

# MINUTES LySEF

## *“Longyearbyen Science and Education Forum”*

**Date:** 13.05.2008 **Time:** 09:30 – 14:30

**Place** Svalbard Science Centre, OPS-room

*Minutes by:* Elise Strømseng

Present:	<b>UNIS:</b> Fred S. Hansen, Eystein Markusson, Elise Strømseng. <b>SMS:</b> Tor Punsvik. <b>NPI:</b> Cecilie H. von Quillfeldt, Kim Holmén (video) <b>SSF:</b> Christiane Hübner, Marzena Kaczmarska <b>EISCAT:</b> Lisa Baddeley
Inability to attend:	<b>Svalbard Reiseliv:</b> Unni Myklevoll <b>Svalbard Museum:</b> Tora Hultgren
Not Present:	<b>SvalSAT:</b> Reidar Nordheim <b>SINTEF:</b> Per Johan Brandvik <b>Statsbygg:</b> Tor Sverre Karlsen
Agenda:	<b>Establishing “LySEF”</b>  <ol style="list-style-type: none"><li>1. Election of meeting leader</li><li>2. Agreement on the proposal for a founding document</li><li>3. Election of chair in LySEF - proposals</li><li>4. Election of representative from LySEF in the SSF board. Proposal: EISCAT</li><li>5. Presentations</li><li>6. Any other business</li></ol>
Attachments to the minutes	Founding principles of LySEF

No.	Matter
	<p><b>Election of meeting leader</b></p> <p>As no chair of LySEF is yet elected, the meeting unanimously agreed that Eystein Markusson (UNIS) should function as the chairperson in this meeting.</p>
<p><b>1/08</b></p>	<p><b>Agreement on the proposal for a founding document</b></p> <p>Founding document – additional comments:</p> <ul style="list-style-type: none"> <li>- SSF should be defined as an observer in LySEF</li> <li>- The timing of the meetings should be announced as trial arrangements during this first year</li> <li>- The sentence “<i>Two yearly meetings will be held</i>” indicates that if necessary additional meeting can be held.</li> <li>- An additional paragraph should be added for termination of membership in LySEF (see under).</li> </ul> <p>Added bulletpoint to <b>§ 2 Participants/Membership/Leadership:</b></p> <p><i>“Member institutions/organisations are free to leave LySEF or change their status from ‘member’ to ‘observer’ at any time. A written document, detailing the reasons for this change, must be submitted a minimum of 4 weeks prior to a scheduled LySEF meeting. The institution/organisation must be prepared to attend the meeting to discuss the reasons detailed in the document”.</i></p> <p>With the suggested changes and rephrasing, the document has passed unanimously in the forum.</p> <p>The document will be circulated among all institutions for signatures.</p>
<p><b>2/08</b></p>	<p><b>Election of chair and vise-chair in LySEF</b></p> <p>This point was not in the official call for meeting, thus there are no proposals for a chair or vise-chair. Due to lack of proposals and low presence of member institutions this issue will be agreed upon through a circulating document.</p> <p><i>Important notes for proposals for chair and vise chair:</i></p> <ul style="list-style-type: none"> <li>- The Governor of Svalbard (SMS) can not hold the chair.</li> <li>- SSF can not be the chair as they are observers in LySEF.</li> </ul> <p>An agreement should be ready at latest in autumn 2008.</p> <p><u>Proposals for chair and vise-chair should be sent to the secretariat within June 15<sup>th</sup> 2008.</u></p>

3/08	<p><b>Election of representative from LySEF in the Svalbard Science Forum (SSF) board.</b></p> <p>A proposal from NPI and The Norwegian Research Council (NFR) stated that EISCAT ought to be the representative of LySEF in the board of Svalbard Science Forum.</p> <p>The meeting unanimously agreed that EISCAT represents LySEF in the SSF board.</p>
4/08	<p><b>Presentations</b></p> <p><i>The following institutions presented themselves and additional information of interest for LySEF members:</i></p> <ul style="list-style-type: none"> <li>- <b>The Norwegian Polar Institute (NPI)</b> by Kim Holmén</li> <li>- <b>The University Centre in Svalbard (UNIS)</b> by Gunnar Sand</li> <li>- <b>The University Centre in Svalbard (UNIS) logistics</b>, by Fred Skancke Hansen</li> <li>- <b>EISCAT</b> by Lisa Baddeley</li> <li>- <b>Svalbard Science Forum</b> by Marzena Kaczmarek</li> <li>- <b>The Governor of Svalbard (SMS)</b> by Tor Punsvik</li> </ul> <p>For future presentations the member institutions should be aware of the dual needs in LySEF. Presentations should thus include overall big initiatives, but also detailed logistical plans (including dates) when this is/can be of interest for the other member-institutions in LySEF. When the presentations are done, smaller issues and collaboration can be solved and worked through outside the official LySEF meetings.</p> <p><b>All presentations will be put on the LySEF WEB-site in .pdf-format.</b></p>
5/08	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>○ The minutes should be passed around to all member institutions, but also other potential member institutions. <ul style="list-style-type: none"> <li>- Longyearbyen Skole</li> <li>- Store Norske Spitsbergen Kullkompani (SNSK)</li> <li>- Svalbard Airshipmuseum</li> </ul> </li> <li>○ There is a wish for an establishment of a common mailing list among the member institutions in LySEF. Mainly in order to forward information of e.g. lectures or other arrangements that is being held in Longyearbyen.</li> <li>○ WEB-page: The secretariat is working on the official WEB-page of LySEF. The page will be announced through e-mail when it is ready. The web-adress is already settled: <a href="http://lysef.unis.no">http://lysef.unis.no</a></li> </ul>

**Any other business cont.**

- Svalbardposten visited the meeting during lunch. A presentation of LySEF was given in Svalbardposten Friday May 16<sup>th</sup> 2008.

**The next official meeting of LySEF will be held in week 50, December 2008**

Elise Strømseng



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Secretariat of LySEF  
UNIS