



Scientific Committee on Solar-Terrestrial Physics
10 May 2021 – 1500-1800 UT; 12 May 2021 – 0300-0600 UT
Meetings held via Zoom Video Conference

Meeting Minutes Prepared by Patricia Doherty, 10 June 2021

Due to continued COVID-19 limitations for travel and in-person gatherings, the May 2021 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:

May 10 from 1500-1800 UTC or May 12 from 0300-0600 UTC

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

Attendees on May 10, 2021 (via Zoom): Kazuo Shiokawa (President), Daniel Marsh (Vice President), Patricia Doherty (Scientific Secretary), Jorge Chau (URSI), Peter Pilewski (IAMAS), Nat Gopalswamy (Past President), Aude Chambodut (WDS), Renata Lukianova (IAGA)

Attendees on May 12, 2021 (via Zoom): Kazuo Shiokawa (President), Daniel Marsh (Vice President), Patricia Doherty (Scientific Secretary), Yoshizumi Miyoshi (COSPAR), Annika Seppala (SCAR), Pravata Mohanty (IUPAP)

Note: A majority quorum was achieved.

Opening remarks by President (Kazuo Shiokawa)

The meetings were opened with a welcome from Dr. Shiokawa. He estimated the meeting to last approximately 2.5 to 3 hours.

Dr. Shiokawa welcomed Dr. Pravata Mohanty as the IUPAP representative. Dr. Mohanty addressed the bureau and provided information on his background and said that he was glad to join SCOSTEP as a bureau member.

1. **Approval of the Minutes from the last Bureau Meeting** (held via teleconference on Dec 15-16, 2020). P. Doherty provided a copy of the December 2020 minutes in advance of the current meeting. She invited discussion of the minutes.
 - a. Nat Gopalswamy made a motion to accept the December 2020 minutes in the current form. Jorge Chau seconded the motion. The minutes were unanimously approved by all bureau members in both zoom conference meetings.

2. **Action Items.** Table 1 shows an update of the action items from our last meeting in December 2020. Green check marks indicate the items that have been completed since our last meeting. Other items are in progress.

Table 1: Update of Action Items

Summary of Action Items from December 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.		
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. ✓	Advertise 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 in progress	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 in progress	Initiate program plans for STP-15
	P, SS	Send a 2nd circular once the SOC is fixed
Action 9	P, VP, SS. ✓	Draft guidelines for SDRs and circulate to the bureau for comment
	P, VP, SS in progress	Embed the SDR guidelines in the bylaws
Action 10	SS TBD	Make plans for a virtual or hybrid General Council Meeting in accordance with STP-15 plans
	P. ✓	Establish an MoU between IEEE and SCOSTEP
Action 13	SS. ✓	Check scostep-all@listserv.bc.edu for fake email addresses
	Bureau. ✓	Send signed COI statements to P. Doherty
Action 15	P, VP, PP, SS. ✓	Send the list of SDRs to the PRESTO Officers - allowing them to consider them in PRESTO programs
	P, VP, R. Lopez -TBD	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	SS ✓	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 in progress	Consider establishing a SCOSTEP Fellow Program

3. SCOSTEP Scientific Discipline Representatives (SDRs)

Dr. Shiokawa provided details on the role of the SDRs for SCOSTEP. Earlier bureau meetings have discussed the issues related to SDR roles and selection. A primary concern was related to the number of SDRs, their selection process and their influence over voting for the President and Vice President.

In response, an external committee was formed to make recommendations to the bureau. The committee included Katya Georgieva, Franz-Josef Leubken, Noe Lugaz, Craig Rodger and Ryoichi Fujii (chair). Based on their report to Dr. Shiokawa, he prepared the following description for SDR selection, responsibilities, length of service and voting rights. He recommends that this be included in the bylaws.

1. SDRs collectively serve as a source of scientific advice and proposals for new programs, projects and as potential leaders and members of component bodies
2. They are volunteers but should be active in the SCOSTEP activities
3. The Bureau should encourage and include SDRs to participate in various SCOSTEP roles

4. The selection of SDRs is by nomination and vote by the Bureau
5. The selection of SDRs should be considered with a scientific point of view and a balance of different disciplines
6. The term of service is 4 years with an option for an additional 4 years. The maximum term of service is 8 years
7. When the SDRs vote in election of President and Vice President, the votes are weighted such that the relative weight of all SDR votes is half that of the votes received from the National Adherents.

After much discussion, it was evident that point 7 above, is still a very contentious topic. One concern is that we do not want it to appear that one member group of SCOSTEP is limiting the voting power of another member group. The opposing argument is that if we have many SDRs, they would have the majority of votes in the President/Vice President election. This may be perceived as limiting the voting power of other member groups, in particular the national adherent members (the Council). In addition, point #7 is different than what is now stated in the constitution. The discussion on weighting should be consistent in both the bylaws and the constitution.

Concerns were discussed regarding the timeliness of getting something formalized for the upcoming General Council meeting in February 2022. If we miss that opportunity, nothing will change in time for the next election in 2023.

Action item: Provide a description of the SDR selection, roles and voting rights in the Bylaws
Action item: Revise the Constitution so that the voting rights are clearly described and match those described in the Bylaws.

4. SCOSTEP Structure

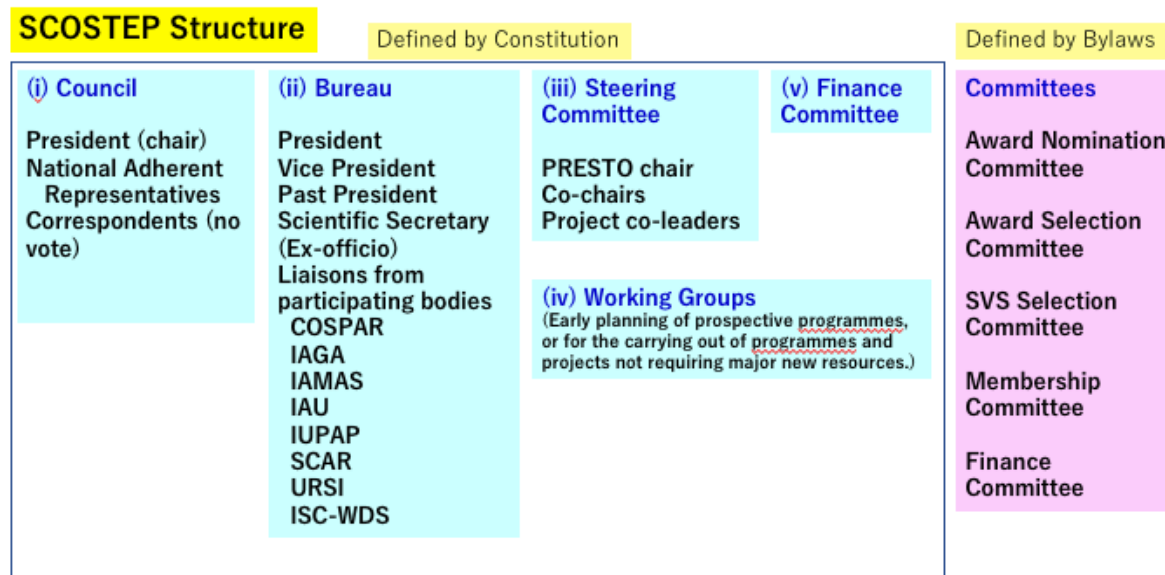
Dr. Shiokawa presented the structure of SCOSTEP as shown in Figure 1. Note that the Constitution accounts for the prime units of the Council, Bureau, Steering Committee, Working Groups and Finance Committee. Other committees are not defined formally. It is suggested that these committees be defined in the Bylaws. There was some concern that adding this layer of information in bylaws adds more formality. However, it was agreed that this is primarily to have a record of the committee responsibilities and time of commitment. This record is important as new members are invited to join these committees. It can be a reference to their responsibilities.

Kazuo presented definitions for each of the 5 committees shown in the table below and highlighted in pink. He suggested that they be included in the bylaws.

There were some suggestions to change the description of how the members are selected and who can be members of the various committees. Specifically, it was also suggested that committee members be selected from the Solar Terrestrial community with consideration for balance of different disciplines, gender and countries/regions. In addition, Jorge Chau noted that current membership committee members are limited to bureau members. The case was made that this should remain the case, as bureau members are informed of current and future members and issues that may have already come to our attention.

Additional guidance should be given to the Award Nomination Committee. Their responsibilities

have not been clear.



Motion: A motion was made to accept the descriptions for these 5 committees as proposed and edited by Dr. Shiokawa. Nat Gopalswamy made the motion. Jorge Chau seconded the motion. All approved.

Action Item: Revise the Constitution that places the WDS as a full member rather than as an associate member.

5. Honorary Members

Dr. Shiokawa discussed the SCOSTEP Honorary Members. In the past SCOSTEP awarded this designation to 10 members who made valuable contributions to SCOSTEP. The honorary members are listed on the website as:

- Joe Haskell Allen
- Sir Granville Beynon*
- Prof. K. D. Cole
- Dr. Herbert Friedman*
- Prof. C. de Jager
- Prof. C. -H. Liu
- Prof. T. Nagata*
- Prof. J. G. Roederer
- Dr. Z. Svestka
- Dr. D. J. Williams

As the procedure to name Honorary Members was not well defined, it was proposed at our last meeting to define it and decide if it should be continued or replaced by another award system. One thought was to consider establishing a SCOSTEP Fellow awards program. If we adopt a Fellow Award program, would the former honorary members as Fellows or to keep them as a legacy item? Other suggestions stated that the awardees of the distinguished service and science awards should also receive a Fellow Award as part of their Distinguished Award.

All members from both Bureau meetings were in favor of establishing a Fellow Award program. A Fellow Award is very prestigious. Some questions need to be addressed on the process – such as how they are nominated, selected, how many may be elected each year and the maximum number of fellows. Fellows would be recognized for their achievements but will have no other responsibilities. Thoughts led to allowing the Bureau nominates and selects the Fellows. More details on this process will be defined for the next meeting.

Action Item: Design the procedure and propose a SCOSTEP Fellow Program.

6. 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 (shown in Table 2) displays 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 \$412,073 on 12/31/2020.

Table. 2 Closing Statement of Operations and Net Assets – 12/31/2020

SCOSTEP - CLOSING STATEMENT AS OF 12/31/2020	
ASSETS	
Cash at Beginning of the Year	\$288,298
REVENUE	
Membership Fees from Adherents	\$126,238
Funds Transfer (from SCOSTEP Canada)	\$12,791
Other	\$745
TOTAL	\$139,774
EXPENDITURES	
Secretariat Expenses	-\$9,099
General Activities	\$0
Capacity Building, Scientific Programs	-\$6,900
TOTAL	-\$15,999
SURPLUS (DEFICIT) FROM OPERATIONS (Rev	\$123,775
CLOSING NET ASSETS	\$412,073

Pat added that a CD for \$100,000 has been purchased in 2021 to diversify our funding.

The presentation continued with the SCOSTEP Actual Budgets for 2020, estimated budget for 2021, and the income and expenses for 2021 through May 1, 2021 (see Table 3). 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 \$127,075.

The estimated 2021 budget is shown in the middle column of Table 3. The budget through May 1, 2021, is displayed in the third column. It is anticipated that travel limitations from COVID will continue to limit expenditures for the SVS, PRESTO programs, and workshops.

Table 3. SCOSTEP Budgets 2020 and 2021

SCOSTEP BUDGETS 2020 Actual and 2021 (Estimated and Actual to 5/1/21)			
	2020 Actual Budget	2021 Estimated Budget	2021 Budget through May 1, 2021
Anticipated Income:	1/1/20 -12/05/20	1/1/21 - 12/31/21	1/1/20 - 12/31/20
Adherent Membership Fees:	\$ 126,238	\$ 105,500	\$ 38,870
Interest		\$ 500	\$ -
STP14 Symposium Fees			
Special Contributions (Balance transfer from SCOSTEP Canada)	\$ 12,791		
Charitable Contributions		\$ 1,500	\$ -
Carryover from Prior Year		\$ 127,075	\$ 127,075
Cash Back - Credit Card	\$ 48		
Rebate - American Express - Unused SVS Ticket	\$ 697		
Total income	\$ 139,774	\$ 234,575	\$ 165,945
Secretariat Expenses			
Materials and Supplies	\$ -	\$ 1,500	\$ 186
Meetings and Meals (Bureau and other)	\$ -		
Accounting Fees (Annual Compilation/Tax Returns/Filing Fees)	\$ 3,352	\$ 3,000	\$ -
Consultant (non-profit compliance)	\$ 1,269	\$ 1,300	\$ -
Filing Fees 501c3 (Initial & Amendment)	\$ 753	\$ 120	\$ 0
Website Costs (Consultant, domain, annual fees)	\$ 1,010	\$ 4,000	\$ 3,500
Secretariat Office Grant in Aid (secretarial, website maintenance, IT support)	\$ -	\$ 18,000	\$ 18,000
Bank wire and cash management fees (Incoming, Outgoing Wires; Fees)	\$ 315	\$ 600	\$ 185
Printing Materials (Comic Books, Brochures, Flyers)	\$ -	\$ 200	\$ -
Sub-total Expenses	\$ 6,699	\$ 28,720	\$ 21,871
General Activities			
Bureau Meetings (annual)	\$ -	\$ 2,000	\$ -
Travel for Representation at ISC, UN and SCI. Meetings	\$ -	\$ 5,000	\$ -
Contingencies	\$ -	\$ 1,000	\$ -
Scientific Programs (Travel)	\$ -	\$ 7,500	\$ -
STP Symposium Expenses (held every 4 years; next in 2022)	\$ -	\$ 15,000	\$ -
Sub-total Expenses	\$ -	\$ 30,500	\$ -
Capacity Building, Scientific Programs			
Capacity Building and Education (Bulgarian Summer School; Iberians Space Science School))	\$ 6,000	\$ 20,000	\$ 5,279
Programs Support - SVS (1 traveler from Kenya to Nigeria)	\$ -	\$ 25,000	\$ 1,473
PRESTO Program Support (workshops/meetings for Science Program)	\$ -	\$ 50,000	\$ 2,100
PRESTO Program Support (Database Proposals)			
Award Expenses (Distinguished Science, Young Scientist and Service)	\$ -	\$ 250	\$ 2,317
Sub-total Expenses	\$ 6,000	\$ 95,250	\$ 11,169
Total Expenses	\$ 12,699	\$ 154,470	\$ 33,040
Balance at Year End (positive balance carried over to next year)	\$ 127,075	\$ 80,105	\$ 132,904

The budget presentation ended with an update on the Adherent Subscriptions. Although some countries have paid their 2021 dues, many others are delayed in these payments. Table 3 shows that just \$38,870 has been received through May 1, 2021. This is expected as many member countries pay their fees later in the year. Reminders will be sent to members who have not yet paid their 2021 subscriptions.

7. Scientific Secretary (SS) Update

P. Doherty provided an update on the SS office. Specifically, she noted that the Federal and Massachusetts tax returns were submitted and that the 2020 Annual Report was under development. The SS maintains all financial records; communicates with the National Adherents; manages the awards program; and makes the announcements for all opportunities for funding.

The SS office also maintains the website, twitter account and mailing lists. Pat recognized her staff that supports her role as Scientific Secretary.

Pat recommended that the bureau members follow SCOSTEP on twitter (@scostep1)– and view the website to see any new information as it comes available (scostep.org)

8. Conflict of Interest Policy and Statements

Pat reminded the Bureau members of their responsibility to provide a Conflict of Interest Statement on an annual basis. The next meeting in December 2021 will require a new COI statement from all Bureau Members.

New members to the Bureau will be asked to provide a COI statement upon their admission to the Bureau.

9. Reports from Participating Bodies

IAGA - Renata Lukianova noted that the IAGA-IASPEI joint assembly will be held on August 22-27. It will be fully virtual and hosted by the Indian National Science Academy. Renata noted the following SCOSTEP related sessions:

D2/Aeronomomic Phenomena: Coupled Processes in the Atmosphere-Ionosphere System, conveners: C. Arras, S. Gurubaran, L. Chang, P. Koucka Knizova

D4: Advances and Upcoming Development in Solar and Heliospheric Physics, Conveners: Mari Paz Miralles, Spiros Patsourakas (Pillar 1)

Renata added that IAGA is now on social media. Pat agreed to make the link between the SCOSTEP and IAGA twitter accounts.

IAMAS – Peter Pilewski has promoted the STP 15 meeting in the last IAMAS newsletter. He has recently been elected as President of the International Radiation Commission (IRC). Odele Coddington, PRESTO Pillar 3 chair, was also elected Commissioner of the IRC. Together they will strengthen the connection between IAMAS and SCOSTEP. Specifically, they are proposing a Sun-Climate working group for the IRC.

URSI – Jorge Chau and Pat described that the URSI GASS meeting will be held in Rome in late August/early September 2021. There is a session dedicated to PRESTO with Ramon Lopez and Pat as chairs. There were 15 papers submitted to the session. There will be other sessions at URSI of importance to SCOSTEP including various space weather sessions and a space weather workshop.

WDS – Aude Chambodut stated that the International Data Week will take place on 8-11 Novembers 2021 in South Korea. Aude would like to see a more formal link between WDS and SCOSTEP via social media. Kazuo offered to develop a PRESTO database list that would include the legacy databases produced for VarSITI.

IUPAP – Pravata Mohanty mentioned that the International Year of Basic Sciences is approaching. He will be sure to advertise SCOSTEP’s STP-15 meeting at his first opportunity.

SCAR – Annika Seppala reported that SCAR has recently elected a new President and Vice President. They have 4 new member countries including Turkey, the Czech republic, and Mexico. They have new outreach materials on climate for education and outreach. SCAR’s new science program is directed towards climate change and its predictability.

COSPAR – Yoshi Miyoshi reported that the last General Assembly was held in January 2021 in India - in a hybrid model. The next assembly will be held in July 2022 in Athens. It will be a hybrid meeting. There has been much discussion on the organization of the meeting. SCOSTEP has proposed several sessions. SCOSTEP relevant sessions also include those on Space Weather and the magnetosphere. SCOSTEP should consider co-sponsoring the COSPAR meeting.

Action Item: Develop a database list based on VarSITI and PRESTO actions.

10. Updates of SCOSTEP Activities in UN_STSC, UN_ISWI and ISC

- Dr. Shiokawa made a virtual presentation at the UN-COPUOUS 58th Scientific and Technical Subcommittee (STSC) on Monday April 26, 2021. The title of that presentation was “Current status of the SCOSTEP PRESTO program for predictability of the variable solar terrestrial coupling.”
- Nat, Kazuo and Pat also participated in the Virtual ISWI Steering Committee Annual Meeting that was held on February 19, 2021.
- Dr. Shiokawa participated in 2 International Science Council meetings. One was a Brainstorming with ISC Programme Directors and Chairs of SCs. The other was the Mission for Science to Enable a Prosperous Future for All.

11. PRESTO Updates

Kazuo presented an update on the PRESTO Scientific program. This included a review of the scientific mission and the activities of the PRESTO Pillars.

Pat presented that there were announcements of opportunity for funding meetings, campaigns, and database development. Due to continued travel restrictions of COVID, there were just a few proposals for meetings/campaigns. In total, 6 awards were made for meetings and campaigns in the current year. The announcement of opportunity for database development was issued in late December 2020. The PRESTO committee is in the processing of reviewing those proposals. A final decision will be made by the end of December.

Kazuo also presented upcoming meetings with PRESTO sessions. These included URSI, COSPAR 2022, and IAGA-IASPEI.

There have been 7 SCOSTEP-PRESTO Online Seminars to date. To see the list and access the presentations, go to the SCOSTEP website: <https://scostep.org/online-seminar-series/>

There have also been 7 SCOSTEP/PRESTO newsletters released to date. They can also be accessed from the SCOSTEP website: <https://scostep.org/newsletter-archive/>

A Town Hall meeting on the PRESTO program is planned for AGU in December 2021.

12. STP-15 Updates

The SCOSTEP 15th Quadrennial Solar-Terrestrial Symposium (STP-15) will be held on February 21-25, 2022. It is a hybrid program that will be led by Dr. Subramanian Gurubaran in Alibag, India.

There are 8 sessions planned with 5 keynote presentations. The 2nd Circular has been distributed. The registration deadline is January 15, 2022.

Questions were posed regarding the registration procedure, registration fees and travel support. Kazuo explained that the final details have not yet been fixed. The website will be ready soon. The LOC Chair, Dr. Gurubaran, is working on these details.

There are plans to hold the SCOSTEP General Council meeting during the STP-15. This can be a virtual meeting if necessary.

Several members were concerned about the possibility of travel to India in February due to continued COVID travel restrictions. It was generally assumed that this will be a fully virtual or hybrid meeting.

Action Item: Initiate the program for STP-15.

Action Item: Plan a virtual/hybrid General Council Meeting during the STP-15 meeting.

13. PRESTO Workshop and School

We had planned to host a PRESTO Workshop and School in 2021 in conjunction with the International Centre for Theoretical Physics (ICTP) in Italy. Although ICTP accepted our proposal, it would have been a fully virtual program due to COVID restrictions. As the school was to have a focused hands-on laboratory component, we decided to postpone this event to 2022. A proposal has been submitted to ICTP for 2022.

SCOSTEP has joined with ISWI to support a fully virtual Iberian Space Science Summer School that will be held on July 26-30, 2021. The local host is Dr. Teresa Barata of the University of Coimbra, Portugal.

Action Item: Prepare for the Iberian Space Science Summer School in July 2021.

14. Capacity Building

Workshops and Schools:

SCOSTEP has provided funding and support to the following activities:

- The Capacity Building Workshop at COSPAR, 6-17 January 2020 in Bangalore, India. This was the last in-person event held prior to COVID imposed travel restrictions.
- The 44th Annual Scientific Seminar on Physics of Auroral Phenomena, 15-19 March 2021, Apatity, Russia
- The 1st summer school on space research, technology and application in Bulgaria, 5-11 July 2021, National Institute of Rozhen, Bulgaria
- SCOSTEP Iberian Space Weather School, 26-30 July 2021, Univ. of Coimbra, Portugal

Online Capacity Building Lectures:

SCOSTEP has also initiated a series of online capacity building lectures. Claudia Martinez-Calderon of ISEE manages this program. To date there have been 4 lectures. To view these lectures, go to the ISEE website: https://cicr.isee.nagoya-u.ac.jp/site1/info/scostep_lecture.html.

Kazuo showed a list of potential speakers for the Capacity Building Lectures and asked for the board to consider future speakers.

15. Awards

Dr. Franz-Josef Luebken was the winner of the SCOSTEP 2021 Distinguished Service Award. The award citation: For unique and meritorious service to SCOSTEP activities and interests at an international level, which have visibly influenced outreach and high-level research in solar-terrestrial physics.

Dr. Leubken will present a seminar on May 21st, where he will formally accept this award.

Pat mentioned that the announcement for the Distinguished Science and Service awards will be made in the fall. She reminded the bureau that they are eligible to make nominations for these prestigious awards.

Action Item: Announce the nomination opportunities for the Distinguished Service and Science awards for 2022.

16. Membership Committee Report

Koki Chau presented an update from the Membership Committee. He noted that Poland is the newest member. He also noted that Brazil is caught up with their membership fees. However, the fees are paid by a university rather than a national agency. Peru is still hoping to join formally but that will be delayed. Mexico has continued funding limitations but still hopes to rejoin us in the future.

Koki suggested that we should approach this as a business model with goals and objectives for membership. He asked what our plan should be to drive membership. Should we concentrate on inviting more correspondents? At least they can participate by hosting programs and schools.

Kazuo suggests that we invite countries to join SCOSTEP as full adherent members. If they are not able to join formally, then we can offer them a correspondent membership.

Action Item: Membership committee to continue to reach out to potential members.

17. SCOSTEP Visiting Scholar (SVS)

Pat presented a list of the SVS awardees for 2020 and 2021. Unfortunately, due to travel restrictions and the continued closure of host laboratories, most of the 2020 awardees have not been able to complete their award. We made the decision to enable the 2020 awardees extra time to complete their scholarship with the agreement of the host institutions. At this time, just 3 awardees have initiated their SVS scholarship.

The applicants for 2021 were very few due to continued uncertainties of COVID. The winners of the 2021 SVS awards are listed here:

<u>Name and Home Institute</u>	<u>SVS Host Institute</u>
Shipra Sinha (India, IIG, Mumbai)	NASA, GSFC, USA
H. N. Adithya (Indian Institute for Astrophysics, India)	IEEE, Nagoya, Japan
Aleksandr Rubtsov (Russia, Inst. of Solar-Terrestrial Physics)	IEEE, Nagoya, Japan
Dejene Ambisa Terefe (Ethiopia, Bahir Dar University)	SANSA, South Africa
Bantayehu Aderaw Kebede (Ethiopia, Bahir Dar Univ).	Mackenzie Univ., Brazil

Pat mentioned that we have the funds to cover all of awardees for 2020 and 2021. We may have to be very flexible on when they begin their SVS visits.

Action Item: Announce SVS opportunities for 2022 in late 2021.

18. SCOSTEP Comic Book Updates

Pat presented that a postcard, designed by ISEE, announced the availability of the comic books and the many languages that they have been translated to.

The wide distribution of the postcard has resulted in many letters of thanks and in several offers to translate them into other languages including Bengali, Portuguese, Czech, Arabic, Norwegian, Hungarian and Polish.

Kazuo had contact with the original author of the comic books, Ms. Hyanon. She was very glad to know that the comic books continue to benefit the community and that additional translations were in progress.

Action Item: Guide the development of comic books in additional languages.

19. Other Business

Bureau Members:

Kazuo thanked Dr. Aude Chambodut and Dr. Annika Seepala for their services as SCOSTEP bureau members from WDS and SCAR respectively. Their commitments to SCOSTEP come to an end in 2021. Kazuo also thanked Dr. Pravata Mohanty for joining the bureau as the new representative from IUPAP. A letter of appreciation will be sent to outgoing bureau members.

Finally, Dr. Shiokawa thanked all the bureau members for attending this meeting and for their continued support of SCOSTEP.

The following action items were captured during this May 2021 Bureau Meeting

Summary of Action Items from May 2021 Bureau 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 1	P, VP, PP, SS	Prepare for the Iberian Space Science Summer School - a joint ISWI/SCOSTEP workshop and school in Portugal in 2021
Action 2	P, VP	Initiate program plans for STP-15
Action 3	P, SS	Send a 2nd circular once the SOC is fixed
Action 4	SS	Plan a virtual/hybrid General Council Meeting during the STP15
Action 5	SS, P, VP	Establish the full bylaws including SDR and committee additions (SS to start, review by P, VP)
Action 6	P, VP, SS	Present the full bylaws to Bureau for approval at next Bureau meeting in December
Action 7	SS	Identify former SCOSTEP leaders - Pres, VP, SS, Bureau Members
Action 8	P, VP, R. Lopez	Contact NASA, NSF and NOAA about funding for PRESTO Science
Action 9	All	Continue membership drive - invite Rwanda and Peru as correspondent members
Action 10	All	Reach out to other potential new member countries to apply for SCOSTEP membership
Action 11	SS	Communicate and guide new translation efforts of the SCOSTEP comic books
Action 12	P, A. Seppala	Name a replacement for Annika Seppala as the SCAR bureau members
Action 13	P	Send a note of thanks to outgoing Bureau members
Action 14	SS	Schedule, via doodle poll, the next bureau meeting for December 2021
Action 15	P, VP, PP, SS	Consider establishing a SCOSTEP Fellow Program
Action 16	P, VP, SS	Propose modifications to the Constitution regarding WDC becoming a bureau member
Action 17	P, VP, SS	Propose modifications to the Constitution regarding voting rights for members (SDRs)
Action 18	P, VP, SS	Define the Honorary Members. Define future of this Honorary Award (Honorary Fellow or President's Award?)
		Distinguished Awardees automatically become Fellows?
Action 19	VP, SS	Propose a SCOSTEP/PRESTO Workshop in collaboration with ICTP for 2022
Action 20	P, VP, SS, LOC	STP - need information on what forum for the STP15. Announce the forum as soon as possible.

The next bureau meeting will be in December 2021.