

**IACS**



International Association of Cryospheric Sciences

# Minutes

## 5th IACS Bureau Meeting (informal)

Department of Physical Geography  
and Quaternary Geology,  
Stockholm University, Sweden

22-23 November 2010

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**December 16, 2010**

### **Bureau members present**

Georg Kaser (Past President: Kaser)

Manfred Lange (Secretary General: Lange)

Charles Fierz (Division Head; *Snow and Avalanches*: Fierz)

Peter Jansson (Vice President: Jansson)

### **Bureau members absent with regrets**

Julian Dowdeswell (Division Head; *Glaciers and Ice Sheets*)

Ian Allison (President)

Gino Casassa (Vice President)

Kumiko Goto-Azuma (Vice President)

Claude Duguay (Division Head; *Marine and Freshwater Ice*)

Ralf Greve (Division Head; *Planetary and Other Ices of the Solar System*)

Valérie Masson Delmotte (Division Head; *Cryosphere, Atmosphere and Climate*)

## **1. Opening Remarks**

PP Kaser opened the meeting on November 22, 2010 at 14:00 and welcomed the Bureau members present. He underlined the importance of the meeting, which was conducted despite the scarce attendance.

Status of meeting. From By-law 2.3: The quorum needed for an IACS Bureau Meeting shall be a majority of the members but must include the President or President-Elect, the Secretary General, and at least one of the Vice-presidents. By-law needs to be corrected to include PP.

With only four of eleven Bureau members attending, the Stockholm meeting does not have a quorum and is not a formal Bureau meeting. Instead, the meeting serves as an informal one at which the attendees discussed and recommended the best course of action and the decisions that need to be taken on the important agenda items. These recommendations are submitted in writing (via email) to the full Bureau which will meet, with a proper quorum, by tele-conference (before the end of the year) to vote on the recommendations.

## **2. Attendees**

see above.

## **3. Agenda additions/modifications**

A major point of the meeting was to prepare the forthcoming tele-conference. It was agreed to prepare a "**List of Decisions**" to be voted on by all Bureau members.

**Action Item 5.1: SG Lange** to prepare a Doodle survey on suitable dates for the tele-conference.

As a minor modification of the agenda, PP Kaser suggested to subdivide Agenda Item 7. into 7. 1: Treasurer's Report, 7. 2: Budget Outlook and 7. 3: Request for support.

PP Kaser suggested reformulating Agenda Item 8. to "Reports by Vice Presidents"

**4. Minutes of the 3rd IACS Bureau meeting, Montreal, 18-19 July 2009 and the 4th IACS Bureau meeting, Montreal, 24 July 2009**

**Decision Item 5.1:** Approval and seconding of Montreal Minutes

**5. Outstanding earlier actions, and actions from Montreal Bureau meetings**

Members will review and update the list of action items from previous meetings. They will recommend those items that still need to be acted on, determine their priority, and suggest ways to advance them.

There are still several ongoing items outstanding from Bureau Meeting 2 (Vienna) or earlier. Major ones are:

**Action item 2-2:** PE Allison and Past President (PP) Jones (to be asked) will also draft an article to be circulated to SG Lange and to VP Jansson. This article is intended to be subsequently published in EOS and ICE and is currently being drafted.

The members present concluded that such an article is obsolete and is therefore not needed anymore.

**Action item 2-6:** VP Jansson assisted by SG Lange to prepare a Newsletter within the next three months;



**Action item 2-9:** The President, SG Lange and VP Jansson will prepare a tentative budget plan for the next four years of IACS;

See Agenda Item 7.2

**Action item 2-12:** Division Heads will prepare a brief statement describing the role, scope and objectives of their respective Division;

The members present underlined the importance of this issue and strongly urge all DHs to produce such a description **prior** to the prospective tele-conference, except for DH Greve who has already submitted his description.

**Action item 2-17:** DH Duguay, PE Allison and SG Lange will look into the issue of a two new WG: one on Marine, Lake and River ice;

See report by DH Duguay (Appendix BM05-E)

Action Items from Bureau Meeting 3 (and initial assessment of status):

**Action item 3-1:** P Allison, PP Kaser and SG Lange to work out a plan for budget allocations and the process for requesting funds from IACS by Bureau members until mid-October. INCOMPLETE

This was discussed under Agenda Item 7.2.

**Action item 3-2:** PP Kaser (copying DH Masson Delmotte) to contact Richard Armstrong to initiate an inter-Division Himalayan Glaciers WG. INCOMPLETE

PP Kaser will explore this idea with R. Armstrong when meeting with him at the AGU in December 2010.

**Action item 3-3:** SG Lange to write a letter to E. Wolff and E. Brooks inviting IPICS to become an IACS Standing Group and explaining the conditions that apply to an IACS S. DONE

**Action item 3-4:** Write to Chinese National IACS Committee to seek support for GAPHAZ activities (S-G) ???

**Action item 3-5:** GK to seek clarification, via his contacts in UNESCO, on their Guidelines for publication (copyright, recognition), and to explore whether a copyright agreement might be made. DONE

**Action item 3-6:** Seek agreement of the preferred option with TOPC (WH), NSIDC (IA) and GLIMS (PP Kaser) before establishing the GTN-G Steering Committee and recognizing it as an IACS Standing Group. DONE

**See Agenda Item 13.2**

**Action item 3-7:** P Allison to confirm that ICSU/WDS agree to the process of appointing a new Director of WGMS. DONE

Action Items from Bureau Meeting 4 (and initial assessment of status):

**Action item 4-1:** Each Division Head to prepare a brief description of the respective Division and forwards it to the President and the General Secretary by the end of August 2009 INCOMPLETE

See Action item 2-12 above

**Action item 4-2:** VP Jansson to establish a password-protected "IACS-only" section on our web site INCOMPLETE? **See Agenda Item 16.2**

**Action item 4-3:** Set up an ad-hoc group/search committee as well as a Nomination Committee to prepare for the Bureau elections in 2011 (P Allison) DONE

**Action item 4-4:** Set up a Budget Planning Group (P Allison) INCOMPLETE  
DONE

**Action item 4-5:** Prepare for the nomination of PP Jones as an Honorary member of IACS (P Allison) INCOMPLETE – becoming urgent

This issue was discussed by the members present who strongly endorse PP Jones' nomination as an honorary member of IACS. Agreement on this issue has to be reached by the Bureau prior to the IUGG2011 in order to be decided on during the administrative Plenary in Melbourne. However, the formal ceremony has to take place at a later point, e.g. during the Davos Assembly.

**Action Item 5.2:** *P Allison* and *DH Dowdeswell* to draft a Laudatio supporting the nomination of PP Jones as an Honorary member of IACS

Bureau members to consider the supporting proposal at the IACS Plenary in Melbourne and, if appropriate, endorse nomination of PP Jones as an Honorary member of IACS.

**Action item 4-6:** Start discussions on joint IAMAS-IACS Scientific Assembly in Switzerland in 2013 (P Allison, DH Fierz and SG Lange) DONE

**Action item 4-7:** to collect ideas and information on educational activities (all Bureau members) INCOMPLETE

**Action item 4-8:** to prepare the "logistics" of the next IACS Bureau meeting in Vienna (PP Kaser) SUPERSEDED

## 6. President's Report

The President's Report was tabled, and discussed with other agenda items during the meeting. Appendix BM05-A

## 7. Treasurer's report and budget outlook

### 7.1 Treasurer's report

SG Lange circulated a copy of the latest IACS Financial Report to all Bureau members prior to the informal Bureau meeting along with a summary of our current financial position.

At the informal Bureau meeting SG Lange gave a brief report on the budget and the current state of the finances to the members present. They took note of the report and briefly discussed some of the items. The final version of the budget report will be circulated to the Bureau and will need approval. Appendix BM05-B

**Decision Item 5.3:** Approval of Treasurer's report by Bureau members.

### 7.2 Budget outlook

The members present underline the importance and urgency of this item and suggested to move forward with the creation of a Budget Sub-Committee. The members also concluded, though, that the creation of such a committee will probably not be the appropriate for the present Bureau. This notwithstanding, the members present strongly suggest the initiation of a Budget Sub-Committee to be one of the first actions of the next Bureau. In order to assist in the budget outlook, the members present agreed on a number of budget categories and SG Lange prepared a compilation of past expenses under each category (Appendix BM05-C). We also put forth a proposal for expenses under each category for 2011, which needs discussions by the full Bureau.

**Decision Item 5.4:** Approval of budget categories and endorsement of budget proposal 2011 by full Bureau.

### 7.3 Request for support

The Bureau members present discussed this issue and propose that an Application Form is being developed that has to be submitted by anybody requesting support. This form should include as a minimum the following items: (i) a summary/abstract describing the activity, (ii) timeframe of the activity, (iii) a requested contribution, (iv) a lead person(s) for the activity and (v) expected results and deliverables.

**Action Item 5.3:** *VP Jansson* to draft an application form along the lines given above.

DH Greve requests support for 5th Conference on Mars Polar Science and Exploration in late 2011. The members present endorse this proposal and suggest an amount of € xxxx to be provided.

DH Fierz reports about an upcoming conference on Snow Physics in Russia, which has already obtained support from IGS and which is suggested to take place in June 2011, close to the time of the IUGG GA. The Bureau members present suggest that DH Fierz formulates an open letter to those involved in organizing the said conference urging them to re-think the timing of the conference in order to avoid undue overlap between the conference and the IUGG GA (Appendix BM05-D).

## 8. Reports by Vice Presidents

There was one report by VP Goto-Azuma (Appendix BM05-E), which was very much welcomed by the Bureau members present. We appreciate the suggestion to consider support to invited speakers at IUGG and IACS Assemblies by covering parts or the entire registration fees of these assemblies. This may be an item that will contribute to the overall budget planning for IACS, but will need an explicit policy formulation by the full Bureau.

VP Jansson presented a brief report on his activities.

The glossary of mass balance terminology under the lead of graham Cogley has entered its final phase. The terminology has undergone extensive reviews by the Cryospheric community. Agreements have been made to print the resulting document in the UNESCO IHP series.

The IACS web site has been augmented by the addition of a wiki application. The application can be used for publishing important searchable work such as for example the classification of snow and the glacier mass balance terminology (these works are currently pending). The site is not fully operational but VP Jansson and DH Fierz will jointly ensure that it becomes available as soon as possible.

No report was obtained from VP Casassa.

## 9. Reports from Division Heads

DH Duguay submitted a report (Appendix BM05-F), which was noted with appreciation and briefly discussed by the members.

DH Greve submitted a report (Appendix BM05-G), which was noted with appreciation and briefly discussed by the members present. The first item in his report is being discussed under Agenda Item 9.1. The third item is being discussed under Agenda Item 7.3.

DH Fierz will submit a written report prior to the prospective tele-conference. (Appendix BM05-H)

No reports were obtained from the "glacier" or "climate" divisions.

### **9.1 Proposed Flow Law WG**

This WG has been proposed by DH Greve (Appendix BM05-I). No IACS funding is requested at this stage. It might also involve participation from the Continental Glaciers and Ice Sheets Division (which is supported by DH Greve).

The proposal was welcomed and the members present propose to the full Bureau approval of the submitted proposal.

**Decision Item 5.5:** Approval of WG proposal submitted by DH Greve.

## **10. IACS at IUGG General Assembly, Melbourne 2011**

SG Lange gave a brief report on the current status as to IACS-only- and IACS-lead Joint Symposia at IUGG2011. In general, we are well prepared and have completed most of the tasks that need to be taken care of at this point.

One of the tasks still to be done concerns the nomination of invited speakers to the IACS-lead Joint Symposia. A common letter should be (or may already have been?) sent to the lead convenors to remind them of the nomination.

In addition, it was discussed that convenors have to be urged to solicit abstracts for their symposia in due time. Particular emphasis should be placed on the convenors making sure that any person submitting an abstract signs up as an IACS registrant, i.e., shows his/her affiliation as "IACS" upon registration.

**Action item 5.4:** *P Allison* to prepare and send a letter to the convenors covering the issues outlined above. The convenors should be provided with a "template" to address prospective conference participants urging them to submit abstracts to the symposia with IACS involvement. In addition, the convenors should point out that it will be of utmost importance to select "IACS" in association with the question: "Which Association's program are you most likely to attend?".

DH Fierz reported that the Excursion program and timing has been announced on the conference web-site (<http://www.iugg2011.com/fieldtrips.asp>).

**Action item 5.5:** *VP Jansson* will provide a link to the excursion web-site on the IACS web-site.

### **10.1 IACS Plenary and Bureau Meetings at IUGG2011 – Timing and Agenda**

The members present discussed the timing of the two Bureau- and the Plenary meeting during IUGG2011. They agreed on the following dates:

- **Bureau (old) meeting: 27 June**

Plenary (administrative): 29 June (or before) and after the scientific sessions and not lasting for more than about one hour. Whereas, according to by-law 5.2.a, a provisional Agenda has to be prepared by the SG and circulated to IACS Accredited Delegates, Correspondents and Representatives at least two months prior to the opening of an Assembly. Note also that, according to by-law 5.2.b "The provisional agenda shall comprise all items submitted by Accredited Delegates for discussion at the Plenary Administrative Session together with questions included by the Bureau. Additional agenda items, for which notice has not thus been given, may only be discussed with the consent of the voting members of the Plenary Administrative Session."

**Action Item 5.6: SG Lange** to seek input from Accredited Delegates in time to prepare and circulate the provisional Agenda at least two months prior to the Assembly (April 28, 2011)

Agenda details will have to be determined during the first Bureau meeting and announced in due time.

- Semi-formal meeting between old and new Bureau members: 30 June or 1 July
- Bureau (new) meeting: 2 or 3 July

We also propose to have a social gathering following the Plenary meeting, where people from the Cryospheric community and any other colleagues interested in IACS will be invited.

A **provisional Agenda** for the Plenary will comprise:

- Welcome by P Allison
- Brief report on IACS activities since last Plenary (P Allison)
- Election of new Bureau (by National Delegates only)
- Acceptance of elected Bureau members
- Brief address by the PE
- Adjourn

Social event/reception

## 10.2 Preparations for IACS Bureau elections 2011



The members present discussed this issue and took note of the development to the present as outlined in the amended Agenda for the meeting and provided by P Allison. In the meantime, Jon Ove Hagen has taken over as chair of the Nomination Committee. SG Lange will proceed with the necessary steps in due time and in accordance with our Statutes and By-Laws.

### **10.3 IACS Travel grants for Melbourne 2011**

This issue was discussed thoroughly by the Bureau members. The following was agreed and is proposed for acceptance by the full Bureau:

- Grants to be offered by IACS will cover **registration fees** for the IUGG2011.
- Preference will be given to students and in exceptional cases to invited speakers at the Symposia with IACS involvement. We will also favorably consider applications of exceptional individuals from the developing world.
- A minimum eligibility criterion for any applicant is the submission of an abstract for an oral or poster presentation to Symposia with IACS involvement.
- An additional requirement is that recipients of an IACS grant will be asked to sign up as IACS registrant.
- As to the funds allocated for grants for IUGG2011, we agreed on the following contributions: (i) the surplus of the Montreal Conference (i.e., € 3 800) and (ii) € 6 200 (i.e., appr. 15% of the current IACS budget) resulting in a total sum of € 10 000.

## **11. Preparations for IACS Bureau elections 2011**

See 10.2

## **12. IACS Plenary at IUGG General Assembly 2011**

See 10.1

## **13. WGMS**

### **13.1 New Director of WGMS**

Michael Zemp has been appointed as the new Director of WGMS. PP Kaser was involved in the selection panel and has reported on Zemp's appointment.

### **13.2 GTN-G**

The WGMS National Correspondents met in Zermatt recently and received very positive feedback with respect to the strengthened cooperation of WGMS, NSIDC and GLIMS within the Global Terrestrial Network for Glaciers ([www.gtn-g.org](http://www.gtn-g.org)).

The Terms of Reference for this were approved by the IACS Bureau in 2009. Proposed members of the GTN-G Advisory Board are:

- IACS Division Head for Glaciers and Ice Sheets (Julian Dowdeswell)
- Liss Andreassen (representative of in-situ data producers)
- Anthony Arendt (representative of remote sensing data producers)
- Graham Cogley (representative of data users)
- Vladimir Ryabinin (representative of international organizations)

Julian Dowdeswell has agreed to represent IACS. Bureau members are asked to endorse Julian's participation and to provide guidance to him for IACS involvement. Julian – can you please elaborate on this.

The Bureau members present propose the following course of action:

**Decision Item 5.6:** To install the GTN-G Steering Committee as an IACS Standing Group, following the discussions during the 3<sup>rd</sup> IACS Bureau Meeting in Montreal. The GTN-G Steering Committee will be composed of an Executive Board (heads of GLIMS, WGMS, NSIDC) and an Advisory Board (to be appointed).

**Action Item 5.7:** Immediately after the decision 5.6 has been taken, **DH Dowdeswell** will send invitation letters to each of the prospective members of the Advisory Board. At present, the following slate is proposed:

- IACS Division Head for Glaciers and Ice Sheets (Julian Dowdeswell, Chair)
- Liss Andreassen (representative of in-situ data producers)
- Anthony Arendt (representative of remote sensing data producers)
- Graham Cogley (representative of data users)
- Vladimir Ryabinin (representative of international organizations)

As part of the letter **DH Dowdeswell** will point out the decision to install the GTN-G Steering Committee as an IACS Standing Group (Decision Item 5.6).

### 13.3 WGMS Symposium

In order to celebrate the handover of the Director of the World Glacier Monitoring Service from Wilfried Haeberli to Michael Zemp, the Department of Geography of the University of Zurich, Switzerland, has organised a symposium on "Science and Monitoring of the Cryosphere" on 8 December 2010. Charles Fierz will formally represent IACS at this symposium. He will provide a brief report on the planned symposium.

DH Fierz will attend the symposium, representing IACS; PP Kaser might attend, as well.

### 14. Proposed SCAR/IASC/IACS Symposium on Polar Science in association with ICSU General Assembly, Rome, September 2011.

IACS has a formal MoU on collaboration with IASC and SCAR. In the spirit of this MoU, a draft proposal has been developed to hold a joint meeting in

conjunction with the ICSU General Assembly (Rome, September 2011). This would aim to raise the profile of the three organisations within ICSU, and to promote the legacy of IPY 2007-2008. Italian colleagues at U.Siena have also been very actively involved, and have offered to host local facilities and catering arrangements in Siena. Informal discussions around this proposal were held at the IPY Conference in Oslo in June 2010 involving Chuck Kennicut (SCAR President), Volker Rachold (IASC Executive Secretary), Ian Allison (IACS President), Paul Cutler (former ICSU Scientific Officer) and Deliang Chen (ICSU Executive Director). Further discussions (Kennicut, Rachold and Allison) were held during the SCAR meeting in Buenos Aires in August 2010 from which a draft proposal for the meeting was developed. This is attached with this agenda as auxiliary paper 14.

IASC will support this meeting and provide a small amount of funding. SCAR is expected to do likewise, and IACS is also eligible to apply for a small amount of IUGG funding to support this. Funding is sought to support the attendance of high profile speakers at the meeting: all local meeting expenses will be met by the Italians.

Attending Bureau members should recommend:

- Whether IACS should be involved in this activity?
- Whether we should support it directly from IACS funds (to a maximum of USD 2000) and if yes, by how much?

GK: I note that polar glaciers outside the Ice Sheets are totally ignored in the outline and program draft. Being still the major contributors to sea level rise and remaining as such far into the 21<sup>st</sup> century and beyond, and showing at least as many un-understood issues as the Ice Sheets, they should be addressed as well.

IA: Polar glaciers (and sub-polar glaciers?) will be included in the next version of the outline and as part of the ice sheet session in the program draft.

The members present fully endorse participation of IACS in the planned Symposium. We also agree that IACS will provide funds to a maximum of USD 2000.

**Action Item 5.8:** P Allison to provide more information about the requested funding before the IACS Bureau tele-conference.

## 15. IUGG and ICSU

A list of IUGG deadlines for reports and other required input for the next 12 months is attached (paper 15).

There are both IUGG and ICSU grant opportunities that we should apply for if we can. SG Lange to provide summary details.

We urge Bureau members to consider nominations for the IUGG Union Commission GeoRisk and the Union Commission on Data and Information (UCDI). We suggest re-nominating Mark Parsons for UCDI after soliciting his

readiness to serve and to find a replacement for Martin Funk (GeoRisk) as agreed by him.

**Action Item 5.9: SG Lange** to prepare a short annual report, a financial summary for 2010 and a quadrennial report to be sent to IUGG. **PP Kaser** agreed in assisting in the drafting of the reports.

The Bureau members present alert the new Bureau to solicit applications for IUGG financial support for symposia, workshops, and conferences etc., which are due on October 15, 2011 as one of their first activities.

## **16. Raising the profile and activity level of IACS**

With some very notable exceptions, IACS is less active and less well known than it should be as a new IUGG Association. A comment from a senior scientist in our community is: "Few of the Divisions appear to be doing anything. May I suggest you take a look at the Committees and WGs of the Int Permafrost Association as a guide? Their activities are reported annually in Frozen Ground. "

A newsletter (which doesn't yet exist) and our web site are important mechanisms for raising our profile – see below.

The President's report (item 6) will comment on how we are failing here. All Bureau members (attending or not) are urged to treat this as our most important task, and suggest (and contribute to) new relevant activities.

GK: if a conference such as the one proposed in Agenda item 14 would be clearly lead by IACS, this would increase the visibility very much.

IA: I don't think that IACS is in a position to be the main lead with such "big brothers". We can however have equal billing as co-sponsors.

The issue was discussed at length by the members present and concluded that only a pro-active Bureau that relies on the traditional strengths and tools of ICSI and more strongly supports and nurtures existing and new working groups will be able to lead to a more visible profile of IACS.

### **16.1 IACS newsletter**

The Bureau members present briefly discussed this item and agreed that a first Newsletter will be published well before the deadline for abstract submission of the IUGG2011. The newsletter will basically contain the description of the IACS-lead and IACS-only Symposia and announcements/suggestions for abstract submission and registration (see Agenda Item 10 above).

### **16.2 IACS web site**

The IACS website is now maintained at NSIDC, Colorado. In Montreal we agreed to provide VP Jansson with ideas for updating and improving the contents of the web site. There has not been much input to this to date. Scientists from our community have noted that they miss dynamism on our web site. Up to us to remedy this.

ML: I am really not certain to what degree a newsletter will help raise our profile. I think a well-serviced and attractive web-site (see below) is much more important.

IA: Agreed in terms of a printed Newsletter. But the website must not remain static – it requires regular updates on activities, which could be formatted as an electronic Newsletter

VP Jansson and DH Fierz will provide a short summary of their post-meeting discussion (Appendix BM05-J)

## **17. Cryospheric sciences within the IPCC AR5**

PP Kaser reported on this item. IACS Bureau member DH Valérie Masson Delmotte acts as Coordinating Lead Author of Chapter 5 and IACS Bureau members P Allison and PP Kaser act as Lead Authors of Chapter 4 of the Working Group 1 in the upcoming 5<sup>th</sup> Assessment Report of the IPCC.

## **18. Joint IAMAS-IACS Scientific Assembly, 2013**

A Joint IAMAS-IACS Scientific Assembly will take place in Davos, Switzerland from Monday July 8 - Friday July 12, 2013. Sunday July 7 and Saturday July 13, 2013 may be chosen for association and commission meetings.

DH Fierz reported on this item. A Swiss National Organizing Committee has been established, which already conducted three meetings. At present, work is underway on the presentation of the meeting to the scientific community (web-site, logo, etc.).

## **19. Other conferences in which IACS was/is/will be involved**

IACS was successful in 2010 in obtaining a number of (very) small grants from IUGG to support symposia in Alaska, Chile and China which we co-sponsored. SG Lange can report on these.

Members at the Bureau meeting, and those unable to attend, should provide relevant input on future meetings we might also consider supporting.

GK: Request from Ralf (see item 9.1). Attending members should make a recommendation on this to the full Bureau.

SG Lange briefly reported on the three activities that IACS co-sponsored and that have been supported by IUGG grants.

The members present noted the other issues under this Agenda Item and dealt with them under other agenda items.

## **20. ICSI Archives**

The archival records of ICSI, the illustrious predecessor of IACS, had been stored at the British Antarctic Survey in Cambridge UK. About a year ago we were requested to remove the 22 boxes stored on their premises. With the help of Liz Morris the records were temporarily removed to the Scott Polar

Research Institute in Cambridge. They need to be shifted from there to a permanent repository in the very near future.

Ian Allison did a quick inventory of the records in July 2010 and combined these with BAS archival records to produce a fuller inventory of the records. His suggestion is that we need to reduce the archive by retaining only the most important historic documents, and to find a permanent home for electronic copies of these. A very bottom line would be to retain ONLY minuted reports from ICSI Bureau meetings (assuming that these summarize correspondence, WG reports, etc); anything pre 1960; and some of the more formal (pre 1970, on letterhead paper) correspondence from/to the President and Secretary.

Disposing of the other records and commercially digitising the important ones requires assistance from someone "on-site". Is IASC able to employ someone casually in Cambridge to help with this (trashing, finding another temporary storage, arranging digitising of selected records, etc.)?

Appendix BM05-K and sub-attachments refer to this.

P Allison and PP Kaser actively pursued this item. The next steps will be to decide on the items that will be transferred to digital format through scanning of individual items. Some funding will be needed to support this work.

**Action item 5.10:** PP Kaser to write to Richard Armstrong (NSIDC) to explore the potential of moving the ICSI Archive to Boulder. He also will be in contact with Liz Morris at SPRI in order to arrange for the next moves.

## 21. Other business

As nominated by Bureau members.

IA: Bureau members should consider whether we establish closer ties (MoU?) with International Permafrost Association (IPA) and Association of Polar Early Career Scientists (APECS). Both have been considered before.

Because of time limitations, the issue of possible MoUs with the International Permafrost Association (IPA) and the Association of Polar Early Career Scientists (APECS) has not been discussed sufficiently.

## 22. Next IACS Bureau Meeting(s) at IUGG General Assembly 2011

When and how many meetings do we need? Need to know what date(s), for how long and how many attendees so that we can arrange facilities. [Note dates of IACS sessions given in agenda item 10].

The issue of the next formal Bureau meetings (i.e., during IUGG2011) has been dealt with under Agenda Item 10.1.

## 23. Closing

The meeting was adjourned on November 23 at 18:00 by VP Jansson (on behalf of PP Kaser who had left the meeting at 17:00).

## List of Action Items

**Action Item 5.1:** *SG Lange* to prepare a Doodle survey on suitable dates for the tele-conference.

**Action Item 5.2:** *P Allison* and *DH Dowdeswell* to draft a Laudatio supporting the nomination of PP Jones as an Honorary member of IACS

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This letter should be sent to PP Kaser, VP Jansson, DH Fierz and SG Lange as a basis for an IACS Newsletter (replacing Action Item 2-6).

**Action item 5.5:** *VP Jansson* will provide a link to the excursion web-site on the IACS web-site.

**Action Item 5.6:** *SG Lange* to seek input from Accredited Delegates in time to prepare and circulate the provisional Agenda at least two months prior to the Assembly (April 28, 2011)

**Action Item 5.7:** Immediately after the decision 5.6 has been taken, *DH Dowdeswell* will send invitation letters to each of the prospective members of the Advisory Board. At present, the following slate is proposed:

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As part of the letter *DH Dowdeswell* will point out the decision to install the GTN-G Steering Committee as an IACS Standing Group (Decision Item 5.6).

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## List of Decision Items

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**Decision Item 5.2:** Bureau members to consider the supporting proposal at the IACS Plenary in Melbourne and, if appropriate, endorse nomination of PP Jones as an Honorary member of IACS.

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**Decision Item 5.4:** Approval of budget categories and endorsement of budget proposal 2011 by full Bureau.

**Decision Item 5.5:** Approval of WG proposal submitted by DH Greve.

**Decision Item 5.6:** To install the GTN-G Steering Committee as an IACS Standing Group, following the discussions during the 3<sup>rd</sup> IACS Bureau Meeting in Montreal. The GTN-G Steering Committee will be composed of an Executive Board (heads of GLIMS, WGMS, NSIDC) and an Advisory Board (to be appointed).

## List of Appendices

**Appendix BM05-A:** President's Report

**Appendix BM05-B:** Treasurer's report

**Appendix BM05-C:** List of Budget categories, compilation of past expenses under each category and budget outlook

**Appendix BM05-E:** Report by VP Goto-Azuma

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**Appendix BM05-J:** Short summary of post-meeting discussion by VP Jansson and DH Fierz

**Appendix BM05-K:** records ICSI archives

**Appendix BM05-D:** Sakahlin conference 2011