

**ARVOC Meeting Report
Antarctic Research Vessel Oversight Committee**

**14 June 2006
Raytheon Polar Services Company
Centennial, Colorado**

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Recommendations

Topic: During Executive Session June 13, members discussed how they would like to be kept better informed and, thus, better prepared for the ARVOC meetings-- prior to the actual meeting dates. It is suggested that brief reports relative to agenda topics be sent to all members prior to each meeting. (Reports could be sent one to three weeks prior.)

Recommendation: RPSC Marine Manager/staff should submit (via email) brief reports of meeting topics and/or agenda items to each member two to three weeks prior to the meeting date. These informational reports will make for a smoother, more productive meeting and will, also, allow for input/questions/suggestions from members not in attendance.

Topic: ARVOC has had several recent discussions about how various underway LMG and NBP data sets are archived and subsequently made publicly available. ARVOC endorses actions that will make more of the underway data available to outside users as soon as possible after each cruise ends.

Marine geophysical Data Management System (mgDMS) data sets from cruises are currently being sent to Lamont Doherty Earth Observatory for archiving. Regarding the mgDMS data archiving, RPSC suggested that future Research Support Plans (RSP) include advice to the principal investigator stating that "RPSC will send a copy of the complete dataset to the Marine Geology Data Management System at LDEO. The data can be held as proprietary for no more than two years."

RPSC (Jim Holik) suggested a form/checklist for the principal investigator(s) be developed for the PI to approve and sign at the end of his/her cruise. The signed checklist will provide for the release of data from LDEO either immediately or after a specified moratorium period, not to exceed 2 years. Different mgDMS data sets can be released at different times. The intent here is to encourage and provide for the immediate release of data sets for which the P.I.'s sees no reason to invoke a moratorium.

Rob Dunbar proposed that additional underway data sets (ADCP, pCO₂, mgDMS) also be sent to LDEO and that the principal investigators should advise what is proprietary, similar to the procedure described above for the mgDMS data sets. Janet Sprintall voiced her concern that some data sets need post-processing or quality-control work before they can be released. Jim Swift voiced concern that since NSF policy directs principal investigators to send their data to the National Snow and Ice Data Center confusion may arise as to where data is to be sent.

As this topic generated many questions, the data set archiving process will be an agenda item at the next meeting. Also, Rob Dunbar will take the following action.

Action: ARVOC Chair (Rob Dunbar) will write a brief letter to the OPP Advisory Committee describing ARVOC's views and discussions about data archiving and availability policies. ARVOC recognizes that these issues are important for all parts of OPP and wishes to engage the other user committees in a broader discussion. RPSC (Jim Holik) will revise the RPSC policy as directed by ARVOC members and today's discussion. A detailed presentation will be an agenda item for the next meeting. Dunbar and Holik will organize this presentation jointly.

Topic: How sample shipments are moved from Punta Arenas, Chile back to home institutions was discussed. Bob Kluckhohn reported on improvements over the last year, i.e., larger shipping boxes, improved chain of custody forms, improved cargo instructions (in Spanish) for use by Agunsa staff, and a Statement of Work that is being written for use with contracted freight forwarders. All of the above changes should result in lower freight costs and a reduction in shipping errors.

Action: RPSC (Bob Kluckhohn) will gather information on sample shipments moving from Chile to home institutions and these stats will be reported back to ARVOC and will, hopefully, show the effectiveness of the newly implemented sample shipment procedures.

Topic: McMurdo port call issues were discussed. Personnel movements by helicopters to/from the vessel, the prioritization process by which people are flown out of McMurdo, the effect of the Krasin being in port and doing its tasking are all factors impacting the vessel port calls. Also, the lack of a designated Point of Contact for Vessel-to-McMurdo communications added to the problems.

Action: RPSC (Jim Holik along with Planning Manager and McMurdo Station Director) will work to identify an on-sight point of contact for next season when the NBP is in McMurdo. This POC will be able to resolve problems as they arise and will have authority to deal with issues on behalf of the vessel.

Topic: MET Data is not currently being reported from either vessel to the Global Telecommunications System (GTS). Steve Ackley informed the committee of his IPY proposal to put MET and/or sea ice observers on the vessels with part of their duties to include MET reporting to GTS. Principal investigators' concerns with release of data, where best to post the data on-line, funding costs involved, who might serve as principal investigator if this becomes a proposal to NSF were all questions brought up during discussion. Rob Dunbar noted there seems to be universal agreement among ARVOC members that making MET data available to real-time forecasters and re-analysis product providers is important.

Action: A sub-committee group (Steve Ackley, Janet Sprintall, Bruce Felix, Jim Dolan) will work to resolve questions and make recommendations to ARVOC on MET data reporting from the vessels.

Topic: ARVOC members discussed the RPSC proposed Charter changes. Changes were recommended by Patricia Jackson, Program Manager, RPSC as a way to standardize all

User Groups' Charters. The most significant difference between the old and the revised documents is how members are elected to ARVOC. New version reads: "Members whose terms are expiring will nominate his or her successor." (charter follows at end of report)

Action: Committee consensus is that the ARVOC Charter should read: "The ARVOC Committee as a whole will elect the successor for an outgoing member." And, on page 2 of 4 of the proposed Charter that refers to what ARVOC does, the Committee suggests that the first sentence end with "Research aboard USAP vessels, or other U.S. vessels." These two suggestions will be forwarded to Patricia Jackson by Jim Holik for incorporation into the ARVOC charter.

Topic: Instrument and Equipment list was reviewed. (link to instrument and equipment list) and discussed was held to get ARVOC's input into equipment priorities. Items noted as being of special interest: the FRRF and PRR, the ROV and "man-overboard" alarm system.

RECOMMENDATIONS: ARVOC recommends an FRRF and a PRR for exclusive use on the vessels be purchased.

ARVOC recommends that RPSC request a smaller ROV for use on the vessels rather than the one available on the equipment list.

ARVOC recommends the purchase of the "man-overboard" alarm system but sees this purchase as being a RPSC Environmental Health and Safety (EH&S) item due to it being an so closely related to safety. Jim Holik will contact EH&S regarding possible acquisition.

Attendees

Steve Ackley, ARVOC member, University of Texas, San Antonio

John Anderson, ARVOC member, Rice University

Jim Dolan, Raytheon Polar Services Company

Alice Doyle, Raytheon Polar Services Company

Robert Dunbar, ARVOC Chair, Stanford University

Bruce Felix, Raytheon Polar Services Company

Chris Fritsen, ARVOC member, Desert Research Institute

Jim Holik, Raytheon Polar Services Company

Chris Kenry, Raytheon Polar Services Company

Bob Kluckhohn, Raytheon Polar Services Company

Steve Kottmeier, Raytheon Polar Services Company

Roberta Marinelli, National Science Foundation

Andrew Nunn, Raytheon Polar Services Company

Skip Owen, Raytheon Polar Services Company

Marc Pomeroy, Raytheon Polar Services Company

Rebecca Shoop, Raytheon Polar Services Company

Randy Sliester, Raytheon Polar Services Company

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Stephanie Suhr Sliester, Raytheon Polar Services Company

Alexander Sutherland, National Science Foundation

Janet Sprintall, ARVOC member, UCSD, Scripps Institute of Oceanography

James Swift, ARVOC member, UCSD, Scripps Institute of Oceanography

Agenda

Antarctic Research Vessel Oversight Committee (ARVOC)

AGENDA

06/14/2006

9:00 AM

RPSC HEADQUARTERS, CENTENNIAL, CO

Agenda topics

115 MINS	NSF REPORT USAP re-supply 05-06/Krasin ARVOC Executive Session Recap	AL SUTHERLAND. INTRO AND EXECUTIVE SESSION RECAP: ROB DUNBAR
1 HOUR 15 MINS.	RPSC REPORTS Science Support staff changes Data Archiving Sample Shipments Major Procurements/Projects (FY06 and FY07) Sip Process McMurdo Port Call Issues MET Data Charter Instrument/Equipment	STEVE KOTTMEIER, JIM HOLIK, ALICE DOYLE, ANDY NUNN, STEVE ACKLEY
15 MINUTES	SHALDRIL REPORT	JOHN ANDERSON
2 HOURS	PRV	ROB DUNBAR, JIM SWIFT, AL SUTHERLAND
15 MINUTES	USE OF SHIPS DURING IPY	STEVE ACKLEY
30 MINUTES	ARSV REPORT	SKIP OWEN
15 MINUTES	ARCTIC ICEBREAKER COORDINATING COMMITTEE (AICC) REPORT	JIM SWIFT
15 MINUTES	OPP ADVISORY COMMITTEE REPORT	JIM SWIFT
[TIME ALLOTTED]	WRAP UP	[PRESENTER]

Terms and Limitations (members as of July 17, 2006)

Dr. John Anderson, Rice University, Dept. of Earth Sciences, MS 126/ 6100 South Main, Houston, TX 77251 johna@ruf.rice.edu **Term Ending: September 30, 2008**

Dr. Rob Dunbar, Chair, Stanford University, Bldg, 320, Room 118, Stanford, CA 94305 dunbar@stanford.edu **Term Ending: December 31, 2007**

Dr. Chris Fritsen, Desert Research Institute, 2215 Raggio Parkway, Reno, NV 89512 cfritsen@dri.edu **Term Ending: December 31, 2006**

Dr. Chris Measures, University of Hawaii, Dept of Oceanography, 1000 Pope Road, Honolulu, HI 96816 chrism@soest.hawaii.edu **Term Ending: September 30, 2007**

Dr. Bruce Sidell, University of Maine, School of Marine Sciences, 5751 Murray Hall, Orono, ME 04469 bsidell@maine.edu **Term Ending: September 30, 2008**

Dr. Janet Sprintall, Scripps Institute of Oceanography, Physical Oceanography Research, 9500 Gilman Dr., La Jolla, CA 92093 jsprintall@ucsd.edu **Term Ending: September 30, 2008**

Dr. James Swift, Scripps Institute of Oceanography, Isaacs Hall, Room 305, 8855 Biological Grade, La Jolla, CA 92037 jswift@ucsd.edu **Term Ending: December 31, 2006**

Charter (as drafted/proposed by RPSC)

***with recommended changes by ARVOC shown in red- page 8**

DRAFT Charter for USAP User Committees

The USAP Users' Committees provides advice and recommendations to Raytheon Polar Services Company (RPSC) on the support of science projects using USAP resources and facilities. The committees ensure representation of principal investigators to the management and operation of USAP research stations, vessels, and field camps. RPSC's goal is to provide effective and efficient support to science projects. The committees advise RPSC on policies that guide their operation on stations, vessels, and at field camps and how they may be improved, and on USAP resources and how they can better meet grantees' needs. RPSC and NSF/OPP will respond to the committees' recommendations as outlined in the bylaws.

DRAFT Bylaws Governing USAP User Committees

Scope:

The User Committees are advisory committees to the USAP prime contractor. As the prime contractor, RPSC is responsible for making recommendations in turn to NSF/OPP. RPSC is responsible for tracking recommendations, results of those recommendations, and implementing solutions approved by NSF.

This charter and bylaws apply to all USAP stations and the field camps they support as well as the research vessels. In this document, "station" refers to continental stations, field camps, and research vessels.

The committees have an advisory status but cannot task RPSC or NSF/OPP with action items to be carried out. Where a provision in these bylaws is specific to a committee, the provision is so marked. The committees are station-specific and named as follows:

- ARVOC. Antarctic Research Vessel Oversight Committee
- MAUC. McMurdo Area Users' Committee
- PAUC. Palmer Area Users' Committee
- SPUC. South Pole Users' Committee

The users' committees are representative of the larger grantee community and topics will be of concern to the community. Likewise, deliberations and recommendations will be beneficial to the entire USAP community or segments of the community.

Topic criteria: Topics must be determined collaboratively between the committees, RPSC, and NSF/OPP. This provision is intended to prevent committees from spending time and effort on:

- Topics that are already being addressed by the Office Advisory Committee (OAC) or within the purview of the OAC.
- Topics that are of a magnitude that must be addressed by NSF/OPP at a higher level, i.e. strategic planning, icebreakers, bandwidth improvement, station master plans.

Structure & organization:

Topic identification: The committees work with RPSC and NSF/OPP to identify topics of interest to the larger grantee community and within the scope of the committees' purview. Sources for topics include but are not limited to:

- Suggestions from PIs, co-PIs, team leads, and other USAP community members.
- Committee members.
- RPSC requests for committee opinion.
- NSF/OPP requests for committee opinion.
- Project outbriefs where issues have been identified that affect the community and not the single project and where PIs have given permission to make the topic public.

At least 60 days before the annual meeting, topics will be identified. Identified topics will be discussed with RPSC and NSF/OPP as the agenda is developed. During the meeting the topics and recommendations will be discussed. The goal of each meeting is to arrive at specific recommendations.

Membership: Committee members will be representative of each of the USAP programs as appropriate for each station. Member terms will be for three years, with one-third of the membership

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rotating off the committee each year. Members shall serve only one term, however non-consecutive terms are acceptable. Terms shall begin on the first day of the fiscal year (1 October) and end on the last day of the fiscal year (30 September). Committee members must be USAP grantees but not necessarily a principal investigator and not necessarily having a current award.

The ARVOC members, as a whole, will elect the successor for an outgoing member. Nominations will take place in Executive Session, and will be presented to RPSC for concurrence. In some circumstances, past members will be asked to remain on the committee in an advisory role. Ad hoc members can be identified as needed when expertise is required to address specific topics.

Committee chairs will serve for three years in addition to time already served as a member, and one additional year at his or her discretion as an ex-officio member. The chair will be restricted to current committee members to ensure continuity and familiarity with the committees' role and functions.

Election of the new chairs will be conducted by the outgoing chair at his/her last meeting as chair. Nominations will be solicited from the active membership. The outgoing chair will determine the willingness of nominees to stand for election and will conduct a ballot of the membership.

The characteristics of and criteria for each committee's membership is slightly different:

ARVOC members are representative of the community of ocean research scientists with particular emphasis on those with current or previous NSF/OPP support for research aboard USAP vessels **or other U.S. vessels.** ARVOC membership is limited to no more than nine (9) regular members, plus the ex-officio chair.

MAUC members are representative of each of the USAP programs, Aeronomy & Astrophysics, Biology & Medicine, Geology & Geophysics, Glaciology, and Oceans and Climate Systems. There is no established limit on the number of members.

PAUC members are representative of the community of Antarctic Peninsula research scientists with representation from the major activities, perspectives, and disciplines. There is no established limit on the number of members.

SPUC members are representative of the science activities at South Pole Station including large and small science projects and projects in each sector. SPUC membership is limited to seven (7) regular members, plus the ex officio chair.

Meetings: The committees will meet at least once a year in locations suggested by the committee and approved by RPSC. Ad hoc meetings can be scheduled at the discretion of the committee. For the continental research stations, ad hoc meetings are held on-station. Annual and ad hoc meetings are open for attendance by any members of the USAP grantee community. Ad hoc members and guests may be invited to meetings for their specialized expertise. At the end of annual meetings, the committees will set approximate dates for the next year's meeting.

Executive Committee and Executive Sessions: The "Executive Committee" comprises only the regular members of each committee without RPSC or NSF/OPP representation. At the chairs' discretion, executive committees may meet in "executive sessions" when necessary.

Working Groups: Each committee, RPSC, and NSF/OPP may collaboratively identify special topics that require more detailed investigation and deliberation to arrive at recommendations. In such cases, working groups composed of grantees with some expertise in and experience with the question will be

formed. Working groups can be convened at the annual meetings, at ad hoc meetings on stations, or at any other time.

Action Items: During any meeting, committee members and RPSC staff may volunteer to provide information or otherwise take some action that will benefit the committee process. Committees cannot task RPSC with action items and RPSC may not task committee members with action items. Completion of action items will be tracked within the committee management and within the RPSC department or division volunteering for the action item.

Results, Reporting and Response:

Three weeks after each meeting, RPSC will send a draft meeting report to committee members. Committee members will have 2 weeks to comment on the report draft. One week later (six weeks after the meeting) RPSC will publish the revised draft report to usap.gov. The published draft will include RPSC resolutions or RPSC's suggestions for NSF/OPP resolutions to the committees' recommendations. Within three weeks of receipt of the report, NSF/OPP will advise RPSC and the committee as to when they will provide formal responses to each of the recommendations. NSF's response may be approval or denial of the recommendation. Or, for more complex topics, NSF's response may be a due date when the issue will be fully addressed. Final reports will include NSF/OPP responses and will be published to usap.gov, overwriting the draft report. Reports will be updated as needed to publish additional resolutions to committee recommendations.

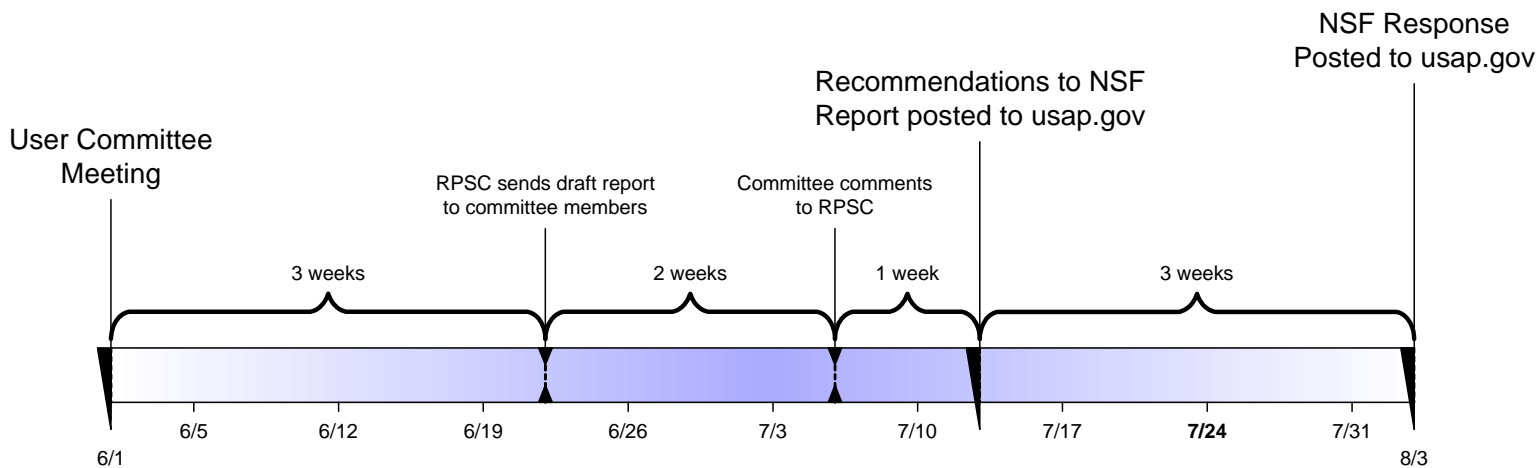
The diagram below is an example of a timeline for a meeting held on 1-June.

Meeting reports will contain the following information in this order:

1. Topics and recommendations of the committees
2. List of attendees and their contact information

Ancillary information related to meetings may optionally be provided separately on the usap.gov website:

- Action items taken on by RPSC or the committees
- Abbreviated contents of RPSC and NSF/OPP briefings (e.g. bullet list)
- Full presentations
- Meeting agenda



Response Follow-up and Closeout:

An RPSC point of contact (POC) is assigned to each user committee. POCs are members of the Planning Support Manager's group within the Science Support Division. With the committee chair, each POC is responsible for the management and administration of committee activities. The POCs will work with the committee members to produce meeting reports and submit them to NSF. The POCs will track due dates, follow-up with NSF/OPP for resolutions, and report back to the committees.

The POC will assist the committee chair in drafting and refining meeting agendas and in identifying topics in collaboration with NSF. The POC will ensure that meeting reports are published to usap.gov within the timeline as outlined in these bylaws.

(end Charter)

Links:

2005-06 Krasin Break-in (Al Sutherland)

2005 Recommendations-Status

ARVOC-AICC OPP Advisory Cmte. Report NAS Icebreaker Report (Jim Swift)

ARVOC-RPSC report 2006

Equipment-Instrument report (Jim Holik)

SHALDRIL report (John Anderson) <http://shaldril.rice.edu/>

ARSV presentation (Skip Owen)