

Meeting Minutes

Daily Management Group Meeting in Buxton

12-13 April 2023

Participants (physical): Luisella Bianco, Elmer Topp-Jørgensen, Terry Callaghan, Margareta Johansson, Katharina Beckmann

Participants (online): Morten Rasch, Hannele Savela

Update on progress

INTERACT 2

We have received a notification from EU that we are getting the final payment. EU is withholding the money for three of the Russian partners that should receive money (YSU, IBPC and MSU). TSU has received too much money and will need to return money to the coordinator which is not possible under the current situation, however EU did not mention this part of the problem in their letter.

21 out of 47 partners need to return money, as they spent less money than their budget due to covid. Lund University needs to receive money from these partners before they can pay money to the other partners. The coordinator needs to get ca 400 000 EUR from the partners, and also pay ca 400 000 EUR to the remaining partners. The process of asking partners to return money will start as soon as all the numbers are checked and then the next step will be to start the payments to the other partners.

Reporting, termination reports and amendments

There are 8 partners included in the termination report. Two are accepted by EU, and six are not completed yet. When the last ones are accepted, we should be able to submit the second reporting period. Our EU officer has asked for half a day review meeting as a follow up on the second periodic report with the WP leaders so that the two external EU reviewers can ask questions before they submit their statements. This will ideally happen in the first half of May. When the second periodic report has been approved we can submit a request for an amendment for a 1-year extension. This will of course affect when and if we can open the next TA call.

- Katharina will send out a meeting request to the rest of the WP leaders
- Margareta will send the preliminary date to our scientific officer

Upcoming INTERACT meetings

INTERACT General Assembly

This year the annual meeting will be held at Toolik Field Station. We received a kind invitation from station manager Donie already the year before covid, and now it is finally going to happen. The

meeting will be held 12-14 September, with travel days between Fairbanks and Toolik Field Station on Monday the 11th and Friday the 15th.

- Monday 11th Sept - travel from Fairbanks to Toolik.
- Tuesday 12th Station Managers' Forum
- 1/2-day Wednesday - Station Managers' Forum
- 1/2-day Wednesday excursion to Brooks Range
- Thursday - General Assembly
- Friday 15th Sept - return to Fairbanks

Agenda items for the GA are mainly work package updates and TA access pool. If we get the extension, we will make room for an hour in the programme of the GA day regarding access pool and recommendations. As this potentially is the last INTERACT meeting, we will also allocate an hour for the future of INTERACT and INPA. If possible, we will show the BBC films and Northwards on the bus or in the evenings.

- Katharina checks if the bus has TV options.

If we don't get the extension, we should have an extra meeting in December. If we get an extension, then some tasks etc. will be postponed (although we won't get any extra money). Some work packages will not need an extension; WP 4, 6 are completed; WP7 and 9 will be completed soon. WP 1, 2, 3, 5, 8 should be continued.

DMG meetings

Next DMG meeting will be 30th May 13.00 CEST

- Katharina will send out calendar invitations

Upcoming external meetings

Arctic Circle (19-22 October 2023)

The call for session proposals closes on the 1 May. INTERACT plans to submit two session proposals. Hannele and Elmer have together with EPB talked about having an infrastructure catalogue session. Polardex is an EPB online polar infrastructure catalogue. INTERACT GIS is feeding automatically into that system. The idea is to have a session on how scientists can know about what is out there in terms of infrastructure in polar regions. Hannele has drafted a text for the proposal. Most likely Elmer, Kirsi, Hannele, Renuka will be confirmed speakers (50% need to be confirmed already while submitting the proposal).

The other session proposed for Arctic Circle will be a movie night. We will book one of the meeting rooms in the evening to show the 4 BBC movies and the trailer of Northwards with INTERACT popcorn. Terry will introduce the session.

- Elmer sends out the proposal to the DMG for information
- Katharina starts a session proposal for the movie night and sends to Maggan
- Pinpoint ambassadors etc. to invite them

In addition to the two sessions, INTERACT plans to have a booth. We will bring books etc. and also a piggy bank/polar bear for donations and suggestions.

- Katharina will ask for a booth and ask for a screen

Greenland science week (late October)

Elmer will go to the meeting and also set up a booth.

INTERACT and ICARP IV

INTERACT wishes to contribute to the ICARP IV process and during 2023, the ICARP IV process allows this. At the [ICARP IV website](#) it is explained how organisations can contribute and how to get endorsement. We would like to contribute with an understanding of “What role should the terrestrial infrastructures in the Arctic play in the next 10 years” based on a survey that should be sent to station managers, TA users, and external users. The idea is to present the survey results at the upcoming Station Managers’ Forum in Alaska, and the TA users online meeting in the autumn of 2023.

- Maggan, Elmer and Hannele will plan for the survey (Morten is welcome whenever he has time and energy)
- Katharina will later send out the survey and summarize information from it.

INTERACT Future Strategies

A brainstorming session was held where it was concluded that we need to look at new innovations for the future of INTERACT to ensure that the network has an important role to play also in the future.

Arctic Council

It was discussed if INTERACT should seek “Observer Status” at the Arctic Council and that this might help us in the future to seek national funding. As two of Arctic Council working groups, AMAP and CAFF are partners in INTERACT, they could perhaps help with this.

Observational power

It was concluded that networking and bringing the station managers together is one of the most important activity for INTERACT. The continuation of a forum for station managers is really important, and therefore we have INPA. The core of INTERACT is the stations. INTERACT/INPA’s unique selling point is its ability to close “observational gaps”. Other unique properties are for example the inclusion of boreal and alpine stations.

- This unique selling point should be brought forward at the next INPA general assembly for further discussions.
- Terry will formulate a few paragraphs on the observational power and try to publish it in a highly ranked journal.

Interest groups

To ensure that also the alpine and boreal stations feel included in INPA, we could form Alpine and Boreal interest groups in INPA, provided that there is someone who can be responsible for each of these groups.

Horizon Results Booster

The Horizon Results booster can give us some advice on IPR (Intellectual property rights) and how to secure funds for INPA. This can be offered for already ended or ending Framework 7 and Horizon 2020 projects (and therefore applicable for both INTERACT II and III). If we want to explore any future development for our tools (e.g. INTERACT GIS) they might be able to offer help. There is no money involved, but we have access to their know-how free of charge. If we apply, the EU officer needs to be informed as well. We only have to find out what products we want to prioritize and let them know that we are interested.

- Luisella will explore the possibilities further and if they are relevant for INTERACT.

Funding

Funding is essential for the existence of INPA and we need to identify good fundraising activities for the network. Suggestions are: Possible donors (via charity dinner or similar); National funding etc. (see "Fundraising activities" below).

Next steps

The INPA members decides on the future strategy for INPA and hence this should be discussed at the upcoming INPA General Assembly. A suggestion is to add information to the documents *INPA internal documents*, and *Services*. A next step could be to establish working groups in INPA.

As an added value, an additional INTERACT deliverable report could be created on *Preparation for the day the war ends*. INTERACT/INPA want to resume the collaboration with our Russian colleagues as soon as possible. SecNet is one of the fastest ways in. As soon as we have the strategy, we need to think of ways to disseminate it, for example via journalist Martin Breum.

INPA

Upcoming General Assembly 9-10 May

Caro presented the agenda for the upcoming meeting. Main agenda points are: INPA organization; Election of Board Members and Chair; INPA Budget; and INPA Activities. At least 10 people have confirmed their attendance at site, and additional 10 will attend online.

Board nomination process

The GA decides, and the board executes. All nine existing board members will be asked if they are available for re-election. As they can self-nominate, they don't have to be nominated by anybody else. A letter will also go out to all INPA members, asking for nominations. In this letter, a short explanation of what is expected of a board member will be included. The nominees need to fulfill the criteria of the statutes. It is important that only people that are willing to do the work are nominated. The resulting list of nominations will be circulated among the members and opened for voting.

The voting will happen during the general assembly and will be anonymous, for example via an online tool. Everybody can vote on 9 candidates, and they are allowed to vote for themselves.

Activities

Before the meeting, an email will be sent to the old board members and the members of INPA to ask if there are any specific activities that they would propose for the coming year, and this will be discussed at a brainstorming session at the general assembly. Included in this email will also be a request for fundraising ideas. The members at the General Assembly will formulate tasks for the upcoming year to be added to the internal documents, that are a living document. An open mind, and an imagination of unlimited budget will trigger creative thinking and fundraising activities. In order to keep the group together we should aim for new activities and cohesion where everyone could contribute. It is important to make everybody feel included.

Building around long-term knowledge hubs is important. We want to establish ways to link stations to local communities, to scientific networks, and to remote sensing. Work within INPA could be organized in committees or working groups, similar to work packages, with a liaison taking responsibility. Even external people could be invited into these working groups. This will be further discussed at the GA, under the point "Mission-driven activities".

Fundraising activities

INPA needs to establish a fundraising group that takes into consideration: EU funding, national funding, Arctic Council, boreal or alpine funds and possible foundations. Important is also that each member should be involved in INPA work. Everyone could potentially contribute to fundraising activities.

To start with, we need to brainstorm on different fundraising strategies.

- "Donate now" button on the website
- Put together an email list of people we can target directly
- Open calls for stipends
- Giving public talks that are paid
- Station tourism
- AECO to have information available on ships or tourist hotspots (and asking for donations)
- Fundraising events, for example a dinner at Arctic Circle
- Some stations are able to donate some free accommodation for guest scientists

The INPA service list can be updated with suggestions as well.

New legal representative

The INPA members should be informed about the administration tasks involved to run a non-profit association. There is e.g. day to day admin that involves invoices for the whole administration that needs to be paid every month: the accountant service, and the preparation for all documents for the accountant service and EU reporting etc. that Luisella's company is providing. It would be desirable to find a new person that can be a legal representative for INPA as Margareta who is currently the legal representative finds it difficult to find time to pay invoices, do the tax declaration, pay salary etc. on her spare time. It needs to be a person with Swedish Nationality.

Website move

INPA has a beautiful web site that was developed by Tomsk State University. Due to the war we are no longer able to alter everything on the web site as we wish. We have checked the possibility for Inkode to produce a new web site using e.g. Wordpress that we could alter freely. The cost for implementing everything plus new parts regarding fundraising would be 8000 Euro, and it would be ready in September/October. 3000 Euro would be needed for maintenance per year.

As this is quite much money, we will explore the possibility for Katharina to move the existing content of the web site into e.g. Squarespace or Wix. We will need a website with e-commerce functionality. The website should be set up like a webshop to prepare for the future. We have been recommended to use Matomo instead of Google analytics.

- Katharina will explore the possibilities to create our own web site for INPA, and thereby saving money for activities more in line with the purpose of the association.

Social media update

Caro presented the INPA/INTERACT social media strategy. The aim is to have a joint INTERACT/INPA media presence. The description is now: *INTERACT - An EU funded network of Arctic, Boreal and Alpine research stations & INPA (INTERACT Non-Profit Association)* but it is open for discussion. We decided to keep it for now.

The INTERACT newsletter goes out twice per year, presents short news and will have an INPA section added from now on. It targets INTERACT partners, associates and anyone who is interested in subscribing. We should present our LinkedIn in the newsletter so that people can associate themselves to INTERACT/INPA.

It was concluded that it is important to tailor the news depending on the channel, even though the content is the same. Make sure that the website is aimed for more stakeholders, like the general public and educations. We need baseline numbers to find out how many people are in the various audiences. If we can push our posts towards APECS, this will help our dissemination. We should aim for quality content, rather than chasing masses of followers, but we also need to raise general awareness about INPA.

Member recruitment campaign

Email is the primary channel to reach new members, but we could also use the different social media channels to reach people regarding this. Currently there are 21 members in INPA. Additional, two members have applied. We need another membership recruitment campaign this spring. We can now show the benefits members are getting by joining (e.g. through Arctic Passion PolarInn). We should have an email campaign "If you apply before 1st of May" the Board will take a per capsulum decision about your membership a few days later and the station would then be welcome to join the General Assembly and hence have the possibility to contribute to the development of INPA already this year. As soon as the war is ending, those Russian stations who are on hold will automatically be back in again.

- Caro prepares an email and Katharina can send it out via Mailchimp to all current INTERACT stations.



INPA

Action plan

This is a document that refers to what the INPA members have decided to focus on the following year and the INPA Board will execute. The Action Plan needs to be updated for 2023 during the general assembly. INPA would like to hire Vanessa on the ERimote project starting September 2023. For the action plan, it was suggested to introduce the concept of thematic groups. The better it is described, the more likely it is for people to join a group and actually contribute to the development of INPA.

Any other business

We would like to explore the possibility to re-activate the Coursera course from before – either as educational material or as a real online course. In the latter case, a university would have to take the lead on that. This will be brought up at the INPA general assembly.

The ownership of the DataPortal and INTERACCESS will be transferred to INPA.