

CALL FOR MEETING - LySEF

To:	Sysselmannen på Svalbard (SMS), Norwegian Polar Institute (NPI), The University Centre in Svalbard (UNIS), EISCAT, Svalbard Science Forum (SSF), SVALSAT, SINTEF, Svalbard Museum , Svalbard Reiseliv, Statsbygg, other relevant institutions.		
From:	The LySEF secretariat - Elise Strømseng		
Copy for:			
Archive:	Ephorte web at UNIS	Longyearbyen	21.04.08

Establishing LySEF

TIME: Tuesday 13.05.08, 09:30 – 16:00 – including lunch.

PLACE: Kapp Schoultz, UNIS

This meeting will be the first official meeting of LySEF. The call is sent to all institutions that have participated in the planning of LySEF. To invite other institutions, please forward this note. The official founding document has previously been sent to all institutions listed in this note for comments, and the founding principles are now ready to be endorsed by the forum.

Most of the day is reserved for presentations regarding plans for logistics and field-activities in autumn 2008. Institutions that plan to hold a presentation should give a notice to the secretariat, so the presentations can be organised according to the scheduled meeting time.

Please report back on the following issues before May 6th:

- Who are you representing?
- What will you present?
- Estimated use of time?

Agenda:

1. Election of meeting leader
2. Agreement on the proposal for a founding document (see attached file)
3. Election of chair in LySEF - proposals
4. Election of representative from LySEF in the SSF board. Proposal: EISCAT
5. Presentations
6. Any other business

With regards to the lunchbuffet, the secretariat needs feedback on the number of participants before May 6th. Proposals for a meeting leader and/or a representative of LySEF in SSF should also be sent to elises@unis.no within this date.

If anyone lack minutes or need more background information, please contact Elise Strømseng, at UNIS. Phone: 79 02 33 93, E-mail: elises@unis.no.

Elise Strømseng
Secretariat of LySEF