



Scientific Committee on Solar-Terrestrial Physics

18 November 2022 – 1300-1643 UT

Meetings held via Zoom Video Conference

Meeting Minutes Prepared by Kazuo Shiokawa, 20 November 2022

Attendees: Kazuo Shiokawa (President), Daniel Marsh (Vice President), Keith Groves (Scientific Secretary), Nat Gopalswamy (Past President), Lucilla Alfonsi (SCAR), Jorge Chau (URSI), Mamoru Ishii (WDS), Yoshizumi Miyoshi (COSPAR), Pravata Mohanty (IUPAP), Renata Lukianova (IAGA), Peter Pilewskie (IAMAS)

Non-Attendee: Kyunk-Suk Cho (IAU)

Note: A majority quorum was achieved.

Opening remarks by President (Kazuo Shiokawa)

The meetings were opened with a welcome from Dr. Kazuo Shiokawa (Kazuo). Then, the new Bureau member, Lucilla Alfonsi (Licilla), and the new Scientific Secretary, Keith Groves (Keith), made their self-introduction. Kazuo showed the agenda of the meeting, which contains 8 discussion items and 13 report items. He estimated the meeting to last approximately 3 hours. Then he asked a moment of silence to all the Bureau members for Ms. Patricia Doherty, the former Scientific Secretary, who passed away on July 14, 2022.

1. Approval of the Minutes from the last Bureau Meeting (held on 2 December 2021).

Kazuo provided a copy of the December 2021 Bureau minutes in advance of the current meeting. He invited discussion of the minutes, but no discussion/correction was proposed. Then, the minutes were unanimously approved by all the Bureau members.

2. Action Items

Table 1 shows an update of the action items from our last meeting in December 2021. “Done” 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 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.			
			Constitution amendment
Action 1	done	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.
Action 2	done	P,VP,SS	Check voting rules in other non-profit organization under ISC.
			For Committee Bylaws
Action 3		SS	Obtain agreement from the committee members to open their names on the SCOSTEP web
Action 4		P	Send e-mail to Award Selection Committee to ask additional task to make selection of SCOSTEP Fellows
Action 5		SS	Open the SCOSTEP Fellow webpage.
Action 6		SS	Open the SCOSTEP Bylaws webpage.
			STP-15
Action 7	done	P	Send LOC (Gurubaran) about possibility to transfer the funding to support STP-15 without returning
Action 8	done	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
Action 9	done	SS	Send announcement of opportunity for the PRESTO funding 2022
Action 10	done	SS	Send announcement of opportunity for SVS2022
Action 11	done	SS	Explore the possibility of insurance for SCOSTEP officers
Action 12			Make Peru and Rwanda institutions into "Correspondents" until they become national representative.
Action 13			Approve affiliate members by Bureau.
Action 14	done	P	Send SCOSTEP flyer to invite Cote D'ivoire (Vafi Doumbia) to join SCOSTEP as a member country.
Action 15	done	SS	Send SCOSTEP flyer to Thailand
Action 16	done	P	Send e-mail to Hayanon about quotation to make a new comic book.

3. Budget

Keith presented the Closing Statement of Operations and Changes in Net Assets for SCOSTEP as of 17 November 2022. The statement (shown in Table 2) displays the details of 2022 revenues and expenditures. Keith explained actual cash and a CD at the beginning of the year was \$417,688. Keith also explained that we have not yet received membership fees from several countries. The costs of capacity building and PRESTO program are much larger than those from last year because of recovery from the COVID-19 pandemic, although the cost of Secretariat Expenses is almost same to that of last year. The total expenditure is \$148,320 which is much larger than that in 2021 (\$62,553).

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

SCOSTEP - CLOSING STATEMENT AS OF 20221117	
ASSETS - at Beginning of the Year	
Cash	\$317,688
Certificate of Deposit	\$100,000
Total	\$417,688
REVENUE	
Membership Fees from Adherents	\$93,555
Other (CD Est. Interest)	\$500
TOTAL	\$94,055
EXPENDITURES	
Secretariat Expenses	\$22,968
General Activities	\$300
Capacity Building, Scientific Programs	\$113,808
Other (TBD credit card)	\$11,244
TOTAL	\$148,320
SURPLUS (DEFICIT) FROM OPERATIONS (Rev-Exp)	\$ (54,265)

The presentation continued with the SCOSTEP estimated budgets for 2022, actual budget for 2022, and estimated budget for 2023 (see Table 3). As mentioned in the last paragraph, the costs of capacity building and PRESTO program are much larger than those from last year because of recovery from the COVID-19 pandemic. These conditions left a balance at the end of 2022 of \$263,423.

The estimated 2023 budget is shown in the right column of Table 3. It is anticipated that travel limitations from COVID will end and the SVS and PRESTO programs will become more active. Discussion has made about what is the proper amount as the carry over at the year end, whether the expenditures of one year or two years. During the last Council on 25 February 2022, a Council member pointed out that SCOSTEP is not a bank, and should spend the budget actively for its purpose. Discussion also made whether we should increase the maximum amount (\$5K) for meeting support. For 2023, announcement of opportunity has already been sent out with the maximum amount of \$5K. After the discussion we added a support of \$10K for the PRESTO workshop in 2023 which is a major activity of SCOSTEP in 2023. As a result, the anticipated carry over after 2023 is estimated to be \$193,720, which is comparable to the SCOSTEP’s expenditures for one year.

Table 3. SCOSTEP Budgets 2022 and 2023

	2022 Estimated Budget	2022 Actual Budget (through 20221117)	2023 Proposed Budget
	1/1/22 - 12/31/22	1/1/22 - 11/28/22	1/1/23 - 12/31/23
Anticipated Income:			
Adherent Membership Fees:	\$ 106,500	\$ 93,555	\$ 81,500
Interest (Certificate of Deposit)	\$ 690	\$ 500	\$ 690
Charitable Contributions		\$ -	
Carryover from Prior Year	\$ 317,688	\$ 317,688	\$ 261,000
Cash Back - Credit Card		\$ -	\$ -
Rebate - American Express - Unused SVS Ticket			
Total income	\$ 424,878	\$ 411,743	\$ 343,190
Secretariat Expenses			
Materials and Supplies	\$ 500	\$ -	\$ 500
Meetings and Meals (Bureau and other)	\$ 500		\$ 500
Accounting Fees (Annual Compilation/Tax Returns/Filing Fees)	\$ 1,850	\$ 1,785	\$ 1,850
Consultant (non-profit compliance)	\$ 1,270	\$ -	\$ 1,270
Filing Fees 501c3 (Initial & Amendment)	\$ 0	\$ 0	\$ 0
Website Costs (Consultant, domain, annual fees)	\$ 150	\$ 371	\$ 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)		\$ 739	
Printing Materials (Comic Books, Brochures, Flyers)	\$ 200	\$ 2,073	\$ 200
Sub-total Expenses	\$ 22,470	\$ 22,968	\$ 22,470
General Activities			
Bureau Meetings (annual)	\$ 2,000	\$ 300	\$ 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)	\$ -	\$ -	\$ -
Award Expenses (Distinguished Science, Young Scientist and Service)	\$ 1,500	\$ -	\$ 1,500
Sub-total Expenses	\$ 17,000	\$ 300	\$ 17,000
Capacity Building, Scientific Programs			
Capacity Building and Education (Cote D'voire, Iberian, Versim, Sp Wx)	\$ 25,000	\$ 35,500	\$ 25,000
Programs Support - SVS	\$ 25,000	\$ 36,258	\$ 25,000
PRESTO Program Support (workshops/meetings for Science Program)	\$ 25,000	\$ 3,000	\$ 25,000
PRESTO Program Support (Database development)	\$ 25,000	\$ 39,050	\$ 25,000
PRESTO workshop			\$ 10,000
Sub-total Expenses	\$ 100,000	\$ 113,808	\$ 110,000
Unassigned Credit Card Expenses		\$ 11,244	
Total Expenses	\$ 139,470	\$ 148,320	\$ 149,470
Balance at Year End (positive balance carried over to next year)	\$ 285,408	\$ 263,423	\$ 193,720

The budget presentation ended with an update on the Adherent Subscriptions. Although many countries have paid their 2022 dues, some others are delayed in these payments. Table 3 shows that just \$93,555 has been received through 17 November 2022. Reminders will be sent to members who have not yet paid their 2022 subscriptions.

4. Scientific Discipline Representatives (SDRs) Bylaw

Following the discussion in the Bureau meeting on May 2021, Kazuo proposed a revised version of Bylaws that describes the role, selection procedure, the number of members, and the term of the Scientific Discipline Representatives (SDRs). After minor correction that the maximum time to serve as an SDR is 8 years in lifetime, this SDR bylaw was approved by the Bureau. The SDR bylaw will be shown on the SCOSTEP Website.

5. Selection of new SDRs

Kazuo showed the list of current 41 SDRs and noted that the term of the SDRs are maximum 8 years. Seven SDRs and 24 SDRs were assigned in 2014 and 2015, respectively, and thus, their 8-year term have ended or will ends at the end of 2022. Then, Kazuo showed the previous procedures to determine new 10 SDRs in April 2020 and proposed to follow the same procedure to select 31 SDRs this time. The procedures are 1) Bureau members propose a maximum of 10 SDR candidates per person with a deadline of 20 December 2022, and 2) Bureau members vote for the proposed candidates (maximum 31 votes per person) and top-31 candidates are chosen as the new SDRs. The proposal should contain candidate's name, affiliation, country, short description of the research topic and its relation to the solar-terrestrial physics, and relevant website link with publication list (if available). When proposing and voting the SDR candidates, Bureau member should consider the balance of country, gender, scientific discipline. Proposing younger candidates with significant achievement are also encouraged. The Scientific Secretary will take care the voting process. If a selected SDR candidate declines the invitation to be the SDR, the next candidate down the list will be invited. After discussing these detailed procedures of the selection, the procedures were unanimously approved by all Bureau members.

6. Selection of the STP-16 venue

Call for the letter of interest to host SCOSTEP's 16th Quadrennial Solar-Terrestrial Physics (STP-16) symposium has been announced to the scostep-all mailing list with a deadline of April 30, 2022, and two letter has been received. The two letters were reviewed during the meeting. Considering the locations of past STP symposiums (India, 2022; Canada, 2018; China, 2014; Germany, 2010), the two proposed locations (Europe and Africa) are both suitable as the location of the next venue. After the discussion, the Bureau decided to ask the full proposal to both candidates for further investigation.

7. Applications for the new SCOSTEP membership

Applications to be the SCOSTEP member were submitted from representatives of two countries. Bureau reviewed these two proposals and decided to recommend both of them to SCOSTEP Council for their decision.

8. Selection of the new Award Selection Committee members

Kazuo showed the current list of the SCOSTEP Award Selection Committee and explained that their 4-year term ends at the end of 2022. He also showed the bylaw of the committee. After the discussion, Bureau decided to ask whether the current members are willing to serve for the additional four-year term or decline. The declined committee members will be replaced to new members via e-mail discussion by the Bureau.

9. Membership Committee report

Koki Chau presented an update from the Membership Committee. Because Prasad Subramanian retired from the Bureau member, Bureau decided to add Pravata Mohanty as a new member of the membership committee. Discussion was made for possible membership on Malaysia, Netherland, and Italy. It is noted that SCOSTEP membership flyer is available on the SCOSTEP website at <https://scostep.org/membership/>. Further exchange of information will be done via e-mail.

10. Reports from Participating Bodies

Brief report on participating bodies has been represented by Jorge Chau (URSI), Yoshizumi Miyoshi (COSPAR), Renata Lukianova (IAGA), Peter Pilewskie (IAMAS), Pravata Mohanty (IUPAP), Lucilla Alfonsi (SCAR), and Mamoru Ishii (WDS). Kyunk-Suk Cho (IAU) was absent, but provided a written report for the Bureau. Many SCOSTEP-related meetings, schools and other activities are going on in these participating bodies. Lucilla also introduced the activity of the European Space Weather and Space Climate Association (E-SWAN) which is an international non-profit association established in 2022. Mamoru Ishii introduced about COSPAR-ISES-WMO initiatives for space weather forecast under the recommendation by the United Nations (UN) Committee on the Peaceful Uses of Outer Space (COPUOS). He noted possible contribution of SCOSTEP to this initiative via meetings in UN COPUOS meeting next February and EGU2023. Major meetings planned by these bodies are listed below.

Table 4. Planned major assemblies of participating bodies

Body	conference	date	location	website
IAGA and IAMAS	IUGG 2023	Jul. 11-20, 2023	Berlin, Germany	https://www.iugg2023berlin.org/
IAU	XXXII IAU General Assembly	August 5-16, 2024	Cape Town, South Africa	https://www.iau.org/science/meetings/future/symposia/
COSPAR	45 th COSPAR Scientific Assembly	July 13-21, 2024	Busan, South Korea	https://www.cospar2024.org/
SCAR	11th SCAR Open Science Conference	August 19-23, 2024	Pucon, Chile	
URSI	XXXVth URSI General Assembly and Scientific Symposium	August 19-26, 2023	Sapporo, Japan	https://www.ursi-gass2023.jp/
IUPAP	32th General Assembly			https://iupap.org/documents/general-assembly-documents/

11. Scientific Secretary (SS) Office Updates

Keith provided an update on the SS office. New Secretary (Keith Groves) is still coming up to speed and hampered by lack of training, inaccessibility to accounts and recent previous content, as well as additional professional responsibilities. But fortunately, the office has experience – the grant in aid to Boston College covers the cost of support for IT support, web maintenance and secretarial assistance. Kazuo is extending his role and responsibilities to cover some of the gaps.

12. Conflict of Interest Statements

Keith and Kazuo reminded the Bureau members of their responsibility to provide a conflict of interest statement on an annual basis. Keith asked to the Bureau members to send signed statement in earliest convenience. These are required to be filed by the end of the year.

13. Updates of ISC, UN_STSC, UN_COPUOS, and ISWI activities

- Kazuo reported that he responded to the call for nomination of the new ISC fellow.
- Kazuo reported that he made presentations on SCOSTEP and its PRESTO program at 59th session of Scientific and Technical Committee (STSC) on February 2022 and at 65th session of the Committee on the Peaceful Uses of Outer Space (UN-COPUOS) on June 2022. This UN-COPUOS and UN-COPUOS-STSC meeting is held every half year. SCOSTEP have made presentations in these UN meetings.
- Nat Gopalswamy (Nat) noted that there will be a capacity building school of International Space Weather Initiative (ISWI) in 2023 at some place in Africa, Thailand, Mexico, or South Korea. Kazuo agreed to support this school as SCOSTEP.

14. 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.
- Kazuo presented that there were six meetings and campaigns and four database constructions supported by the PRESTO funding. For the funding opportunities in 2023, the announcement of opportunity was issued on November 9, 2023, with a deadline of January 10, 2023.
- Kazuo reported the meetings related to the PRESTO programs in STP-15 and COSPAR 2022. PRESTO Steering Committee meeting will be held at AGU fall meeting 2022 on December 11, 2022.
- Kazuo reported that there were five PRESTO online seminars (10th-15th) in 2022 by Cora Randall, David J. McComas, Theodosios Chatzistergos, Christine Gabrielse, and Manolis K. Georgoulis, with 139-280 registrations and 32-155 real time participants per seminar. Four SCOSTEP/PRESTO Newsletters (vol.30-33) were published in 2022 (every three months). The recorded video of the seminars and the newsletters are available from the SCOSTEP website at <https://scostep.org/>.
- Kazuo noted that a PRESTO Workshop is planned in 2023 in Trieste, Italy, in collaboration with the International Centre for Theoretical Physics (ICTP).

15. School activities supported by SCOSTEP

Recent and future school activities are reviewed. Past schools contain the Iberian Space Weather School, June 6-10, 2022, University of Alcala, Spain (<https://www.i4s-iberian-space-science-summer-school.com/>); the 2nd summer school on Space research, technology and application, 3-10 July 2022, National Astronomical Observatory (NAO) – Rozhen, Bulgaria (https://bulgarianspace.online/second-summer-school_2022/); Sumer Space Weather School - Physics and use of tools, Houphouët Boigny University, Abidjan, October, 2022, Côte d'Ivoire; and “The International Workshop on Machine Learning for Space Weather: Fundamentals, Tools and Future Prospects”, 7-11 November 2022 in Argentina (<http://indico.ictp.it/event/9840/>).

16. SCOSTEP online capacity building lectures

Kazuo reported that there were five online capacity-building lectures (11th-15th) in 2022 by Michael Kosch, Martin Connors, Evan Thomas, Lucilla Alfonsi, and Hugh Hudson, with 111-194 registrations and 37-99 real time participants per seminar. The recorded video of the lectures is available from the SCOSTEP website at <https://scostep.org/>.

17. SCOSTEP Distinguished Science and Young Scientist Awards 2022

Kazuo explained that the SCOSTEP Distinguished Science Award 2022 was presented to Professor David J. McComas of Princeton University for original research, technical leadership and wide-ranging discoveries that have significantly advanced our knowledge and understanding of the global structure and evolution of the solar wind and revolutionized our understanding of its interactive stellar medium. SCOSTEP Distinguished Young Scientist Award 2022 was presented to Dr. Theodosios Chatzistergos of the Max Planck Institute for Solar System Research, for his tremendous and unprecedented work on exploiting the potential of historical solar observations for cardinal improvement reconstructions of past solar variability, a crucial input to climate models. Kazuo noted that the announcement of SCOSTEP Distinguished Service Award 2023 was opened on Nov. 9, 2022, with a deadline of nomination of February 28, 2023. Award Nomination Committee is also acting for the nomination.

18. SCOSTEP Visiting Scholar (SVS)

Kazuo presented a list of the SVS awardees for 2022. There were 23 applications for the SVS program 2022 and 20 were approved by the SVS selection committee. Sixteen of them have already obtained the air ticket for the travel to the host institution. Announcement of opportunity for 2023 was already opened with a deadline of application of February 15, 2023. Applications goes to one of the secretaries of Kazuo in ISEE, Nagoya University, Ms. Miho Sugiyama, and then will be reviewed by the SVS selection committee for the selection.

19. SCOSTEP Comic Book Updates

Kazuo presented the postcard of the comic book which are translated into many languages. Keith introduced the current on-going translations. Pat Doherty has ordered printed version of some comic books for distribution at the UN COPUOS meeting, as suggested at the SCOSTEP Council meeting. The printed version will be distributed in the UN COPUOS STSC meeting in February 2023.

20. Other Business

Kazuo noted that the next Bureau will be sometime in the first half of 2023, and the next SCOSTEP Council meeting will be held during the 28th IUGG General Assembly on 11-20 July 2023 at the Messe Berlin – City Cube, Berlin, Germany. During this Council meeting, election of President and Vice President will happen. Finally, Kazuo thanked all the bureau members for attending this meeting and for their continued support of SCOSTEP.

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

Table 5. Action Items from the 18 Nov.2022 Bureau

Summary of Action Items from 18 November 2022 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.		
		Budget
Action 1	SS	Sent reminder to the members who have not yet paid their 2022 subscriptions.
Action 2	SS	check budget status and transfer the bank handling to the new secretary
		For Bylaws
Action 3	P, SS	Open the SCOSTEP Bylaws webpage.
Action 4	P, SS	Open the SCOSTEP Fellow webpage.
		SDR selection
Action 5	P, SS	Ask Bureau members to propose the new SDR candidates with a deadline of 20 December. Then distribute the full list for voting.
		STP-16
Action 6	P	Send e-mail to the two countries who have shown the intent to host the STP-16 in 2026 to prepare the full proposal by the next Bureau
		new membership
Action 7	P, SS	send recommendation letter of two new countries to the Council for their approval.
		Award Selection Committee
Action 8	P	Send e-mail to Award Selection Committee to ask whether they are willing to continue for the next four-year term
Action 9	SS	Obtain agreement from the committee members who retires to open their names on the SCOSTEP web
Action 10	P	Send e-mail to Award Selection Committee to ask additional task to make selection of SCOSTEP Fellows
		Conflict of Interest
Action 11	SS	Send the form of the Conflict of Interest Statement to the Bureau members and obtain their signature by the end of the year.
		PRESTO workshop
Action 12	SS	Ask Bruno Nava about the result of the selection of ICTP conference for the PRESTO Workshop 2023.
		Comic Book
Action 13	SS	send printed version of comic book to UN-COPUOS for distribution at the STSC meeting.
		Election

Action 14	SS	Prepare for the election of President and Vice President at the SCOSTEP Council at IUGG in 11-20 July 2023. The preparation should be started from call for nominations about half years before the council.
		Others
Action 15	P, SS	Make Peru and Rwanda institutions into “Correspondents” until they become national representative.
Action 16	P, SS	Approve affiliate members by Bureau.