Meeting Notes

IMBeR IPO-China and Chair Meeting

20 February 2023, Monday

Diana, Gi, Fang, and Kai

1. **SSC Meeting 2023: attendance, agenda, logistics, etc.**
   - Diana shared the draft agenda and attendance list with the IPO-China at the meeting. Diana introduced the agenda one item by item and explained her ideas.
   - The draft agenda is well-organized (ongoing research, synthesis on legacy, way to the future) and can breed visible opportunities and outputs. The mini-symposium is attractive and the amount of presentations looks fine. Further edits to include:
     a) To introduce the composition of the SSC, i.e., full members, ex-officio members, and different sub-committees, at the opening.
     b) Introduction of the new SSC members: No new SSC (full membership) for 2023 yet. New ex-officio members since the last SSC: two new CLIOTOP Co-Chairs and three new IMECaN Co-Chairs.
     c) Progress of outputs from West Pacific Symposium – Study Groups: Overview introduction by Gi, followed by presentations from each group.
     d) Endorsed projects: introduction by Fang, followed by presentations from each PI, if time allows.
     e) Invigorate the Strategy Scientific Group within IMBeR: the existing Strategy Scientific Group to give a 5-10 minutes' report at the beginning of this session.
   - List of attendance: invite ex-officio SSC members, PIs from endorsed projects, national contacts, and delegates from partners (e.g., SOLAS) to attend online.
   - Logistics:
     a) Vice-Chairs to share the loads with Diana, e.g., to lead the discussion sessions.
     b) Two note takers for each discussion session, one from the IPOs, and the other need to be nominated from scientists

Action 1: Gi to edit the agenda and prepare an annotated agenda.

Action 2: IPOs to update the list of invitations and confirmed attendance, and send it to Diana. (Invitation letters need to send out as soon as possible.)

Annotation: SSC meeting was initially scheduled for four whole days (3-6 April) for invitations and hotels, and now is three days on the agenda (3-5 April). Needs further confirmation.

2. **Meetings with RPs, WGs, and IMECaN**

2.1 Major outcomes from finished meetings with SIOA, ICED, ESSAS, HDWG, IOC-R, and IMECaN

- Each group answered the "feedback" questions with slides, followed by discussions, altogether around one hour.
- Some meetings are good, e.g., SIOA and HDWG. ESSAS presented a lot, but its linkage with IMBeR is vague.

Action 3: IPO-Canada to share the recordings and/or notes with IPO-China

2.2 Upcoming meetings with CLIOTOP, SIBER, and CMWG: agenda, questions with their annual reports and ToRs, and financial management

- Each group answered the “feedback” questions with slides, followed by discussions, altogether around one hour.
- Current practice on financial management: RPs/WGs members (hereafter Party A) individually ask the reimbursement to SCOR (Ed Urban); The SCOR sends the money to Party A. Leaving funding hosted by SCOR may be due to the expensive processing fee (??). The concern is oversight of money spending is not clear.
- Proposed revised practice

1) RPs/WGs chairs are to submit the annual expense request to the IMBeR Chair (Diana) via the respective IPO with their science plan and expected outcome to advance IMBeR (SPIS 2016-205).
2) Diana approves RPs/WGs annual expense plan via SSC meetings or Exec meetings convened by the respective IPO.
3) RPs/WG chairs (not individuals) submit reimbursement requests to the responsible IPO.
4) The IPO informs Diana and requests the SCOR to reimburse them.
5) The IPO keeps records of financial transactions and reports them to Diana and SSC meetings.
IMBeR needs an independent Audit Committee like other public projects.

Action 4: Fang to remind each group to brainstorm the “feedback” questions with their group members.

Action 5: At the next joint IPOs meeting with Chair, John to illustrate the current operational processes of financial management, with the total amount received by IMBeR, in one slide if possible.

Action 6: Diana to further consider the proposed revised practice on financial management and to discuss with the Exec.

3. Review of past actions

- Diana to send a letter to Dongyan (Deputy Director of SKLEC) to start the conversation about the ongoing support of SKLEC/ECNU for the IPO-China. The meeting with Dongyan shall be before the SSC in Paris.
- All is clear about the community-wide process to get input into SOLAS post-2025. We need to consider IMBeR's timetable.

Action 6: John to send the draft email to Diana and IPO-China (refer to Action 376) for reference.

4. Next meeting

Joint IPOs and Chair meeting on February 27, Monday, mainly to prepare for the Exec meeting. Time to be confirmed.

Action 7: IPOs to set up the meeting with Diana.