

Minutes - Daily Management Group Meeting

30-31 August 2017, Örenäs Slott, Sweden



Participants: Katharina Beckmann, Terry Callaghan, Margareta Johansson, Kirsi Latola, Morten Rasch, Hannele Savela, Elmer Topp-Jørgensen. Luisella Bianco participated via Skype the first day.

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1. General overview of progress so far

The project has so far submitted six deliverables to EU (table 1) which have all been approved. At present (30 Aug 2017) we have no outstanding delayed deliverable. The deliverables have all been uploaded in Progeta, in the participant portal and are also freely available for everyone at our web site <http://www.eu-interact.org/about-interact/downloads/deliverables/>.

Table 1. Submitted and approved deliverables by 31 August 2017.

WP	Deliverable	Title	Responsible Partner	Deadline
WP1	D1.1	Minutes from Kick-off meeting	LU	31 Dec 2016
WP1	D1.11	1st Newsletter	LU	31 Mar 2017
WP2	D2.2	1st CAWI survey report	IGF PAS	31 Mar 2017
WP4	D4.1	INTERACT Data Management Plan	METNO	31 Mar 2017
WP2	D2.9	A report on science expertise among INTERACT partners and ability to act as INTERACT Ambassadors	LU	30 Jun 2017
WP3	D3.1	SMF 1 minutes	UCPH	31 Jul 2017

The project has during the first 10 months reached 12 milestones (table 2). We have one milestone (M2.1 - Establishment of a bulletin board on the web site advertising facilities for mentoring) that was due the 1 Dec 2016 that we decided should be postponed until 31 October 2017 when the project's new web site will be launched (rather than implementing it twice on the old and the new web site).

Table 2. Milestones reached by 31 August 2017.

WP	Milestone	Title	Responsible Partner	Deadline
WP1	M1.3	Formation of the daily management group	LU	01 Nov 2016
WP7	M7.1	Establishment of CBMP/ INTERACT working group	CAFF	01 Nov 2016
WP1	M1.4	Formation of International Advisory Board	LU	01 Dec 2016
WP1	M1.5	Formation of Trans-national access evaluation board and virtual access board (the selection panel)	LU	01 Dec 2016
WP1	M1.1	INTERACT Web portal	LU	01 Jan 2017
WP5	M5.1	Trans-national Access in operation	UOULU	01 Jan 2017
WP5	M5.2	INTERACCESS V1	CLU	01 Jan 2017
WP3	M3.1	Kick-off meeting	UCPH	01 Feb 2017
WP5	M5.3	Webinar 1 arranged	UOULU	01 Feb 2017
WP1	M1.2	Tutorials and Webex schedule available on the portal	CLU	01 Mar 2017
WP3	M3.2	SMF 1 meeting	UCPH	01 Apr 2017
WP5	M5.4	Virtual Access in operation	UOULU	01 Apr 2017

2. Upcoming Milestones and Deliverables

In the coming 4 months we have 11 upcoming deliverables (table 3). We expect the following deliverables to be on time; D1.12, D4.2, D1.6, D1.7, D2.6 and D3.2. We expect the following deliverables to be slightly delayed due to that our annual meeting will be held on the 21-25 October 2017; D8.1, D8.2 and D1.2. The other deliverables were discussed in further detail (see below).

Table 3. Upcoming deliverables until 31 December 2017 that were discussed.

WP	Deliverable	Title	Responsible Partner	Deadline
WP1	D1.12	2nd Newsletter	LU	30 Sep 2017
WP2	D2.1	Report summarising feedback from target end users concerning ways to extend the educational value of INTERACT’s Arctic gallery and glossary	IGF PAS	30 Sep 2017
WP4	D4.2	Report on current data flows (identifying lack of data flow and bottlenecks)	AWI	30 Sep 2017
WP7	D7.1	An up-dated publication on Arctic terrestrial biodiversity for the Encyclopedia of Biodiversity	CAFF	30 Sep 2017
WP8	D8.1	SMF Drone Workshop Report	UD-AB	30 Sep 2017
WP8	D8.2	Report on drone legislation	ÅF	30 Sep 2017
WP1	D1.2	Minutes from 1st Annual meeting	LU	31 Oct 2017
WP1	D1.6	Transformed web portal	CLU	31 Oct 2017
WP1	D1.7	1st Advisory Board Report	LU	31 Oct 2017
WP2	D2.6	1st Newsletter issues for teachers	IGF PAS	31 Oct 2017
WP3	D3.2	SMF 2 minutes	UCPH	31 Dec 2017

Deliverable D2.1, the report on the summarized feedback from target and end users, will be postponed until the end of the project when all the information received from the CAWI reports can be incorporated and the planned developed improvements on the Gallery and Glossary have been made. This will be changed in a future amendment.

- *Maggan includes change of deadline in future amendment of DoW*

Deliverable D7.1, Up-dating publication on biodiversity in the Arctic, will not be done by the 30th of September. CAFF has contacted us early to let us know that they have difficulties to find time to do this work. Since it is an update of an existing chapter we hope we can find a solution so that we can still include it as a deliverable.

- *Elmer talks to Tom Christensen*
- *Terry talks to publisher*
- *Maggan includes change of deadline in future amendment of DoW*

Deliverable D4.2, the report on current data flow, should include how all data within INTERACT is handled and therefore also include how the TA data will be handled. To ensure this we suggest arranging a Webex meeting between the Station Managers Forum, the Data Forum and the Transnational and Virtual Access WP (WP 3, 4, 5).

- *Katharina will send out a doodle to WP3, 4 and 5 to set a date for them to discuss this further.*

Deliverable D8.1, the workshop on drones, there are many different drone initiatives going on in the Arctic. We should try to make sure that WP8 are aware of the other initiatives we are aware of. The first is a network lead by Isla Myers-Smith (Edinburgh), we need to connect WP8 with this drone initiative.

- Terry will send information on drone network to Katharina who will forward it to WP8 leaders for info.

We also had a general discussion regarding educational material where it was concluded that a lot is happening on educational resources side. WP2 is collaborating with the charity Wicked Weather Watch. New educational resources have been developed for school children and this collaboration will continue also in the future. Currently all the science is checked by Terry but for the future the INTERACT Ambassadors (deliverable D2.9) will be consulted for this task when needed. The INTERACT outreach course that was produced in collaboration with Tomsk State University and the University of the Arctic will be updated on Coursera. At present, over 4000 people have signed up for the course. In addition, WP 2 is collaborating with EduArctic as well as the Polar Educators international.

- Terry, add what age the educational material is suitable for
- Terry will present this at the annual meeting and ask for input from the participants

We have six upcoming milestones during the four coming months (table 4). We expect M5.5 and M5.6 to be on time whereas the others will be slightly delayed due to the timing of our upcoming annual meeting on Svalbard. TA Webinars (M5.6) will be arranged in September and November 2017.

Table 4. Upcoming milestones until 31 December 2017 that were discussed

WP	Milestone	Title	Responsible Partner	Deadline
3	M3.3	SMF 2 meeting	UCPH	01 Sep 2017
3	M3.8	Awareness of the Scene Workshop	UCPH	01 Sep 2017
3	M3.9	Safety course 1	UNIS	01 Sep 2017
8	M8.1	SMF Drone Workshop	UD-AB	01 Oct 2017
5	M5.5	INTERACCESS V2, “reporting module”	CLU	01 Nov 2017
5	M5.6	Webinar 2 arranged	UOULU	01 Dec 2017

3. The role of the Advisory Board

INTERACT has an eminent Advisory Board and we have to make sure to “pick their brains”. We need to ask them to consider the scope of INTERACT outside of today’s scope, what can it look like in the future? We have invited the members of the Advisory Board to the annual meeting, however only one member will be able to come, Nicole Biebow. To inform the Advisory Board members on what is going on and to provide them the opportunity to give their input we will try to arrange a dinner meeting at the Arctic Circle and also to have an Advisory Board meeting in spring (possibly back to back with our daily management meeting). The dinner meeting at the Arctic Circle is intended as an ice breaker where the board members will be introduced to each other and discuss what the issues are but not solving them. At the meeting in May we will then ask the advisory board to discuss the future of INTERACT.

- *Maggan: Send out an invitation for a lunch or dinner meeting (not Saturday evening) at Arctic Circle*
- *Katharina: Create a doodle poll for late spring 2018. Central Europe, (Switzerland?)*

4. INTERACT new web site

4.1 Presentation of the web site

Luisella presented a draft of the new web site. Everyone was very positive about the design and functions of the new web sites and asked Luisella to please thank Marco for a brilliant work. The web site has got three menus on top, one blue ordinary one, one grey that presents the work packages illustrated with graphics and one white that can be used for announcements (next to the INTERACT logo). The things that were discussed and suggestions for improvements were the following:

The INTERACT identity must be visible and one way of doing this is to increase the INTERACT logo and make it more visible. In addition, a sentence on what is INTERACT should be added above the map on the first page.

- *Marco will make the logo as big as possible without changing the height of the white menu*
- *Marco will add the possibility to enter a text introducing INTERACT right below the grey menu*

Who is the target audience and what info are they supposed to find? We need to make the headings of the work packages less technical so that everyone can understand these.

- *Maggan and Terry will work on the wording of the headings to make them more accessible/ user friendly*

Other things that were discussed and suggested changes were:

- *Marco will change the dots on the map so that they are in the same colour to not highlight the difference between observer and partner station. The actual "Type" will become "TA Offer" and there will be a (multiple) choice among Transnational/Virtual/Remote. The list of sites on the right of the map will be shown in alphabetical order (not random as now).*
- *Katharina will populate the new web site and add description for each station manually (short description on field site website).*
- *Marco will add a subheading under "project" called "Pool of expertise" where the INTERACT Ambassadors will be presented. In the future there will be different sub-categories such as science expertise and station management expertise.*
- *Katharina will send the list of names for the Pool of Expertise (from deliverable) to Marco*

For all the news items, we will have a photo and for the ones that lack photo, the INTERACT logo will show.

4.2 INTERACT Photo Gallery

The INTERACT Photo Gallery will be a great asset for everyone who needs a photo, but to make it very useful we need to define categories so that it will be easy to search in the photo gallery. The persons who upload the photos will define the category. To ensure that we have good quality on the photos being uploaded we need a “gate keeper” who will check the photos. We will have a disclaimer where we kindly thank for the contribution to INTERACT Photo Gallery but we might not be able to use all photos.

We want the photos to be uploaded in high resolution (so that it can be used for INTERACT printed material), but it needs to be downsized before being added to the web site as there is an uploading limit at the website platform (Wordpress) at 256 Mb.

Whoever uploads photos for the photo gallery will have to tick a box stating: “Uploading acknowledges that the donor gives permission for the resource to be used freely for educational and research and publication purposes that do not involve profit making”.

We need a technical solution for uploading the photos to ensure it is an easy process for the donor to upload the photos.

- *Katharina go through the existing categories of photos and see if we need to add more*
- *Katharina will develop a method how to be a gatekeeper to ensure good photo quality*
- *Katharina will propose a method for downscaling of photos for web site*
- *Katharina will look for technical solutions how to upload photos in a smooth way*

4.3 Glossary

The INTERACT Glossary builds on the existing glossary on the “old” web site. A new feature that has been added on the new web site is that when a word in the glossary appears any other place on the web site, it is highlighted and clickable. This will ensure that the resource is actually being used. We need to further populate the glossary with the words highlighted in the Science book. The Encyclopedia of the Arctic is a good information source when entering new words.

We were informed that EduArctic has got a “Polarpedia” and we concluded that somehow we should collaborate with them in the future.

- *Chloe will make a list of all the italic words in the Science book and put them in the glossary (and double check what is already in there)*

4.4 INTERACT Bulletin Board

It was decided that we are going to have two “channels” where people can ask questions. One is a bulletin board which is a plug-in in the new INTERACT website. It will be a sort of Questions/Answers tool with specific themes to be defined. Marco had already selected one easy tool that we decided to

use. To access the tool, users will need to login. All people involved in Interact will have a user-id and external users will register to access the tool.

In addition to the Bulletin Board it was decided to have Facebook Groups, similar to the TA Facebook group that exists as almost everyone has a Facebook identity. Here people can also post questions, photos, videos etc. We need to define which Facebook pages are needed and identify an admin for the page. The admin needs to check the pages and screen for news and questions. All WPs will be asked if they see the need for a Facebook page.

The Bulletin Board and the Facebook Pages will be linked simply by adding a text area with links to INTERACT FB groups at the Bulletin Board and vice versa.

- *Katharina, Luisella and Maggan should define the type of questions for the bulletin board*
- *Maggan should ask the WP leads at the annual meeting if they are interested in having a Facebook page and who would in that case be responsible for it.*

5. INTERACT Annual Meeting

The planning of the INTERACT Annual Meeting is more or less finished. The meeting will take place at UNIS and the participants will stay at SAS Radisson hotel which is located just a 5 minutes' walk from UNIS. The only outstanding thing to arrange is something on Friday afternoon, if people want to get together when they have arrived. We will look into arranging a walk through Longyearbyen. So far 21 people have registered but the deadline for registration is the 11 September so we expect ca 60 people to register and participate in the end.

- *Katharina will send out a kind reminder with an updated agenda*

6. Upcoming Meetings

6.1 Daily Management Meeting

We decided to postpone the next Daily Management Group Meeting until next spring as we have already had one meeting now in August and we will meet at the Annual Meeting in October. It was proposed to have the next meeting in the beginning of May when our first period has started and we need to start to think about the first periodic report. Proposed venue is Rome and Luisella has volunteered to be the local organizer.

- *Katharina will send out a doodle poll for possible dates for our next DMG meeting*

6.2 Other meetings where INTERACT will be represented

Arctic Circle, Reykjavik, 13-15 October

INTERACT will be well represented at the Arctic Circle meeting and can be found in the following sessions:

- Research infrastructure in Greenland – status and visions (Morten is chairing it and Maggan and Elmer will give a presentation)
- INTERACT basecamp: Access to the Arctic (Maggan is chairing this event and will together with Hannele, Kirsi, Morten and Elmer present INTERACT)
- The need for Arctic safety training (Morten is giving a presentation)
- Scales of observations – connecting Arctic data, information and people (Hannele is giving a presentation)
- EU Arctic policy: Science as catalyst for international cooperation (Maggan is giving a presentation)
- The Arctic and polar research as a vehicle for stem & environmental education (Maggan and Agata Gozdzik will give a joint presentation).

In addition, INTERACT will have a booth with books, brochures and other merchandise. Hannele and Maggan have volunteered to man the booth and the others will help when possible.

- *Katharina check slide format and produce an INTERACT template together with Maggan*
- *Terry will help Maggan to prepare the presentation on education*
- *Katharina ensures that all the things needed for the INTERACT basecamp will be delivered there in time (tent with INTERACT print, slide show with a camp fire or aurora, Mammoth vodka, printed shot glasses, roll-up etc).*
- *Katharina orders the needed merchandiser such as INTERACT Candy, Roll-ups (1 big, 2 small)*

GEO week in Washington, 23-26 October 2017

INTERACT will contribute to an EU stand at the GEO-conference in Washington. We will contribute with books, brochures and a poster.

- *Katharina will send the pdf of the old poster to Elmer together with suggested changes so he can update it and Katharina will then send it to Jane Shield at Brussels before deadline 15 September 2017.*

- *Katharina will post the books and brochures to Washington*

Salekhard meeting, 31 October- 5 November 2017

INTERACT, SecNet (Siberian Environmental Change Network), the Government of Yamal-Nenets Autonomous District are together with the British Embassy in Moscow organizing a meeting on winter weather and climate extremes that will be held in Salekhard, Russia. It will provide a platform for communication between decision makers, researchers and local people. There are strong links to INTERACT WP9 and INTERACT will be fully represented at the meeting.

COP23, Bonn, 13-14 November 2017

The “Arctic Cluster” lead by EU-PolarNet has proposed a side event at COP23 that will be held in Bonn to present ongoing climate change in the Arctic. Maggan has been asked to give a presentation on ongoing changes in permafrost, so INTERACT will be represented.

Arctic Change, Quebec City, 11-15 December 2017.

It was proposed by EU-PolarNet to arrange an “Arctic Cluster” (the EU funded Arctic projects) session at the Arctic Change conference but as very few people were going to attend the Arctic Change conference it was decided that we would not arrange an event. However, we were encouraged to submit abstracts to a session on International Arctic Research Collaboration.

- *Maggan sends in abstract for special session on International Arctic Research Collaboration.*

ISAR-5, Tokyo, 14-17 January 2018

The fifth International Symposium on Arctic Research will be held in Tokyo. INTERACT will present a poster at this meeting.

- *Maggan sends in an abstract*

Polar 2018, Davos, 15-26 June 2018

POLAR2018 is a joint event from the Scientific Committee on Antarctic Research (SCAR) and the International Arctic Science Committee (IASC). INTERACT has organized a session together with many

partners called “Connecting Polar Research across Boundaries”. It was agreed that INTERACT will submit an abstract for the session it has co-organised. In addition, it was also discussed to have an INTERACT booth as there will be many Arctic stakeholders. A Transnational Access user community will also be organized at this meeting, possibly on drones.

- *Maggan and Terry draft an abstract and circulate to the DMG for approval before submission*
- *Katharina will check possibility and price for an INTERACT booth*

7. INTERACT Foundation

To secure a long term funding of INTERACT, the daily management group has started to work on a draft document describing an INTERACT Foundation which will be presented to all Station Managers at the first annual meeting on Svalbard. This document needs to be short and written in a language that can appeal to different users and possible donors.

- *Terry and Magan will meet and work on the draft document. It will then be circulated to the DMG before it is distributed to all members before the annual meeting.*

8. Administrative issues to be solved

8.1 Task 3.6 - INTERACT GIS

Tomas Thierfelder who leads the work on task 3.6 has informed us that INTERACT GIS will physically move to Umeå University to ensure a permanent platform for the database. Umeå will also be involved in the further development of INTERACT GIS in close cooperation with Tomas.

Tomas has also informed us that SLU has solved the administrative issues in relation to EU project regulations by directly employing people from Umeå University instead of making a sub-contract with them. The DMG does not have any further comments in relation to the administrative issues, since the eligibility of SLU's claimed costs will be assessed by the EU Commission and any further audits, as with all GA's signatories.

The main focus in the DMG is that task 3.6 is carried out in accordance with the Description of Work and in close cooperation with the stations that are going to use the INTERACT GIS system.

8.2 WP 9 leader

The International Centre for Reindeer husbandry (ICR) has finally been validated in the EU system and hence solved our remaining problem with WP leadership. ICR has been heavily involved in the arrangement of the workshop in Sweden and the staff is therefore on vacation at the moment, but as soon as they are back in the office we will proceed to request an amendment and include them as partners.

9. Misc

9.1 Tobia film production Italy/Greenland

An Italian film company has contacted Katharina and told her that they want to build a research centre in Greenland and film the process. Morten has very much experience on this so he will look into this. Also in the future, similar requests will be directed to Morten.

9.2 Print more books, flyers etc?

An inventory will be made to check how many copies of the different books we have and what we need more of. We know already now that we need more copies of the Science Stories book.

- *Katharina makes an inventory of how many copies of the different books that are available*
- *Katharina will check possibilities to print Science Stories books in Lund*

9.3 IK Foundation – “Mobile” research sites

We have been approached by the IK Foundation who wants to set up a mobile research station where Anton Rolandsson Martin (Linnaeus apprentice) entered Midtöya in Svalbard in the 18th Century. They will install an unmanned zero emission station. They will use a range of different sensors to monitor different environmental parameters. They have approached us to see how we can collaborate. They are not really qualified as an observer station (as we have three criteria for this that they cannot fulfill). However, they could potentially join INTERACT as an unfunded joint research activity. They would then have the possibility to discuss with all the station managers and we can learn about new technology. It was concluded that we were going to ask them if this way a good way forward for them. Also, it was mentioned that during the Polar2018 conference there will be a session on automatic measurements and data transfer that would greatly benefit from a presentation from IK Foundation, so they should also be invited to this.

- *Maggan will get back to IK Foundation and propose that they are an unfunded joint research activity within INTERACT*
- *Elmer will invite IK Foundation to the workshop at Polar2018*

9.4 ARICE

A new Arctic Infrastructure project has recently been approved by EU. This is a sister network for INTERACT focusing on the marine issues in the Arctic. Transnational access will be provided at Icebreakers. The Coordinator is Nicole Biebow from AWI and we will ensure close collaboration with ARICE with through the established Arctic Cluster lead by EU-PolarNet .

9.5 Media exposure BBC in Ny-Ålesund

We have been contacted by BBC that they will make a programme from Ny Ålesund. It is great with media exposure and we will contact the INTERACT Stations at Ny Ålesund to ensure that they are aware of what is going on.

- Katharina contacts the station managers alerting them that BBC will be around.

10. Action points

Action	Person responsible	Deadline (if applicable)
Maggan includes change of deadline in future amendment of DoW	Maggan	
Talk to the publisher	Terry	
Talk to Tom Christensen.	Elmer	
Create a doodle poll for WP3, 4 and 5 to set a date for them to discuss data handling within INTERACT.	Katharina	
Terry will send information on drone network to Katharina who will forward it to WP8 leaders for info.	Terry	
Webpage: <i>change the titles</i> to something more user friendly. Work on the wording of the headings to make them more accessible. Action point: Go back to the application.	Maggan and Terry	
Populate the new web site and add description for each station manually (short description on field site website).	Katharina	
Add what age the educational material is suitable for	Terry	
Present educational resources at the annual meeting and ask for input from the participants	Terry	
Webpage: Marco - Add to the search options: Nation, Vegetation Zone (Terry provides Marco with the words from the application) , Type, Search	Marco	
Make the logo as big as possible without changing the height of the white menu.	Marco	
Add the possibility to enter a text introducing INTERACT right below the grey menu	Marco	
change the dots on the map so that they are in the same colour to not highlight the difference between observer and partner station. The actual "Type" will become "TA Offer" and there will be a (multiple) choice among Transnational/Virtual/Remote. The list of sites on the right of the map will be shown in alphabetical order (not random as now).	Marco	
Vegetation zones: Send Marco the list	Maggan and Terry	
Add description to each station manually (short description on field site website).	Katharina	

Provide Marco with a list of names for the Pool of Expertise (found in “Deliverables”	Katharina	
Add a subheading under “project” called “Pool of expertise” where the INTERACT Ambassadors will be presented.	Marco	
Make a list of all the italic words in the Science book and put them in the glossary (and double check what is already in there)	Chloë	
Go through the existing categories of photos and see if we need to add more	Katharina	
Develop a method how to be a gatekeeper to ensure good photo quality	Katharina	
Propose a method for downscaling of photos for web site	Katharina	
Look for technical solutions how to upload photos in a smooth way	Katharina	
Ask the WP leads at the annual meeting if they are interested in having a Facebook page and who would in that case be responsible for it.	Margareta	
Define the type of questions for the bulletin board	Katharina, Margareta, Luisella	
Send out a kind reminder with an updated agenda to annual meeting guests.	Katharina	
Explain clearly what we expect of INTERACT after these 4 years. Use different experience of foundations.	Maggan and Terry	
Provide Katharina with certain paragraphs to the minutes regarding task 3.6	Morten/Maggan	
Get back to IK Foundation and propose that they are an unfunded joint research activity within INTERACT	Maggan	
Invite IK Foundation to the workshop at Polar2018	Elmer	
Katharina makes a new doodle poll for DMG meeting in May in Italy.	Katharina	
Create a doodle poll for late spring 2018. Central Europe, (Switzerland?)	Katharina	
Katharina sends Elmer pdf with the old poster and he can update it.	Katharina	
Post the books and brochures to Washington	Katharina	
Send in an INTERACT abstract to Polar 2018. “Connecting polar research across boundaries”. Katharina and Maggan and Terry (check mail from Kirsi). Science diplomacy. Deadline 1 November		1 November
Arctic Change: Send in abstract for special session on International	Maggan	

Arctic Research Collaboration.		
ISAR: Send in an abstract	Maggan	
Prepare the presentation on education	Maggan, Terry	
Arrange meeting on remote sensing with Comnap before Polar 2018	Elmer	
Add to website: Link to Mapillary Interact stations. Each field site separate link to that area.	Katharina	
Ensure that all the things needed for the INTERACT basecamp will be delivered there in time (tent with INTERACT print, slide show with a camp fire or aurora, Mammoth vodka, printed shot glasses, roll-up etc).	Katharina	
Order the needed merchandise such as INTERACT Candy, Roll-ups (1 big, 2 small)	Katharina	
Check slide format and produce an INTERACT template	Katharina, Maggan	
Arctic Circle: Check with TNT pick up books at Terry's place, send to Iceland	Katharina	
Polar 2018: draft an abstract and circulate to the DMG for approval before submission	Terry, Maggan	
Polar 2018: check possibility and price for an INTERACT booth	Katharina	
Interact Foundation: Draft an abstract and circulate to the DMG for approval before submission	Maggan, Terry	
Excel sheet Inventory of books to be sent around in the DMG	Katharina	ASAP
Check possibilities to print Science Stories books in Lund	Katharina	
Send out an invitation for a lunch or dinner meeting (not Saturday evening) at Arctic Circle	Maggan	Before October
Contact Station Managers in Ny-Ålesund about arrival of BBC	Katharina	