



Scientific Committee on Solar-Terrestrial Physics
15 December 2020 – 0400-0700 UT; 16 December 2020 – 1615-1915 UT
Meetings held via Zoom Video Conference

Meeting Minutes Prepared by Patricia Doherty, 5 January 2020

Due to continued COVID-19 limitations for travel and in-person gatherings, the December 2020 Bureau meeting was held in two Zoom Video Conferences. Two separate video conferences were held in order to accommodate the wide range of local time zones for SCOSTEP Bureau members. Each member was asked to attend one of the following meetings:

December 15 from 4AM to 7AM UTC or December 16 from 4PM to 7PM UTC

The content of each meeting was identical and the SCOSTEP President, Vice President and Scientific Secretary attended both meetings.

Attendees on December 15, 2020 (via Zoom): Kazuo Shiokawa (President), Daniel Marsh (Vice President), Patricia Doherty (Scientific Secretary), Prasad Subramanian (IUPAP), Peter Pilewskie (IAMAS), Annika Seppala (SCAR), Kyung-suk Cho (IAU)

Attendees on December 16, 2020 (via Zoom): Kazuo Shiokawa (President), Daniel Marsh (Vice President), Patricia Doherty (Scientific Secretary), Nat Gopalswamy (Past President), Yoshizumi Miyoshi (COSPAR), Renata Lukianova (IAGA), Jorge Chau (URSI), Aude Chambodut (WDS)

Note: With all 12 members of the bureau participating in the meeting, a majority quorum was achieved.

Opening remarks by President (Kazuo Shiokawa)

The meetings were opened with a welcome from Dr. Shiokawa. He appreciated that so many of the bureau members could join the meeting via video conferences. He estimated the meeting to last approximately 3 hours.

1. **Approval of the Minutes from the last Bureau Meeting** (held via teleconference on April 10, 2020). P. Doherty provided a copy of the April 2020 minutes in advance of the December meetings. She invited discussion of the minutes. As there were no remarks, D. Marsh made a motion to accept the April 2020 minutes in the current form. P. Subramanian seconded the motion. The minutes were unanimously approved by all bureau members in both zoom conference meeting.
2. **Action Items** from the last bureau meeting were reviewed. As evident in Figure 1, most of the items from the last bureau meeting have been completed. Several ongoing efforts will continue as detailed in Table 1.

Table 1: Action Items from the Bureau Meeting held in April 2020

Summary of Action Items from April 2020 Board Meeting			
Action Items defined during the meeting are shown with the responsible member for the action			
P: President, VP: Vice President, PP: Past President, SS: Scientific Secretary, B: Bureau Members; others will be identified by name.			
ACTION ITEMS CARRIED OVER FROM THE LAST BUREAU MEETING IN SEPTEMBER 2019			
Carried over from last mtg	✓ P,SS-		Follow up with contacts in Italy, Greece, Turkey and Singapore to join SCOSTEP as new adherent countries (P, PP, SS)
Carried over from last mtg	✓ P,SS-		Follow up with contacts in Denmark, Sweden and Belgium to try to bring them back to SCOSTEP (P, PP, SS)
Carried over from last mtg	✓ P-		Create a post card that advertises the comic books with a link to download them (P)
Carried over from last mtg	✓ SS - ongoing		Advertise (via email lists and on the SCOSTEP website) that SCOSTEP can accept donations to support young scientist participation at conferences on the website (SS) --- Note this must wait until 501c3 is approved by the US.
NEW ACTION ITEMS			
✓	Action 1	SS	Obtain independent CPA review of finances for 2019
✓	Action 2	SS	Prepare and submit US 2019 tax return
✓	Action 3	SS	Continue to follow up on 501c3 application
✓	Action 4	SS	Develop an independent website for SCOSTEP - www.scostep.org
On going	Action 5	All	Advertise the scostep-all mailing list at meetings and conferences
✓	Action 6	SS, PRESTO Committee	Complete the PRESTO logo contest
✓ Dec 16, 2020 (TH094)	Action 7	SS	Submit a proposal to host an AGU 2020 Town Meeting for PRESTO
✓	Action 8	PRESTO committee	Design a leaflet advertisement for PRESTO
✓ COVID Complications	Action 9	PRESTO committee, SS	Finalize the selection of grant/campaign awardees for PRESTO
✓	Action 10	SS	Place the SCOSTEP School Guideline on the SCOSTEP Website
In discussion	Action 11	VP, SS	Prepare for a SCOSTEP/PRESTO School and workshop in 2021
4/1/2021 (per host request)	Action 12	SS	Transfer funds to IIG as seed money for STP-15
✓	Action 13	SS, Finance Committee	Consider purchasing a bond or CD with some of the SCOSTEP net asset funds.
✓	Action 14	P	Appoint an external committee to consider the SDR issues
On going	Action 15	P	Define specific roles and responsibilities for the external committee on SDRs
✓	Action 16	P	Define the procedures for voting of 10 SDRs to be named soon
✓	Action 17	Bureau	Elect 10 SDRs
✓	Action 18	SS	Contact SVS awardees for 2020 - ask them to coordinate new dates for their visit with the host institution
✓	Action 19	P	Appoint a chair for the Award nomination committee
✓	Action 20	P	Add the task to provide a maximum of 3 nominations for the SCOSTEP awards to the Award Nomination Committee for next year
✓	Action 21	SS	Send the current nominations to the Award Nomination Committee
✓	Action 22	SS	Revise the SCOSTEP "Membership" Flyer
✓	Action 23	SS	Distribute the SCOSTEP Flyer to the membership committee
On going	Action 24	Membership Committee	Reach out to potential new member countries
✓ STP-15	Action 25	SS	Issue a doodle poll to determine the most opportune occasion for the next General Council Meeting
On going	Action 26	P	Ask the PRESTO chairs about plans for an inventory of databases relevant to the scientific program

3. Budget

P. Doherty presented the **Closing Statement of Operations and Changes in Net Assets for SCOSTEP for the year ending December 31, 2020**. The statement showed the details of 2020 revenues and expenditures. Pat explained that revenue was higher than anticipated because several adherent countries caught up with past dues. Pat also explained that expenditures were much lower than anticipated due to COVID-19 limitations prohibiting the funding of the SVS program and capacity building meetings and programs. The various entries in the statement were explained and showed that the net assets for SCOSTEP were \$412,025 on 12/05/2020. With so much cash, it is important that we purchase a CD.

ACTION 1: Purchase a Certificate of Deposit (CD) with some of the SCOSTEP net assets

SCOSTEP - CLOSING STATEMENT AS OF 12/5/2020	
ASSETS	
Cash at Beginning of the Year	\$288,298
REVENUE	
Membership Fees from Adherents	\$126,238
Funds Transfer (from SCOSTEP Canada)	\$12,791
Other	\$697
TOTAL	\$139,726
EXPENDITURES	
Secretariat Expenses	-\$9,999
General Activities	\$0
Capacity Building, Scientific Programs	-\$6,000
TOTAL	-\$15,999
SURPLUS (DEFICIT) FROM OPERATIONS (Rev	\$123,727
CLOSING NET ASSETS	\$412,025

The presentation continued with the **SCOSTEP Budgets for 2020 and 2021 (see Table 2)**. The 2020 Budget showed the estimated budget and the actual budget (through December 5, 2020). As mentioned in the last paragraph, due to limited expenses due to COVID, expenses for 2020 were minimal while income from adherent payments was higher than anticipated. These conditions left a balance at the end of 2020 of \$121,252.

The proposed 2021 budget is also shown in the last column of Table 2. With funds from 2020 carried over to 2021, the SCOSTEP program is in a good position to fund the SVS program for both the 2020 and 2021 awardees; cover the cost of PRESTO workshops and meetings; pay for SCOSTEP Capacity Building events; provide and seed funding for STP-15. Pat also explained that we will also soon be able to accept charitable donations to SCOSTEP. These donations can be used to further support SCOSTEP outreach and capacity building programs.

This Closing Statement and the budgets shown in Table 2 were presented to the Finance

Committee (D. Marsh and Y. Miyoshi) prior to the Bureau meeting. They approved the budgets and attested to their acceptance during the bureau meetings. The bureau members were invited to discuss the details of the budget and approved the 2021 budget as presented.

Table 2. SCOSTEP Budgets 2020 and 2021

SCOSTEP BUDGETS 2020 (Estimated and Actual) and 2021 (Estimated)			
	2020 Estimated Budget	2020 Actual Budget	2021 Estimated Budget
Anticipated Income:	1/1/20 -12/31/20	1/1/20 -12/05/20	1/1/20 - 12/31/20
Adherent Membership Fees:	\$ 105,000	\$ 126,238	\$ 100,500
Interest			\$ 500
STP14 Symposium Fees			
Special Contributions (Balance transfer from SCOSTEP Canada)		\$ 12,791	
Charitable Contributions			\$ 1,500
Carryover from Prior Year			\$ 121,252
Rebate - American Express - Unused SVS Ticket		\$ 697	
Total income	\$ 105,000	\$ 139,726	\$ 223,752
Secretariat Expenses			
Materials and Supplies	\$ 1,500	\$ -	\$ 1,500
Meetings and Meals (Bureau and other)		\$ -	
Accounting Fees (Annual Compilation/Tax Returns/Filing Fees)	\$ 2,500	\$ 3,387	\$ 3,000
Consultant (non-profit compliance)	\$ 500	\$ 1,270	\$ 1,300
Filing Fees 501c3 (Initial & Amendment)	\$ 600	\$ 718	\$ 120
Website Costs (Consultant, domain, annual fees)	\$ 3,000	\$ 110	\$ 4,000
Secretariat Office Grant in Aid (York Univ. for archiving documents)	\$ 3,000	\$ 3,300	\$ -
Secretariat Office Grant in Aid (secretarial, website maintenance, IT support)	\$ 12,000	\$ -	\$ 18,000
Bank wire and cash management fees (Incoming, Outgoing Wires; Fees)	\$ 600	\$ 315	\$ 600
Printing Materials (Comic Books, Brochures, Flyers)	\$ 500	\$ -	\$ 200
Sub-total Expenses	\$ 24,200	\$ 9,099	\$ 28,720
General Activities			
Bureau Meetings (annual)	\$ 5,000	\$ -	\$ 2,000
Travel for Representation at ISC, UN and SCI. Meetings	\$ 5,000	\$ -	\$ 5,000
Contingencies	\$ 1,000	\$ -	\$ 1,000
Scientific Programs (Travel)	\$ 7,500	\$ -	\$ 7,500
STP Symposium Expenses (held every 4 years; next in 2022)		\$ -	\$ 15,000
Sub-total Expenses	\$ 18,500	\$ -	\$ 30,500
Capacity Building, Scientific Programs			
Capacity Building and Education (Kenya workshop; COSPAR Cap Bldg)	\$ 16,000	\$ 6,000	\$ 20,000
Programs Support - SVS	\$ 12,000	\$ -	\$ 25,000
VarSITI Program Support (Program ends in 2019; Danov pmt for website)		\$ 900	
PRESTO Program Support (workshops/meetings for Science Program)	\$ 50,000	\$ -	\$ 50,000
Award Expenses (Distinguished Science, Young Scientist and Service)	\$ 1,200	\$ 2,475	\$ 250
Sub-total Expenses	\$ 79,200	\$ 9,375	\$ 95,250
Total Expenses	\$ 121,900	\$ 18,474	\$ 154,470
Balance at Year End (positive balance carried over to next year)	\$ (16,900)	\$ 121,252	\$ 69,282

The budget presentation finalized with an update on the Adherent Subscriptions. All but 2 of the Adherent countries have paid for 2020 and many caught up with payments due in earlier years. Anticipated income for adherent memberships fees in 2021 is \$100,500. Pat added that a few countries have asked that their invoices be delayed to the start of their respective fiscal years. Invoices for 2021 adherent membership fees will start to go out in January 2021.

ACTION 2: Send 2021 invoices to national adherent members in January 2021 or at the start of their fiscal year.

4. SVS2020/SVS2021 Announcements

P. Doherty presented an update of the SVS Awards. There were 17 SVS awards made in early 2020. Unfortunately, due to COVID-19 travel restrictions, the 2020 awardees have not yet been able to travel to their host laboratories. A decision was made to extend their award into 2021 giving them until December 31, 2021 to complete their award, with the agreement of the host laboratory. An announcement for the 2021 SVS Program will be made in January 2021.

Several bureau members were concerned that it would be a hardship on the host institutions to host both 2020 and 2021 awardees in the same year, and that the hosts may not accept new SVS students in 2021. In addition, it is likely that international travel will be limited through much of 2021. Bureau member ideas included suspending the SVS 2021 award announcements.

After some discussion, it was decided to proceed with the 2021 announcements in early 2021. It will be up to the host laboratories to decide if an award is possible. We can also give the 2021 awardees a longer period of time to complete their award – perhaps to June 2022.

ACTION 3: Send SVS announcement of opportunity in January 2021 – add a note that awards may be delayed due to COVID restrictions.

5. PRESTO Workshop and School Plans for 2021

Pat presented the original plan for SCOSTEP/PRESTO to co-host a combined PRESTO School and Workshop in 2021 at the International Centre for Theoretical Physics (ICTP) in Trieste, Italy. Due to COVID-19, this workshop will not take place. However, for SCOSTEP and PRESTO to remain relevant and active, it is important that SCOSTEP/PRESTO consider a virtual school in 2021.

Nat Gopalswamy suggested that we join with ISWI on the Iberian Space Science Summer School that is in the planning stages. Dr. Teresa Barata will host this event virtually from Portugal. The PRESTO committee will meet via zoom on January 14th to begin planning this event.

ACTION 4: Prepare for the Iberian Space Science Summer School – a joint ISWI/SCOSTEP workshop and school in Portugal in 2021

6. STP-15 Updates including SOC activation

K. Shiokawa presented an update on the STP-15 conference that is planned for February 21-25, 2022 in Alibag, India. The local chair, Dr. Subramanian Gurubaran, sent an update that they expect

that this may have to be a virtual or hybrid conference if COVID restrictions are still in place in early 2022.

Even under these conditions, Dr. Shiokawa discussed the importance of initiating plans for STP-15 and to activate the Scientific Organizing Committee (SOC). A list of potential members was presented during the meeting. It included all of the SCOSTEP Bureau members and PRESTO pillar officers together with Dr. Gurubaran as the LOC chair. Bureau members thought the list needed additional members from India and fewer PRESTO officers – perhaps just one from each Pillar.

ACTION 5: Finalize the SOC for STP-15.

ACTION 6: Initiate program plans for STP-15.

ACTION 7: Send a 2nd circular once the SOC is fixed.

7. Report from the SDR Committee

Earlier bureau meetings have discussed the issues related to SDR roles and selection. At the last meeting, it was decided to assemble an external committee to review and make some recommendations to the bureau. At the invitation of the SCOSTEP President, the committee included Katya Georgieva, Franz-Josef Lubken, Noe Lugaz, Craig Rodger and Ryoichi Fujii (chair).

Dr. Shiokawa presented a report from the external committee. The committee report basically validated the concerns of the bureau in that the responsibilities of the SDRs are not clear and that efforts should be made to clarify the duties and to identify them in the SCOSTEP by-laws or constitution. With regards to the number and selection of SDRs, the committee suggested that the number be considered from a purely scientific point of view, and that SCOSTEP should welcome any interested scientists who will actively contribute rather than to adjust the balance regarding any specific discipline criteria. In that sense, a growth in the number of SDRs may strengthen SCOSTEP activities, expand science areas and bring new countries to SCOSTEP.

On voting rights of the SDRs, the committee put forward the following suggestions:

- 1) SDRs should continue in the election of new SCOSTEP officers – reflecting all the science disciplines involved in SCOSTEP
- 2) SDRs should continue in the election of new officers, but include a limitation of only 1 SDR vote per country
- 3) SDRs should continue in the election of new officers, but different weights could be applied to their votes as opposed to the votes by member countries (exa. a weight of 1 for member countries and a weight of 1/3 for SDR members).
- 4) Remove the SDRs from the voting process for SCOSTEP officers.

Finally, the committee advised that SCOSTEP develop written guidelines concerning the SDR positions and publish them on the website and in the constitution.

Much bureau discussion on this topic followed this presentation. It was noted that the SDR committee validated the original concerns of the bureau. The committee and the bureau agreed

that it is important to resolve these issues as soon as possible. Things to confirm include:

- 1) The SDR selection process
- 2) The role of the SDRs
- 3) The voting rights of SDRs
- 4) Confirmation of the maximum term of service for SDRs

It was suggested that 2 or 3 people initiate a draft of the SDR topics and circulate the draft to the bureau for comment. The final document should be embedded in the bylaws.

ACTION 8: Draft guidelines for SDRs and circulate to the Bureau for comment.

ACTION 9: Embed the SDR Guidelines in the bylaws.

8. Next General Council (GC) Meeting

K. Shiokawa discussed the plan for the next General Council Meeting. This meeting will be held in conjunction with the STP-15 meeting to be held in Alibag, India on February 21-25, 2022. This plan was identified in a Doodle poll as the most opportune time for the meeting.

Nat suggested that in the case that the STP-15 becomes a virtual meeting, that we also plan to host the GC virtually. Pat added that we should add the possibility for a hybrid approach in the case that the STP-15 can be held in person. This would allow all GC members to participate.

ACTION 10: Make plans for a virtual or hybrid General Council Meeting in accordance with STP-15 plans.

9. MoU with IEEE, Nagoya University

K. Shiokawa presented a Memorandum of Understanding (MoU) that he would like to enact between SCOSTEP and ISEE, Nagoya, University. The purpose of the MoU is to define the conditions under which the ISEE will contribute to SCOSTEP by supporting the publication of the SCOSTEP newsletter and the organization of SCOSTEP's online seminars and capacity building lectures.

The agreement is not legally binding but represents a mutual benefit to both institutions. The bureau members attending both of the virtual bureau meetings approved the establishment of this MoU.

ACTION 11: Establish the MoU between SCOSTEP and IEEE.

10. Scientific Secretary Office Update

P. Doherty provided an update on the Scientific Secretary office activities. In 2020, the following tasks were completed:

- 1) SCOSTEP received tax exempt status with US Government on June 12, 2020
- 2) Engaged with an external auditor to do the Annual Compilation for 2019
- 3) Filed Federal and Massachusetts Tax returns for 2019
- 4) Submitted the 2019 Annual Report to Massachusetts
- 5) Maintained all financial records

In addition, **mailing lists** were continually updated to facilitate communication between various

SCOSTEP groups. The scostep-bureau@listserv.bc.edu is a non-monitored list for Bureau members only. J. Chau identified the possibility that a fake address may exist in the scostep-all@listserv.bc.edu mailing list, as his address was used to send spam email following his use of the scostep-all list. Pat said that she would ask the BC IT manager to check on this.

Pat also discussed and displayed the new **SCOSTEP.org website**. This is a dedicated website that appears to be well organized and easy to navigate. The website was developed by Pat and Matt Magoun, a retired BC/ISR IT professional. Pat has planned to provide for maintenance and updates to the website within the secretariat budget.

ACTION 12: Check scostep-all@listserv.bc.edu for fake email addresses.

11. Conflict of Interest Policy and Statement

Prior to the Bureau meeting, Pat sent a **Conflict of Interest Policy and Statement** to the bureau members. It is an annual requirement for bureau members to acknowledge receipt of the policy and to sign the statement regarding any conflicts of interest they may have with SCOTEP. This is a requirement for non-profit organizations operating in the US.

Conflicts of interest may arise when a SCOSTEP Bureau member is involved in personal or other professional activities that might directly or indirectly place the Bureau in a real or apparent conflict with the activities of SCOSTEP as a non-for-profit organization. Any such conflict of interest must be disclosed to the Bureau Chair and the other Bureau members. The Bureau will decide how to handle the conflict.

ACTION 13: Send a signed COI statement to Pat Doherty.

12. PRESTO Update

An update was presented on PRESTO – SCOSTEP’s new scientific program that focuses on predictability of solar-terrestrial coupling. Kazuo Shiokawa made this presentation in December 15th meeting and Ramon Lopez made the presentation to the Bureau members participating on December 16th.

The presentation included:

- 1) the introduction of the PRESTO Leadership team with Ramon Lopez as Chair and Co-chairs: Eugene Rozanov and Jie Zhang.
- 2) a discussion on each of the 3 Pillars together with the questions that will be addressed in each pillar
- 3) a view of where to find PRESTO information on the website (<https://scostep.org/presto/>). The website will be updated as PRESTO news happens. The website also contains information on how to apply for SCOSTEP/PRESTO grants to support meetings and campaigns.
- 4) information on the SCOSTEP-PRESTO online seminar series. There have been 4 seminars to date and there are 2 planned for January 2021.
- 5) the SCOSTEP/PRESTO newsletters were identified that have included relevant articles, highlights of young scientists, meeting reports and other news items of interest for the PRESTO community. The newsletters are also available for download from the scostep.org website.

6) the PRESTO Leaflet – that describes the overall goals of PRESTO.

Bureau discussion that followed was centered on how to get the SCOSTEP SDRs involved in the PRESTO program. Ramon responded that the research teams are still being developed. With COVID limitations things have been slow to develop. He asked that we resend the list of SDRs to the PRESTO officers to be sure that the SDRs are given opportunities to get involved in the program.

It was also discussed that the PRESTO chair and co-chairs contact NASA, NSF and NOAA to see if funding in one of the major programs such as Living with a Star could be directed to PRESTO Science.

Finally, Ramon discussed the SCOSTEP/PRESTO AGU Town Hall that was held earlier on December 16th. He remarked that there were nearly 40 participants in the meeting and that people expressed interested in PRESTO.

ACTION 14: Send the list of SDRs to the PRESTO officers.

ACTION 15: Contact NASA, NSF and NOAA about funding for PRESTO science.

13. SCOSTEP School Guideline

SCOSTEP provides support for organizing schools for capacity building of students and young scientists in solar-terrestrial physics by (1) providing small funding for the participants and by (2) endorsing lecturers for the school from SCOSTEP Science Disciplinary Representatives (SDRs), National Adherents, and other SCOSTEP-related officers. SCOSTEP capacity building funds for schools is typically up to \$5000 USD. This grant can be used to cover, fully or partially, the following expenses:

- travel expenses, visa payment, accommodation and per diem of selected participants.
- registration fee waivers

During travel limitations imposed by COVID-19, the funds can also be used to cover expenses of hosting a virtual program.

The details on how to apply for capacity building funds is on the website (<https://scostep.org/capacity-building/>)

14. SCOSTEP Online Capacity Building Lectures

Shiokawa-san also updated the bureau on the Online Capacity Building Lectures that will begin in January. These lectures are planned for students and young scientists. They will provide both basic background and an introduction to the latest scientific topics of solar-terrestrial physics to students from all countries.

The coordinator of this lecture series is Claudia Martinez of IEEE. The first lecture will be given by David Sibeck of NASA.

15. Distinguished Award Winners – 2020

The names and citations for the 2020 Distinguished Award winners were presented to the bureau as follows:

Distinguished Scientist Award: Professor Quigang Zong of Peking University, Beijing, China
Distinguished Young Scientist Award: Dr. Mateja Dumbovic of Hvar Observatory, University of Zagreb, Croatia

Distinguished Service Award: Dr. Sunanda Basu, NSF (Retired), Boston College (Visiting Scholar)

The awards are normally given every 2 years with the Science awards in even numbered years and the Service award in odd numbered years. As a 2019 award for service was not given, a Service Award was made to Sunanda Basu in 2020.

16: Call for Nominations - 2021 Distinguished Service Award

A call for nominations of the 2021 SCOSTEP Distinguished Service Award has been issued. It has a deadline of January 15, 2021.

Pat advised that this award is open for nominations from the bureau. Pat also advised that no nominations have been received as of the dates of the bureau meeting.

The details for a nomination process are included on the website: <https://scostep.org/awards/>

16. SCOSTEP Membership Committee Report

Koki Chau, chair of the membership committee, presented the committee report. This committee has met virtually to discuss updates since the last bureau meeting. Things are slow moving in many places, likely due to COVID limitations.

- Dan has been in contact with Belgium and Spain – both have interest in joining SCOSTEP.
- Koki has contacted Argentina and Peru
- Pat has been in contact with Ireland and Poland. She just received a formal application from the Polish Academy of Science. The application will be forwarded for bureau and national adherent approval soon. Ireland was interested but they have been slow to apply.
- Renata was in contact with Denmark and Sweden. They are interested and seeking support for the application.

There was much bureau discussion on the membership application received from the University of Rwanda and a possible application from Jicamarca, Peru.

Last year, Jean Uwamahoro of the University of Rwanda sent an application for membership that would be supported by his university. This application was turned down by the bureau since it was not supported by a government body in Rwanda. Jean responded that he would try to get that type of support but nothing has materialized since then.

For Peru, Koki mentioned that Marco Milla of Jicamarca would like to apply but they would be applying as an institution, not as a country. Jicamarca (IGP) is the major contributor to space science in Peru. Obtaining national support for SCOSTEP would not likely be possible in Peru. However, IGP at Jicamarca could support the membership fees.

Bureau discussion following these statements included comments that we cannot allow universities to join as national adherents. Several problems could ensue – such as what happens if other

universities in the country wish to join and what happens when a faculty members leaves the university and no one takes up the lead with SCOSTEP.

Dan Marsh discussed another level of membership such as Correspondent or Affiliate that could support these unconventional SCOSTEP applications.

According to the SCOSTEP constitution, there are 4 types of members as follows:

- Participating Bodies. The Unions and other ISC bodies that express an interest in some aspect of solar-terrestrial physics may be recognized by the Bureau as Participating Bodies. Initially these Participating Bodies are IAU, IUGG (IAGA), IUGG (IAMAS), IUPAP, URSI, and COSPAR.
- Adherents. A scientific academy, research council, or other appropriate body in a country or geographical region that is representative of research in that country or region relevant to the programs promoted by SCOSTEP may be recognized by the Council as an adherent (The terms body, country, and geographical region have the same meanings as those applied to them by ISC.)
- **Correspondents. In any country or geographical region not represented by an Adherent, a Correspondent may be designated by the Bureau .**
- Affiliates. The World Data System shall be designated Affiliate of SCOSTEP. Other international bodies may also be designated Affiliates of SCOSTEP by the Bureau.

With these definitions, it became clear that an application such as the one from the University of Rwanda could be accepted as a Correspondent until a national office could support it as an adherent member. Perhaps this could apply to Peru too. These applications would have to be vetted by the bureau members requiring a majority vote for approval.

As correspondents have no voting rights, we would also not charge a membership fee.

Additional conversation determined that:

- We need to make SCOSTEP membership attractive to developing countries – these countries may not have access to a scientific academy or research council. They may also have limited resources to pay the membership fee.
- Correspondent membership could be offered to an adherent applications that is deemed inappropriate. It is inappropriate when it is not a science academy, research council or other national or regional body that is representative of research in that country.
- That we do not minimize the benefits of an adherent membership – with full voting rights.

Bureau members agreed that we could contact the University of Rwanda and offer Correspondent membership. They also agreed that we should encourage Jicamarca to submit an adherent application. After bureau review, the type of membership (adherent or correspondent) would be decided.

ACTION 16: Contact the University of Rwanda to offer Correspondent membership until national support is attainable.

ACTION 17: Encourage Peru/Jicamarca to apply for SCOSTEP membership.

The bureau will decide what level of membership is appropriate.

ACTION 18: Reach out to other potential new member countries to apply for SCOSTEP membership.

17. SCOSTEP Comic Books

A postcard to advertise the SCOSTEP comic books was developed by IEEE. Pat widely circulated the postcard and information about the availability of the Comic books. The response to the advertisement was very positive with ISC planning to point to the comic books on their website.

Since the Bureau meeting, Pat was contacted by ISC once again to discuss an article they will write about the SCOSTEP comic books. Obviously, the comic books have attracted a lot of attention. They have been on the SCOSTEP website for a long time but it was a good thing to make them know once again.

There are 9 comic books, all available for download on the SCOSTEP website. Many of these comic books have been translated into other languages. With the mailings, Pat also received offers to add additional translations of the comic books. These translations include Bengali, Portuguese, Czech and Arabic.

Some discussion ensued regarding the Portuguese translations. We received offers from Portugal and Brazil to provide Portuguese translations. Pat got some indication that the versions of Portuguese would be significantly different. The bureau differed on whether to have 1 or 2 translations into Portuguese. It was finally decided to introduce the offerors and ask them to work it out. If they deem that 2 translations are needed, we can support that.

ACTION 19: Communicate with and guide new translation efforts of the SCOSTEP comic books.

18: Other Topics

- Annika Seppala's 8 year term on the SCOSTEP Bureau comes up in 2021. She will communicate with SCAR to name a replacement to the SCOSTEP Bureau.
- Next bureau meeting will likely be a virtual one in April or May 2021.
- Honorary Members: Kazuo and Pat asked for clarification of the Honorary Members that were named in the SCOSTEP Canada website. This list was transferred to the new website but the definition of this title was uncertain. Nat explained that the designation was given to people who have received other SCOSTEP awards. Dan said that the term "Member" was misleading as individuals are not typically members of SCOSTEP. After some discussion, it was suggested that we consider establishing a SCOSTEP Fellow program to recognize extraordinary participants in SCOSTEP.

ACTION 20: Name a replacement for Annika Seppala as the SCAR bureau member

ACTION 21: Schedule, via a doodle poll, the next bureau meeting for April or May 2021

ACTION 22: Consider establishing a SCOSTEP Fellows Program

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Carried Over	SS	Advertise (via email lists and on the SCOSTEP website) that SCOSTEP can accept donations to support young scientist participation at conferences on the website (SS) -
Carried Over	All	Advertize the SCOSTEP-all mailing list at meetings and conferences
Carried Over	P	Ask the PRESTO Chairs about plans for an inventory of databases relevant to the scientific program
NEW ACTION ITEMS		
Action 1	SS	Purchase a Certificate of Deposit with some of the SCOSTEP net assets
Action 2	SS	Send 2021 invoices to national adherent agencies in January 2021 or at the start of their fiscal year
Action 3	SS	Send SVS announcement of opportunity in January 2021
Action 4	P, VP, PP, SS	Prepare for the Iberian Space Science Summer School - a joint ISWI/SCOSTEP workshop and school in Portugal in 2021
Action 5	P, VP	Finalize the SOC for STP-15
Action 6	P, VP	Initiate program plans for STP-15
	P, SS	Send a 2nd circular once the SOC is fixed
	P, VP, SS	Draft guidelines for SDRs and circulate to the bureau for comment
Action 9	P, VP, SS	Embed the SDR guidelines in the bylaws
Action 10	SS	Make plans for a virtual or hybrid General Council Meeting in accordance with STP-15 plans
	P	Establish an MoU between IEEE and SCOSTEP
	SS	Check scostep-all@listserv.bc.edu for fake email addresses
Action 13	Bureau	Send signed COI statements to P. Doherty
	P, VP, PP, SS	Send the list of SDRs to the PRESTO Officers - allowing them to consider them in PRESTO programs
Action 15	P, VP, R. Lopez	Contact NASA, NSF and NOAA about funding for PRESTO Science
Action 16	P, SS	Contact the University of Rwanda to offer Correspondent membership until national support is attainable
Action 17	J. Chau	Encourage Jicamarca, Peru to apply for SCOSTEP membership
Action 18	Membership cmte	Reach out to other potential new member countries to apply for SCOSTEP membership
Action 19	P	Communicate and guide new translation efforts of the SCOSTEP comic books
Action 20	P, A. Seppala	Name a replacement for Annika Seppala as the SCAR bureau members
Action 21	SS	Schedule, via doodle poll, the next bureau meeting for April or May 2021
Action 22	P, VP, PP, SS	Consider establishing a SCOSTEP Fellow Program