



Protocol

SIOS General Assembly, Longyearbyen, 15 January 2019

GA representatives of 17 of 23 member institutions were present.

Item 2019/01: Call for a General Assembly and the agenda

Decision

The call for the meeting and the agenda are approved.

A remote connection by Zoom to the open part of the GA meeting is approved.

Maarten Loonen and Morten Hansen are elected to sign the protocol on behalf of the GA.

Christiane Hübner is assigned as secretary.

Item 2019/02: Annual report 2018

Decision

The annual report for 2018 is approved.

Item 2019/03: Financial report for 2018

Decision

The financial report for 2018 is not approved by vote. A formal document with more financial details on the activities, including a differentiation between in-cash and in-kind contributions, rules for in-kind calculations, and external sources used for personnel costs, is needed before the report can be approved. There should be a section stating the creditors/debtors. The document shall be sent out as soon as it is approved by the SIOS Svalbard AS (presumably at the end of January). The GA shall answer within one week with approval or further requests.

Item 2019/04: Strategy and work plans

Decision

The work programmes for SIOS-KC and the working groups are approved.

Item 2019/05: Trainings and workshops in 2019

Decision

The proposed trainings and workshops are approved.

Item 2019/06: Budget for 2019

Decision

The overall budget for 2019 is approved with the following remarks:

- Add a comment on line 7 (other income), where the money comes from.
- Substitute 'membership fee' with 'fixed in-cash contribution' and 'in-kind contribution'.
- Split the budget in in-cash and in-kind.
- The BoD shall revise the budget at the end of the summer 2019 in the light of the actual costs and income until then.
- SIOS-KC shall send the amended budget to the GA together with the financial report (see item 2019/3)

Item 2019/07: New members and observers

Decision

The following institutions are approved and welcomed as members or observers of SIOS:

National Centre for Polar and Ocean Research, India (Member)

Natural Environment Research Council Arctic Office, UK (Observer)

The GA would appreciate an application of Arctic and Antarctic Research Institute (AARI), Russia, and French Polar Institute Paul-Emile Victor (IPEV), France, for membership. Their active contribution to the work within SIOS during 2019 is welcome.

Item 2019/8: Assembly of the Board of Directors (BoD)

Decision

The GA approves the changes in the status. The new text of article 9.1 is:

Article 9.1 The SIOS Board of Directors is appointed by The General Assembly. The Board shall have up to seven (7) members. The General Assembly shall appoint the Chair and Vice Chair of the Board of Directors. The Chair shall be an employee of a Norwegian member institution. The term of office of the members of the Board is three years. Reappointment is possible once.

The GA would like to see UNIS, as representative of Longyearbyen, in the BoD. The Chair of BoD is tasked to approach UNIS to appoint one member to the BoD. The 7th member will be appointed during GA in 2020.

The members of BoD (incl chair and vice chair) are:

- *Kim Holmén, Norwegian Polar Institute (Chair)*
- *Nicole Biebow, Alfred Wegener Institute (Vice Chair)*
- *Hiroshi Miyaoka, National Institute of Polar Research*
- *Vito Vitale, National Research Council of Italy*
- *Piotr Glowacki, Institute of Geophysics, Polish Academy of Science*
- *NN, The University Centre in Svalbard*

Item 2019/09: Staffing of SIOS-KC

Decision

The GA approves the SIOS-KC to hire a science integration and data management officer (5 votes for and 2 votes against), but four conditions have to be fulfilled:

- 1) The position has to be time limited, maximum 3 years.
- 2) Work descriptions for both, the Data Manager and the Science Integration and Data Officer, should be presented to the BoD before hiring. The work descriptions have to clearly differentiate the two positions.
- 3) The work description shall include visits and close cooperation with relevant positions at the member institutions.
- 4) The position shall not require any financial (in-cash) support from the members at present or in the future. Available external funding should be used.
- 5) It should be traceable in the financial report, how each of the positions at SIOS-KC is funded.

Item 2019/10: Key Performance Indicators

Decision

The document on Key Performance Indicators for the pilot year 2019 is approved with the following remarks: The KPIs should be evaluated before the next GA.

Item 2019/11: SIOS communication strategy

Decision

The SIOS communication strategy is approved.

Item 2019/12: External funding opportunities

Decision

SIOS members share information about relevant application calls. BoD and SOAG are given the task to create a strategy to attract external funding for SIOS.

GA is urging SIOS-KC (i.e. SIOS Svalbard AS) together with the members to take an active role in upcoming calls.

Item 2019/13: Any other business

Decision

No additional items to the agenda were submitted.

Longyearbyen, 15 January 2018



Maarten Loonen



Morten Hansen