

## Ocean Tracking Network Canada Meeting of the Scientific Advisory Committee

*Minutes of the meeting held on Thursday, January 31<sup>st</sup>, Research Services Boardroom.*

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**Present:** Fred Whoriskey, Sara Iverson, Kyle McKenzie, Nikki Beauchamp, Kes Morton, Tracy Rounds

**Teleconference:** Ian Fleming, Steve Cooke, Aaron Fisk, Svein Vagle, Katja Fennel, Alain Vezina, Dale Webber, Chris Barnes, Alison Janidlo, Scott Hinch

**Regrets:** Michelle Heupel

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### The Agenda items:

- 1. Issues Arising (Sara Iverson)** – The perfect storm of reporting has been completed. All OTN Canada PI's have updated budgets developed through Midterm Report and Phase II Proposal. The minutes of the current and previous SAC meeting will be distributed following the completion of the Annual Report.

In terms of future financial reporting, Form 300's will be required from each institution in January to provide a complete record of January to December expenditures, with no automatic carry over. Any unspent amounts will go into Phase II unless the PI's specifically justify and SAC approves it. The receipt of finances of the previous year will be a requirement for release of the next year's funding. PI's will be required to update their forecast to match the funding update in January.

- 2. Approval of Year 3 Annual Reports and Year 4 Budgets:** Each project was reviewed individually.

**1.1.1:** Accepted as presented and revised.

**1.1.2:** Accepted as presented and revised.

**1.1.3:** MEOPAR is not addressed in the report since the original comments were premature, but MEOPAR is discussed in the Phase II Proposal. Accepted as presented and revised.

**1.2.1:** The budgets for the Bras D'or work and the salmon work will be overseen by Glenn Crossin, now PI for the project and Sara at Dalhousie. Accepted as presented and revised.

**1.2.2:** Accepted minus conference travel budget, but will consider on adequate justification on conference benefit of OTN.

**1.2.3:** The PI's will be advised to report on time next year. Accepted as presented and revised.

**1.2.4-5:** Accepted as presented and revised.

**II.1.1-5:** Accepted as presented and revised with one correction, namely Terry Dick will be added as a collaborator on Page 157, and the Resolute Project (II.1.3).

**III.1.1-2:** Accepted as presented and revised.

**IV.1.1:** Accepted as presented and revised.

**Overall:** The annual report is considered too large for an internal document. Alison Janidlo pointed out that the budget and budget justification is the primary focus of NSERC for this reporting, since this is not an official NSERC report. Fred Whoriskey clarified that the NSERC Annual report provides detail used to complete CFI reporting, and is vital. Kyle McKenzie noted that Nikki Beauchamp uses the report to create communications documents, such as by listing achievements from the report to include in the newsletter. Sara Iverson indicated that the report is not a public document, so a happy medium can be achieved by having all the critical information submitted and yet still imposing page limit. The SAC approved the report pending minor typo revisions.

In Phase II, all projects will be required to justify travel. The conferences budget will be held for justification. A note will be sent to all PIs that travel will be scrutinized in the next SAC meeting, and to determine which conferences are best to support and provide strong justification.

## 2. Additional Discussion Items:

**2013 Symposium and SAC Meeting:** The June Symposium was discussed, with confirmation of including the ISAC. The dates have been confirmed for 3-5 June in Halifax, to be held in association with Dalhousie Oceans Week and the opening of new Dalhousie Ocean Sciences building. The 2014 symposium would potentially be held in Ottawa, and the 2015 symposium on the west coast. Planning for the Fall SAC meeting will be discussed at the June Symposium, but the target date is early December.

The symposium venues, arena leaders, and planning of agenda will be upcoming. Alison suggested providing guidance to reduce presentation time on science, and more on the connection and integration with others. Chris Barnes suggested panel discussions of arena groups, and Kes Morton suggested incorporating more of a workshop format to foster connections. Alison also confirmed that the peer reviews would be complete by then, so a session to discuss the reviews will also be incorporated. The new Ocean Sciences building and an open panel for public participation and interaction with OTN scientists will also be considered.

**Tag Purchases:** The SAC members were reminded to submit their requests for tag purchases early to accommodate lead times of at least six weeks for orders.

**Adjournment:** The meeting was adjourned at 2:00 pm.

Minutes prepared by Tracy Rounds