5th Full Council Meeting

Meeting 1: 23rd July 1pm UTC
Meeting 2: 23rd July 5pm UTC

Attendees (Meeting 1): Andreas, Gerlis, David, Deniz, Emily, Grace, Henrik, Mateusz Waligóra, Morgan S, Jessica, Jilda Caccavo, Mathieu Casado,Emily Choy, Henrik Christiansen, José Seco, Grace Shephard, Deniz Vural, Morgan Ip, Yi Ming Gan, Jenn Cooper, Clare Eayrs

Attendees (Meeting 2): Kabir Rasouli, Juan Höfer, Kelsey Aho, Cyril Jaksic, Natalie Freeman, Mariama Dryak, Casey Clark, Amy Kirkham, Hanne Nielsen, Jenn Cooper, Adrian Dahood, Atreya, Donovan Dennis, Greta, Ozgun Otkar, Clare Eayrs

Apologies: Martine Lizotte, Hanna Kauko, Gwenaëlle Gremion, Meagan Dewar, Florian Vidal, Kaushik Gupta, Josefine Lenz, José Queirós, Gabriela Roldan, Paul Rosenbaum, Elisa Seyboth, Fiona Tummon, Neelu Singh

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Updates from Project leads and NCs were circulated in advance of the Council meeting.

1. Welcome
2. ExCom updates
3. Brief feedback on project group updates and NC updates
4. Discussion on Code of Conduct
5. Discussion on where tasks in project groups might overlap
6. Reminder about council re-applications (deadline is **31st July** - next week!):
   a. *Individual council members*: reapplication form
   b. *Council members with individual and NC rep status*: if you want to have NC rep status only, please fill out this nomination form for NC reps; if you want to re-apply either only as an individual Council member (without NC rep status) or with both statuses (individual member and NC rep): please fill out this reapplication form.
   c. *NC reps*: please fill out this nomination form for NC reps if you want to have just NC rep status (or to nominate a new representative); use this application form if you wish to apply for individual council member status.
   d. Note that the deadline for NC annual report is on **15 August.**
   e. *If you do not want to re-apply for the next term*, please fill out the last Council report for the current term and just indicate that you will not reapply. Your term on the Council will then end on 30 September 2018.

        g. Deadline for [ExCom applications](#) is **7 September**.
        h. Questions?
    7. Reminder for project groups and NCs to send information on tasks/time commitments/benefits of being involved to [Clare](#) (project groups), [José](#)/[Neelu](#) (NCs)
    8. AOB/questions

Minutes from Meeting 1:

New format, with discussion rather than just updates
    1. Excom: Jilda - follow up from POLAR2018 in person meeting. Working on draft for IPY for August, Code of Conduct, policies for NCs, and Council apps.
    2. Code of Conduct: help to navigate conflicts of interest, conduct
        a. It would be good to have feedback from Council members
    3. Collaboration between project groups to avoid duplicate tasks/overlap
        a. Annual plan in spreadsheet with topics, update throughout year with tasks
            i. Jenn & Clare have started this with collecting tasks from groups
        b. Polling
        c. Reminder to project groups and NC to send tasks by end of term
        d. This will be useful for Council advertising and keeping/getting everyone engaged
    4. Council Apps due by the 31st
        a. Everyone should fill out report, if you don't want to reapply there is an option for that
        b. Missing the deadline pushes your app back until mid to late October, so make sure to fill it out
        c. Excom Apps: deadline Sept 7 - Council votes for new Excom in September
            i. If you don't make it to Excom, you still are on the Council for the next term
    5. Grace Shepard - EGU project group email: grace.shephard@geo.uio.no
        a. Anyone attending AGU? Would like to submit abstract for APECS, contact her to work on it. The deadline is 1st August, 2018.

Minutes from Meeting 2:
Facilitated discussion in council meetings rather than just running through the project updates.
    1. ExCom: Hanne - in person meeting in Davos at POLAR2018. ExCom are currently working on the Code of Conduct and Political Activity statement. It was really exciting to meet many people at the World Summit (21 different NCs were represented). ExCom is putting together a draft for IPY special issue and working through action items from in person meeting. Will be good to get feedback on the topics and the structure of the new Council meeting form. Also looking for feedback from project groups to help with decisions on which project groups to run next year.

2. Code of Conduct: going through a review process. Hanne provided some context: this policy is partly preventative and partly due to some previous incidents. The final document will need to be voted on by the council (in September) before it becomes policy. Please make sure that you do vote on this when the time comes.
3. Collaboration between project groups to avoid duplicate tasks/overlap. E.g. polls. You could fill in this information in your council report.
4. Council reports are part of the council reapplication process. Please fill out the form even if you don't wish to re-apply for next term. Please ask if you are unsure which form you need to fill out. There will be an overlap between the new council and this council term (new council members won't be able to vote, but training will take place during this time to help with a smoother handover). Please send any feedback on what sort of training you found useful or what might be missing.
5. What sorts of tasks are involved with project groups and NCs - to help encourage people to sign up. Please ID what tasks you did during the year, how long that took you. Two new project groups are coming out of the world summit. The first will be looking at involvement/engagement with APECS and will put together tasks and expectations (as a development program). The other group will be looking at linkages with partners and best practice.
6. If you are going to a particular meeting and would like to make an APECS presentation, ExCom has plenty of information. Get in touch so they can let you know what they have already collated.
7. Mariama: is it possible to be involved in project groups as an NC rep? Hanne: Yes, you can be involved in project groups if you are an NC rep or just a general member. Project group leaders are encouraged to ID specific tasks, and can ask for APECS members to be involved in projects.
8. Please get in touch with any questions!

Actions:
1. Don't forget to fill out the Council applications/reports by 31st July (next Tuesday). Contact Jenn/Clare if you are not sure which form you should fill out (or if you aren't sure whether or not you have filled it out!) Your council report is a good place to comment on your project group this year - we are especially looking for feedback on what worked and what didn't work.
2. Please send feedback to Jenn/Clare on the Council Meeting topics and the structure. Any suggestions for improvements are very welcome!
3. Any comments on the Code of Conduct should be forwarded to Jenn/Clare/ExCom - this is your chance to make this a useful document! The council will be voting on this in September → please make sure you do vote when you are contacted about this.
4. Please think about the tasks you undertook in project groups this term. Try to fit the tasks into this table (don't worry if you can't fill in all the details). You will also hear from your project leader who will help to coordinate this effort, but please all feel free to add

any tasks that you were involved in. NC reps will hear from José/Neelu on collating similar information on NC activities.

5. Please contact Grace Shephard: grace.shephard@geo.uio.no if you are attending AGU and would like to work on an abstract for APECS. The deadline is 1st August, 2018.

6. Let Jenn/Clare/ExCom know if you found any orientation information particularly useful last year, or whether there was something missing from the orientation. ExCom are working on training sessions for the 2018-2019 new Council Members and would value any feedback/suggestions you have.