



Scientific Committee on Solar-Terrestrial Physics
2 December 2021 – 0200-0500 UT; 1400-1700 UT
Meetings held via Zoom Video Conference

Meeting Minutes Prepared by Kazuo Shiokawa, 27 September 2022

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

2 December 2021, 0200-0500 UTC or 1400-1700 UTC

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

Attendees on 2 December 2021, 0200-0500 UTC (via Zoom): Kazuo Shiokawa (President), Patricia Doherty (Scientific Secretary), Kyunk-Suk Cho (IAU), Mamoru Ishii (WDS), Yoshizumi Miyoshi (COSPAR)

Attendees on 2 December 2021, 1400-1700 UTC (via Zoom): Kazuo Shiokawa (President), Daniel Marsh (Vice President), Patricia Doherty (Scientific Secretary), Nat Gopalswamy (Past President), Jorge Chau (URSI), Peter Pilewskie (IAMAS), Renata Lukianova (IAGA), 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 (Kazuo). He estimated the meeting to last approximately 3 hours.

1. **Approval of the Minutes from the last Bureau Meeting** (held via teleconference on May 10/12, 2021). P. Doherty provided a copy of the May 2021 Bureau minutes in advance of the current meeting. She invited discussion of the minutes.
 - a. 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 May 2021. 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 May 2021 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 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	In progress/announced	SS	Plan a virtual/hybrid General Council Meeting during the STP15
Action 5	In Progress	SS, P, VP	Establish the full bylaws including SDR and committee additions (SS to start, review by P, VP)
Action 6	Defer to 2022	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	In progress	P, VP, R. Lopez	Contact NASA, NSF and NOAA about funding for PRESTO Science
Action 9	In progress	All	Continue membership drive - invite Rwanda and Peru as correspondent members
Action 10	In progress	All	Reach out to other potential new member countries to apply for SCOSTEP membership
Action 11	In progress	SS	Communicate and guide new translation efforts of the SCOSTEP comic books
Action 12	Requested to SCAR	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	In progress	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	In progress	P, VP, SS	Define the Honorary Members. Define future of this Honorary Award (Honorary Fellow or President Distinguished Awardees automatically become Fellows?)
Action 19	New Plan of Action	VP, SS	Propose a SCOSTEP/PRESTO Workshop in collaboration with ICTP for 2022
Action 20	☑	P, VP, SS, Lopez	STP – need information on what forum for the STP15. Announce the forum as soon as possible.

3. Budget

P. Doherty presented the Closing Statement of Operations and Changes in Net Assets for SCOSTEP for the year of 2021 as of 28 November 2021. The statement (shown in Table 2) displays the details of 2021 revenues and expenditures. Pat explained actual cash at the beginning of the year was \$412,073, and purchased a CD in February 2021. 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 \$437,328 on 11/28/2021, which is \$25,255 more than 2020 Closing Net Assets (\$412,073).

Table. 2 Statement of Operations and Net Assets – As of 28 November 2021

SCOSTEP - CLOSING STATEMENT AS OF 11/28/2021	
ASSETS - at Beginning of the Year	
Cash	\$312,073
Certificate of Deposit	\$100,000
Total	\$412,073
REVENUE	
Membership Fees from Adherents	\$87,360
Other (CD Interest)	\$448
TOTAL	\$87,808
EXPENDITURES	
Secretariat Expenses	-\$24,934
General Activities	-\$2,424
Capacity Building, Scientific Programs	-\$35,195
TOTAL	-\$62,553
SURPLUS (DEFICIT) FROM OPERATIONS (Rev-Exp)	\$25,255
CLOSING NET ASSETS	\$437,328

The presentation continued with the SCOSTEP estimated budgets for 2021, actual budget for 2021, and estimated budget for 2022 (see Table 3). As mentioned in the last paragraph, due to limited expenses due to COVID, expenses for 2021 were minimal. These conditions left a balance at the end of 2021 of \$152,330.

The estimated 2022 budget is shown in the right column of Table 3. 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 2021 (Estimated and Actual Through 11/29/21) and 2022 (Estimated)			
	2021 Estimated Budget	2021 Actual Budget (through 11/28/21)	2022 Proposed Budget
Anticipated Income:	1/1/21 - 12/31/21	1/1/21 - 11/28/21	1/1/22 - 12/31/22
Adherent Membership Fees:	\$ 105,500	\$ 87,360	\$ 107,500
Interest (Certificate of Deposit)	\$ 500	\$ 448	\$ 690
Charitable Contributions	\$ 1,500	\$ -	
Carryover from Prior Year	\$ 127,075	\$ 127,075	\$ 152,330
Cash Back - Credit Card	\$ -	\$ -	\$ -
Rebate - American Express - Unused SVS Ticket			
Total income	\$ 234,575	\$ 214,883	\$ 260,520
Secretariat Expenses			
Materials and Supplies	\$ 1,500	\$ 281	\$ 500
Meetings and Meals (Bureau and other)			\$ 500
Accounting Fees (Annual Compilation/Tax Returns/Filing Fees)	\$ 3,000	\$ 1,820	\$ 1,850
Consultant (non-profit compliance)	\$ 1,300	\$ 1,270	\$ 1,270
Filing Fees 501c3 (Initial & Amendment)	\$ 120	\$ 0	\$ 0
Website Costs (Consultant, domain, annual fees)	\$ 4,000	\$ 3,564	\$ 150
Secretariat Office Grant in Aid (secretarial, website maintenance, IT support)	\$ 18,000	\$ 18,000	\$ 18,000
Bank wire and cash management fees (Incoming, Outgoing Wires; Fees)	\$ 600	\$ -	
Printing Materials (Comic Books, Brochures, Flyers)	\$ 200	\$ -	\$ 200
Sub-total Expenses	\$ 28,720	\$ 24,934	\$ 22,470
General Activities			
Bureau Meetings (annual)	\$ 2,000	\$ -	\$ 2,000
Travel for Representation at ISC, UN and SCI. Meetings	\$ 5,000	\$ 73	\$ 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	\$ -	\$ -
Award Expenses (Distinguished Science, Young Scientist and Service)	\$ 250	\$ 2,351	\$ 1,500
Sub-total Expenses	\$ 30,750	\$ 2,424	\$ 17,000
Capacity Building, Scientific Programs			
Capacity Building and Education (Kenya workshop; COSPAR Cap Bldg)	\$ 20,000	\$ 8,370	\$ 25,000
Programs Support - SVS	\$ 25,000	\$ 6,548	\$ 25,000
PRESTO Program Support (workshops/meetings for Science Program)	\$ 50,000	\$ 2,495	\$ 25,000
PRESTO Program Support (Database development)		\$ 17,782	\$ 25,000
Sub-total Expenses	\$ 95,000	\$ 35,195	\$ 100,000
Total Expenses	\$ 154,470	\$ 62,553	\$ 139,470
Balance at Year End (positive balance carried over to 2022)	\$ 80,105	\$ 152,330	\$ 121,050

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 \$87,360 has been received thought 28 November 2021. Reminders were sent to members who have not yet paid their 2021 subscriptions.

4. Constitution Amendment

Kazuo provided details on the possible amendment of SCOSTEP constitution to put some weight on the votes by Scientific Discipline Representatives (SDRs) and National Adherent Representatives (NARs) and other colleagues of SCOSTEP who has rights for voting (e.g., committee chairs). Discussion has been continued and it is suggested to check constitutions on other non-profit organization under ISC.

The constitution amendment was also discussed to correct the current situation outside the SCOSTEP, i.e, International Council for Science (ICSU) merged with the International Social Science Council (ISSC) to form the International Science Council (ISC). World Data System (WDS) became a participating body of SCOSTEP. No objection was made for these corrections of the constitution.

Considering the discussion with this Bureau meeting, Kazuo will take a lead to prepare a proposal of constitution amendment to the next SCOSTEP General Council which will be held during the STP-15 in February 21-25, 2022.

5. Committee Bylaws (Award Nomination/Selection, SVS Selection, Membership, Finance)

Following the discussion in the previous Bureau meeting on May 2021, Kazuo presented revised versions of Bylaws that describes the role, selection procedure, the number of members, and their term of the SCOSTEP committees of Award Nomination, Award Selection, SVS Selection, Membership, and Finance. After minor correction to change “scrutinize” to “process”, these committee bylaws were approved by the Bureau. The bylaws are to be shown on the SCOSTEP Website.

Kazuo also proposed to put the name of the committee members to open on the SCOSTEP website. But it is necessary to obtain agreement from the committee members to open their names on the web. This can be an action item.

6. Agenda of the next General Council during STP-15

Kazuo showed a description on the role of the Council based on the SCOSTEP Constitution. Then he proposed possible agenda items for the next General Council of SCOSTEP which will be held during the STP-15 in February 21-25, 2022. No suggestions were made to the agenda. Kazuo will further revise the agenda items and share it with the Council members before the Council.

7. SCOSTEP Fellow / Honorary Members

Following the discussion in the previous Bureau meeting on May 2021, Kazuo presented a draft description to define the SCOSTEP fellowship with their eligibility and nomination and selection procedures. After the discussion and several modifications, the description was approved by the Bureau. The description will be shown on the SCOSTEP Website.

8. Scientific Secretary (SS) Update

P. Doherty provided an update on the SS office. Specifically, she noted that SS engaged with an external auditor do the Annual Compilation for 2020, filed Federal and Massachusetts Tax Returns for 2020, and finalized the 2020 Annual Report. The SS maintained all financial records and communicated with adherent member countries for annual payments. SS also issued calls for Distinguished Service Award, the SVS program, Capacity Building, PRESTO events and database opportunities, and managed the awards program. SS also proposed and now planning the AGU Town Hall Meeting in December. The SS office is busy – the grant in aid to BC covers the cost of support for IT support, web maintenance and secretarial assistance (O’Connell, Murphy, Kraemer). A summer intern also supported to catch up on documentation. SS is also planning the General Council Meeting in February 2022.

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)

9. 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. Pat asked to send signed statement in earliest convenience. These are required to be filed with me by the end of the year.

10. Reports from Participating Bodies

Brief report on participating bodies has been represented by Kyunk-Suk Cho (IAU), Mamoru Ishii (WDS), Yoshizumi Miyoshi (COSPAR), Jorge Chau (URSI), Peter Pilewskie (IAMAS), Renata Lukianova (IAGA), and Pravata Mohanty (IUPAP). Kazuo noted that appreciation letters were sent to Annika Seppälä (SCAR) and Aude Chambodut (WDS) on November 2021. Pat noted that she is in contact with the SCAR Executive Directors office for a replacement for Annika.

11. Updates of SCOSTEP Activities in ISC, UN_STSC, UN_COPUOS and ISWI

- Kazuo reported that ISC released a book of “Unleashing Science” on September 22, 2021 in which “Improving understanding of the solar influence on climate change” is addressed.
- Kazuo reported that he joined the Science Engagement and ISC Science Community which was held on 21 October 2021 in virtual during COP 26.
- Kazuo reported that he made presentation on SCOSTEP and its PRESTO program at 64th session of the of the Committee on the Peaceful Uses of Outer Space (UN-COPUOS) on 1 September 2021. This UN-COPUOS and UN-COPUOS-STSC meeting is held every half year. SCOSTEP have made presentations in these UN meetings.
- Kazuo reported that Kazuo, Pat, and Nat Gopalswamy, have made lecture presentations during the UN-COPUOS/ISWI workshop on Space Weather: Science and Applications on 2-3 November 2021 via online.

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 six meetings and campaigns supported by the PRESTO funding. Two were done, and three were delayed indefinitely due to COVID-19. One is planned. Pat also noted there are six database proposals were awarded by the PRESTO program.
- Kazuo reported the meetings related to the PRESTO programs in IAGA-IASPEI2021, URSI2021, AGU fall meeting 2021, STP-15, COSPAR 2022, and AOGS2022. PRESTO Pillar 3 provided a separate word file to report their activities.
- Kazuo reported that there were four PRESTO online seminars (7th-10th) by Franz-Josef Lübken, Kristof Petrovay, Richard Eastes, and Tibor Török, and two SCOSTEP/PRESTO Newsletters (vol.28 and 29) since the last Bureau meeting in May 2021. The recorded video of the seminars and the newsletters are available from the SCOSTEP website at <https://scostep.org/>.
- Pat noted PRESTO Workshop plan in ICTP for sometime in July 2022, and a PRESTO Leadership meeting in early 2022 to review progress and define future plans

12. STP-15 Updates

Kazuo reported the updates of the preparation of the SCOSTEP 15th Quadrennial Solar-Terrestrial Physics Symposium (STP-15) which will be held on February 21-25, 2022, via online. Currently 346 abstracts were accepted for presentation. It has 8 sessions. All the PRESTO officers and Bureau members are in Science Organizing Committee. He also show a rough outline of the program for the week. The STP-15 website is at <https://stp15.in>.

13. School activities supported by SCOSTEP

Recent and future school activities are reviewed. Past schools contains the first summer school on space research, technology and application in Bulgaria, 5-11 July 2021, National Observatory Rozhen, Bulgaria (<https://bulgarianspace.online/space-schoolbg-2021/>) and ISWI/SCOSTEP Iberian Space Weather School, July 21-25, 2021, University of Coimbra, Portugal (<https://www.i4s-iberian-space-science-summer-school.com/>). Future plan are on Describing and Analyzing Solar Data for a better prediction of Space Weather, in Kigali, Rwanda, and Summer Space Weather School - Physics and use of tools, 17-28 October 2022, Houphouët-Boigny University, Abidjan, Côte d'Ivoire.

Kazuo also noted that Malaysia is interested in having a school. Mamoru noted that Thailand is interested in operational space weather.

Action Item: SS will send a SCOSTEP flyer to Thailand.

14. SCOSTEP online capacity building lectures

Kazuo reported that there were six online capacity-building lectures (5th-10th) by Esa Turunen, Keisuke Hosokawa, Craig Rodger, Dibyendu Nandi, Sarah Gibson, and Samuel Schonfeld, after the last Bureau meeting on May 2021. They have 142-202 registered participants per lecture. The recorded video of the lectures is available from the SCOSTEP website at <https://scostep.org/>.

15. Announcement of SCOSTEP Distinguished Science and Young Scientist Awards 2022wards

Announcement of SCOSTEP Distinguished Science and Young Scientist Awards 2022 has been made on Oct. 15, 2021, with a deadline of nomination: January 31, 2022. Award Nomination Committee (chair: Dr. Venkat Ratnam) is also acting for the nomination.

16. Membership Committee Report

Koki Chau presented an update from the Membership Committee. Discussion was made for possible membership on Peru and Rwanda. Renata noted that Denmark, Sweden, and Turkey are in process to the SCOSTEP membership.

Action Item: Make Peru and Rwanda institutions into “Correspondents” until they become national representative.

Action Item: Approve affiliate members by Bureau.

17. SCOSTEP Visiting Scholar (SVS)

Pat presented a list of the SVS awardees for 2020 (17) and 2021 (5). The 2020 recipients who have begun their SVS are:

- Dibyendu Sur – worked remotely with Dr. Shing Fung - NASA, GSFC, USA (completed)
- Ishita Gulati – worked remotely with Dr. S. Sripathi, IIG, Mumbai, India (completed)
- George Ochieng – traveled to Nigeria to work with Dr. Babatunde Rabiou (completed)
- Habtamu Marew – now at SANSO, South Africa working with John Bosco Habarulema.

The 2021 recipients who have begun their SVS is:

- Aleksandr Rubtsov – now at ISEE working with Masahito Nose.

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.

19. Other Business

Finally, Dr. Shiokawa thanked all the bureau members for attending this meeting and for their continued support of SCOSTEP. The next bureau meeting will be in May or June 2022.

The following action items were captured during this December 2021 Bureau Meeting (P: President, VP: Vice President, SS: Scientific Secretary).

Constitution amendment

1. P,VP,SS: Prepare a document to explain the background and motivation of this amendment proposal to General Council (GC) and send it to GC before the GC meeting on Feb.25.
2. P,VP,SS: Check voting rules in other non-profit organization under ISC.

For Committee Bylaws

3. SS: Obtain agreement from the committee members to open their names on the SCOSTEP web

4. P: Send e-mail to Award Selection Committee to ask additional task to make selection of SCOSTEP Fellows
5. SS: Open the SCOSTEP Fellow webpage.
6. SS: Open the SCOSTEP Bylaws webpage.

STP-15

7. P: Send LOC (Gurubaran) about possibility to transfer the funding to support STP-15 without returning
8. P: Send two cautions of session organization from Koki's (URSI) experience, i.e., (1) display the list of participants and (2) allow oral discussion

Others

9. SS: Send announcement of opportunity for the PRESTO funding 2022
10. SS: Send announcement of opportunity for SVS2022
11. SS: Explore the possibility of insurance for SCOSTEP officers
12. Make Peru and Rwanda institutions into "Correspondents" until they become national representative.
13. Approve affiliate members by Bureau.
14. P: Send SCOSTEP flyer to invite Cote D'ivoire (Vafi Doumbia) to join SCOSTEP as a member country.
15. SS: Send SCOSTEP flyer to Thailand
16. P: Send e-mail to Hayanon about quotation to make a new comic book.