

COMNAP EXCOM Meeting 2009
Christchurch, New Zealand,
Sunday 27 September – Tuesday, 29 September 2009

Revised Agenda

1. Opening and administrative arrangements
2. Confirmation of the Minutes of the EXCOM Meeting 2008 (Bansko, Bulgaria October 2008)
3. Membership status report
4. Update on the COMNAP Secretariat transition and outstanding issues
5. Review of COMNAP 2008/09 activities
6. Strategic discussions/Strategic framework
 - a. Projects
 - Symposium objectives
 - b. Strategic external relationships
 - SCAR
 - CEP
 - ATCM (fit with ATCM Operational Working Group)
 - AT Secretariat
 - Others?
 - c. Standing items
 - d. Topics/internal communications
 - e. Format of the COMNAP AGMs
7. Strategic Project Work Plan 2009 – 2010
8. Year planning
 - a. List of events (workshops & conferences) 2009 – 2010
 - b. Executive Secretary Work Plan 2009 – 2010 with a view to the 5-year plan
 - c. EXCOM Work Plan 2009 – 2010
9. Development of COMNAP XXII Agenda 2010
10. Any other business
11. Close of meeting

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COMNAP EXCOM Meeting 2009
Christchurch, New Zealand, Sun 27 – Tues 29 Sept 2009

Minutes

(Draft – 13 October 2009)

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Minutes

1. Opening and administrative arrangements

COMNAP Chair, Jose Retamales, opened the meeting at 0900 and outlined the agenda and program for the meeting.

2. Confirmation of Minutes of the EXCOM Meeting 2008

The Minutes of the previous EXCOM Meeting (Bansko, Bulgaria, 01 - 03 Oct 2008) were adopted.

3. Membership status report

The Executive Secretary tabled a chart (Appendix 1) illustrating the current status of Membership fee payments. Only two Member countries, Canada and Ukraine, are in arrears for multiple years. Canada has sent a letter to the COMNAP Secretariat regarding its Membership. This letter was not clear and requires follow up. It was agreed that the Chair would write to Canada to clarify.

In regard to Ukraine, it was agreed that the Chair would also write to Ukraine to outline to them their current situation as regards their Membership fee payments for 2006, 2007, 2008 and 2009.

It was also agreed that the Executive Secretary should consult the Rules of Procedure to determine if the rules regarding Membership fees are adequate, clear and complete in order to provide guidance on issues of this type in the future.

4. Update on Secretariat transition and outstanding issues

The Executive Secretary tabled a brief summary on the Secretariat transition and noted that 30 September 2009 was the formal end of Antoine Guichard's employment contract. It was agreed that the Chair would draft a letter to Antoine on behalf of the EXCOM thanking Antoine for his work over the years.

Michelle noted that the files and physical items from the Hobart office had arrived in New Zealand but were being held up in customs. She expected to resolve the issue after the EXCOM meeting when time permitted. There is currently no asset register for any items purchased with COMNAP funds. It was agreed that Michelle would begin to keep such a register.

Michelle noted that the COMNAP funds had not yet been transferred from the COMNAP accounts in Hobart to the COMNAP accounts in Christchurch. It had been previously agreed that the funds would be transferred on or before 1 October, but Hobart had informed Michelle that there would be a delay and it was likely the transfer would not take place until late October. It was agreed that Virginia as the Vice Chair that was physically located in Hobart would assist with this to progress the smooth and timely transfer of the funds. Michelle to contact Glen Dean, from the Tasmania Department of Economic Development and Tourism (former hosts of the COMNAP Secretariat) to continue the discussions on the transition of accounts.

The main issue of concern was COMNAP web site development and support. The website still physically sits on a computer in Hobart and is administered by Nunatak Ltd which was also working with Antoine on adding the INFOX tool to the site. INFOX is still not ready and a decision needs to be made to continue to pursue this or not. Michelle has administration privileges over the day-to-day running of the site (uploading files etc) but has not had any time to learn how the administration actually works. It was agreed that Michelle will speak to Nunatak but will, at the same time, seek quotes from Christchurch-based companies for the continued development and hosting of the web site. Member's views on the web site will be considered if a new web site format is developed.

5. Review of COMNAP 2008/09 activities

The Executive Secretary tabled a paper outlining a review of last year's COMNAP activities. Highlights included:

- Working with a new Constitution.
- Working with and further developing the Rules of Procedure.
 - The Executive Secretary noted that she had undertaken a significant review of the Rules of Procedure, introduced changes in track changes mode and summarized those changes for the EXCOM. She hoped that we could now share these proposed changes with Members, seek their feedback and comment and then prepare a 'final' Rules of Procedure document noting that the Rules of Procedure are to be considered a 'living document' that should be kept under review and revised as was needed to be robust but flexible.

Other items completed or ongoing were:

- The SAR Workshop II & follow up on outstanding issues from the SAR Workshop I.
- Ship Position Reporting System (SPRS).
 - It was agreed that the SPRS should be coordinated and overseen by the Rescue Coordination Centres (RCCs) and not by COMNAP. Jose to open the discussion on this at the upcoming SAR Workshop II in Buenos Aires and to ask for feedback on the system including whether it is an effective tool for ship reporting. It was suggested that the COMNAP Shipping group could explore the issue.

- Antarctic Flight Information Manual (AFIM) Review.
- Antarctic Telecommunications and Operations Manual (ATOM) - new version released in December 2008.
- Accident, Incident and Near-Miss Reporting (AINMR) and implementation plan was introduced at the AGM.
 - To be of real value the AINMR needs to be populated by Members with their information.
- INFOX tool not yet available via COMNAP website.
- COMNAP Map - new version made available March 2009.
 - It was agreed that “spare” printed copies should be distributed to schools in Member countries (via National Antarctic Programmes?) so that they do not sit on shelves and become out-of-date.
- Inspection Checklist A - COMNAP Members actively contributed to the review.
- Mechanisms for logistics collaboration.
- Mechanisms for collaborative support to science.
- Review of ATCM Measures of an operational nature.

There was a general discussion on the need for regular and open lines of communications with Members, with Project Managers, with Topic groups and with EXCOM. A regular status report might go some way towards improving communications. Michelle will explore regular communication tools and develop a yearly timetable for delivery.

It was also agreed that hydrography was not part of COMNAP's role and that all COMNAP could do in support of improved hydrography in the Antarctic region was to suggest to our Members that they might wish to consider using National Antarctic Programme ships to log hydrographic data while in Antarctic waters and file a report. Guidelines as to how to do this were to be presented at the COMNAP AGM but were not. It was therefore agreed that the Chair would write to Hugo Gorziglia (Director International Hydrographic Bureau & HCA Chairman) and ask if the guidelines for National Antarctic Programmes were available, and, if so, the Chair would draft a letter to Member National Antarctic Programmes outlining the work done to date on the issue, enclosing the guidelines and suggesting that Members collect and input data whenever possible/practical. It was also agreed that the Shipping group should keep a watching brief on this issue.

There was then general discussion on feedback received from Members at the AGM regarding the new way of working and, in particular the new format of the AGM. This feedback was very valuable and would be considered in detail under Agenda item 6e in particular. It was noted that while COMNAP provides services to Members throughout the whole year, the AGM is the main COMNAP event for Members and so it is important to get it right. Two actions in particular could be of significant benefit at AGMs: translation and administrative support for the Executive Secretary. In regards to both of these it was agreed that the Executive Secretary would discuss these with Mariano Memolli since he is the host of the next AGM. He may be able to provide

the tools for translation (even viewing the text of the Minute-taker on a computer display would be useful) with a translator being the responsibility of each delegation and he might be able to provide a fluent English speaker/native Spanish speaker to assist with taking minutes at the AGM in particular. This would allow the Executive Secretary to fulfill a more strategic role at the AGM.

It was agreed that the current draft of the AGM Minutes needed 'Executive Summary' and 'Actions Arising' sections added to the beginning of the document, then the draft AGM Minutes should be made available to Members (no later than the first week in October 2009).

6. Strategic discussions/Strategic framework

As agreed at COMNAP XX, COMNAP activity now focuses on a small number of Strategic Projects, each managed by a Project Manager and overseen by an EXCOM member, with outcomes being presented at the AGM. At the recent AGM many Members voiced their continuing support for this new way of working as noted on pages 28 - 29 of the draft AGM Minutes which were tabled and referred to often during this portion of the EXCOM meeting.

At COMNAP XXI the idea of a five year strategic work plan was presented to Members. One of the goals of this EXCOM meeting is to develop and present an inaugural five year strategic plan which takes into account the needs of COMNAP Members but also addresses our external relationships with key ATS partners (SCAR, CEP and the ATS Secretariat).

6a. Projects

There was robust discussion of the proposed Strategic Projects for 2009/2010 including a ranking of each in view of COMNAP priorities and the priorities within the Antarctic Treaty System.

As a result of those discussions the proposed Strategic Projects, proposed/confirmed Project Managers, EXCOM oversight member and agreed priority of each Strategic Project is shown in Chart 1. Each Project Manager would be required to produce a Project Plan utilising the COMNAP Project template provided at Appendix 2, to be sent to the respective oversight EXCOM member and copied to the Executive Secretary (it was noted that some of the project templates had already been returned, but the remaining required follow up by the relevant Vice Chair). Project Managers are encouraged, as agreed at COMNAP XX, to include in their project team some people that are new to the COMNAP community.

Chart 1: Strategic Projects 2009-2010 (with priorities in support of 5-year work plan)

Priority	Project	Project Manager	Oversight EXCOM member
1	COMNAP Symposium 2010 "Responding to Change thru New Approaches" - organising and review committee	Mariano Memolli	Kazuyuki Shiraishi
1	COMNAP Framework for a 5-year Strategic Project Plan	Michelle Rogan-Finnemore	Virginia Mudie
1	Developing an action plan for a strategic partnership with SCAR	Michelle Rogan-Finnemore	Jose Retamales
2	Medical Contact Group & Workshop: Pandemic Management in Antarctica	Iain Grant	Lou Sanson
1-2	Outreach Workshop (SCAR, CEP, ATS-related)	Linda Capper	Lou Sanson
1	Energy & Technology Contact Group & Workshop	David Blake	Rasik Ravindra & Kazuyuki Shiraishi
1	Review issue of introduction of non-native species into Antarctica (Workshop) and determine practical remediation actions/quarantine management procedures (CEP-related)	Yves Frenot	Maaïke Vancauwenberghe
3	Antarctic glossary	Valerie Lukin	Virginia Mudie
1	AFIM – Consideration of the results of the review	Brian Stone & Giuseppe De Rossi	Virginia Mudie
1	IMO Proposal on the use of fuels and what that means for COMNAP Members	David Blake	Jose Retamales
1	AINMR Reporting System & implementation	Robert Culshaw	Kazuyuki Shiraishi
3	Surplus equipment buy/sell service	David Blake	Virginia Mudie
2	King George Island project (SCAR-related)	Michelle Rogan-Finnemore	Jose Retamales
TBD	"Human Footprint" (CEP-related)	Rodolfo Sanchez	Maaïke Vancauwenberghe

Many of the above Projects were discussed in some detail, comments on each included:

COMNAP Symposium 2010

All agreed on the importance of the Symposium. The 2010 Symposium would run with the theme "Responding to Change thru New Approaches". The "audience" for symposiums is National Antarctic Programmes (ops) and the information at the Symposium is delivered via posters and oral presentations (is there an opportunity to publish those somewhere/somehow?)

This year, the focus will be on technologies in support of the way forward (including GIS and remote sensing, for example). The goal is to support international collaboration, best practice for outreach/communications, innovations in operations and the way forward in environmental practices. Kazuyuki will be responsible for organising the 2010 COMNAP Symposium in liaison with the hosts of the meeting – the Argentinian National Antarctic Program. Kazuyuki will develop the first call for papers and posters for the event and will send to the Executive Secretary for distribution on or before 1 November 2009.

COMNAP Framework for a 5-year Strategic Project Plan

It was agreed that Michelle and Virginia would correspond over the next few days to draft a 5-year work plan based on these priorities and considerations would also be given to the CEP 5-year work plan (as discussed with CEP Chair, Neil Gilbert, at the EXCOM meeting with him on Friday 25 September 2009), and with SCAR (to be developed over the course of the next year in our discussions with them) and noting any Antarctic Treaty Secretariat considerations.

Once we had established the annual Projects and a proposed 5-year work plan, the goal would be to complete the Projects (usually within a one year timeframe) and feedback the results, lessons learned and the outputs into the plenary at the AGMs (this would be done by the Project Managers) and in other relevant ways (to the ATCMs for example-this would be done via COMNAP-authored Working Papers or Information Papers or through workshops).

Outreach Workshop

The objective of the proposed Outreach Workshop, to be held on the margins of the Oslo Science Meeting, was to strengthen the networks that had been developed and to build on the IPY legacy. The formal outcome will be the establishment of regional nodes with a report back at the COMNAP XXII AGM (2010). This overlaps with ideas of capacity-building and education which is also an area of interest for the CEP and SCAR. It was noted that there is currently a discussion document from SCAR on CBET being circulated.

Energy & Technology Project & Workshop

This project had yet to be fully scoped. It was agreed that Rasik would follow up with David Blake and Kazuyuki as it was thought-provoking topic of value for the Symposium and for the agenda of the AGM. It is also a topic that would be of interest to the CEP, perhaps under their item for discussion in 2012 on low emission bases/Antarctic activities and solar panels etc.

Glossary

It was noted that the glossary would be of value to COMNAP and the Antarctic community, and EXCOM was very pleased that it had been suggested as a Project. There is no real urgency, however, and it could be something that is begun as a Project this year and worked on for the next few years and would continue to be added to for the foreseeable future.

AFIM

Outcomes of the review should be considered so that we fully understand the issues and how to respond to those issues.

IMO Heavy Fuel Amendment

This is a time critical issue which should be given a high priority. It was agreed that Michelle would contact David Blake to see if she could assist him in any way with the proposed survey of 'Antarctic gateway city' ports.

AINMR

The recommendations must be considered, so that proper implementation of the system can be achieved.

Surplus Equipment

The buying and selling of surplus equipment was important but was not considered a priority project at this pointing time.

6b. Strategic external relationships & 6c. Standing items

In addition to the Strategic Projects, it was also agreed that there should be 'Standing Items' which are not projects per se, but are in support of the goal to strengthen our strategic partnerships and improve external relationships. Chart 2 outlines these key relationships. Maintaining and developing these is the overall responsibility of EXCOM and the Executive Secretary should play a key role in this.

Chart 2: COMNAP Standing Items

Standing Item		EXCOM Vice Chair
EXCOM Standing Item - COMNAP Strategic planning	Michelle Rogan-Finnemore	Virginia Mudie
EXCOM Standing Item - CEP-related issues	Michelle Rogan-Finnemore	Maaïke Vancauwenberghe
EXCOM Standing Item - ATCM-related issues	Michelle Rogan-Finnemore	Jose Retamales
EXCOM Standing Item - SCAR-related issues	Michelle Rogan-Finnemore	Jose Retamales

There was a very fruitful and robust discussion of how COMNAP could remain relevant, how we could provide added-value to our Members, what should we concentrate on and what we should support.

Some suggestions in answer to this were:

1. Be more vocal about the importance of Antarctic science and the support thereof (this will benefit our Members and will raise awareness of what COMNAP is actually about);
2. Develop strong strategic partnerships (in particular with SCAR, CEP and the AT Secretariat/ATCM);

3. Continue to engage less senior people from National Antarctic Programmes (capacity-building is key to engage young people to embrace the spirit of the Antarctic Treaty and support thereof);
4. Symposiums (continue to support Symposiums that showcase innovative ideas, knowledge and human behaviour in support of Antarctica);
5. Community communication (through things like the media, newsletters, and providing information to schools);
6. Monitoring and avoiding duplication (internally and with external organizations).

6d. Topics/Internal communications

It was noted that what had suffered the most in the new way of working was the Topic groups. These groups were valuable forums for networking and communication, but they had been impacted by the new way of working.

EXCOM reflected on the draft AGM Minutes, in particular pages 28 – 29, that recorded the discussion by Members of the new way of working. At the AGM, John Pye had best expressed the feeling that while generally the changes were welcome, it was the "...networks had suffered the most - not knowing how to move forward in the new system and, it was these networks that provided the 'bottom up' approach."

Adequate tools in support of these networks were needed, for example, the COMNAP web site-we should ensure it assists with information exchange and communication. The networks provided much needed communications forums and status.

It was agreed that the networks are important and therefore, so as to give back their status, we would establish Expert Groups with an Expert as the principle contact/group leader and have an EXCOM member with oversight. It will also be the Executive Secretary's role to communicate with each of these Expert Groups and perhaps provide an opportunity for them to submit and distribute status reports/updates from the groups.

The proposed Expert Groups are as follows and respective oversight EXCOM members were identified as shown in Chart 3. Potential Expert Group leaders will be approached by the EXCOM Oversight member to determine if they are in a position to accept the role.

Chart 3: Proposed Expert Groups

Expert Group (topic)	Expert Group leader	Oversight EXCOM member
Science	Heinz Miller	Lou Sanson
Outreach	Linda Capper	Lou Sanson
Air	Giuseppe De Rossi	Virginia Mudie
Environment	Rodolfo Sanchez	Maaike Vancauwenberghe
Training		Rasik Ravindra
Medical	Iain Grant	Virginia Mudie
Shipping	Juan Jose Danobeitia & David Blake	Jose Retamales
Safety	Robert Culshaw	Kazuyuki Shiraishi
Energy & Technology	David Blake	Rasik Ravindra
Data Management		Jose Retamales
External Relationships	Michelle Rogan-Finnemore	EXCOM All
Strategic Framework	Michelle Rogan-Finnemore	Virginia Mudie

EXCOM was reminded of the email correspondence received from Albert Lluberas. Albert was the Principle Contact for the Training group, but he has formally requested that he not be considered for any COMNAP roles for this year as he is heavily involved in the planning for the 2010 ATCM which will be hosted by Uruguay. It was agreed that Jose would send him a reply thanking him for his work to date and wishing him all the very best in his work on organizing the upcoming ATCM.

6e. Format of the COMNAP AGMs

EXCOM reflected on the structure of this year's AGM. Members thought the new structure contained too many plenary sessions, which were tiring and which did not allow for formal and informal bi-lateral or multi-lateral discussion. EXCOM reminded itself that while COMNAP is not just the AGM, the only time Members are all together is at the AGM and so it is the event which most Members relate to as 'COMNAP'. Therefore, we must remember there is a need to communicate the broader role, and other activities, of COMNAP all year.

Many Members and EXCOM members thought there was value in sub-groups or in regional groupings. For example, the Larseman Hills regional group or grouping by global geographical regions, for example AFOPS.

There may be an opportunity to create and support “regional nodes”, that is topical groups around a particular Antarctic region which will present particular regional issues. There was agreement that these regional groupings and their meetings at the AGM were very successful, but, what was not so successful was communicating the important components of those sessions to the AGM plenary.

With all this in mind, the discussion turned to the format for future AGMs.

A draft of the proposed timetable for the next AGM (COMNAP XXII in Buenos Aires, Argentina, August 2010) is provided at Appendix 3.

This would be sent out to Members for comment/discussion and Michelle would contact Brian Stone to take him up on his offer to review the structure of the AGM and assist EXCOM based on lessons learned from their annual AGM/USAP Planning Meetings.

7. Strategic Project Work Plan 2009 – 2010

See discussion under Agenda item 6a and Chart 1.

8. Year planning

8a. List of events (workshops & conferences) 2009 – 2010

The Executive Secretary noted that she is developing a list of Antarctic-related events for 2009/2010 and beyond. This will be made available as soon as possible to EXCOM and all Members for their information and for planning purposes.

8b. Executive Secretary Work Plan 2009 – 2010

A discussion around priorities for the Executive Secretary was discussed. The work plan will be developed over the next few weeks in consultation with the COMNAP Chair and will be made available to EXCOM as soon as possible.

8c. EXCOM Work Plan 2009 – 2010

The words of Gerard Jugie from the AGM were recalled, noting that belonging to EXCOM is a duty not a privilege. EXCOM members are expected to be pro-active in support of their Projects, in support of the Chair, in support of the Executive Secretary and in engaging Members to be involved in Expert Groups, in the Symposium and to participate in AGMs.

Actions arising from this meeting for EXCOM members are provided in Appendix 4. They should be referred to often and carried out in a timely fashion. Throughout the year, EXCOM members may be called upon to support COMNAP in many ways and

a timely and proactive response is always appreciated recognizing that we are all very busy people.

9. Development of COMNAP XXII Agenda 2010

See discussion under Agenda item 6e. Also note the proposed timetable in Appendix 3.

10. Any Other Business

Jose brought to the EXCOM's attention the Martha Muse prize that is currently on offer of \$US100000. Jose is on the panel to choose the recipient. Applications are due no later than 15th October 2009. It was agreed that Members should be reminded of this important prize and should actively support candidates.

Jose also reminded EXCOM of the COMNAP funds in reserve and noted the need to use this money strategically where possible. This could be the topic of discussion for one of the proposed (regular) skype teleconferences.

11. Close

COMNAP Chair José Retamales closed the meeting at 1800.

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Appendix 1: Chart showing Membership status as at September 30, 2009


	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
Argentina	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	x	x
Australia	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Belgium	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	x
Brazil	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	x
Bulgaria	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0	1	1	1	1	1	1	x
Canada	n/a	0	0	0	0	0	0	1	1	1	1	1	1	1	x	x	x	x	x
Chile	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
China	1	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	x
Ecuador	0	0	1	1	0	1	0	0	0	0	0	0	0	1	1	1	1	x	1
Finland	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
France	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Germany	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
India	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Italy	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	x
Japan	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Korea	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Netherlands	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
New Zealand	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Norway	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Peru	n/a	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	x
Poland	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	x
Russia	1	1	1	1	1	1	1	1	0	0	0	0	1	1	1	1	1	1	1
South Africa	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	x
Spain	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Sweden	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
UK	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Ukraine	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	1	1	1	1	x	x	x	x
Uruguay	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	x
USA	ex	ex	ex	ex	ex	ex	ex	1	1	1	1	1	1	1	1	1	1	1	1
number fees paid :	16	18	20	21	23	24	24	26	25	25	25	25	28	29	28	27	27	25	17

Legend:

n/a : not applicable – not a member; 1 : membership fee paid; 0 : membership fee not paid; x : payment pending; ex : exempted

Appendix 2: Project Proposal Template

COMNAP Project Proposal Template. V1 (Oct 2008)

	<p style="text-align: center;">COMNAP - The Council of Managers of National Antarctic Programs</p> <p style="text-align: center;">PROJECT PROPOSAL</p>		
PROJECT DETAILS			
Project Title			
Project Manager			
Chair or Vice Chair Sponsor			
Start Date		End Date	
Project Objectives			
<p><i>Provide a single statement defining the principal objective of the project. The objective should be specific, measurable, realistic and timely.</i></p> <p><i>What does the project aim to achieve? What business need will be addressed? What benefits will the project provide?</i></p>			
Strategic Fit			
<p><i>Why is the project important? How does it contribute to COMNAP objectives? Why is the project necessary now? What has happened previously?</i></p>			
Project Outputs and Outcomes			
<p><i>What products will the project deliver? What will be achieved by utilising these project outputs?</i></p>			
Project Timeframe			
<p><i>When will the project start? When will it be completed? What are the specific milestones for the project?</i></p>			
Resource requirements			
<p><i>Are any resources required to undertake work on this project between COMNAP Annual Meetings?</i></p>			
In Scope	Out of Scope		
<p><i>What elements will be addressed by the project?</i></p>	<p><i>What related elements will not be addressed?</i></p>		

Stakeholders			
Active – Involved in the project	Project contributors that may influence the project outcomes	May be positively or negatively affected by the outcome of the project	
<i>Who is on the project team? Who will be actively involved in the conduct of the project?</i>	<i>Who else, outside the project team, will be contributing?</i>	<i>Who will not be contributing to the project but may be affected by the outcomes?</i>	
Related Projects			
<i>Is this project dependent on the conduct or support of other activities? Will the outcomes of this project impact on other activities?</i>			
ENDORSEMENT / SUPPORT / APPROVAL			
PROJECT MANAGER ENDORSEMENT			
Project Manager	Name	Signature	Date
SPONSOR SUPPORT / APPROVAL			
<i>Support / Approval Comments?</i>			
COMNAP Chair or Vice Chair	Name	Signature	Date

Appendix 3: Proposed Structure for 2010 AGM

August	Day 0: Sun 8th	Day 1: Mon 9th	Day 2: Tues 10th	Day 3: Wed 11th	Day 4: Thur 12th	Day 5: Fri 13th	14/15th	
	Workshop & Joint EXCOM	Group break-outs by region	Plenary	Symposium	Plenary	Group break-outs by project	Off site	
0800	"Non-native Species Workshop"	Peninsula (0800-1000)				Break-out groups by projects or expert groups (EXCOM VCs to join groups)		
0900		Larsman Hills (1000-1200)	Open AGM (EXCOM)	"Responding to Change thru New Approaches"	Projects Report back from PMs	Break-out meetings as people wished		
1000			ATS presentation					
1100		Ross Sea (1200-1400)	SCAR presentation					
1200			Preliminary report back: Non-native workshop				Lunch	
1300		East Antarctica / Inland Stations (1400-1600)	Lunch				Lunch	Break-out meetings as people wished
1400			Report back from Break-out sessions of Monday				Discussion on new projects – 5 year plan update New projects?	EXCOM meeting (Newly elected and former EXCOM members to meet together-exchange information and plan for annual EXCOM meeting)
1500								
1600	Joint SCAR/COMNAP EXCOM meeting	DROMLAND / DROMSHIP (1600-1700)	COMNAP Year in review (Exec Sec)			External (COMNAP) relationships General/admin business Prep Agenda 2011 Close AGM		
1700		Host NAP tour or presentation: How does host NAP work? Overview of NAP/host						
1800	End of Day	End of Day	End of Day	End of Day	End of Day	End of Day		

Appendix 4: Actions Arising

Letters from Chair

- To Canada: Clarify their membership status and outline future scenarios if they withdraw and wish to return.
- To Ukraine: Outlining their present Membership fee status, provide and suggesting possible way forward.
- To Antoine Guichard: Formal letter of thanks for his years of service to COMNAP as Executive Secretary on behalf of the EXCOM.
- To Hugo Gorziglia (Director International Hydrographic Bureau) with a copy to Albert Lluberas: Requesting the guidelines for National Antarctic Programmes regarding collection of hydrographic data and reporting from ships of opportunity. Note: this may result in an additional letter to all Members with these guidelines.
- To Albert Lluberas: Acknowledging his email withdrawing from all formal roles within the Project and Expert groups given his significant involvement I the planning of the ATCM 2010 in Uruguay.
- To all Members: Communicate key outcomes of EXCOM meeting, as a covering letter sent with the minutes/report of the EXCOM meeting.

Actions for Chair

- Open discussions at the SAR Workshop II regarding the evolution to RCCs of the SPRS. Request feedback on the current system in consultation with the COMNAP Shipping Expert Group.

Actions for Vice Chairs

- All Vice Chairs/Chair to ensure a Project template is completed for each Project that they have oversight on, and ensure that a copy of the template is provided to the Executive Secretary. (Note: At the time of the EXCOM meeting project templates had been received from Yves Frenot-Non-native species; Linda Capper-Outreach workshop; and Iain Grant-Medical workshop)
- Maaïke to contact Rolo to gauge his level of enthusiasm to be involved/to lead the “human footprint” project.
- Kazuyuki to prepare first circular/call for posters and papers for the Symposium to then be distributed to Members, SCAR, placed on COMNAP website (1 November 2009).
- Virginia to draft with Executive Secretary 5-year COMNAP Work Plan.
- Rasik and Kazuyuki to discuss (note: include David Blake) the energy and technology project and workshop. Noting it may be an appropriate idea in conjunction with the Symposium, future AGMs and an item of interest for the CEP (Note: Keep Maaïke informed due to CEP relationship).

Actions for Executive Secretary

- Consult Rules of Procedure in reference to items related to Membership fees and arrears of payments. Check for completeness, redraft if necessary and present changes to plenary. Inform Chair of relevance to current Member situation especially in the case of Canada and Ukraine.
- Create a COMNAP asset register.
- Contact Glen Dean (Tasmania Division of Environment and Tourism) regarding the transfer of the COMNAP funds to the Christchurch accounts. (Note: Copy Virginia in on this correspondence). (By 31 October 2009)
- Contact Nunatak regarding the status of the COMNAP website, in particular the status of INFOX.
- Obtain quote(s) from Christchurch-based companies interested in providing design and administrative support for an improved COMNAP website and for hosting the site for the next 3 year period.
- Complete the review of the Rules of Procedures and seek feedback from a select committee of Members before asking plenary for comments/suggestions.
- Ask Member counties if their schools would want paper copies of the COMNAP maps. (Note: these are old editions so there may be errors or areas that have been changed on subsequent editions).
- Consult further with AT Secretary regarding the review of Measures of an operational nature when in Buenos Aires (November 2009).
- Discuss AGM translation and support services for Executive Secretary during AGM with Argentina (November 2009).
- Add Executive Summary and Actions Arising sections to the AGM Minutes before sending those out to Members (by 9 October 2009).
- Contact David Blake to offer to assist with Gateway city port survey (by 15 November 2009).
- Contact Brian Stone and ask for advice on AGM structure (as per his offer during the AGM in Punta Arenas).
- Explore ideas and timeframes for regular status reports, newsletters and skype calls, develop a year planner around such events/communications.