebreakers. Anders advised that the purpose was to help facilitate consideration of how to optimise the utilization of these rare and expensive assets used for high-Arctic science. Karl (Chairman) noted the confluence of interests between FARO, RAPAL and COMNAP and suggested that COMNAP member agencies could perhaps benefit from a similar analysis of Antarctic vessels.

5.3 WMO – Executive Group on Antarctic Meteorology (EGAM)

28. Hartwig Gerandt (Germany) advised that he was asked by the COMNAP chairman to represent COMNAP at the WMO's EGAM meeting which was held in Geneva from 25-27 November 2003. Hartwig advised that he had prepared an executive summary of the outcomes of the meeting which is given as Paper No 2003/26.

29. Hartwig advised that items discussed of particular relevance to COMNAP were:

- The current issue of the "International Antarctic Weather Forecasting Handbook" is Version 3.0 and therefore all previous versions should be removed from web sites.
- The World Climate Research – Climate and Cryosphere program (CLIC) has some scientific implications to long distance traverses currently being discussed by several members of the COMNAP/SCALOP community and it might be important to discuss how planned traverses can contribute to CLIC.
- EC/WGAM plan to issue a newsletter every September that will be copied to COMNAP and include information on status of Antarctic meteorological observations, etc.
- Very few aircraft in Antarctica providing weather reports according to the AMDAR (or at least the CODAR) format.
- The meeting was informed about the new weather forecasting service established to support the DROMLAN air network.
- The meeting stressed the urgent need to keep operational the current number of radio sounding stations.

30. Karl thanked Hartwig for his comprehensive report and noted that the COMNAP web site should have a link to the WMO web site. Karl suggested that AIROPS look at the need to relay weather information from inter and intra-continental flights as a means to provide better input for forecasts. .

6. Report on ATCM XXV (Warsaw) Tasks

6.1 ATCM/CEP Working Paper on Worst Case Scenarios

31. Karl referred to the interim working paper that was prepared by the MOLIBA sub group. The ATCM/CEP that the paper was essentially "work in progress" and a comprehensive paper fully addressing the questions posed by the Liability Annex Committee would be presented to the Madrid meeting

6.2 CEP Information Paper on Tourism

32. This paper was on the interaction between national programs and tourists during the 2001/02 season. The paper was welcomed by the CEP which requested that an updated version be presented at the Madrid meeting.

6.3 CEP Working Paper on the Review of IEEs

33. A brief paper summarising the results of the AEON work was presented to the CEP. The CEP requested that a more detailed paper of the analysis be brought forward to the Madrid CEP meeting.

6.4 CEP Working Paper on the Operation of Aircraft Near Wildlife

34. The UK presented a working paper with draft guidelines which, when approved, should be included in the Antarctic Flight Information Manual (AFIM). COMNAP promised an interim report for the Madrid CEP.

6.5 CEP Information Paper on Guidelines for Environmental Monitoring

35. This work was not completed in time for presentation at the Warsaw meeting and was deferred for consideration at the Madrid meeting.

7. Report on ATCM XXVI (Madrid) Tasks

7.1 ATCM/CEP Working Paper on Worst Case Scenarios

36. The comprehensive paper developed by the MOLIBA sub group was presented to the Liability Annex Committee at the ATCM by the chairman of the sub group, John Dudeney (UK). The paper was well received and is characterized in the ATCM final report as a substantial contribution to the work of the Committee. No additional tasks were requested of COMNAP.

7.2 CEP Information Paper on Tourism

37. A revised paper was presented based on information provided by members in response to the survey questionnaire on the interaction between national programs and tourist activities during the 2002/2003 season.

7.3 CEP Working Paper on the Review of IEEs

38. As there was not a COMNAP meeting held during the interval between the Warsaw and Madrid ATCMs, it was not possible for this paper to be prepared and reviewed by members. The paper was promised for submission to the 2004 ATCM in South Africa.

7.4 CEP Working Paper on the Operation of Aircraft near Wildlife

39. The ATCM was advised that a number of substantive comments were received from COMNAP members and the proposed Guidelines will be reviewed at the forthcoming COMNAP annual meeting in Brest. A revised draft will be submitted to the 2004 ATCM in South Africa.

7.5 CEP Information Paper on Guidelines for Environmental Monitoring

40. The ATCM were advised that work on the Guidelines is continuing and it is hoped that the document would be available for consideration at the 2004 ATCM in South Africa.

7.6 ATCM WP on Applicability of Arctic Shipping Guidelines to the Antarctic

41. The ATCM has sought COMNAP's advice on the applicability of the recently adopted IMO's Arctic Shipping Guidelines to the Antarctic. A paper needs to be developed for submission to the 2004 ATCM.

7.7 COMNAP's Participation in SAE Inter-sessional Contact Group

42. Olav Orheim noted that COMNAP was asked to participate in an intersessional working group on the State of the Antarctic Environment (SAE). Karl referred to discussions at the Madrid CEP meeting on of "indicators" that would provide a measure of human impacts on the State of the Antarctic Environment (SAE). COMNAP and SCAR have been asked to assist in identifying several "indicators" and this task should be considered by a working group during the next few days.

43. Erick Chiang (USA) suggested that the matter might be carried forward by examining monitoring activities already undertaken. John Pye (UK) asked what the "indicators" were intended to achieve as this would guide thinking on the matter. Karl responded that the "indicators" were to assist in measuring human impacts rather than understanding natural changes to the environment. Tony Press (Australia) noted that COMNAP was asked to provide advice within its area of competence and suggested that the ECG was probably the best place to consider this matter. Karl supported the proposal to have the ECG come forward with some suggested "indicators".

7.8 ATCM Meeting of Experts on Tourism

44. Karl referred to the discussions on tourism at both the Warsaw and Madrid ATCMs on the issue of whether there was a need for greater regulation of the industry under the treaty rather than, or in conjunction with, self regulation. Following the discussions in Madrid, the meeting agreed to hold an ATCM Meeting of Experts on Tourism during March 2004 and Norway generously agreed to be the host country. Karl advised that COMNAP and SCAR had been invited to attend the meeting and that there is a need for COMNAP, through TANGO, to consider how to contribute.

8. COMNAP Policy Matters

8.1 Consideration of COMNAP Membership Fees

45. Karl referred to COMNAP's reserves that were continuing to increase each year and that proposals to reduce the annual fees had been put forward on previous occasions and rejected. He said another option to reduce the accumulating reserves would be to have a year without fees. Comments were invited from the meeting.

46. Olav Orheim (Norway) said he would prefer to see an analysis from the Executive with a recommendation. He wondered whether COMNAP might be facing additional costs to fund outreach activities, etc. Jan Stel (Netherlands) agreed that it was difficult to consider without an analysis and that COMNAP may have additional expenditure as a result of the forthcoming International Polar Year (IPY) activities. John Dudeney (UK) suggested that it may be appropriate to use funds for doing some tasks in a different way, for example, engaging consultants. Jorge Berguno (Chile) advised that if there was a year's break of paying fees, some countries may experience administrative difficulties in re-commencing regular payments. Mario Zuchelli (Italy) supported the previous speakers in view of a need to have funds to support working group activities and provide a contingency. It was agreed to maintain the fees at their current level.

8.2 COMNAP/SCALOP Relationship

47. Karl referred to the practice initiated at the Shanghai meeting for the SCALOP Chair to moderate the discussion in plenary on the presentation of reports by AIROPS, SHIPOPS and SYMP. He stressed that COMNAP brings together a great deal of expertise which it needs to integrate to achieve its objectives and various tasks. Having the SCALOP chair presiding over the "operational" working groups recognizes the specialist expertise that it brings to the activities of those working groups. Karl asked if there were any concerns about this process. No concerns were raised by the members.

8.3 COMNAP Newsletters

48. Karl referred to Jack's previous comments under Agenda Item 4 that it was difficult to sustain the COMNAP newsletter service because of the lack of input from members. He encouraged members to provide material but wondered whether the lack of support indicated that the newsletters were not found to be useful. The continuation of the service would be reviewed at the 2004 COMANP meeting.

8.4 COMNAP Brochure in Other Languages

49. Karl referred to a proposal of Professor Watanabe at the EXCOM meeting to produce the COMNAP brochure in the Japanese language for distribution to government officials, students and the general public in Japan. The Japanese National Institute of Polar Research had obtained the brochure design on a CD from Jack and replaced the English with Japanese. Jack advised that the cost of converting the brochure to other languages would be very small as the text can be cut and pasted from the layout. In answer to a query by Albert Lluberás (Uruguay) on the software used to design the brochure, Jack advised that it was "Adobe InDesign". Karl proposed that CEDAT be asked to look at producing outreach material in other languages including the COMNAP brochure.

9. Working Group Activities

9.1 Process for Requesting Project Funds

50. Karl requested Jack to remind members about the rules and process for requesting project funds. Jack referred members to the section of the "COMNAP Handbook" on the "Use of COMNAP Funds to Progress Tasks" which is described under paragraphs 3.16 to 3.24. Proposals for funds are to be submitted in a standard format given at Attachment 2 of the "COMNAP Handbook" and provided to the Executive by 7.00 pm on Thursday 10th July. As noted on the agenda document, the proposals will be considered by EXCOM prior to presentation at the Friday plenary session.

9.2 Membership and Tasking

51. Karl advised that there was a need to considering making a number of new appointments as well as discussing various tasks to be undertaken by the committees and working groups.

EXCOM

Karl referred to his previous suggestion under Agenda Item 3 to increase the EXCOM membership by one person, from four to five members (including the Executive Secretary) and called for comments. Anders Karlqvist (Sweden) and John Dudeney (UK) both spoke in favour of the proposal which was unanimously agreed by Council. Karl also noted that there would be a need to elect a new COMNAP chair at this meeting who would take over at the end of the 2004 meeting in Bremen.

SCALOP

Karl invited the SCALOP Chairman, Kim Pitt (Australia), to comment on the committee's activities. Kim noted that a new chair would need to be elected as his term concludes at the end of the 2004 meeting. He advised that SCALOP would be bringing forward to the final COMNAP plenary a recommendation to adopt the "Guidelines on Contingency Planning for Major Emergencies and Disasters". This document was presented as COMNAP Paper No 2001/10 and COMNAP Notice 243 advised members that the Guidelines would be considered at the Brest meeting.

CEDAT

CEDAT are required to report on the outcomes of the AEON/TRAINET Workshop on Training in Environmental Management and consider the matters of outreach and the production of the COMNAP brochure in other languages (as discussed under Agenda Item 8.4.

CENMAN

CENMAN will be requested to report on the outcomes of the ENMANET meeting which was held on Monday 7th July 2003.

ECG

There would be a need to appoint a new chairman under Agenda Item 11.4 to replace Heinz Miller who has undertaken this role for four years. Karl proposed that the ECG, in conjunction with AEON, review the "Practical Guidelines on Environmental Monitoring" with a view to providing the Friday plenary with a good understanding of the content so that meeting would have confidence to support its submission to the 2004 ATCM in South Africa. Tony Press (Australia) pointed out that a CEP member had suggested that COMNAP collect statistics for site visits by national program personnel and this was a task that could be addressed by the ECG and TANGO. Tony noted that the ECG also needed to consider the selection of indicators for the State of the Antarctic Environment as requested by the CEP. Karl commented that while this was not a formal request from CEP COMNAP should consider how it could contribute to future CEP discussions on the topic.

MEDINET & COMED

Karl referred to the excellent report prepared by Claude Bachelard and Gerard Jugie last year on medical standards used by each national program for screening expeditioners. EXCOM had recommended establishing a Medical Network (MEDINET) comprising the persons who have responsibility for the medical screening in the respective programs and asked Karl asked Gerard if Claude would be available to become the Network Coordinator. Gerard advised that Claude would be attending the meeting later in the week and he would ask him if he was willing to serve as Coordinator.

Karl stated that it is proposed to establish a Medical Coordinating Group (COMED) that would guide the work of the network and provide a direct link to COMNAP in a similar way to other networks. He advised that John Dudeney (UK) had offered to chair COMED with Okitsugu Watanabe (Japan), Erick Chiang (USA) and Kim Pitt (Australia) as members. Karl invited comments from members.

Pentti Malkii (Finland) fully supported the proposal and the composition of COMED. Gerard Jugie (France) commented on the Bachelard paper and stressed that MEDINET would focus on operational medicine and not medical research which was the province of SCAR. Karl proposed that COMNAP thanked Claude Bachelard for his work which has been most helpful.

STADM

Karl referred to the Joint Committee on Antarctic Data Management (JCADM) which is supported and funded under SCAR. COMNAP jointly funded seed money with SCAR to assist in the development of the Antarctic Master Directory (AMD) and indicated that further funding would be conditional on receiving a proposal that outlined achievements to date and target outcomes. COMNAP sees SCAR taking the lead in terms of any additional funding, if approved. Karl noted that JCADM had convened in Brussels last week for a meeting hosted by the Belgian Federal Public Planning Service Policy unit and invited Maaikke Vanauwenbergh (Belgium) to inform members about the outcomes.

Maaikke referred to Paper No 2003/ and advised that eighteen countries were represented at the meeting. Belgium subsidised the meeting which facilitated the recruitment of new participating member countries. Seven new countries joined which brings the total membership of JCADM to 26 countries. The PPS Science Policy unit supported the JCADM meeting as its aims are consistent with Belgium's policy to foster the sharing and exchange of research expertise. It is planned that the Chief Officer of JCADM (Dean Peterson) will present his report to the Joint SCAR/COMNAP Executive on Friday.

Pentti Malkii (Finland) proposed that COMNAP prepare an action plan to deal with the AMD project and provide financial support. Heinz Miller (Germany) questioned financial support of COMNAP funds for this activity because it is nebulous and information about where it is heading has not been provided. Mario Zuchelli (Italy) said that he was very pleased with the Belgium report. Initially there were only three countries supporting the AMD and now there are 26. Mario believes that it should be a program responsibility to provide support for data management in the same way that logistics support is a program responsibility. Maaikke said that all members of JCADM are fully supportive of the AMD and support COMNAP providing some financial support.

Erick Chiang (USA) said that he believed we were at the crossroads with SCAR/COMNAP funding currently at an end. Whilst the Belgian report was encouraging we don't have a quantitative report indicating the progress that is being made. Karl agreed that an action plan was needed from JCADM which would need to indicate the amount of funds required to "jump start" further progress. Further discussion on this issue will take place at the Friday plenary but interested parties should endeavour to meet with Dean Peterson before that time to learn more about the current status of the AMD. COMNAP STADM members, Erick Chiang (USA) and Anders Karlqvist (Sweden) agreed to arrange and co-chair the meeting.

AIROPS

Karl noted that he had agreed to invite Anne Kershaw to attend the AIROPS and TANGO meetings as an IAATO representative following consultations with the working group chairs. This was done per COMNAP guidelines so that IAATO information could be brought to bear on the relevant discussions. AIROPS Chairman, John Pye (UK), advised that he had circulated the agenda to members to ascertain whether there were any objections to Anne attending any item; no objections were received. TANGO Chairman, Olav Orheim (Norway) advised that Anne was invited to attend only three items on the TANGO agenda.

Karl advised that AIROPS needed to resolve amendments to the Guidelines on "Aircraft Operations near Wildlife" so that a paper could be prepared for submission to the 2004 ATCM in South Africa.

MOLIBA

Karl noted that MOLIBA had not been asked to do any further work by the ATCM following the presentation of its comprehensive paper on "Worst Case Scenarios" at the Madrid meeting. It would be necessary for MOLIBA to consider whether it should continue to exist and, if so, what should be its terms of reference.

SHIPOPS

Karl advised that the Madrid ATCM requested COMNAP to provide technical advice on the applicability of the IMO's Arctic shipping Guidelines to the Antarctic. Information on this had been previously provided regarding the draft Guidelines but IMO have now finalised their document.

Tony Press (Australia) said he wished to draw to the attention of COMAP two ATCM resolutions relating to ship operations in the Antarctic. Resolution 1 (2003) requests that those Parties that publish advice to mariners should ensure that appropriate details of the Madrid Protocol are included. Resolution 3 (2003) calls for those Parties with hydrographic surveying and charting capability, redouble their efforts in Antarctica. Karl thanked Tony for bringing these resolutions to the meeting's attention and requested Jack to circulate details of them to members.

Action 4: *ExecSec to issue COMNAP notices advising members of two Madrid ATCM resolutions relating to Antarctic shipping.*

SYMP

Karl noted that the main task for the Symposium Working Group is to develop the themes for the 2004 Symposium on Antarctic Logistics and Operations to be held in conjunction with the COMNAP meeting in Bremen.

TANGO

Under its new chairman, Olav Orheim (Norway), TANGO will need to consider the ongoing collection of statistics and the preparation of a revised paper on the interaction between national programs and tourists. There is also a paper prepared by Gillian Wratt to be considered which deals with observations and recommendations she makes following her experience on tourist vessels last season. Finally the group should consider how COMNAP should be represented at the ATCM Meeting of Experts on Tourism in March 2004.

10. SCALOP Report

10.1 SCALOP

52. Karl invited SCALOP Chairman, Kim Pitt (Australia), to present the SCALOP report. Kim referred to the meeting report, Paper No 2003/33, and advised that the meeting had been held in two separate sessions (as was the practice established last year) and proved very beneficial. The key points discussed were:

- Consideration of EXCOM's views on the proposed change of SCALOP's terms of reference.
- Review of four incidents reported on the COMNAP AINMR web page.
- The need to develop a standard AINMR reporting format.
- Received briefings on the ENMANET and AEON/TRAINET workshops.
- Endorsed the draft "Guidelines on a Framework for Emergency response and Contingency Planning" for submission to the Council for adoption.
- Reviewed the results of the oil spill contingency planning survey.
- Considered possible themes for the 2004 Symposium in Bremen.
- Proposed funding requests to develop a reporting template for the AINMR web page establish a "chat-net" facility on the web site so that members could contribute views on technical and other issues.
- Received a briefing on Norway's intention to establish year-round activities at Troll station.

Kim advised that as he would complete his term as SCALOP chair at the 2004 Bremen meeting, an election had taken place at the meeting to appoint a new SCALOP chairman. He was pleased to advise that there was unanimous support for the appointment of Magnus Augner (Sweden) as the next SCALOP chair.

53. Kim invited comments or questions on the SCALOP report. Magnus said that he fully supported the idea of a "chat-net" to facilitate ready communication between members on matters of mutual interest. Pentii Malkii (Finland) suggested that it would be useful for a survey of fuels used by national programs as this information could possibly be requested by the ATCM/CEP. Kim advised that SCALOP would be pleased to

undertake such a survey on behalf of COMNAP. Karl asked Jack if the EIRS reports recorded the type of fuel involved in a spill. Jack advised that he believed this was the case, based on memory. Jack also advised that during the early 1990s SCALOP undertook two surveys on fuel usage in the Antarctic. This covered the fuels used for power generation or aviation at stations (Diesel or Avgas) and ships bunkers, some of which are heavy oils which can have severe environmental impact in the event of a spill. The results of the last survey were presented in a paper to the 1994 Rome Symposium on Antarctic Logistics and Operations.

54. Kim asked if there were any comments on the proposed adoption of the draft “Guidelines on a Framework for Emergency response and Contingency Planning”. Lou Sanson (New Zealand) advised that they supported the guidelines and recommended that they be adopted by COMNAP. Karl asked the meeting if there was general agreement to adopt the guidelines and this was acknowledged by the plenary. Karl proposed that the guidelines be submitted to the 2004 ATCM as an information paper.

Action 5: *ExecSec to prepare a draft Information Paper on the “Guidelines on a Framework for Emergency response and Contingency Planning” for submission to the 2004 ATCM.*

55. Karl noted the tragic death of five Russian expeditioners during the last year and, on behalf of the meeting, expressed sympathy to the Russian representatives and their families.

56. Karl congratulated Magnus on his election as SCALOP chairman and the meeting expressed support by acclamation.

11. Working Group Report

11.1 EXCOM

57. As referred to earlier under Agenda Item 9.2, Karl noted that a new COMNAP chair needed to be elected who would assume duties at the end of the 2004 meeting and requested nominations. Mario Zuchelli (Italy) advised that he believed that the COMNAP chair should be well experienced in Antarctic matters and preferably had served on EXCOM. Accordingly Mario proposed that Gerard Jugie be elected as the next COMNAP chairman. Anders Karlqvist (Sweden) and Jorge Berguno (Chile) supported that nomination and the meeting unanimously approved the election of Gerard with acclamation. Karl noted that Gerard ends his term as a member of EXCOM at this meeting but it would appear sensible for him to continue for one more year until he assumes the chairmanship. The meeting expressed support for Gerard to continue on EXCOM for one more year as a member. Gerard thanked the meeting for its support and said he would be honoured to serve as chairman.

58. Karl advised that in view of the Council’s earlier agreement to increase EXCOM by one members he would invite nominations for that position. Tony Press (Australia) nominated Jorge Berguno (Chile) for election citing, among other things, his considerable depth of experience in the Antarctic Treaty System. The nomination was strongly supported by Olav Orheim (Norway) and the Argentine representatives. Jorge’s appointment was unanimously supported by the meeting. Jorge agreed to serve and would endeavour to live up to the high standards set by EXCOM.

11.2 CEDAT

59. Chairman Magnus Augner (Sweden) referred to the meeting report, Paper No 2003/36, and summarised the main points of discussion which were

- A minor change to the second bullet point of the committee’s terms of reference was proposed.
- Magnus advised he wishes to leave the chair of CEDAT next year and therefore a replacement will need to be appointed.
- The TRAINET Coordinator, Richard Mulligan, reported on consolidation of the training checklist developed at the Amsterdam workshop and collaboration with AEON on the workshop on training in environmental management.
- Received a report and considered the outcomes of the AEON/TRAINET workshop on training in environmental management.
- Considered a report by Mario Zuchelli (Italy) on the work of INFONET Coordinator, Luciano Blasi (Italy) on efforts to activate the network.

- Proposed that funds be made available to assist in the translation of the COMNAP brochure into other languages.
- Recommended that training materials used by the various programs be posted on the COMNAP web site regardless of the language and that a “what’s on” facility be provided on the web site so that proposed training courses could be listed.
- Proposed that an INFONET workshop be held in conjunction with the 2004 Bremen meeting with a theme aimed at developing common environmental training materials.
- Received information from Okitsugo Watanabe (Japan) on the formation of a regional training network between China, South Korea and Japan.

60. Karl thanked Magnus for his comprehensive report and requested that a report on the AEON/TRAINET workshop outcomes be available by the end of September 2003 for consideration by EXCOM at its October meeting. Karl asked if the meeting concurred with the proposed change in the terms of reference which was agreed by consensus. Karl asked Jack if the proposed inclusion of training documents on the web site and a “what’s on” list would present any difficulties. Jack advised that these could easily be accommodated under the existing “Discussion” web page.

Action 6: *ExecSec to amend the terms of reference of CEDAT on the web site and in the “WGs Membership and TORs” meeting paper.*

Action 7: *ExecSec to add fields under TRAINET on the “Discussion” page of the COMNAP web site for the posting of training materials (in any language) and a “what’s on” list.*

61. With regard to the translation of the brochure Karl asked if there was a need to expand the requirement for the development of other “outreach” materials that could be translated into various languages or should there be just a straight-forward translation of the brochure preserving the text and format. Heinz Miller (Germany) noted that translating the brochure could be done very easily and quickly whereas developing other outreach material could take many years. Karl proposed that the brochure should be made available in the four Treaty languages at the 2004 ATCM/CEP. It was further agreed that INFONET submit proposals to the Secretariat when they wish to seek up to A\$1,000 for assistance in translation costs. EXCOM will coordinate with the CEDAT in considering these proposals.

Action 8: *The COMNAP brochure is to be produced in all four Treaty languages and made available at the 2004 ATCM/CEP.*

Action 9: *INFONET representatives are to submit proposals to the ExecSec to obtain up to A\$1,000 to assist in translation of the brochure into their national language.*

62. With regard to the proposal for an INFONET workshop at the 2004 Bremen meeting, Karl asked if there were any other proposals for workshops to be considered. Julian Tangaere (New Zealand) advised that ENMANET wished to hold a one-day workshop at the Bremen meeting which was following up on a proposal deferred at the Shanghai meeting. Heinz Miller (Germany) considers that there is a need to hold a workshop on cleaning up sites old sites in Antarctic at some future date. John Dudeney (UK) said that the public relations staff in their organisation was fully committed and consequently he would have concerns about having a representative attend an INFONET workshop unless the proposal was well developed and relevant to their priorities. In concluding the discussion Karl asked that the proposal for an INFONET workshop be put aside for reconsideration later in the meeting.

11.3 CENMAN (Including ENMANET)

63. CENMAN chairman Julian Tangaere (New Zealand) referred to the meeting report, Paper 2003/37, and advised that the main points of discussion were:

- Proposed amendments to the terms of reference of both CENMAN and ENMANET.
- ENMANET members are to update the information on energy management on the COMNAP web site by 1st April 2004.
- Noted that the membership of ENMANET had now increased to 33 persons.
- A report was received on the meeting on sustainable energy conducted at Brest on Monday 7th July 2003.

- A proposal for a Sustainable Energy Management Workshop to be held at the 2004 Bremen meeting was considered and is recommended for approval by COMNAP.
- Julian advised that he wished to stand down as chairman of CENMAN and David Blake was recommended as the new chairman.
- Subject to David being confirmed as the chairman of CENMAN by the Council, a new ENMANET Coordinator would need to be identified.

64. Karl noted that COMNAP policy was to hold only one workshop in conjunction with an annual meeting in order to reduce the burden on the host country and the size and cost of sending large delegations to meetings. Karl asked for the views of the meeting. Mario Zuchelli (Italy) said that he believed that the networks and working groups should be encouraged to hold workshops and forums as they contribute to the ongoing work and development of COMNAP. Heinz Miller (Germany) noted that because of the multiple activities at annual meetings (especially the joint meetings with SCAR), it would be difficult to hold two workshops and interested persons may find it impossible to find time to attend those meetings of interest. Anders Karlqvist (Sweden) said that he didn't believe there should be a strict limit on the number of workshops held in conjunction with a meeting but it depended on cost, availability of accommodation, etc.

65. Turning to the other matters raised by CENMAN, Karl sought and obtained the meetings endorsement for the amendments to the CENMAN and ENMANET terms of reference and the appointment of David Blake as chairman of CENMAN. The matter of whether one or two workshops would be held at the Bremen meeting would be pursued further during the coffee break. In the event, it was agreed to put aside the proposed INFONET workshop in favour of an ENMANET workshop at the 2004 Bremen meeting. Further development of the INFONET workshop concept was encouraged for implementation at a later time.

Action 10: *ExecSec to amend the terms of reference of CENMAN and ENMANET on the web site and in the "WGs Membership and TORs" meeting paper.*

Action 11: *ENMANET to plan for a one-day workshop on Sustainable Energy Management to be held in conjunction with the 2004 Bremen meeting.*

Action 12: *David Blake to take up chairmanship of CENMAN.*

11.4 Environmental Coordinating Group

66. The ECG chairman Heinz Miller (Germany) noted that the ECG and AEON had a considerable workload and it was unlikely to decrease because of further calls for work to be done by the ATCM/CEP. In particular, Heinz referred to the efforts of Birgit Njaastad (Norway) as AEON Coordinator. Heinz referred to the ECG meeting report, Paper No 2003/38, and noted the main points of discussion as follows:

- Further work is needed to develop another paper for the CEP outlining the strengths and weaknesses of IEEs based on the AEON study completed in 2002.
- An AEON contact group has been established to complete a revision of the "Practical Guidelines on Environmental Monitoring" with the aim of completing a draft by 15th December 2003. Funds are to be sought to invite a consultant to a meeting of the contact group to review progress during October 2003.
- The revised draft of the "Guidelines for operating Aircraft Near Concentrations of Wildlife" were reviewed and will be referred to SCAR for further advice on the minimum distance to be observed.
- Three proposed indicators were identified for a measure of human impacts on the Antarctic environment, namely; numbers and distribution of personnel, fuel used by programs and recycling ratio.
- A verbal report on the outcomes of the AEON/TRAINET workshop on training in environmental management was considered.
- AEON has established a new Coordinating group under the chairmanship of Shaun Walsh (Australia).
- AEON has been asked to focus on updating the list of monitoring activities on the COMNAP web site and identify parameters that would be useful to measure human impacts at visited sites.

67. Karl thanked Heinz for his report and noted that the workload of the ECG and AEON continued to increase. This was an issue that needs to be considered further and perhaps there needs to be other ways of tackling the ongoing work in this area. Karl noted that Birgit was standing down as AEON Coordinator and

expressed thanks for her dedication and effort over a period of many years. The Council warmly applauded Birgit's contributions. Karl also recommended to Council the appointment of Lou Sanson (New Zealand) as chairman of the ECG. This was unanimously agreed by acclamation. The meeting was invited to comment on the report.

68. John Pye (UK) cautioned on the use of the number and distribution of personnel which had the potential to be used in a negative or critical way. Jack (ExecSec) pointed out that while collecting data on the number and distribution of personnel sounded a reasonable task, in practice, this could be quite onerous and labour intensive especially for the larger programs. The population at stations can vary on a daily basis and those programs with air transport can be transporting to Antarctica many times the average population at their station(s)

69. With regard to the various tasks to be undertaken by ECG/AEON Karl hoped that these could be brought to a conclusion so that they could be considered by members prior to submission to the 2004 ATCM/CEP. As the ATCM is before the Bremen COMNAP meeting the various documents would need to be circulated by email and members views sought.

Action 13: *ECG/AEON to expedite the completion of the documents on the review of IEEs, the operation of aircraft near concentrations of wildlife, and the practical guidelines on environmental monitoring.*

11.5 COMED (including MEDINET)

70. COMED chairman John Dudeney (UK) referred to the meeting report, Paper No 2003/39, and advised that the committee had developed terms of reference for the coordinating group and produced a list of tasks to be undertaken by the network (MEDINET) during the next few years. He confirmed that Claude Bachelard (France) had kindly agreed to be the coordinator of MEDINET.

71. Karl thanked John and the committee for their efforts and invited comments or questions from the meeting. There being no questions Karl asked if the meeting endorsed the terms of reference and tasks developed by the committee for COMED and MEDINET. The meeting endorsed the terms of reference and tasks.

11.6 STADM

72. Karl invited Erick Chiang (USA) to report on the meeting that had taken place to consider the status of the Antarctic Master Directory (AMD) project. Erick advised that seven members of COMNAP including some of the STADM committee met to consider the AMD project and hear a presentation by the JCADM Chief Officer, Dean Peterson (New Zealand) and Lee Belbin (Australia). The Committee concluded that JCADM had successfully completed tasks for which funds were provided. In the last year the number of national data centres had increased from 16 to 26. The AMD had now double the number of data sets since when it first commenced and now exceeds 2500. There are currently 400 "hits" per month of which 100 seek further data. It was agreed, however, that there is a need to develop more definitive methods measuring the usefulness of the system. Erick noted that the JCADM was now seeking US\$5,000 per annum from both SCAR and COMNAP to continue funding the project through the GMCDG. Of NASA.

73. Karl invited comments from members but noted that COMNAP had not yet received a proposal from JCADM outlining the achievements and specifying the future goals and timeline. Chris Rapley (UK) advised that just prior to joining the COMNAP meeting the SCAR Executive had received a briefing from Chief Officer Dean Peterson on the status of the project. SCAR is very supportive of continuing the project. The AMD will require ongoing funding of US\$10,000 per annum to the GMCDG in order to demonstrate to NASA that there is a serious interest in the project by the Antarctic community. However, this is a very small ongoing investment and the funding sought has essentially a gearing of 25 times in terms of NASA's contribution.

74. Mario Zuchelli (Italy) and Jorge Berguno (Chile) supported the request for funds. Anders Karlqvist (Sweden) noted that the funding request was modest and although there are uncertainties at this time about the projects usefulness it may have considerable potential. Karl asked that JCADM submit a proposal the funding requirement and the proposed steps ahead. The project would be discussed further at the Joint SCAR/COMNAP Executive Committee Meeting later in the day.

11.7 MOLIBA

75. MOLIBA chairman John Dudeney (UK) referred to the meeting report, Paper No 2003/41, and advised that there were ten participants at their meeting representing eight countries. The meeting was briefed on the inter-sessional work carried out to prepare the paper on “Worst Case Scenarios” for submission to the Liability Group at the Madrid ATCM. The paper was very well received and, together with a presentation by a representative of the P&I Clubs on insurance, provided the main focus of discussion at the meeting. COMNAP was not tasked to do any further work for the Liability Group at this time.

76. The working group decided that although its work had been completed it would be premature to close MOLIBA down. It recommended that the working group be maintained for another two years and that its terms of reference be amended to more properly reflect the role it undertakes to support the ATCM Liability Group. Karl thanked John for the report and the work of the inter-sessional group in developing a comprehensive response to the ATCM’s request. The meeting agreed with the proposed amendment to the terms of reference.

Action 14: *ExecSec to amend the MOLIBA terms of reference on the COMNAP web site and in the document on “WGs Memberships and TORs”.*

11.8 TANGO

77. TANGO Chairman Olav Orheim (Norway) summarised the main points of discussion (see Paper 2003/44) which included the following:

- A presentation by the IAATO representative on trends in tourist numbers to Antarctica which is expected to remain about the same level over the next 3-5 years.
- Consideration of a report by Gillian Wratt (former New Zealand COMNAP) on her observations as a lecturer on tourist vessels during the last summer season which concerned the need to provide tourists with better information on the Antarctic Treaty System, the negative impact of disused national program refugees and other facilities, and scientists who disregard environmental provisions.
- Several participants described the extent to which their national programs had supported tourist activities in recent years.
- Consideration of COMNAP’s participation in the ATCM Meeting of Experts on Tourism including the provision of information on monitoring, safety issues, various COMNAP guidelines and adventure tourism and government sponsored tourism.
- A review of the terms of reference with a recommendation that the first bullet point be deleted as it essentially duplicated the second.

78. Karl thanked Olav for the report and asked if he would meet with Heinz Miller (Germany) and Lou Sanson (New Zealand) to identify what information is needed to address the four bullet points under Item 4(c) of the TANGO report. Olav and Lou will then draft questions soliciting this information and forward them to the COMNAP Secretariat for circulation and response under a COMNAP notice. Olav referred to the ATCM Inter-sessional Contact Group (ICG) on Tourism and proposed that the Executive Secretary be the initial contact but once work starts it should be referred to EXCOM which may pass the tasks on to TANGO. He also noted that COMNAP papers need to be prepared for the Meeting of Experts. Karl concurred with the aforementioned proposals and noted the recommendation to amend the TANGO terms of reference which was agreed.

79. Karl asked if there were any comments or questions. Jack (ExecSec) referred to Gillian Wratt’s observations and advised that she had reported the incident where a scientist had ignored environmental requirements to the relevant program. Jack reported that he had observed similar incidents when traveling on tourist vessels and they did have a very negative impact on tourists who are fully briefed on what they can and can’t do whilst ashore.

Action 15: *Olav Orheim, Heinz Miller and Lou Sanson to consult on the design of a questionnaire (which is to be issued to members under a COMNAP notice) to collect information for a COMNAP paper to the “Meeting of Experts on Tourism”.*

Action 16: *ExecSec to be the initial contact with the ATCM Inter-sessional Contact Group (ICG) on Tourism but once work commences it should be referred to EXCOM which may pass the tasks on to TANGO.*

Action 17: *ExecSec to amend the TANGO terms of reference on the COMNAP web site and in the document on “WGs Membership and TORs”.*

Operational Related Working Groups

80. Karl referred to the practice established at the Shanghai meeting of having the SCALOP chairman moderate the discussion on the AIROPS, SHIPOPS and SYMP working groups and invited Kim Pitt (Australia) to assume the chair.

11.9 AIROPS

81. Kim invited the AIROPS chairman, John Pye (UK), to present his report. John referred to the meeting report (Paper No 2002/40) and noted the following key points of discussion:

- A recommendation to amend the fifth bullet point of the terms of reference of AIROPS by deleting “including the ongoing work of the Antarctic Air Networks Group” as this no longer was active.
- Advice from the ExecSec that seven countries had submitted AFIM revisions and it was planned to have these distributed by early September. Jeppesen have advised that no progress has yet been made on having on-line revisions of AFIM documents.
- A briefing by Kim Pitt (Australia) on progress towards implementing an inter-continental air service between Hobart and Casey with intra-continental links to Davis and Mawson.
- Updates from working group members on air activities of interest including the ongoing development of the DROMLAN Air Network.
- Consideration of the proposed “Guidelines for Operating Aircraft near Concentrations of Wildlife”.
- A proposed survey of safety equipment carried on aircraft in Antarctica.
- Presentation by Erick Chiang (USA) on the “Workshop on the Use of high Resolution Meoscale Models for Antarctic Weather Forecasting” and by Hartwig Gernandt (Germany) on the meeting of the WMO’s Working Group on Antarctic Meteorology (WGAM).

82. Kim asked if there were any questions on the AIROPS report. Karl referred to the discussions in the meeting on standardising the distance from wildlife in the “Guidelines on Operating Aircraft near Concentrations of Wildlife” and suggested SCAR be asked to provide guidance. There were no further questions.

Action 18: *AIROPS to seek guidance from SCAR on the minimum distance for operating aircraft near concentrations of wildlife. Karl to ask SCAR for a contact person for this purpose.*

11.10 SHIPOPS

83. Kim invited Hartwig Gernandt (Germany) to present the meeting report. Hartwig referred to the report, Paper No 2003/42 and summarised the main points of discussion as follows:

- Eight countries used the Ship Position reporting System (SPRS) last season and no technical difficulties were encountered. The use of the system will be reviewed again next year and COMNAP should encourage members to use the system.
- Detailed discussion on the applicability of the Arctic Shipping Guidelines to the Antarctic with agreement to re-establish the sub-group under joint USA/UK chairmanship to develop a response to the ATCM on behalf of COMNAP. The members of the sub-group are:
 - Al Sutherland (US) – Co-chair
 - John Pye (UK) – Co-Chair
 - Kim Pitt (AU)
 - Nino Cucinotta (IT)
 - Oystein Mikelborg (NO)
- Consideration of the Madrid ATCM Resolution 1 (2003) on including details of the Madrid Protocol in notices to mariners and Resolution 3 (2003) on cooperating and providing support to hydrographic surveying and charting in the Antarctic. SHIPOPS considered both resolutions helpful towards improving the safety of ship operations in the Antarctic and strongly supported their implementation by MNAPs.

84. Kim thanked Hartwig for his presentation and noted the need to support the use of the SPRS and for MNAPs to support implementation of the ATCM resolutions 2003 (1) and 2003 (3). Kim invited comments and questions. Pentti Malkii (Finland) asked if he could add a technical shipping person to the sub-group on the polar shipping guidelines and this was agreed, provided the expert was a government employee. NGO experts can always be consulted but can't serve as members of COMNAP working groups. Karl asked if the draft ATCM paper on the Antarctic Shipping Guidelines could be made available by mid September so that it could be considered at the EXCOM meeting in October 2003. This was agreed. Karl also noted that the ExecSec would urge action by members in support of the ATCM resolutions as agreed earlier under Agenda Item 9.2.

Action 19: *Pentti Malkii to nominate a technical shipping expert to contribute to the work of the SHIPOPS sub-group on the Antarctic Shipping Guidelines.*

Action 20: *SHIPOPS to provide a draft paper on the Antarctic Shipping Guidelines by mid September so that it can be considered by EXCOM at its meeting in October 2003.*

11.11 SYMP

85. The SYMP chairman Hartwig Gernandt (Germany) referred to the meeting report, Paper No 2003/43, and summarised the main points of discussion as follows:

- Based on the Shanghai experience, the Symposium will be held over one day and venues for the Symposium and Exhibition will provide easy access to delegates and the public.
- The overarching theme will be "Towards the International Polar Year and Beyond – Transportation, Technologies and Application"
- Poster presentations will be encouraged and it is hoped to identify two keynote speakers.
- Submitted papers will be reviewed by the working group in accordance with past practice.
- SCALOP members are requested to nominate a contact person to provide addresses of potential exhibitors.
- There will be space available for national poster displays.

86. Kim invited questions or comments on Hartwig's presentation. Anders Karlqvist (Sweden) supported the theme with a focus towards the IPY and beyond. The meeting accepted the recommended focus and themes for the Symposium.

12. Sub-glacial Lakes Exploration

87. Karl noted that this topic was a standing agenda item but no papers had been submitted this year. He invited any comments or information on new activities. There were no comments.

13. Consideration of Requests for Funds

88. Karl advised that five proposals for funds had been received from committees and working groups and these had been considered by EXCOM and are recommended for approval by members. The proposals comprise:

- (1) **SCALOP:** US\$1,500 to develop a template process for entering AINMR reports on the COMNAP web site.
- (2) **SCALOP:** US\$4,000 to develop an inter-active communication (chat-net) on the COMNAP web site to facilitate discussion on various topics.
- (3) **SYMP:** US\$4,510 for travel, living and accommodation expenses for two keynote speakers at the 2004 Bremen Symposium.
- (4) **ECG:** US\$2,000 for travel costs and fees associated with having an "expert" attend a meeting to review the "Practical Guidelines for Environmental Monitoring".
- (5) **CEDAT:** A\$10,000 to assist with costs for translating the COMNAP brochure into other languages than English.

89. Karl invited comments from the meeting on any of the proposals. Mario Zuchelli (Italy) noted that each country has to fund the production of the COMNAP brochure in its own language but the COMNAP funds would contribute, if necessary, towards the cost of translation. Karl confirmed that this was the case and it was up to the INFONET contacts in each country to forward a proposal to the Secretariat if funds were required. Those proposals should include information about the plan for printing and distributing the brochures. There being no further questions the meeting approved all five proposals for funding.

14. Confirmation of Budget

90. Karl advised that before Jack presented the draft budget for 2004 there was a need to amend the 2003 budget. Because the 2002 EXCOM meeting was postponed to early 2003 and it is intended to hold the 2003 meeting in October this year, there is a need to increase the allocation for the Executive Secretary's travel to EXCOM meetings by A\$7,000. The meeting approved the amendment.

91. Jack referred members to the draft budget for 2004 that appears as Annex D of Paper No 2003/15. He noted that estimated income was A\$184,000 against an estimated expenditure of A\$135,500 which would provide a surplus of A\$48,500. This surplus did not take into account additional requests for project funds or any contribution to the AMD project, if required.

92. Jack noted that with regard to funding requests there were two involving work on the web site and these could be accommodated against the existing allocation in the draft budget. The other three proposals would require about A\$25,000 of which A\$15,000 has already been provided in the budget against Working Group Projects and Workshops. Hence there was a need to increase the budget for Projects by A\$10,000 which would reduce the annual surplus to A\$38,500. Karl asked if there were questions regarding the budget. There were none but a member requested that, in future, budget document be circulated to members in advance of the request for approval although it was noted that the budget was available prior to the meeting as Annex D of the Executive Secretary's Report (Paper No 2003/15). The meeting then approved the 2004 budget as amended (see Annex A).

15. International Polar Year

93. Karl referred to the Madrid ATCM resolution in support of the International Polar Year (IPY) and invited Chris Rapley (United Kingdom), chairman of the International Council for Science's (ICSU) IPY Planning Group, to provide the meeting with a briefing on the progress to date. Chris noted that, like previous international science years, the coming event had the potential to galvanise interest on Polar science, lay the foundations for future work and encourage more young scientists into Polar research. Chris provided a PowerPoint presentation (see Paper 2003/34) which covered:

- History of international Polar years.
- Advocates of the 2007/08 event.
- Key features on the why, what, when and how of the event.
- Role of the ICSU IPY Planning Group.
- Membership and terms of reference of the Planning Group.
- Agenda of Planning Group's inaugural meeting.
- Planning timeline.
- Some preliminary ideas on IPY content.
- Education and outreach ideas.
- Enabling technologies.
- Immediate issues.

94. Karl invited comments and questions. Olav Orheim (Norway) referred to the need to involve national programs and COMNAP in the support and implementation of the programs. Jorge Berguno (Chile) thanked Chris for his presentation and stressed the need to harmonise the involve all interested parties including countries throughout the world. Chris noted that compared with the 1957/58 IGY, the coordinating and harmonizing will be a challenge because of the large number of organisations and elements involved.

95. Jan Stel (Netherlands) said that there was a need to get the idea of the IPY into the national thinking and, in this regard, it would be useful to have a print of Chris's presentation. Chris said that there was an interim web site established in the US for the IPY and a dedicated IPY web site would be established soon. Chris also noted that one needs to be realistic about what can be done and COMNAP would need to be involved to facilitate discussion of support by national programs. Karl agreed that there was a need to inform national organisations about plans for the IPY as the funds to support activities will need to come from national sources. Karl suggested that Chris's presentation be made available on the COMNAP web site if Chris agreed. Chris agreed to have the presentation available to the general public.

Action 21: *ExecSec to post Chris Rapley's presentation on the IPY on the public area of the COMNAP web site.*

16. Antarctic Book

96. Karl invited Gerard Jugie (France) to update the meeting on progress with the design and publication of an Antarctic book for which he had received funding support. Gerard advised that he had postponed publication as input from several national programs was still awaited. He hoped that it would be possible to arrange publication before the end of 2003 and urged those programs that have yet to submit information to do so as soon as possible.

17. Venues of Future Meetings

97. Karl noted that the 2004 COMNAP meeting was to be held in Bremen in conjunction with SCAR, there is a proposal from Bulgaria to host the 2005 meeting in Sofia and it is proposed that the 2006 meeting would be in Hobart together with SCAR. Karl invited the various proponents to discuss their proposals.

98. Dr Manfred Reinke of the Alfred Wegener Institute in Bremerhaven gave a PowerPoint presentation on the proposed venue of the SCAR/COMNAP meetings in Bremen and the accommodation and other facilities available. Manfred outlined the proposed schedule for the week's COMNAP activities were outlined which involved the one-day Symposium and the technical exhibition which would take place over three days. Comprehensive details of the event are available on the web site at www.comnap16.org

99. Dr Nesho Chipev provided a PowerPoint presentation on the proposed hosting of the 2005 COMNAP meeting in Sofia. Nesho briefly described the history of Bulgaria, some historic places of interest, the proposed meeting venue and available hotels which are nearby. Karl thanked Nesho for his presentation and Bulgaria's generous offer to host the 2005 COMNAP meeting. Karl sought the meetings views on the Bulgarian offer which was unanimously accepted. The meeting dates remain to be determined but will probably be in July.

18. Any Other Business

100. Karl the meeting if there were any other items of business to raise. Jan Erling Haugland (Norway) said that he wished to thank the Russian and Indian Antarctic Programs for their support of the DROMLAN air network operations last season.

101. Gerard Jugie (France) said that it was a great honour for the French Antarctic Program to host the COMNAP meeting and he appreciated the opportunity of being able to give members a flavour of French life. He trusted that everyone had had an enjoyable and productive week.

102. Karl thanked Gerard for the excellent organisation, secretariat support, conference facilities and hospitality provided to COMNAP over the course of the week. The meeting had achieved a great deal thanks to the excellent preparation.

18. Close

103. There being no further business the chairman closed the meeting at 4.40 pm.

COMNAP XV

Brest France
8-11 July 2003

List of Participants

First Name	Family Name	Position	Organisation	Country
Tony	Press	COMNAP	Australian Antarctic Division	Australia
Kim	Pitt	SCALOP	Australian Antarctic Division	Australia
Richard	Mulligan	Delegate	Australian Antarctic Division	Australia
Mario Gabriel	Doto	Delegate	Argentine Antarctic Program	Argentina
Hector Luis	Tavecchia	Delegate	Argentine Antarctic Program	Argentina
Maikke	Vanauwenberghe	COMNAP	Belgian Antarctic Program	Belgium
Jose	Nunes	COMNAP	Brazilian Antarctic Program	Brazil
Haroldo	Amdral	SCALOP	Brazilian Antarctic Program	Brazil
Sergio	Portugal	Delegate	Brazilian Antarctic Program	Brazil
Nesho	Chipev	COMNAP	Bulgarian Antarctic Program	Bulgaria
Nikolav	Stanchev	SCALOP	Bulgarian Antarctic Program	Bulgaria
Jorge	Berguno	COMNAP	Chilean Antarctic Institute	Chile
Patricio	Eberhard	SCALOP	Chilean Antarctic Institute	Chile
Bernard	Johnson	Delegate	Chilean Antarctic Program	Chile
Genzheng	Jia	SCALOP	Chinese Arctic & Antarctic Adm'ion	China
Mei	Jiang	Delegate	Chinese Arctic & Antarctic Adm'ion	China
Mario Proaño	Silva	SCALOP	Ecuadorian Antarctic Program	Ecuador
Pentti	Malki	COMNAP	Finnish Inst of Marine Res'ch	Finland
Henrik	Sandler	SCALOP	Finnish Inst of Marine Res'ch	Finland
Gerard	Jugie	COMNAP	French Inst for Polar Res & Tech	France
Patrice	Godon	SCALOP	French Inst for Polar Res & Tech	France
Heinz	Miller	COMNAP	Alfred Wegener Institute	Germany
Hartwig	Gernandt	SCALOP	Alfred Wegener Institute	Germany
Martin	Boche	Delegate	Alfred Wegener Institute	Germany
Saad	el Naggar	Delegate	Alfred Wegener Institute	Germany
Martina	Kunz-Pirrung	Delegate	Alfred Wegener Institute	Germany
Manfred	Reinke	Delegate	Alfred Wegener Institute	Germany
Prem	Pandey	COMNAP	Nat'l Cen for Ant & Ocean Research	India
Mario	Zuchelli	COMNAP	Italian Antarctic Program	Italy
Okitsugu	Watanabe	COMNAP	National Inst. of Polar Research	Japan

Kazuyuki	Shiraishi	SCALOP	National Inst. of Polar Research	Japan
Yea Dong	Kim	COMNAP	Polar Research Center, KORDI	Korea
Hosung	Chung	SCALOP	Polar Research Centre	Korea
Jan H.	Stel	COMNAP	NAAP	Netherlands
Lou	Sanson	COMNAP Designate	Antarctica NZ	New Zealand
Julian	Tangere	SCALOP	Antarctica NZ	New Zealand
Fred	Smits	Delegate	NIWA	New Zealand
Olav	Orheim	COMNAP	Norwegian Polar Institute	Norway
Jan Erling	Haugland	Delegate	Norwegian Polar Institute	Norway
Johne	Guldahl	SCALOP	Norwegian Polar Institute	Norway
Stan	Rakusa-Suszewski	COMNAP	Dept of Antarctic Biology	Poland
Tomasz	Janecki	SCALOP	Dept of Antarctic Biology	Poland
Valery	Lukin	COMNAP	Russian Antarctic Expedition	Russia
Valery	Klokov	SCALOP	Russian Antarctic Expedition	Russia
Victor	Pomelov	Delegate	Russian Antarctic Expedition	Russia
Henry	Valentine	COMNAP	SANAP	South Africa
Richard	Skinner	SCALOP	SANAP	South Africa
Manuel	Catalan	COMNAP	Spanish Antarctic Program	Spain
Anders	Karlquist	COMNAP	Swedish Polar Research Org	Sweden
Magnus	Augner	SCALOP	Swedish Polar Research Org.	Sweden
John	Dudeney	COMNAP	British Antarctic Survey	UK
John	Pye	SCALOP	British Antarctic Survey	UK
David	Blake	Delegate	British Antarctic Survey	UK
John	Hall	Delegate	British Antarctic Survey	UK
Carlos	Mocasi	COMNAP	Uruguayan Antarctic Inst.	Uruguay
Alberto	Lluberos	SCALOP	Uruguayan Antarctic Inst.	Uruguay
Karl	Erb	COMNAP	US Antarctic Program	USA
Erick	Chiang	SCALOP	US Antarctic Program	USA
Al	Sutherland	Delegate	US Antarctic Program	USA
Antoine	Guichard	Exe Sec Designate	COMNAP Secretariat	
Jack	Sayers	Executive Secretary	COMNAP Secretariat	

Summary of Meeting Action Items

- Action 1:** *National member agencies are to advise their respective national maritime safety authorities about the COMNAP “Ship Position Reporting System” and provide them with an access password which is available from the Secretariat.*
- Action 2:** *The COMNAP Secretariat to issue a Notice to members drawing attention to the requirements of ATCM Resolution 1 (2003) concerning information on the Madrid Protocol to be included in published advice to mariners.*
- Action 3:** *Executive Secretary designate, Antoine Guichard, to prepare “quick minutes” of the Brest COMNAP meeting for posting on the “NEWS” page of the COMNAP web site.*
- Action 4:** *ExecSec to issue COMNAP notices advising members of two Madrid ATCM resolutions relating to Antarctic shipping.*
- Action 5:** *ExecSec to prepare a draft Information Paper on the “Guidelines on a Framework for Emergency response and Contingency Planning” for submission to the 2004 ATCM.*
- Action 6:** *ExecSec to amend the terms of reference of CEDAT on the web site and in the “WGs Membership and TORs” meeting paper.*
- Action 7:** *ExecSec to add fields under TRAINET on the “Discussion” page of the COMNAP web site for the posting of training materials (in any language) and a “what’s on” list.*
- Action 8:** *The COMNAP brochure is to be produced in all four Treaty languages and made available at the 2004 ATCM/CEP.*
- Action 9:** *INFONET representatives are to submit proposals to the ExecSec to obtain up to A\$1,000 to assist in translation of the brochure into their national language.*
- Action 10:** *ExecSec to amend the terms of reference of CENMAN and ENMANET on the web site and in the “WGs Membership and TORs” meeting paper.*
- Action 11:** *ENMANET to plan for a one-day workshop on Sustainable Energy Management to be held in conjunction with the 2004 Bremen meeting.*
- Action 12:** *David Blake to take up chairmanship of CENMAN.*
- Action 13:** *ECG/AEON to expedite the completion of the documents on the review of IEEs, the operation of aircraft near concentrations of wildlife, and the practical guidelines on environmental monitoring.*
- Action 14:** *ExecSec to amend the MOLIBA terms of reference on the COMNAP web site and in the document on “WGs Memberships and TORs”.*
- Action 15:** *Olav Orheim, Heinz Miller and Lou Sanson to consult on the design of a questionnaire (which is to be issued to members under a COMNAP notice) to collect information for a COMNAP paper to the “Meeting of Experts on Tourism”.*
- Action 16:** *ExecSec to be the initial contact with the ATCM Inter-sessional Contact Group (ICG) on Tourism but once work commences it should be referred to EXCOM which may pass the tasks on to TANGO.*
- Action 17:** *ExecSec to amend the TANGO terms of reference on the COMNAP web site and in the document on “WGs Membership and TORs”.*

- Action 18:** *AIROPS to seek guidance from SCAR on the minimum distance for operating aircraft near concentrations of wildlife. Karl to ask SCAR for a contact person for this purpose.*
- Action 19:** *Pentti Malkii to nominate a technical shipping expert to contribute to the work of the SHIPOPS sub-group on the Antarctic Shipping Guidelines.*
- Action 20:** *SHIPOPS to provide a draft paper on the Antarctic Shipping Guidelines by mid September so that it can be considered by EXCOM at its meeting in October 2003.*
- Action 21:** *ExecSec to post Chris Rapley's presentation on the IPY on the public area of the COMNAP web site.*