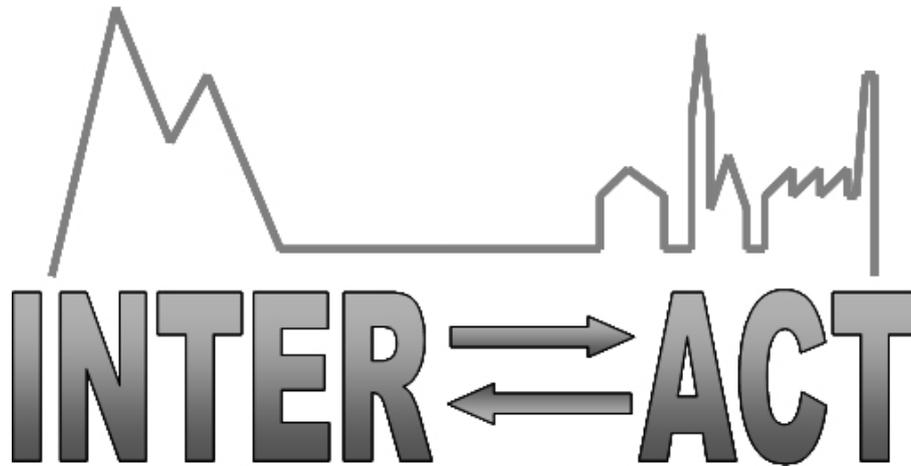


Combination of CP & CSA



D2.4 – Minutes from Station Managers' Forum II

Project No.262693– INTERACT

FP7-INFRASTRUCTURES-2010-1

Start date of project: 2011/01/01

Duration: 48 months

Due date of deliverable: 2012/09/30

Actual Submission date: 2012/04/30

Lead partner for deliverable: NERI

Author: Elmer Topp Jørgensen

Dissemination Level		
PU	Public	X
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the Consortium (including the Commission Services)	
CO	Confidential, only for members of the Consortium (including the Commission Services)	

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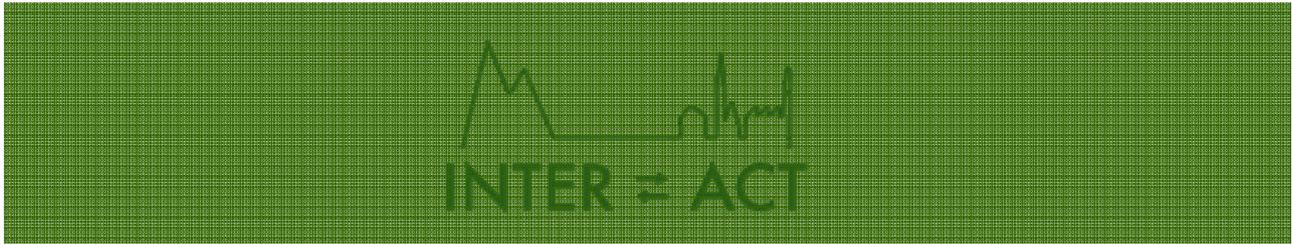
Publishable Executive Summary

The INTERACT Station Managers' Forum meeting 3 was held at Bioforsk Svanhovd Research Station near Kirkenes in Norway, back to back with the first annual meeting. Meeting was held earlier than planned to take advantage of the existing consortium meeting and to build on rapidly developing initiatives. Focus was on Work Package 2 deliverables, including the INTERACT Station Catalogue (Deadline March 2012), Report on best practises of station management and administration (deadline March 2012), Report on research and monitoring at INTERACT stations (Deadline March 2014) and website elements (Dialogue Forum and Equipment Marketplace).

INTERACT stations and stations granted Observer status participated in the meeting, and selected stations presented themselves with focus on a chosen theme relevant for the report on best practises of station management.

The minutes of the meeting were prepared, circulated, approved and posted on the INTERACT web site as Deliverable D2.4 ([http://www.eu-interact.org/fileadmin/user_upload/pdf/SMF_3/Minutes - Station Managers Forum 3 28-29 February 2012 Svanhovd Norway.pdf](http://www.eu-interact.org/fileadmin/user_upload/pdf/SMF_3/Minutes_-_Station_Managers_Forum_3_28-29_February_2012_Svanhovd_Norway.pdf))

Many of the actions planned during the meeting and described in the minutes have been set in progress or have been fulfilled after the minutes were prepared.



Minutes of INTERACT

Station Managers' Forum 3

INTERACT – International Network for Terrestrial Research and Monitoring in the Arctic



28-29 February 2012, Bioforsk Svanhovd, Kirkenes, Norway

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Executive summary

The INTERACT Station Managers' Forum meeting 3 was held at Bioforsk Svanhovd Research Station near Kirkenes in Norway. Focus was on Work Package 2 deliverables, including the INTERACT Station Catalogue (Deadline March 2012), Report on best practises of station management and administration (deadline March 2012), Report on research and monitoring at INTERACT stations (Deadline March 2014) and website elements (Dialogue Forum and Equipment Marketplace).

INTERACT stations and stations granted Observer status participated in the meeting, and selected stations presented themselves with focus on a chosen theme relevant for the report on best practises of station management.

Next meeting, Station Managers' Forum 4 will be held at a station with observer status, Krkonoše Mountains National Park in the Czech Republic.

Station Managers' Forum 3, Bioforsk Svanhovd, Kirkenes, Norway

Key things to remember

Station Managers' Forum 4 to be held on 25-28 September 2012 in Krkonoše National Park, Czech republic.

Send news from your stations and upcoming events of relevance to INTERACT to the Secretariat

Use the INTERACT Dialogue Forum

Use the INTERACT Equipment Marketplace

Send news from your station, vacant positions, and information about conferences, events, developments and rare observations, etc. to the INTERACT website att. Susanna Olsson
Susanna.olsson@nateko.lu.se.

Distribute INTERACT brochures at your station, meetings, conferences, etc. Brochures can be ordered from the Secretariat att. Susanna Olsson Susanna.olsson@nateko.lu.se.

Keep a list of international meetings at which you represent INTERACT (used to report INTERACT activities to the EU).

All INTERACT participants are encouraged to promote upcoming TA calls on their website and through other outreach mechanisms if relevant.

Use PROGETA to find deliverables and other documents relating to the INTERACT work packages.

Important: Respond quickly to requests from AWI regarding the INTERACT Station Catalogue.



1. Introduction - Station Managers' Forum 3

1.1.1. Introductory remarks

By Station Managers' Forum Chair Morten Rasch, Department of Bioscience, Aarhus University, Denmark.

“The first year of INTERACT and the Station Managers' Forum (SMF) has shown how constructive and fun international cooperation can and should be. We have achieved all deliverables in time and we are ambitious enough to add extra activities as we see the results of our efforts. We have agreed not only to make a report of INTERACT stations as described in the Description of Work, we also want it published as a booklet and in a web-database that we think will improve the knowledge of INTERACT and the usefulness of the station catalogue for researchers, programmes networks and other stakeholders. This will be a key achievement to become a one-stop shop for people interested in visiting our stations.

The network continues to grow, and it is a delight to see the enthusiasm and keen interest in taking part in our activities. New Arctic and alpine stations have been added and many are represented here in Svanhovd. All have decided to join the station catalogue and several stations have also shown an interest in contributing to upcoming reports and activities. We very much appreciate your interest and participation and look forward to continue the good and constructive dialogue as the network expands.

It is also important to remember that the good collaboration is strengthened by the special atmosphere at our meetings, where the enthusiasm and friendship is felt immediately. The meetings that we have held so far have had the key elements to build a successful network:

Great atmosphere, facilities and surroundings at the meeting venues.
A great mix of network related discussions and social events.
Nice people, nice people and nice people.

We have a deadline of our first SMF report deliverable coming up in March 2012, and based on the status I feel confident that we will reach this in time. In this respect, we really appreciate the work by Kirsten Elger and Thomas Opel who has recently taken over this task from a colleague at AWI.

We also need to keep momentum and focus on the up-coming deliverables. Here your contributions are essential and it is important that we respond rapidly to incoming requests or questions. So let's keep up the good work and preserve this constructive collaboration and special INTERACT feeling.”

1.2.2. Introduction of participants

All participants presented themselves and their infrastructure/organisation during the annual meeting.

See photo of participants in Figure 1 and participant list in Appendix 2.

Station Managers' Forum 3, Bioforsk Svanhovd, Kirkenes, Norway



Figure 1. Most of the SMF3 participants gathered for a walk around Svanhovd Research Station, Kirkenes, Norway.

1.3.3. Agenda

By Elmer Topp-Jørgensen, Department of Bioscience, Aarhus University, Denmark.

The Station Managers' Forum 3 was held as part of the INTERACT first Annual Meeting. The annual meeting included sessions on all INETRACT work packages and hence the Station Managers' Forum 3 focussed on immediate tasks and deliverables of work package 2 (Station Managers' Forum).

These included:

- The INTERACT Station Catalogue.
- The report on "Best practises for station management and administration".
- SMF Dialogue Forum.
- SMF Equipment Marketplace.

Presentations of six INTERACT were made over the two days and provided an opportunity for participants to enjoy facility presentations of other INTERACT infrastructures and their scenic settings. These presentations included themes related to the report on best practises of station management and administration (health and safety and permitting issues).

Presentations will be available to see on the INTERACT website (www.eu-interact.org) and are not included in the minutes of the SMF II meeting.

See agenda in Appendix 1.

1.4.4. Presentation of WP2 deliverables

By Elmer Topp-Jørgensen, Department of Bioscience, Aarhus University, Denmark.

A presentation of WP2 Station Managers' Forum deliverables was given. WP2 should act as a platform for exchange of information between station managers, work packages and local communities. Reports and SMF minutes deliverables of WP2 including deadlines can be seen in Figure 2.

It has been decided at previous SMF meetings that the means available for providing this platform are

- The Station Managers' Forum meetings.
- Report deliverables.
- The INTERACT website.
- The SMF Dialogue Forum.
- The SMF Equipment Marketplace.

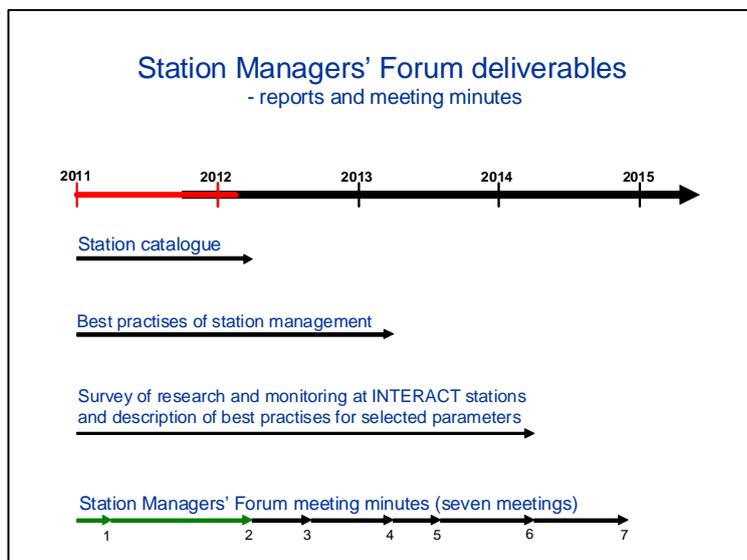


Figure 2. INTERACT deliverables.

2. Work Package 2 tasks

2.1 Report concerning "Abilities of INTERACT stations"

By Kirsten Elger, Alfred Wegener Institute (AWI), Germany.

Kirsten Elger presented the status of the station catalogue that has a deadline of March 2012. Kirsten informed that we were on track to send in a report to the EU within the deadline, but that we also wanted to have it printed as a booklet and a searchable web database.

Most stations had submitted the necessary information, and Kirsten stressed that it was important to receive missing information as soon as possible in order to adhere to the EU deadline.

The booklet and the web database are voluntary deliverables from INTERACT, but something that the INTERACT network has considered important and hence something that we will develop.

The booklet will include two double sided presentations of INTERACT stations and observer stations that wants to be included (see draft layout Figure 3). We attempt to get the booklet ready for the IPY meeting April 2012, but this will depend on timely delivery of contributions, layouts, and printing company. The booklet will be distributed to INTERACT participants and observer stations.

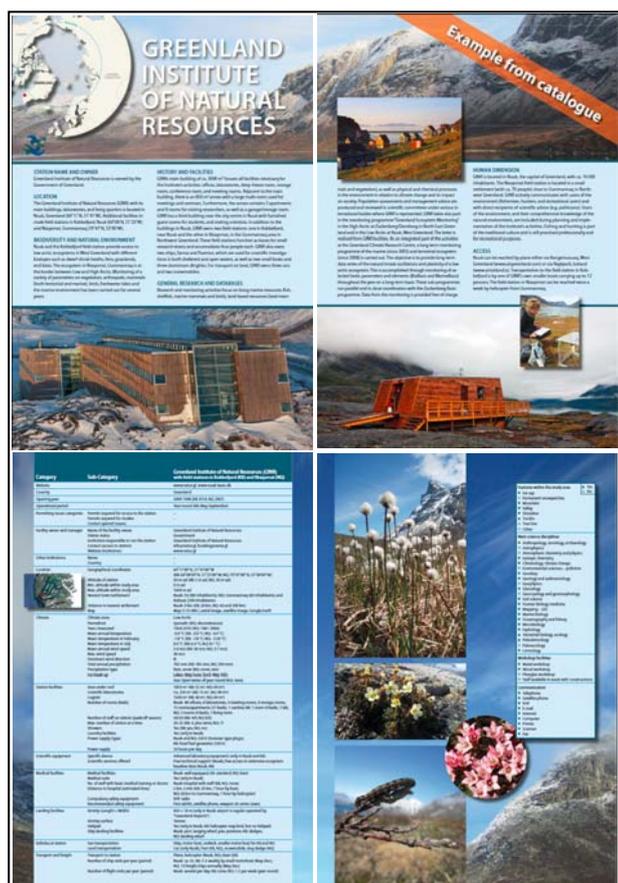


Figure 3. Draft layout of the INTERACT station catalogue.

Kirsten presented an idea of having the station catalogue web database hosted at Arctic Portal website. This will include an interactive map with locations of INTERACT and observer stations. There is a possibility for activating a number of information layers that will enable stakeholder to identify stations that fulfil specific environmental characteristics (e.g. permafrost zone, bioclimatic zones, floristic provinces, etc.). The advantage of the Arctic Portal website is that it is continued beyond INTERACT, it can be readily updated, it presents information on climate and environment and it reaches out to key INTERACT stakeholders. To see the Arctic Portal map, visit www.arcticportal.org.

Kirsten presented discrepancies in the temperature reported and it was agreed that we add the average temperature of February and July to the mean annual temperature to show intra annual differences at the stations.

Kirsten mentioned that it was important to have high resolution photos for the catalogue. This had been communicated prior to the meeting and several managers provided photos during the meeting.

Photo credits were raised as an issue and it was proposed that photo credits would be given in the end by listing photographers for each station. If a photographer needed to be acknowledged for a specific photo this should be made clear to Kirsten.

Suggestions from station managers:

It was suggested that the catalogue should include educational facilities and courses offered at the stations. It was agreed that this was too late in the process to be included, but that it would be considered for coming updates of the catalogue.

It was agreed to add logos of the station/institution on the first page of all station presentations. This was considered important in relation to the branding of stations/institutions, and will thus be included in the catalogue given station managers deliver logos in time.

Based on these discussions it was agreed that stations should submit following additional information:

- Logo of the station/institution.
- Average temperature of February.
- Average temperature of July.
- Photo credits for the station, with specification id a photographer needed to be acknowledged for a specific photo.

Station Managers' Forum 3, Bioforsk Svanhovd, Kirkenes, Norway

The Station Catalogue session was closed with the remarks that in order to implement the agreed changes and attempt to get the booklet printed for the IPY meeting in April 2012, it was of key importance that station managers reacted promptly to any requests from the Station Catalogue team.

Post meeting comment: Unfortunately, we were not able to finish the booklet in time for the IPY 2012 meeting. Quality control and harmonising of text and data required more time. Instead a brochure was produced advertising the release of the station catalogue within a few months.

This brochure can be seen on <http://www.eu-interact.org/station-managers-forum/report-deliverables/station-catalogue/> until the station catalogue is officially released (late spring/early summer 2012).

2.2 Report concerning 'Best practises of station management and administration at arctic research infrastructures'

By Elmer Topp-Jørgensen, Department of Bioscience, Aarhus University, Denmark.

Prior to the meeting, content and report structure documents were sent out to participants, who were asked to read these prior to the session in order to provide feedback.

Since we needed extra time to discuss the INTERACT station Catalogue, it was decided to skip the break out groups and get comments to the contents and structure of the report in plenum.

Agreed contents of the report

The documents were presented in plenum theme by theme and comments from the audience were noted. Among these were fusion of themes and adding of additional topics within individual themes. Agreed list of contents can be found in appendix 3.

Agreed structure of the report

The report – “Best practices for station management and administration” will focus on selected themes and sub-themes relevant for station management and administration. An index will provide a quick way for station manager to find relevant information that is needed to consider a specific topic.

General structure of the themes

1. Theme - Short title of theme (e.g. health and safety)
 - a) Introduction with brief description of the theme.
 - b) Sub-themes (e.g. hazards and mitigation measures, insurance). Describe for each:
 - i) Brief introduction of the importance of the sub-theme.
 - ii) Key points to consider. List key points that should/can be addressed and describe important considerations.
 - c) Examples of good practises. Provide examples of good practises from selected infrastructures. Examples should touch on as many sub-themes as possible and should be from large vs. small station or remote vs. easy access stations, depending on the subject.

Station Managers' Forum 3, Bioforsk Svanhovd, Kirkenes, Norway

Activities towards the Station Managers' Forum 4

The suggested process for producing the report (from the report structure document) was accepted by all participants:

Station managers were requested to commit to contributing to specific themes/sub-themes where they have examples of good practises (see "Best practice" commitment form). The SMF team will then select which stations to involve in the different themes in order to ensure a relevant representation of large vs. small stations and remote vs. easy access stations.

Station managers that have been selected to contribute to a given topic will be asked to provide text, documents or link to the information. It is suggested that the SMF team (WP2 responsible persons), based on the incoming information, will draft descriptions of themes and sub-themes and a list of key points to be considered for each sub-theme.

Station managers committed to provide examples will be asked to describe their good practice and provide any relevant additional information that can be shown in appendix or that can be linked to (e.g. forms, plans, and procedure documents). Contributing stations will get a chance to comment on the themes they contribute to before the report is send for comments to all station managers.

Where the SMF team lack knowledge or expertise to draft descriptions of themes/sub-themes or identify key points to be considered, relevant station managers will be contacted and asked to assist. Selected themes will be discussed at the SMF4 meeting 25-28 September 2012.

2.3 Report concerning 'Research and monitoring carried out at INTERACT sites'

By Elmer Topp-Jørgensen, Department of Bioscience, Aarhus University, Denmark.

This issue was not on the agenda at the SMF3 due to time limitations. The report has been discussed at previous SMF meetings and it was briefly mentioned as a task ahead and it was agreed that we would reactivate discussions at the SMF 4 meeting 25-28 September 2012.

Deadline for deliverable: March 2014.

1.5.



2.4 INTERACT SMF Dialogue Forum

By Elmer Topp-Jørgensen, Department of Bioscience, Aarhus University, Denmark.

Participants had been asked to test the system prior to the meeting in order to provide feedback in plenum. The system was presented “live” on web and comments from participants noted down (Figure 4).

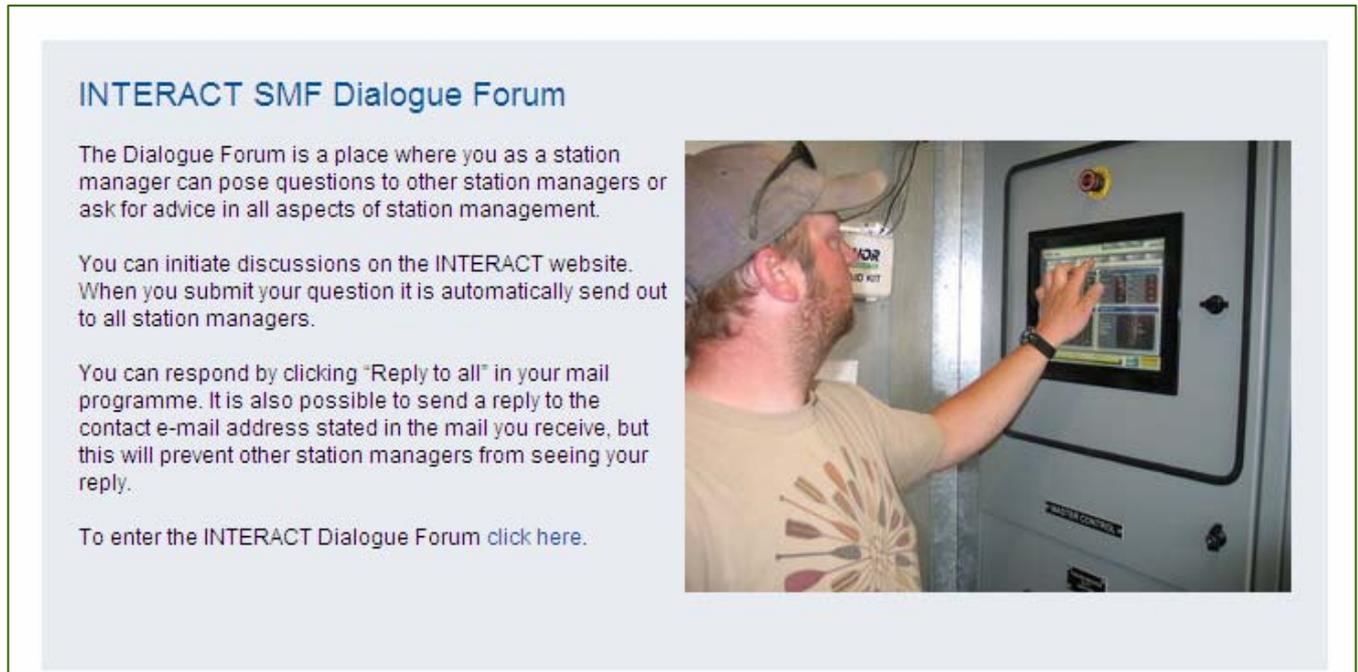


Figure 4. The INTERACT SMF Dialogue Forum.

Recommendations included adding more country names to the drop-down list of sender's country.

There was some concern about the dialogue forum being a web-initiated discussion forum which is continued as a mail dialogue. This would make it difficult to track and store dialogue history and make it difficult for managers to always receive the final conclusion on specific discussions.

Since this is what we can do our selves with the INTERACT web-solution, it was accepted that we start out with this system, monitor its functionality and ensure that the conclusions of the initiated discussions are presented at the upcoming Station Managers' Forum meetings (this will be done by the WP2 responsible person).

Post meeting comment: the site was officially launched 19 March 2012.

2.5 INTERACT SMF Equipment Marketplace

By Elmer Topp-Jørgensen, Department of Bioscience, Aarhus University, Denmark.

Participants had been asked to test the system prior to the meeting in order to provide feedback in plenum. The system was presented “live” on web and comments from participants noted down (Figure 5).

INTERACT SMF Equipment Marketplace

The Equipment Marketplace is a place where station managers can sell or advertise for equipment within the network of station managers. This can be scientific equipment or equipment used to run the research station (machines, tools, etc.).

INTERACT is concerned about the environment and climate change. Therefore you should only post equipment that is worth transporting around the Arctic and not readily available locally at a similar cost.

To advertise your sale or wanted equipment, you fill in the fields in the Equipment Marketplace page on the INTERACT website. When you submit your advertisement it is automatically send out to all station managers.

You can respond by sending a mail to the contact e-mail stated in the mail that you receive.

NOTE: It should be noted that INTERACT cannot take on any responsibilities regarding the functioning of the equipment or economical issues related to the sale of equipment through the site. The INTERACT SMF Equipment Marketplace simply acts to establish contact between sellers and potential buyers.

To advertise on the INTERACT SMF Equipment Marketplace [click here](#).



Figure 5.
The INTERACT SMF
Equipment
Marketplace.

Recommendations included adding more country names to the drop-down list of sender's country. It was also suggested that we add the category “free” to the “for sale” category. These suggestions will be implemented prior to the official launch.

Post meeting comment: the site was officially launched 19 March 2012.

3. Concluding remarks

By Station Managers' Forum Chair Morten Rasch, Department of Bioscience, Aarhus University, Denmark.

Progress is good in relation to deliverables of the Station Managers' Forum. The Station Catalogue will be finished in the coming months, but we also need to look ahead and focus on upcoming reports, we will involve local communities at up-coming meetings and continue to find optimum use of our resources to get the most out of our collaboration, both internally and with external partners.

Next meeting will be held on 25-28 September 2012 in Krkonoše National Park, Czeck republic.

Appendix 1.

INTERACT 1st Annual Meeting
Date: February 27 -March 1, 2012
Venue: Bioforsk Svanhovd Research Station, Norway

Agenda

February 27 – Day 1

Arrival day. *Lunch will be served for those who arrive early. Dinner will be served around 21.00 when all have arrived.*

February 28 – Day 2

.....
07:30 – 08:30 Breakfast
.....

08.30 - 09.10 Welcome address, introduction of International Advisory Board and round table introduction (partners should present who they are, and their role in INTERACT) Terry Callaghan

09:10 – 13:50 Presentations of work packages

09:10 - 09:20 WP1 Management and Coordination Margareta Johansson

09:20 - 09:30 WP 1 Project web site Susanna Olsson

09:30 - 10:00 WP2 Station Managers' Forum and WP3 International Cooperation Elmer Topp-Jørgensen/
Morten Rasch

.....
10:00 – 10:30 Coffee break
.....

10:30 - 11:00 WP4 Trans-national Access Kirsi Latola/Hannele Savela

11:00 - 11:20 WP5 Virtual Instrumentation Javier Gonzalez

11:20 - 11:40 WP6 Measurements of terrestrial biospheric feedbacks to climate Torben R. Christensen

11:40 - 12:00 WP7 Data management Tomas Thierfelder

.....
12:00 – 13:30 Lunch and walk
.....

Appendix 1.

INTERACT 1st Annual Meeting
Date: February 27 -March 1, 2012
Venue: Bioforsk Svanhovd Research Station, Norway

Agenda

February 28 – Day 2

13:30 - 13:50	WP 8 Outreach	Lis Mortensen/ Jan Dick/ Andy Sier
13:50 - 14:05	University of the Arctic and collaboration with INTERACT	Lars Kullerud
14:05 - 14:20	INTERACT hosting BTF, and outcomes of joint workshop at SMF 2	Terry Callaghan
14:20 - 15.30	Plenary Discussions among WPs	

.....
15:30 – 16:00 Coffee break
.....

16:00 - 16:30	The next Framework Programme - INTERACT possibilities and contributions, and EU project interactions	Anna-Maria Johansson
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***16:30 – 17:30
Presentations of stations***

16:30 - 16:50	Bioforsk Svanhovd	Snorre Hagen
16:50 - 17:10	Tarfala Research Station	NinisRosqvist
17:10 - 17.30	Khibiny station	YuliaZaika
17:30 - 17.50	Back to the past: A cautionary note on long term trends in northern nature.	Antero Järvinen

.....
19:00 Dinner
.....

End of day 2

Appendix 1.

INTERACT 1st Annual Meeting
Date: February 27 -March 1, 2012
Venue: Bioforsk Svanhovd Research Station, Norway

Agenda

February 29 – Day 3

07:30 – 08:30 Breakfast

08:30-10:00 Station Managers' Forum

08:30 - 08:40	Introduction of Station Managers' Forum	Elmer Topp-Jørgensen
08:40 - 09:30	Discussions in plenum: Best practise report, dialogue forum and equipment marketplace	Elmer Topp-Jørgensen
09:30 - 10:00	Station catalogue; status Advisory Board meets with Coordination Office	Kirsten Elger

10:00 – 10:30 Coffee break

10:30 - 11:30	INTERACT International Advisory Board panel discussion	
11:30 - 12:00	Next Project steps and use of INTERACT Management Tool	LuisellaBianco

12:00 – 13:00 Lunch

13:00 - 15:00	Bioforsk Svanhovd Station tour	Snorre Hagen
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15:00 – 15:30 Coffee break

15:30 - 17:00	Concluding remarks	Terry Callaghan/ Margareta Johansson
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19:00 Dinner

Appendix 1.

INTERACT 1st Annual Meeting
Date: February 27 -March 1, 2012
Venue: Bioforsk Svanhovd Research Station, Norway

Agenda

February 29 – Day 3

21:00 – 22:00 Presentations of stations

21:00-21:20	CEN	Christine Barnard
21:20-21:40	Cairngorm	Jan Dick
21:40-22:00	Kolari Research Unit	MikkoJokinen

End of day 3

March 1 – Day 4

.....
08:00 – 09:00 Breakfast
.....

09:30

Departure from Svanhovd

Appendix 2. Participant List

INTERACT 1st Annual Meeting
Date: February 27 -March 1, 2012
Venue: Bioforsk Svanhovd Research Station, Norway

List of participants

	Name	Country	Organisation/Station
1	Andrle, Jaroslav	CZ	Krkonoše National Park
2	Audebert, Catherine	GER	Alfred Wegener Institute
3	Barnard, Christine	CA	Centre for Northern Studies(CEN)
4	Berg, Louise	DK	University of Copenhagen/Arctic Station
5	Bianco, Luisella	IT	CLU web
6	Bleuten, Wladimir	NED	Yugra State University, Nymto Park Station
7	Bret-Harte, Syndonia	USA	Institute of Arctic Biology/ Toolik Station
8	Callaghan, Terry	UK	Dept. Animal and Plant Sciences, University of Sheffield, Royal Swedish Academy of Sciences (KVA)
9	Christensen, Torben	SWE	Lund University
10	Cox, Nicholas	UK	NERC Arctic Research Station
11	Dick, Jan	Scotland	NERC - Centre for Ecology and Hydrology/ Cairngorms
12	Elger, Kirsten	GER	Alfred Wegener Institute
13	Elster, Josef	CZ	Center for Polar Ecology/ Czech Research Station, Svalbard
14	Frykman, Hanna	SWE	INTERACT Secretariat
15	Gonzalez, Javier	DK	IT University of, Copenhagen
16	Hagen, Snorre	NO	Bioforsk Svanhovd
17	Jarvinen, Antero	FI	Kilpisjärvi Biological Station
18	Johansson, Anna- Maria	EU	EU
19	Johansson, Margareta	SWE	Royal Swedish Academy of Sciences , Lund university
20	Jokinen, Mikko	FIN	Metla/Kolari Research Unit
21	Jonasson, Christer	SWE	Abisko Scientific Research Station, Polarforskningssekretariatet
22	Kullerud, Lars	NO	University of the Arctic
23	Larsen, Jan René	DK	AMAP
24	Latola, Kirsi	FIN	Thule Institute
25	Lloyd, Georgina	CA	INAC, Dept Indian Affairs and Northern Development, Canada
26	Mortensen, Lis	FAR	Sornfelli
27	Nilsson, Lars-Ola	NO	Bioforsk Svanhovd
28	Oskarsson, Hlynur	IS	Litla Skard Biomonitoring area
29	Paavola, Riku	FIN	Univ. of Oulu / Oulanka Research Station
30	Rasch, Morten	DK	Dept. of Bioscience, Aarhus university/Zackenber Research Station
31	Raundrup, Katrine	Greenland	Greenland Institute of Natural resources/ Nuuk
32	Rohner, Christian	SWE	Uppsala University
33	Rosquist, Gunhild	SWE	Stockholm University/Tarfala Research Station
34	Savela, Hannele	FIN	Thule Institute
35	Sier, Andy	UK	Centre for Ecology and Hydrology, NERC
36	Sokolov, Alexandr	RUS	Ecological Research Station, Labytnangi, Yamal-Neneth
37	Suominen, Otso	FIN	Kevo Subarctic Research Institute/ University of Turku
38	Tanaev, Nikita	RUS	Igarka Geocryology Laboratory
39	Thierfelder, Tomas	SWE	Swedish University of Agricultural Sciences
40	Topp-Jørgensen, Elmer	DK	Department of Bioscience, Aarhus university
41	Zaika, Yulia	RUS	Moscow State University/ Khibiny scientific station



Research station management

- a guide to research station managers with examples of good practises

March 2013

Appendix 3. Best practise report contents.

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4. Visitors	24
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6. Health and safety	24
7. Environment and efficiencies	25
8. Outreach and marketing of the research station	25
9. Science and monitoring programmes.....	25
10. Education and training	25
11. Knowledge capture and sharing (see also outreach)	26
Index (incomplete).....	28

Appendix 3. Best practise report contents.

1.6. Introduction and how to use the document

INTERACT is a project of SCANNET, a network of terrestrial research stations in the Arctic and also alpine areas of central Europe and Eurasia. The network in 2012 consists of 41 infrastructures in 18 countries. INTERACT is an EU funded project under the I3 programme with the aim to build capacity for identifying, understanding, predicting and responding to diverse environmental changes throughout the wide environmental and land-use envelopes of the Arctic. This will be achieved through the I3 programmes three focus areas: 1) Management and Coordination, 2) Cooperation, and 3) Joint Research Activities.

A Station Managers' Forum has been established as part of Work Package 2 with the main objective to provide a platform for exchange of information between station managers and other participants within INTERACT, and to use this platform to collect and disseminate knowledge embedded within the network.

One of the tasks embedded in the Station Managers' Forum is to produce a report on best management practise and administration. The INTERACT stations face similar challenges of operating research infrastructures in often remote and climatic challenging areas and there is much to be gained for all stations by jointly identifying and describing central issues of relevance to station management under Arctic and alpine conditions.

As the stations operate under very varying legal regimes, funding level, environmental and climatic conditions, as well as remoteness, it is not possible in most cases to identify specific best practises that fit all stations. Instead we will seek to extract the key issues that should be considered under each topic and provide examples of good practises from stations operating under different conditions. In some cases we will also include failed models as managers can learn as much from these as from good practises.

Decision making responsibilities in relation to station management differ between stations. The phrase "station manager" is therefore used throughout the report to represent the decision making entity of the station whether this is a person, a board or a coordination group.

The structure of the report

It is important to note that the report does not cover all issues relevant for station management and administration. The report contains an index and can thus be used as inspiration for station managers revising or developing management procedures and practises. It is not a complete guide to manage research stations.

The themes included in the report have been selected by the INTERACT station managers during Station Managers' Forum meetings. Each theme has been divided into a number of sub-themes.

Each theme will include:

- a) A short introduction. The theme introduction is meant to provide an overview of the theme and explain the importance of the theme and sub-themes.
- b) A number of sub-themes that includes:
 - i) a short description of the sub-theme.
 - ii) key points to be considered by the station manager.

Appendix 3. Best practise report contents.

The description of the sub-themes provide more detailed information and is followed by key points to be considered by the station manager when revising or developing management or administration practises.

c) Examples of good practises (and possibly failed models). The examples are meant as inspiration for other managers dealing with the development of the specific management or administration issues. If examples are documents of several pages, these have been added to the appendix or a website link is provided.

There will be an index referring key words to specific themes and sub-themes in the document. This will allow station managers to quickly find the information needed on the different topics covered by the report.

1.7. Themes for best practise and administration

Note: red text is meant to explain the contents of a sub-theme for evaluating the contents of the report and will be deleted (as it probably will be included in the text of the subsections).

1.7.1.1. Plans, check lists and visitor information documents.

1.1 Management and administration plan

- Ownership and organisation
- Decision making
- Vision/mission
- Land use plan
- Roles and responsibilities
- Policies
- Procedures and rules

1.2 Check lists

- Daily management routines (sanitary installations, heat, etc.)
- Visitor handling (arrival-departure)
- Workshop and equipment maintenance
- ...

1.4 Applicant and visitor information documents

- Pre-visit information (e.g. that would enable potential visitors to assess the suitability of the station and prepare for the visit)
- Application form and guidelines
- On site information (e.g. information that the visitor should receive when arriving at the station and during the stay)
- Post-visit reporting (e.g. information about what info you request from the visitor, i.e. feedback on stay, publications, etc.)

1.7.2.2. Policies

2.1 Alcohol and drugs policy

2.2 Environmental protection policy (incl. efficiencies)

Appendix 3. Best practise report contents.

- 2.3 Health policy
- 2.4 Insurance policy
- 2.5 Press and communication policy
- 2.6 Staff policy
- 2.7 Under aged and family policy
- 2.8 Weapon policy
- 2.9 Own, lend or lease policy (equipment)
- ...

1.7.3.3. Staff

- 3.1 Organisation, roles and responsibilities
- 3.2 Hiring of staff (essential competences)
- 3.3 Attracting and keeping good staff

1.7.4.4. Visitors

- 4.1 Pre-visit information
 - Pre-visit information for applicants and visitors (list essential info and show examples, e.g. about the station, facilities, services, permit and application procedures, conditions, about the area, health and safety issues, etc.)
- 4.2 Handling of visitors
 - Upon arrival,
 - During stay at the station,
 - Upon departure (e.g. visitor feedback and reporting requirements)
 - Conflicts (e.g. conflict mitigation system)
- 4.3 Integration of visitors
- 4.4 Creating good atmosphere at the station

1.7.5.5. Permitting issues

- 5.1 National and regional legislation and permits
 - Legislation
 - Permits
 - Procedures
 - Conditions, compulsory information and equipment
- 5.2 Communication and dialogue with authorities
- 5.3 Communication with applicants
- 5.4 Application form and guidelines
- 5.5 GIS based project management tool

1.7.6.6. Health and safety

- 6.1 Policies
 - Health policy (e.g. required health standards for access to station)
 - Insurance policy (e.g. insurance or insurance statement)
 - Liability policy (e.g. liability, disclaimer)
 - Under age and family policy
- 6.2 Important health and safety aspects and mitigation measures

Appendix 3. Best practise report contents.

- for transport (e.g. hazards and rules for transport on water, on snow, on land)
 - at station (e.g. laboratories, workshop, kitchen)
 - in field (e.g. hazards, rules and important safety equipment)
- 6.3 Emergency preparedness (clear description of procedure, roles and responsibilities)
- Plan for dealing with accidents and illness
 - Plan for handling of evacuations
 - Plan for initiation of search and rescue operations
- 6.4 Medical facilities
- 6.5 Medical and safety training (e.g. for the staff and visitors)
- 6.6 Key information needs for applicants and visitors (related to health and safety)

1.7.7.7. Environment and efficiencies

- 7.1 Ethics for handling of mammals
- 7.2 Eco-policies (e.g. recycling, sustainable energy solutions, coordinate transport, best available and affordable technology, etc.)
- 7.3 Garbage and waste handling
- 7.4 Pollution (oil, chemicals, emissions, garbage, etc.)
- 7.5 Water treatment and disposal
- 7.6 Environmental protection
- ...

1.7.8.8. Outreach and marketing of the research station

- 8.1 Marketing your station
- 8.2 Stakeholders (who are they and what their interests are?)
- 8.3 Ways of reaching different stakeholders (e.g. networking, conferences, workshops, publications (science, popular science journals, books), brochures, newspapers, website, etc.)
- 8.4 Press policy
- 8.5 Interactions with local communities (WP2 Task T2.5)

1.7.9.9. Science and monitoring programmes

- 9.1 Science programme (e.g. international standards, instrumentation, young scientists, donors, stakeholders, international cooperation)
- 9.2 Monitoring programme (e.g. international standards, instrumentation, young scientists, donors, stakeholders, international cooperation)
- 9.3 Cooperation between logistics, science and monitoring (at station)
- 9.4 National cooperation
- 9.5 International cooperation (e.g. cooperation and coordination with international fora/organisations/programmes/projects/networks, international standards, networking)
- 9.6 Conflict mitigation procedure (e.g. for land use conflicts at station)

1.7.10.10. Education and training

- 10.1 Station courses and training programme (science, health and safety, etc.)
- 10.2 Courses in collaboration with other institutions/stations
- 10.3 Young scientists
- 10.4 Local communities (see also outreach)

Appendix 3. Best practise report contents.

1.7.11.11. Knowledge capture and sharing (see also outreach)

11.1 Presentations by visitors

11.2 Publications related to work at the station

11.3 Data policy in relation to internal and external users of the infrastructure

11.4 Information related to knowledge sources available at the station (e.g. data, photos, publications)

Appendix 3. Best practise report contents.

1.8.



Appendix 3. Best practise report contents.

1.9.Index *(incomplete)*

Administration
Alcohol and drugs policy
Application form
Authorities
Check lists
Communication
Compulsory equipment
Conditions (for access)
Conflicts
Data

- policy
- sharing

Decision making
Disclaimer
Documents, check lists and plans
Drugs policy
Eco policies
Education and training
Efficiencies
Emergency
Energy
Evacuation
Family policy
Garbage handling
Guidelines (for applicant and visitors)

- applications
- behaviour at station
- use of vehicles and equipment

Health and safety
Health policy
Information material
Infrastructure plan
Instrumentation
Insurance policy
International cooperation
Knowledge capture and sharing
Land use plan
Legislation
Liability
Local communities
Logistics
Management
Maintenance
Marketing
Medical facilities
Medical training

Appendix 3. Best practise report contents.

Monitoring programme

National cooperation

Networking

Organisation

Outreach

Ownership

Permit

- contents
- procedures
- types of

Plans, documents and checklists

Policies

- Alcohol and drugs policy
- Eco policy
- Health policy
- Insurance policy
- Press policy
- Staff policy
- Under aged and family policy
- Data policy

Pollution (precautionary and mitigation measures)

Press policy

Procedures

Project management tool (GIS)

Publications

Recycling

Research

Roles and responsibilities

Rules and procedures

Safety

Safety risks and hazards

- at station
- in field
- transport

Sanitary installations

Science board

Science and monitoring programme

Search and rescue

Staff

Staff policy

Stakeholders

- who are they and what are their interests
- Ways of reaching

Teaching

Training

Transport

- Safety precautions
- coordination

Appendix 3. Best practise report contents.

Under aged and family policy

Vision/Mission

Visitor

- behaviour
- feedback
- handling
- information
- integration

Waste handling

Water

- disposal
- treatment

Weapons

Website

Young scientists