

Meeting of the SAON Executive Committee (EC)	
When	24th August 2016, 17-18 CET / 11-12 AM EST
Venue	Teleconference
Participants	Christine Daae Olseng (CDO), Eva Kruemmel (EK), Jan René Larsen (JRL), Jeremy Mathis (JM), Larry Hinzman (LH) , Lisa Loseto (LL)
Apologies	Volker Rachold (VR)
Meeting notes	JRL

**Agenda:**

1. Review.
2. Board meeting 2<sup>nd</sup> September.
3. Brochure.
4. Work plan.
5. Next physical Board meeting.
6. AOB

**Minutes:**

Ad 1. Review

A draft version of the review report had been circulated to the members prior to the meeting. JRL informed that the report is planned to be available for the Board meeting 2<sup>nd</sup> September. The report will be submitted to the SAO meeting together with a 2-pager, prepared by the Review Committee. LH will present the report at the SAO meeting.

- ✓ CDO, JRL, LH, and LOR to prepare statements to the SAO summary report
- ✓ CDO, JRL, LH, and LOR to prepare a presentation to the SAO meeting

Ad 2. Board meeting 2<sup>nd</sup> September

The agenda for the Board meeting was approved.

- ✓ JM to prepare input to the agenda item 'US SAON Office'

There will be a telephone conference on 'US SAON Office' on 26 August.

Ad 3. Brochure

JRL had circulated a proposal for a text for a brochure for the White House Arctic Science Ministerial meeting. In the comments, it was proposed that the statements about mission, vision and goals should be modified. The current formulations are from 2011, and JRL agreed that they needed revision but recommended that they remain unchanged in the brochure.

- ✓ EK and JRL to work on brochure text

#### Ad 4. Work plan

An outline of a work plan will be presented to the Board. It will be a response to the recommendations from the review report, but it will also have input from other sources.

- ✓ CDO and JRL to prepare a draft work plan for the Board meeting. It will be based on several sources, including the review report

#### Ad 5. Next physical Board meeting

It has been proposed that the next Board meeting is held during the ASSW2017 in Prague (31 March 31 - 7 April). The programme will be available at <http://www.assw2017.eu>

#### Ad 6. AOB

SAON has been invited to have a seat in a panel on 'Earth Observations', led by GEO during the Arctic Circle 7-9 October (<http://www.arcticcircle.org/assemblies/2016/program-news>). LH will represent SAON and AMAP during the panel

SAON has been invited to 'GEO-XIII' in St. Petersburg, Russian Federation 9-10 November 2016.

- ✓ CDO to check availability