

**The Council of Managers
of National Antarctic Programs**



COMNAP EXCOM Meeting 2014
Tachikawa, Japan
Monday 20 & Tuesday 21 October 2014

Minutes

EXCOM_Meeting_Tachikawa_Minutes_Final



COMNAP EXCOM Meeting 2014, Tachikawa, Japan. Front row, from left: Professor Kazuyuki Shiraishi (Chair), Michelle Rogan-Finnemore. Back row, left to right: Rob Wooding, Yves Frenot, Hyoung Chul Shin, José Retamales, John Hall.

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Minutes

1. Opening and administrative arrangements

COMNAP Chair, Kazuyuki Shiraishi, opened the meeting by welcoming the COMNAP Executive Committee (EXCOM) to the National Institute of Polar Research (NIPR). In attendance were Vice Chairs, Yves Frenot, John Hall, José Retamales, Hyoung Chul Shin, and Rob Wooding, and Executive Secretary, Michelle Rogan-Finnemore.

There were no apologies.

The Chair, in his role as host, explained some house-keeping matters for the meeting.

This being completed, the proposed agenda (Appendix 1) was then outlined as contained in EXCOM Meeting Paper (EMP) 1. The Chair asked if there were any additional items that anyone wished to have added to the agenda. There being none, he moved that the agenda as presented be used as the final agenda for the meeting and all agreed.

The Chair asked the Executive Secretary to introduce the next meeting paper.

The Executive Secretary referred to EMP2 which were the minutes of the EXCOM Meeting 2013 (Cambridge, UK) noting that many of the action points arising from that meeting had been completed. Reference to the actions arising prompted discussion on the COMNAP Symposium.

EXCOM congratulated John Hall as convener of COMNAP Symposium 2014 held in Auckland, noting that there was a very high attendance for the event because of the timing and arrangement which complimented the parallel sessions of the SCAR Open Science Conference (OSC). The Executive Secretary then noted with disappointment, that the COMNAP Symposium 2016 and 2018 are unlikely to be held with those OSCs because of the countries chosen by SCAR delegates: Malaysia (2016) and Switzerland (2018), neither of which are COMNAP national Antarctic program member countries.

John Hall replied that he felt that the COMNAP Symposium was a critical and important event which should continue to be held every two years. EXCOM agreed.

Hyoung Chul Shin thought that the “disconnect” with the SCAR bi-annual event in 2016 was a “one-off” and should not be reoccurring. He asked for clarification on the COMNAP procedure to ensure there was no way we could have our AGM with SCAR meetings in 2016 and 2018.

The Executive Secretary explained that the COMNAP Rules of Procedure are clear that AGMs must be hosted by COMNAP member national Antarctic programs. This was a matter of funding as well, since it is the national Antarctic program in the AGM country that covers the costs associated with the meetings. She also reminded EXCOM that the joint SCAR/COMNAP Action Group formed in 2010, had agreed eleven areas for joint collaboration, joint meetings in even numbered years was the first area agreed with the final report from the Action Group stating:

“SCAR could consider updating its guidelines for holding SCAR meetings to suggest that countries who wish to hold the SCAR OSC/Business/Delegates meetings also discuss this, at an early stage, with their National Antarctic Program.”

It was therefore her feeling that this high-level agreement for joint meetings was not filtering down to those putting together bids in all cases and especially to those SCAR delegates voting. This, in her view, was a disconnect between the SCAR Executive and the SCAR delegates.

Yves Frenot stated that he understood the issue. SCAR is a non-governmental organisation whose delegates decide the location of their meetings from a range of members-which is bigger than the membership of COMNAP. He did seek clarification though as to the point that, at a high-level, there seemed to be support and agreement for joint meetings, but no matter that, SCAR follows the delegates' vote/choice.

The Chair added that he was present at the SCAR delegates meeting that voted in Switzerland as the 2018 location for the OSC. He noted that SCAR had discussed if they would hold the 2018 jointly with IASC, and IASC had firm dates in mind for the 2018 meetings which only the Switzerland bid met.

Hyoung Chul Shin recognized that it was important to SCAR to support the IASC connection. He agreed with the Executive Secretary's summary of the situation. He also noted KOPRI's disappointment when they had bid for, but were not selected to host the 2016 meetings.

Michelle noted she had been in communication with KOPRI on that bid and with AWI on their (unsuccessful) bid to host the 2018 meetings. Both bids gave good consideration to the COMNAP meetings.

There was further discussion of other joint activities between SCAR and COMNAP in the past twelve months. First the SCAR Horizon Scan process, which COMNAP gave funding in support of and in which the then COMNAP Chair and the Executive Secretary had participated in. COMNAP has also agreed to support the next step in the process by holding a follow-up workshop. There was also the joint Conservation Challenges Workshop held in Cambridge, UK, in September 2013. Disappointingly, SCAR's facilitators for that meeting, Steven Chown and Bernard Cotzee, both pulled out of that workshop at the last minute and neither attended. John Shears and Kevin Hughes both of BAS stepped in and did an excellent job. COMNAP had provided funding for Bernard Cotzee in support of that work. Finally, the joint EXCOM meeting held in Auckland in August 2014 before the OSC was “underwhelming”, with several of the SCAR Vice Chairs not attending and an obvious feeling of distraction amongst the SCAR attendees-perhaps an indication that the timing of this meeting was not ideal. SCAR had agreed to prepare the minutes from the joint EXCOM but these have, to date, not been done.

Hyoung Chul Shin agreed the timing of the joint EXCOM meetings was important and that the Horizon Scan and the COMNAP follow-up was important.

John Hall hoped that we can be proactive in our preparations for the joint SCAR/COMNAP EXCOM meeting in Norway to make that meeting an effective use of time for everyone.

EXCOM agreed we should look at all the meetings as possible opportunities for COMNAP, and send a non-critical message to the SCAR Executive reminding SCAR or our close connections and the importance of being constructive for the benefit of our memberships.

ACTION: The COMNAP Chair or one of the Vice Chairs to informally contact the SCAR President to explain the conversation that took place at this COMNAP EXCOM meeting. In addition a letter will be drafted and sent by the COMNAP Chair to the SCAR President to ensure the gravity of our discussions are recognized and are considered by SCAR EXCOM.

There being no further discussion on this point, the Executive Secretary moved that EXCOM adopt the minutes as presented in EMP2 as the final record of the COMNAP EXCOM Meeting 2013. John Hall and Hyoung Chul Shin both seconded the motion to adopt the minutes as presented as the formal record of that meeting.

ACTION: The Executive Secretary to replace the draft version of the EXCOM Meeting 2013 Minutes on the COMNAP web with the final version.

With reference to another action arising from the 2013 EXCOM meeting found in EMP2, José Retamales referred to the COMNAP APASI project. He reminded EXCOM that at the AGM XXVI KGI/Peninsula regional break-out group session there was renewed interest in APASI. He hoped that he could promote the usefulness of APASI in the next 12 months, especially given the importance of exchanging information in advance on science activity. He also felt that splitting the “Peninsula Regional Break-out Group” into KGI and “rest of the Peninsula” had worked very well.

The Executive Secretary confirmed this, citing feedback from AGM delegates that attended that regional break-out group session. However, some felt that the AGM itself was too short and others felt the regional break-out group sessions needed to be longer. Some specific AGM feedback provided would be discussed under Agenda Item 5 of this meeting.

John Hall noted that he had attended the Peninsula Regional Break-out Group session and agreed it was very productive this year. He noted that those sessions work best when all involved come prepared to provide pre-planning information. Attendees should be encouraged to exchange this information in advance, much like the Ross Sea Regional Break-out Group did this year. John also suggested that in regards to APASI, the initial focus should be on KGI science activities and when this is seen as working, APASI can then be expanded to all of the Peninsula.

José Retamales hoped that such advanced exchange of information would mean the Regional Break-out Group Session would continue to be productive. However, he noted that APASI was a tool to support collaborative science activities and many attending the COMNAP AGMs have little to do with their countries Antarctic science activities. He thought APASI had benefit and would work to identify important issues to present at the next COMNAP AGM.

2. Review of COMNAP AGM 2014

The Chair opened this agenda item by noting formal thanks to Peter Beggs, Kylie Wood and Antarctica New Zealand for their excellent hosting and organization of COMNAP AGM XXVI. There was EXCOM agreement that the AGM was extremely positive and productive and the survey of delegates generally supports that. The survey responses

have been sent to Jan-Gunnar Winther in order to inform his preparations to host COMNAP AGM XXVII (2015).

In reference to specific aspects of the AGM, the Executive Secretary referred to an email she had received from Bjorn Dahlback who suggested that then plenary sessions were not as energetic as many of the break-out sessions. Yves Frenot noted that he agreed with this, citing, as example, the fact that there were no comments or questions in response to his CEP report in the first plenary session of the AGM.

The Executive Secretary thought there is scope to reduce the amount of time spent in plenary. She suggested tabling all observer reports with the exception of SCAR, ATCM and CEP, thereby reducing the time required for the first plenary session. Regional break-out groups could then start right after morning coffee break on day one. EXCOM agreed with this suggestion and the AGM schedule for 2015 will be adjusted accordingly.

Discussion then turned to the possibility of “theming” each AGM several years in advance. This would allow delegates to select people with particular expertise to participate and would also give a clear indication of what specific topics would be discussed. It would help busy MNAPs to come better prepared to participate in discussions and decision-making.

EXCOM generally supported the idea of “theming” AGMs. Hyoung Chul Shin wanted clarification as to how far in advance we would determine the themes. John Hall also noted that the regular safety break-out sessions should remain, especially since the case study approach worked very well this year. Yves Frenot noted that with such varied interests amongst AGM delegates, not every delegate has interest in every component of the meeting. So a divide between logistics issues and more high-level strategic issues makes sense. This is how COMNAP meetings were approached when SCALOP was in existence.

Rob Wooding noted how well holding the waste water management workshop in parallel with the safety session had worked this year, supporting the idea of suggesting specific themes or topics to discuss in advance of each year, perhaps two years in advance if possible.

The Chair reminded everyone that the AGM had agreed to hold a COMNAP sea ice workshop in 2015 and wondered if shipping was something we could therefore focus on at COMNAP AGM XXVII (2015).

José Retamales reminded EXCOM that there was currently being held a sea ice workshop in Punta Arenas, Chile, but the workshop was for specialists and therefore it did not interest a broad range of people. He reminded EXCOM that any COMNAP workshop needs to determine who the target audience is.

José also noted that he recently attended a presentation on SCAR Horizon Scan outcomes and the message being delivered in the presentation was that direct human activity in Antarctica is its greatest threat and also it appeared the target audience for the presentation was the science funding organisations. José felt that COMNAP’s Science Expert Group should look at a Horizon Scan process for COMNAP and perhaps such a session could be part of next year’s AGM.

John Hall suggested that could be the theme for the COMNAP Symposium 2016 and this led back to discussion of the COMNAP Symposiums for 2016 and for 2018.

The Chair suggested that given that the 2016 SCAR meetings would be held in Kuala Lumpur, Malaysia, and the COMNAP AGM in Goa, India, COMNAP should contact SCAR to enquire as to whether the COMNAP Symposium can be held on Day 1 or Day 4 as a parallel session, much like what happened this year in Auckland. Also, COMNAP should ensure the dates of the 2016 and 2018 AGM are back-to-back (either immediately before or immediately after) making it most convenient to go to both meetings.

The Chair then suggested that the 2016 Symposium should focus on “COMNAP Horizon Scan outputs” and the 2018 Symposium could be on “Polar Logistics” held jointly with FARO. Any polar logistics Symposium could include a session on emerging technologies. There was also a suggestion for a session on Arctic science.

John Hall noted one final point in regards to the COMNAP AGM XXVI (2014) AGM in relation to the Dronning Maud Land regional break-out group. He got a sense that the facilitators for this group were focusing on issues related only to the DROMLAN consortium, while the COMNAP regional break-out group session was intended to be wider with a focus on the activities of the region and not just within DROMLAN air network.

The Chair reminded EXCOM that DROMLAN has no official status or recognition within COMNAP, it is not a COMNAP body. The Dronning Maud Land Regional break-out group session however was an opportunity to talk about issues wider than the air and shipping network, including science activities planned.

Upon further review of EMP3, it was noted that under “Actions Arising” that Andrew Wright, CCAMLR Executive Secretary had been invited to attend COMNAP AGM XXVII (2015). Rob Wooding noted that Andrew had contacted him to seek clarification on the invitation. He also noted that given the current situation within CCAMLR on MPAs, Andrew felt it was not appropriate for him, at this time, to attend a COMNAP AGM.

The Executive Secretary confirmed that Andrew could accept the invitation or decline to attend and it would be understandable either way. Andrew would still be offered an invitation to the SAR Workshop III which was for a different purpose.

ACTION: Rob Wooding to contact Andrew Wright to discuss the nature of the invitation and to assist Andrew with a reply as necessary.

Yves Frenot noted that while he understood why COMNAP had in the past invited IAATO to deliver updates to the COMNAP AGM on the development of the IMO Polar Code, he felt it is now time to reconsider this arrangement given that the IMO situation will change from 2015.

EXCOM agreed that COMNAP should ensure it takes a leadership role to assist national Antarctic programs with vessels to understand the practical and technical implementations of the Polar Code and IAATO will no longer be invited to provide an update at AGMs.

José Retamales suggested that the COMNAP SAR Workshop III should include discussion of safety and new safety guidelines in light of the Polar Code and that national Antarctic programs may wish to bring SAR experts to the COMNAP AGM XXVII (2015) in Norway in order to begin discussions in preparation for that workshop. The Chair supported this idea.

Rob Wooding mentioned that given the differing views of the national Antarctic programs on to what extent the Polar Code might impact the operation of national Antarctic program ships. It would be a good idea to continue to encourage the COMNAP Shipping Expert Group to discuss the range of implementation impacts of the Polar Code.

There being no further discussion the Chair closed this agenda item.

3. Strategic Discussions/Strategic Framework

The Executive Secretary introduced this agenda item.

Internal communications

It was agreed that internal communications were good and that regular status reports should be sent out. It was also agreed that EXCOM would hold a series of teleconference calls when possible intercessionally. EXCOM members should endeavor to participate in these teleconferences as often as possible.

The Executive Secretary reminded EXCOM that we had agreed at last year's EXCOM meeting to survey the MNAPs to determine how COMNAP can provide services and projects which MNAPs found valuable and useful. However, to date, this survey had not been carried out.

José Retamales showed a graph which showed very well the differences between the South American programs.

Rob Wooding thought the survey approach would be helpful to those MNAPs who might not be so talkative at the AGMs. He felt any survey should not be an evaluation of how COMNAP was doing as an organisation but a survey to gather suggestions from MNAPs on what they wished COMNAP to focus on.

José added that COMNAP is a strong organization but that much value could be added if EXCOM did more to drive the organisation. For example, choosing topics to discuss at AGMs was important. Some topics like the Polar Code and safety will bring a strong interest even from "smaller" programs, as it is information these programs cannot get from anywhere else.

John Hall felt that COMNAP was meeting its goals. How we continue to do this is critical.

José agreed but supported the use of COMNAP tools, such as APASI, to be better informed about what we all do. Not using such tools is a lost opportunity.

Hyoung Chul Shin supported the idea of a survey. He suggested a small Steering Committee as a sub-group of EXCOM be formed to develop the questions

ACTION: EXCOM agreed to the idea of a survey of MNAPs. A small Steering Committee would be set up to develop questions for MNAPs to receive feedback on what MNAPs would like to see from COMNAP.

The discussion turned to how COMNAP can help “smaller” national Antarctic programs, such as our newest COMNAP member the Czech Republic national Antarctic program and also our only observer program at this time from the Republic of Belarus. She reminded EXCOM of Belarus’s current status within the Antarctic Treaty System and she also listed the other non-consultative countries into two categories: those which have signed the Environmental Protocol and those which have not. The COMNAP Rules of Procedure state: “Membership of COMNAP is open to those National Antarctic Programs of nations that have ratified the Protocol on Environmental Protection to the Antarctic Treaty.”

Therefore, national Antarctic programs do not have to come from Consultative State countries, however, all of the current COMNAP members do.

John Hall mentioned that BAS invited Pavel Kapler (MNAP Czech Republic) to participate in their pre-deployment training and that he did so and appeared to gain knowledge and contacts from it. BAS has bi-lateral MOUs with many countries to do similar capacity-building work. Of note was the stand taken by the Netherlands not to build new infrastructure in Antarctica. John felt this model of “newer” scientific programmes to be developed in partnership with established national Antarctic programs worked very well and COMNAP should encourage this approach.

Rob Wooding agreed that this type of bi-lateral system was useful.

The Chair mentioned that NIPR was unofficially requested by the Belarus national Antarctic program to work with them on future collaborative projects in Enderby Land.

ACTION: The Executive Secretary will write to the Belarus national Antarctic program to explain their current status within COMNAP and discuss next steps.

In the cases of some of the other countries which have signed the Treaty and Protocol and which have made contact with COMNAP, these being Portugal and Venezuela to date, the Executive Secretary will write to the national Antarctic program contact for these two countries and invite them to attend a COMNAP AGM and to table information on their countries plan for Antarctic research.

For the other countries, there was discussion as to whether COMNAP should approach these countries or wait until their national Antarctic programs make a first approach. After discussion, EXCOM agreed that it was not COMNAP’s role to proactively go after these countries national Antarctic programs to be members. That they all know that COMNAP exists and that it is them that, when they are ready, will make a first approach to COMNAP and COMNAP should stand ready to assist.

ACTION: The Executive Secretary will ensure distribution of the new COMNAP brochure at the next ATCM.

The Executive Secretary referred to EMP12 which was the discussion document on the idea of a COMNAP awards scheme. The discussion document summarised two existing

COMNAP practices (Certificates of Appreciation and the COMNAP Fellowships) and also considered adding four new ways to recognize excellence within national Antarctic programs. Of the four new ways proposed, EXCOM thought that the idea of an award for managers to travel to other national Antarctic programs would be the most beneficial to develop at this stage.

Hyoung Chul Shin added that he believed the MNAPs had money and opportunity for such travel, so that any such award should actually be aimed at “middle-managers”, emerging leaders to help them develop their skills and expertise. Yves Frenot agreed thinking such a tool could be used to assist new people into the system.

The Chair thought such a system should include opportunities to travel to national Antarctic programs offices outside of Antarctica and also to Antarctic stations in order to understand and share best practice in managing support to Antarctic science.

John Hall agreed saying it was important for COMNAP to get visibility out of any such scheme and that any successful applicant should be asked to prepare a brief report that could be shared amongst the COMNAP membership.

ACTION: The Executive Secretary will draft an awards scheme document aimed at “middle managers”, emerging leaders with the intention of making the first award in 2015/16.

The Executive Secretary referred all to EMP7 (COMNAP Year Planner) and EMP13 (COMNAP data/information requirements).

ACTION: EMP7 would be corrected to refer to the EXCOM teleconference dates as follows: Dec 17/18; February 12/13; and April 15/16.

ACTION: EXCOM was asked to refer to these papers throughout the year to be reminded of important dates and any information requirements.

COMNAP Projects & Expert Groups

The Executive Secretary referred to EMP5 which displayed a chart of the proposed COMNAP Projects and Expert Groups.

EXCOM considered the 2013-2014 project list first. On the list the following projects had been successfully completed: Publication of COMNAP Anniversary Book (December 2013); Convening of the COMNAP Symposium 2014 (August 2014); Convening of the Conservation Challenges Workshop (September 2013); Convening of the Icebreaker Workshop (October 2013); Publication of the Tsunami Communications brochure (October 2014); Follow-up hydroponics survey (February 2014); and convening of Waste Water Management Workshop (August 2014).

EXCOM noted formal thanks to all conveners of the workshops and of the Symposium. Hyoung Chul Shin and José Retamales noted that the draft convener’s report of the Waste Water Management Workshop had been prepared by Sandra Potter and was now being reviewed. A final report will be prepared and would inform the COMNAP paper to the CEP (2015) on the topic.

ACTION: Request from Sandra Potter and José Retamales a final copy of the Waste Water management Convener's Report.

EXCOM then considered the projects on the list that were continuing.

AFIM reformat

John Hall and the Executive Secretary spoke to the progress on this, noting that Brian Stone will move into the role of project manager and John into EXCOM oversight of the project. A trial of the data entry had been completed and soon national Antarctic programs would be asked to go online and add all necessary data and information.

There were still a number of strategic issues to be finalized such as hosting arrangements for AFIM (see EMP11), since the development of the electronic version was not being undertaken within the COMNAP Secretariat but by an external organization at the present time and also how the electronic files and their updates will be controlled.

ACTION: John Hall to contact Brian Stone for an update on AFIM reformat progress.

Antarctic Glossary

EXCOM noted that Valery Lukin had provided the English-language version to COMNAP for review and suggestions for rewording in relation to the English translations. The Executive Secretary reported that this had been done and that the document as it currently stands is a large volume and that significant amounts of time had been spent on the review of the English language translation. She expressed her concern that many portions of the glossary were in subject areas that went beyond the goal and purposes of COMNAP and therefore she did not want the glossary to be perceived as a "COMNAP-endorsed" version of any of the words or definitions.

After discussion, EXCOM was of the view that COMNAP did not have the resources to continue to review the glossary, especially since it is becoming larger and larger.

ACTION: John Hall will contact the project manager Valery Lukin to discuss, noting that COMNAP has completed a review of all components provided to COMNAP to date, but that we are unlikely to be in a position to undertake any further review.

Suppliers database

The Executive Secretary informed EXCOM that Graeme Ayres had offered to lead this project since David Blake no longer worked at BAS. John Hall would remain in the EXCOM oversight position. To date, only AWI had submitted its data into the database and this was shared on the COMNAP members-only part of the website.

ACTION: Others should be encouraged to submit data should they wish to not as an endorsement of a particular company or technology, just as an information exchange tool.

APASI

José Retamales opened the discussion on the APASI project noting that after speaking with MNAPs at the recent AGM there was renewed interest in the project. José would step into the role as EXCOM oversight of the project and would work to identify a project

manager. José requested that resources from the Secretariat could be used to assist with adding information into the improved database.

ACTION: EXCOM agreed that work on the APASI system should continue. A small amount of funding was agreed in support of this project and the Executive Secretary will work with José Retamales to determine if it is possible to add national Antarctic program data into the system with an initial focus on KGI and not the whole of the Peninsula. A project manager will be sought for APASI.

Automated early warning system for fuel tanks

The Executive Secretary reported that she understood there was not much progress being made on this project. Yves Frenot offered to take on the oversight role for this project and EXCOM agreed.

ACTION: Yves to contact the project manager, Oleksandr Kuzko for an update on the project.

EXCOM then discussed the new projects as proposed at COMNAP AGM XXVI (2014).

PolarVision vessel database

As proposed by Juan José Dañobeitia this database will be uploaded onto the members-only area of the COMNAP website. Members will be asked to refer to the database and update any details as required. This is not a COMNAP project as such.

ACTION: Executive Secretary to request from Juan José Dañobeitia the database to place on the COMNAP website and members will then be asked to review the information.

Ship Position Reporting Systems review

As proposed by Robb Clifton this project will carry out a review of existing, public systems of ship reporting which may be comparable to the COMNAP SPRS. The report will be brought back to COMNAP AGM XXVII (2015) for consideration. Hyoung Chul Shin will take on the role of EXCOM oversight for this project.

Antarctic station infrastructure catalogue

As proposed by Yves Frenot this project calls for COMNAP co-ordinating and contributing member's Antarctic station information for inclusion in a catalogue, similar to the one developed by INTERACT for the Arctic. The Executive Secretary and Yves will work on this project together beginning in early 2015.

Sea Ice Challenges Workshop

As proposed by Rob Wooding, the AAD is offering to host this broad workshop in order to share information and begin to understand the challenges that national Antarctic programs are experiencing at coastal Antarctic stations due to sea ice characteristics. Such a workshop would include the latest science, monitoring and logistical solutions among other topics/sessions. EXCOM discussed whether such a workshop would be best held during and AGM. After considerable discussion, EXCOM agreed that the workshop should be held in Hobart on 12 and 13 May 2015. Information would be sent out as soon as possible. Rob and Yves will work together to prepare a schedule/programme and list of speakers and sessions. Funding will be added to the COMNAP budget to assist with speaker travel costs or social events as needed.

Joint Medical Expert Group Workshop

John Hall reminded EXCOM of the AGM discussions on this and the report from the joint group presented by Eberhard Kohlberg, noting that the joint medical group had wished for funding for a publication and not for a workshop, but some in that group felt a workshop would be more appropriate.

ACTION: John Hall to contact Jeff Ayton for clarification on who the new officers of this joint group are and what their proposal was for a workshop in the next twelve months or on the margins of the COMNAP AGM XXVII (2015). Depending on the outcomes of that discussion, COMNAP will contact SCAR in the case that funding is needed since it is a joint group, joint funding should be provided.

Antarctic Roadmap Challenges Workshop "ARC" (Follow-on from SCAR Horizon Scan Process)

As proposed by EXCOM and supported by the COMNAP AGM XXVI, the Executive Secretary referred to EMP15 which was an initial discussion document she had prepared on preliminary thinking for the COMNAP workshop. Chuck Kennicutt had reviewed the document and was prepared to join a COMNAP Steering Committee which would develop a plan and agenda for the workshop. Chuck will be in New Zealand as part of a University of Canterbury Fellowship from 18 November 2014 through 15 February 2015. He and Michelle will use that time as they can to further develop the project. Chuck, Kazuyuki and Michelle will also meet on the margins of the NIPR Symposium in Tachikawa, Japan, in early December and will advance thinking on the project then. Funding will be added to the COMNAP budget to support this important workshop.

ACTION: The Executive Secretary will work with Chuck Kennicutt to further develop initial thinking on the ARC Workshop. She and the COMNAP Chair will confirm a Steering Committee in early December with a view to holding a two hour session at the COMNAP AGM XXVI (2015) in plenary on the topic.

ACTION: The Executive Secretary will update the project chart reflecting EXCOM decisions and place on the COMNAP website.

As for the Expert Groups, there will be significant changes to the Expert Group Leaders and to the EXCOM oversight members.

Air

John Hall will contact Giuseppe di Rossi in regards to the Air Expert Group. EXCOM hoped that Brian Stone could join Giuseppe in that role given the work he is undertaken to reformat AFIM.

ACTION: John Hall to contact Giuseppe di Rossi in regards to Air Expert Group.

Science

There was significant discussion about this group with José Retamales asking if we could task this group with improving international collaboration in science. He noted that long term monitoring was not something that attracted external funding and that it was often funding from national Antarctic programs budgets that provided the resources needed to continue such monitoring projects. He thought that within the COMNAP membership we could propose one or two key observations that were scientifically important that the COMNAP network of national Antarctic programs operating in

Antarctica could support and undertake. This might stimulate some programs to do monitoring and contribute the data into a collaborative system.

Hyoung Chul Shin thought this was a way of making best use of national Antarctic programs activity on things that are already being done by at least some of the national Antarctic programs.

Yves Frenot clarified a point that José had referred to as often articulated by Gérard Jugie, former Chair of COMNAP. There must be a common approach and common procedures for monitoring and those commonalities should be shared, at least regionally amongst national Antarctic programs. Any such procedures should be realistic. Yves supported José's idea for establishing a common monitoring program on one or two important data sets.

José thought this is where APASI could assist. Especially, for example, on KGI where ten different countries are doing monitoring work to one extent or another. John Hall clarified that he thought we were talking about two issues: 1. Monitoring without coordination; and 2. No monitoring now but possibility to do some. He iterated that for any monitoring it was the quality of the data collected that was important. He also wished to ensure that this would not be COMNAP stepping into areas which were more in the arena of SCAR.

Rob Wooding was of the view that it was not in SCAR's arena and that such a programme would indeed be a way to actively engage "smaller" national Antarctic programs and that it was likely SCAR would support the idea if the approach was a careful and considered one.

ACTION: José will work with the Science Expert Group to develop terms of reference for the group. In the intercessional period the group will explore the possibilities of a coordinated monitoring program project.

Energy & Technology

José Retamales reported that Felix Bartsch (Chile) and Pavel Kapler (Czech Republic) had offered to co-lead this group. Rob Wooding would take on the role of EXCOM oversight.

Environment

There was a suggestion that Anoop Tiwari (India) be contacted to enquire as to whether he would be willing to take on the role of Environment Expert Group Leader, given Sandra Potter had stepped down from the role.

ACTION: Rob Wooding will contact Anoop to discuss. Hyoung Chul Shin remains EXCOM oversight for this group.

ACTION: The Executive Secretary will update the Expert Group chart on the COMNAP website.

ACTION: All EXCOM members will contact their Expert Group Leaders to keep in regular contact, to ask that they review or update their group's terms of reference if needed and to bring topics for sharing or discussion to the COMNAP website discussion forums.

Strategic External Relationships

Our key external relationships were with SCAR and with the ATCM/CEP.

The Executive Secretary referred to EMP8 which were her notes from the joint SCAR/COMNAP EXCOM meeting in Auckland in August 2014. No formal minutes had been received from the SCAR Secretariat and she noted her disappointment with this and with the joint meeting itself. This coupled with the SCAR delegates decision to hold the 2016 and the 2018 meetings in non-COMNAP national Antarctic program countries was very disappointing, especially since bids for both those years had been presented by COMNAP member countries but those were rejected. COMNAP Rules of Procedure did not allow for our AGMs to be held in non-COMNAP member countries.

The Executive Secretary reminded EXCOM of the joint SCAR/COMNAP Action Group. The top priority under “areas to collaborate together” from that group was: “**Joint meetings**. For the OSC and the AGM-especially with ‘overlapping’ sessions of interest to both organizations. There was strong agreement on the benefits of joint meetings.”

This high-level priority agreement was not being conveyed to the delegates by the SCAR Executive. Or, if it was being conveyed, the delegates were not considering it a priority when deciding locations for meetings.

EXCOM was in agreement that it was very important for COMNAP to explain our concerns to the SCAR President. Our two organisations do not work independently of each other, we are complimentary organisations. COMNAP members are government entities which often control a countries’ Antarctic science and science support budget. A working partnership therefore should in no way see one partner of lower or lesser importance. We are an equal, if not a stronger, organization and we need to convey this message to SCAR. COMNAP remains committed to joint meetings, but will, however, use any situation as an opportunity to our members advantage as a first priority.

Yves Frenot reminded EXCOM of the SCAR membership fee increase and the irony that, in France’s case, it is IPEV which pays this fee, not the SCAR delegate organization from France. He suggested that given our good personal relationship with SCAR President Jeronimo Lopez-Martinez, the EXCOM contact him in a friendly and informal manner to discuss the situation.

ACTION: Yves Frenot on behalf of the COMNAP EXCOM will contact the SCAR President and report back to the Chair on the outcomes from the discussion.

The Executive Secretary asked EXCOM to look at what opportunities 2016 and 2018 presented for COMNAP. Was there still a possibility to hold the COMNAP Symposium at the OSC?

ACTION: EXCOM must also consider the timings for our 2016 and 2018 AGMs and decide whether to put our AGM back-to-back with the OSC or to totally disconnect the timings. EXCOM will continue to consider this over the course of the next couple of months and will focus on this in our December teleconference.

There being no further discussion, EXCOM turned to consider ATCM/CEP strategic relationship.

EXCOM felt COMNAP continued to be well-represented at ATCMs/CEP meetings by the COMNAP Executive Secretary.

EXCOM considered the COMNAP lunchtime presentations that the COMNAP Chair had delivered at the last three ATCMs, noting that this year's presentation was well-attended and effective. They noted the topic for the presentation "COMNAP's role in fostering international cooperation" had wide appeal. The question discussed was should COMNAP continue to deliver such lunchtime presentations if the ATCM host country allowed us to.

José Retamales reminded EXCOM that at the ATCM 2015 there would be an Education Workshop held the Sunday immediately before the start of the ATCM. He thought perhaps any COMNAP lunchtime presentation could therefore focus on education.

Yves Frenot thought that since we did not currently have detailed information on that from our member national Antarctic programs it would be difficult and would require a survey of national Antarctic programs in order to effectively inform any presentation. National Antarctic programs would be keen to provide such information, but some would send significant amounts of information and care would be needed.

John Hall thought education and any such COMNAP survey or presentation in relation to that topic, should include information on the Artists and Writers Programmes many of the national Antarctic programs had. This was a unique national Antarctic program education and outreach tool.

The Executive Secretary was of the view that we needed more information on the agenda for the Education Workshop before we decide how COMNAP can contribute to it. Yves Frenot agreed we needed clarity on the workshop and added we should not duplicate anything that SCAR might be preparing for the workshop.

There was no decision reached as to whether COMNAP should deliver a lunchtime presentation at ATCM 2015.

ACTION: The Executive Secretary will contact the ATCM host organization to explore practical possibilities of this and report back.

EXCOM then took the opportunity to consider EMP9 which was the proposed list of Working Papers (WP), Information Papers (IP) and Background Papers (BP) that COMNAP planned to prepare for the 2015 ATCM/CEP meeting. EXCOM agreed that in addition to any COMNAP papers, one copy of the COMNAP brochure and one copy of the COMNAP Symposium Proceedings should be given to each ATCM delegation.

ACTION: The Executive Secretary will make arrangements for those to be distributed to delegations at the ATCM.

With reference to the proposed paper on UAV use in Antarctica, John Hall suggested that the draft of this paper (EMP14) should be distributed for comment to the COMNAP Air Expert Group. BAS will ensure their UAV expert is a representative in the group discussion of UAVs. Yves Frenot agreed with John and noted that any draft guidelines proposed should come from COMNAP to the ATCM/CEP.

Rob Wooding agreed noting, however, that any COMNAP guidelines would be recommended only and not mandatory and should not replace any procedures which individual national Antarctic programs may develop or which may already be in place. He noted the importance of pre-planning especially in areas where there is multi-use activity.

José Retamales noted that aircraft deployment in Antarctica is already regulated and subjected to guidelines. John Hall added that UAVs are not included in AFIM at present.

ACTION: The Executive Secretary will prepare a second draft of EMP14 which will include a set of initial guidelines. She will email the COMNAP MNAP list to ask each to appoint a representative to the UAV discussion and review of the document in preparation for the writing of an IP to the ATCM/CEP as requested.

It was noted that UAV papers had also been invited from SCAR and IAATO. EXCOM was of the view that since SCAR, COMNAP and IAATO would look at UAV use from different perspectives and given the small word limit for information papers, it was preferable that each was a separate, but complimentary paper and not one large/joint paper.

ACTION: The Executive Secretary will write to SCAR and IAATO to confirm.

The Executive Secretary would continue to do a review of all Working Papers and when time permits, all Information Papers submitted for ATCMs/CEP meetings as she has done in the past. This raises awareness of any issues of particular national Antarctic program relevance that may be discussed so that national Antarctic programs may discuss with their ATCM delegations should they wish to do so.

There were suggestions from EXCOM for two additional ATCM/CEP papers, one on education and outreach and one on international cooperation which would focus on the key messages from the COMNAP Symposium 2014 and would complement the Symposium Proceedings. The Executive Secretary updated the list, noting that nine papers was a significant number. There was no further discussion on the list of papers in EMP9, so that, barring any unforeseen difficulties with any of them, these will be prepared for the 2014 ATCM/CEP.

ACTION: The Executive Secretary to send the list of proposed ATCM/CEP to the SCAR Secretariat as is our usual practice and she will lead the drafting of the COMNAP papers.

Discussion turned to the CEP report to the COMNAP AGM. Yves Frenot recalled there has been mention of the need for a focus on intra-Antarctic transfer of non-native species by way of national Antarctic programs activity for a few years now and that given the success of the joint SCAR/COMNAP *Checklists for Supply Chain Managers*, we could jointly work on an intra-regional project.

Rob Wooding noted his concern based on views at AAD on such a project and any resulting guidelines which might be too onerous for national Antarctic programs to successfully implement. He thought that environmental managers and scientists often had high expectations which national Antarctic programs may not in all cases be able to meet.

John Hall noted that there are operators that are not national Antarctic programs that also move intra-regionally in Antarctica, for example, Kenn Borek Air and ALE. He also noted that many national Antarctic programs already have biosecurity manuals and procedures for reducing risks and guidelines to follow. José Retamales also added military agencies were also Antarctic operators which might work intra-regionally.

EXCOM discussed the vectors associated with intra-regional transfer in Antarctica. They are ships, planes, people, traverse vehicles, camping/field equipment including scientific equipment and noted that many national Antarctic programs did indeed move between Antarctic biogeographic regions.

Yves Frenot suggested we look at the current *Checklists for Supply Chain Managers* intercessionally to determine if we can add to these or update them in a way which would include intra-regional transfer provisions. He suggested COMNAP consult with the SCAR Program on Terrestrial Ecology for advice.

ACTION: Yves Frenot offered to liaise with this group and report back to EXCOM, which EXCOM accepted with thanks.

Hyoung Chul Shin thought COMNAP should also explore which national Antarctic programs already had biosecurity guidelines in regards to intra-regional transfer.

ACTION: The Executive Secretary will prepare a list of which national Antarctic programs have biosecurity guidelines in place.

4. Year Planning

List of events 2014–2015

The Executive Secretary introduced this item and referred to EMP7 which was the COMNAP year planner she had tabled at the AGM. She reminded EXCOM that they should pencil into their calendars the regular EXCOM teleconferences. She also reminded EXCOM members to stay in regular contact with their project managers and expert group leaders (those they had oversight on) and support them by providing direction when required.

EXCOM Work Plan 2014–2015

The Executive Secretary referred to EMP6 which was the COMNAP 5-year plan. This would be updated to reflect EXCOM discussion and would be posted onto the COMNAP website.

There remained to be confirmed dates for the “ARC” Workshop. The Chair would work with Chuck Kennicutt to form a COMNAP ARC Workshop Steering Committee and dates for the workshop would be proposed from this committee for consideration. EXCOM agreed this was an important workshop and that something should be brought back to COMNAP AGM 2015 in order to keep things moving.

5. Development of COMNAP AGM XXVII Programme/Agenda 2015
(including) **6. Joint SCAR/COMNAP EXCOM Meetings 2015 and 2016**

There was discussion of the year ahead and of the AGM which will be hosted by the Norwegian Polar Institute (NPI) in Tromsø, Norway. The Executive Secretary referred to EMP4 which showed the confirmed dates for the AGM, 26–28 August 2015.

There was robust discussion of the agenda and schedule with reference to feedback provided by attendees of the COMNAP AGM XXVI (2014). EXCOM agreed there should be fewer hours spent in plenary sessions; that there should be more time for the regional break-out groups; and that there should be parallel topical sessions that would interest those managers with a logistics focus on the one hand and those with more science focus on the other.

ACTION: The Executive Secretary to draft a new version of the AGM schedule based on these discussions and in consultation with NPI and place the next draft on the COMNAP AGM XXVII website so that members can forward plan.

José Retamales noted what a good opportunity our AGMs were to have exhibitors at the lunch sessions or coffee break sessions. He noted in particular the industry exhibit that was in place at our AGM in Stockholm, Sweden, as being very useful. EXCOM agreed.

ACTION: José Retamales will contact Jan-Gunnar to explore possibilities for exhibitors.

ACTION: Proposed COMNAP AGM XXVI Agenda to be made available to all COMNAP Members via website as soon as possible.

ACTION: COMNAP would prepare an invitation to the SCAR EXCOM to join us in Norway and would propose to hold our joint EXCOM meeting there on Monday 25 August if this date was suitable to NPI and a meeting room was available. Any such meeting would need to consider what arrangements we might make for a joint meeting in 2016 and 2018 also.

7. Any Other Business

The Executive Secretary referred to EMP10 which was the proposed COMNAP budget for financial year 1 July 2014 through 30 June 2015, noting there is no increase in COMNAP membership fees.

The Executive Secretary noted that she would now add in a number of budget lines for the projects as discussed and approved at this EXCOM meeting. These included the sea ice workshop, ARC workshop and the visiting national Antarctic program middle manager award. EXCOM agreed to this budget with those inclusions and noted the Executive Secretary's continuing authority as to how to use COMNAP funds.

There was reference to the Executive Secretary's salary figure in the budget, with Michelle noting this new figure was based on the New Zealand cost of labor statistics as provided by Antarctica New Zealand and as agreed to by the AGM. The figure was inclusive of salary and superannuation costs and compulsory ACC insurance costs.

Hyoung Chul Shin suggested that in future, in the COMNAP MOU with hosts of the Secretariat, there be a provision for regular salary review of the Executive Secretary salary package. EXCOM agreed this was a good idea.

ACTION: To note that salary review provisions should be drafted for inclusion in the next MOU.

After discussions, Kazuyuki Shiraishi moved for EXCOM to accept the budget and EXCOM agreed. The budget for 2014/2015 was therefore agreed.

ACTION: The Executive Secretary will place the budget for 2014/2015 on the members-only area of the COMNAP website as soon as possible.

The Executive Secretary moved that two further items be discussed under this agenda item. First, in regards to the AFIM reformat she referred EXCOM to EMP11 and noted there were a number of “strategic” decisions that needed to be made over the next several months.

Second, she explained that at the COMNAP AGM XXVII (2015) none of the EXCOM position terms will expire. It was her view that while such continuity was valuable, it also meant there would be no opportunity for new representatives to join EXCOM until 2016. She asked EXCOM to consider a special exception to the COMNAP Rules of Procedure which might allow election of an additional Vice Chair (for a total of 6 Vice Chairs and one Chair and the ES) to compose EXCOM from COMNAP AGM XXVII (2015). This would not set a precedent, but would remain so until 2016, until the Vice Chair terms of John Hall and Hyoung Chul Shin were completed. With these two completions, we would then only call for one Vice Chair election, putting us back to 5 Vice Chairs as is normal. This does not require a decision now, but should be carefully considered in the intercessional period.

The Chair noted that he wished to ask other national Antarctic programs if they have detailed budgetary information they would be willing to exchange. Without detailed budgets it was very difficult and perhaps dangerous to compare one national Antarctic program to another.

John Hall noted that BAS had a publically available budget he could share and Rob Wooding noted the same for AAD.

ACTION: John and Rob to provide budget information.

Hyoung Chul Shin suggested that even though COMNAP had a 5-year plan, COMNAP should also produce a strategic plan. A more ‘public’ document in a publication style. This was a good organisational outreach tool and one that national Antarctic programs could use when discussing COMNAP with their governments. **ACTION:** The Executive Secretary agreed to produce a first rough draft.

7. Close

COMNAP Chair Kazuyuki Shiraishi closed the meeting and EXCOM took a tour of the National Institute of Polar Research facilities which began with a demonstration of the NIPR developed Arctic Data Archive System.

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Appendix 1: COMNAP EXCOM Meeting 2014 Agenda & list of Meeting Papers

1. Opening and administrative arrangements
2. Review of 2014 COMNAP Annual General Meeting (AGM)
3. Strategic discussions/Strategic framework
 - a. Review of COMNAP as an organisation
 - b. Projects
 - c. Expert Groups
 - d. Internal communications
 - e. Strategic external relationships
4. Year planning
 - a. List of events (workshops & conferences) 2014–2015
Focus on workshops proposed at AGM or confirmed:
 - a) Sea Ice
 - b) Horizon Scan Follow-up
 - c) Joint Medical group
 - d) ATCM Education
 - e) SAR Workshop III (2016)
 - b. EXCOM Work Plan 2014–2015
5. Development of COMNAP XXVII Programme/Agenda 2015
6. Discussion of the status of the 2015 and 2016 SCAR/COMNAP EXCOM meeting planning
7. Any other business
8. Close of meeting

List of EXCOM Meeting Papers (**EMP**)

- EMP1** Proposed Agenda/Annotated Agenda
- EMP2** EXCOM Meeting 2013 Minutes Draft ver 13 November 2013
- EMP3** COMNAP AGM 2014 Actions Arising
- EMP4** Proposed COMNAP AGM XXVII (2015) Agenda and Schedule
- EMP5** COMNAP Strategic Projects and Expert Groups charts
- EMP6** COMNAP 5-year Plan
- EMP7** COMNAP Year Planner
- EMP8** Joint COMNAP/SCAR EXCOM Meeting Report 2014
- EMP9** List of ATCM/CEP ICGs and COMNAP Proposed Working & Information Papers for ATCM XXXVIII/CEP XXVIII (2015)
- EMP10** COMNAP Budget 2014–2015
- EMP11** AFIM outstanding reformat issues
- EMP12** COMNAP Awards Scheme
- EMP13** COMNAP data/information requirements
- EMP14** COMNAP IP on UAV Risks/benefits
- EMP15** COMNAP Horizon Scan Tech and Innovation Workshop proposal

Appendix 2: COMNAP Strategic Projects and Expert Groups 2014-2015

Strategic Projects 2014-2015		
Project	Project Manager	Oversight EXCOM member
AFIM – Implementation of new format	Brian Stone	John Hall
Suppliers database	Graeme Ayres	John Hall
APASI system		José Retamales
Automated Fuel Spill Monitoring System	Olaksandr Kuzko	Yves Frenot
Ship position reporting systems review and discussion document preparation	Robb Clifton	Hyoung Chul Shin
Station Infrastructure Catalogue		Yves Frenot
Sea Ice Workshop		Rob Wooding
Medical Workshop	Jeff Ayton	Rob Wooding
COMNAP “Horizon Scan” technology, logistics, operations and science support “ARC” Workshop	Michelle Finnemore	Kazuyuki Shiraishi

Expert Groups (Topics) 2014-2015		
Topic	Expert Group Leader	Oversight EXCOM member
Air	Giuseppe di Rossi/Brian Stone	John Hall
Science (to include SOOS Think Tank)	Javier Arata	José Retamales
Energy & Technology	Felix Bartsch & Pavel Kapler	Rob Wooding
Environment		Hyoung Chul Shin
Safety	Henrik Tornberg	Kazuyuki Shiraishi
Medical	Jeff Ayton	John Hall
Outreach	Eva Gronlund	Yves Frenot
Shipping	Miki Ojeda	José Retamales
Training/Education	Veronica Vlasich	Yves Frenot
Standing Item: Data Management	Michelle Rogan-Finnemore	Kazuyuki Shiraishi
Standing Item: External Relationships	Michelle Rogan-Finnemore	EXCOM
Standing Item: Strategic Framework	Michelle Rogan-Finnemore	Kazuyuki Shiraishi

Appendix 3: EXCOM Meeting Actions Arising

Actions for Chair

- Depending on the results of the informal discussion with the SCAR President, draft a letter to the SCAR President to ensure the gravity of our discussions on joint SCAR/COMNAP activities are recognized and are considered by SCAR EXCOM.
- Work (together with the COMNAP Executive Secretary) with Chuck Kennicutt to further develop initial thinking on the ARC Workshop.
- Convene a small Steering Committee (a sub-set of EXCOM members) to develop survey questions for MNAPs to receive feedback on what MNAPs would like to see from COMNAP.

Actions for Vice Chairs

- **All EXCOM Members** with oversight of a particular project to write/email to each of their Project Managers and remain in close contact in order to provide any support required.
- **All EXCOM Members** to contact their particular Expert Group Leaders to encourage them to share information and best practice, to ask that they review or update their group's terms of reference if needed and to bring topics for sharing or discussion to the COMNAP website discussion forum and to inform EXCOM of anything that would assist them in this role.
- **All EXCOM Members** to actively engage in on-line Expert Group discussions.
- **All EXCOM Members** to refer to EMP7 and EMP13 throughout the year to be reminded of important dates and any information requirements.
- **All EXCOM Members** to encourage their national Antarctic program to submit information into the Suppliers Database.
- **All EXCOM Members** to consider the timings for our 2016 and 2018 AGMs in preparation for our December teleconference discussions.
- **Yves Frenot** to informally contact the SCAR President to explain the conversation in regards to joint SCAR/COMNAP activities that took place at this COMNAP EXCOM meeting and report back the outcomes from that discussion to the COMNAP Chair.
- **Yves Frenot** to liaise with the SCAR Program on Terrestrial Ecology group in regards to an intra-regional update to the Checklists for Supply Chain Managers and report back to EXCOM.
- **Rob Wooding** to contact Andrew Wright to discuss the nature of the COMNAP AGM invitation and to assist Andrew with a reply as necessary.
- **Rob Wooding** to contact Anoop Tiwari to discuss whether he is willing to undertake the role of Environment Expert Group Leader.
- **John Hall** to contact Brian Stone for an update on AFIM reformat progress.
- **John Hall** to contact Valery Lukin to discuss the glossary.

- **John Hall** to contact Jeff Ayton for clarification on who the new officers of the joint medical group are and what their proposal was for a workshop in the next twelve months or on the margins of the COMNAP AGM XXVII (2015).
Depending on the outcomes of that discussion, COMNAP will contact SCAR in the case that funding is needed since it is a joint group, joint funding should be provided.
- **John Hall** to contact Giuseppe di Rossi in regards to Air Expert Group.
- **John Hall** and **Rob Wooding** to provide their national Antarctic programs; budget information to the COMNAP Chair as soon as possible.
- **José Retamales** to work with the Science Expert Group to develop terms of reference for the group and, in the intercessional period, will assist the group to explore the possibilities of a coordinated monitoring program project.
- **José Retamales** to contact Jan-Gunnar Winther to explore possibilities for exhibitors at COMNAP AGM XXVII (2015).

Actions for Executive Secretary

- Place the final version of the EXCOM Meeting 2013 Minutes on the COMNAP website.
- Write to the ATCM local organising committee to explore practical possibilities of a COMNAP lunchtime presentation and report back.
- Write to the Belarus national Antarctic program to explain their current status within COMNAP and discuss next steps.
- Ensure distribution of the new COMNAP brochure and the COMNAP Symposium Proceedings at the next ATCM.
- Draft an awards scheme document aimed at “middle managers”/ emerging leaders with the intention of making the first award in 2015/16.
- Correct EMP7 to refer to the EXCOM teleconference dates as follows: Dec 17/18; February 12/13; and April 15/16 and redistribute to EXCOM.
- Request from Sandra Potter and José Retamales a final copy of the Waste Water Management Convener’s Report.
- Request from Juan José Dañobeitia the Polar vessel database to place on the COMNAP website and then ask members to review the information.
- Work (together with the COMNAP Chair) with Chuck Kennicutt to further develop initial thinking on the ARC Workshop.
- Update the COMNAP Project and Expert Group information to reflect the new Vice Chair oversight roles.
- Prepare a second draft of EMP14 which will include a set of initial UAV guidelines.
- Email the COMNAP MNAP list to ask each to appoint a representative to the UAV discussion and review of the UAV document in preparation for the writing of an IP to the ATCM/CEP as requested.
- Contact SCAR with key outcomes of this EXCOM meeting including providing a list of proposed COMNAP papers for ATCM XXXVII and request the SCAR presentation topic for their ATCM Presentation.

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- Write to SCAR and IAATO to inform them of COMNAP's preference for separate UAV papers to the ATCM/CEP.
- Prepare a list of which national Antarctic programs have biosecurity guidelines in place.
- Update the COMNAP Five-year Workplan to reflect the decisions of EXCOM at this meeting.
- Lead the drafting of COMNAP papers for ATCM/CEP meeting as discussed at this EXCOM meeting.
- Update the COMNAP budget 2014/2015 and place on-line in the Members-only area of the COMNAP website.
- In preparation for the COMNAP AGM XXVII (2015) draft a new version of the AGM schedule based on EXCOM discussions and in consultation with NPI and place the next draft on the COMNAP AGM XXVII website so that members can forward plan.
- Prepare an invitation to the SCAR EXCOM to join us in Norway with a proposal to hold our joint EXCOM meeting there on Monday 25 August if this date was suitable to NPI and a meeting room was available.
- Ensure that salary review provisions be drafted for inclusion in the next COMNAP host agreement MOU.