**SEARCH Science Steering Committee Meeting**

**2–4 October 2012**

Westmark Hotel and Conference Center (<http://www.westmarkhotels.com/fairbanks.php>)

Harper Room (Main/lobby floor)

812 Noble Street • Fairbanks, Alaska

*Background materials are posted on the internal SSC workspace:* [*http://www.arcus.org/search/ssc/workspace.php*](http://www.arcus.org/search/ssc/workspace.php)

**Meeting Goals:**

1. Agree on SEARCH **activities & objectives**: what should SEARCH do as a program (not just the SSC, or project office, but entire program)
	1. What activities should SEARCH do overall? Which should be prioritized?
	2. What specific activities should SEARCH do in 2013 (this will help focus discussion and provide a solid basis for a proposal)
2. Agree on **Organizational Structure** (what the parts are) **& Process** (how the parts work together and communicate)
3. Agree on **support functions and structure** needed
4. Write a **draft implementation plan**, which should include items #1-3 above.

*ARCUS will be doing active facilitation, round-robins, and devils-advocate positions to help the SSC emerge with a clear shared vision. Anytime anyone uses a ‘planning’ term (e.g., facilitate, communicate, coordinate, “SEARCH science”), we will write it down and define it.*

**Tuesday, 2 October** (All sessions in Harper Room, Main/Lobby Floor)

*\*Denotes session where call-in SSC members should participate, if able*

*Call-in Number: 877-820-3199. Participant PIN: 2728*

*6:00 a.m– Hotel provides a continental breakfast for all guests in Red Lantern*

*9:00 a.m. Restaurant (Main/lobby floor)*

\*9:00 a.m. Welcome and goals for the meeting (Hajo & ARCUS)

* + - Goals for the meeting
		- Re-cap of the last few months’ discussions (including with agencies) and where we are in the process

\*9:15 a.m. Neil Swanberg (NSF) and Kathy Crane (NOAA) call in (Time tentative)

\*9:45 a.m. Setting the stage & looking forward: arctic scenarios (Hajo)

\*10:15 a.m. Review Vision/Mission, 5-year Goals, and Draft Activities/Functions Document

* Start with ‘activities’ and ‘functions’ list – what are the outcomes for each? Where is there agreement for activities? Where disagreement? Which are priorities?

10:45 a.m. **Discussion on SEARCH activities** (break as needed)

* What activities are needed in 2013? (as a focal point for other discussions)
* Can work through each SEARCH Science Goal quickly (plus cross-cutting activities like AON, overall planning, etc.) to help provide focus and use “real-world” examples.

***Note****: Again, agreement on activities (what does SEARCH want to do and accomplish?) has to go first, before detailed discussion of structure & process. Otherwise, it’s like planning a field season or experiment without first having a hypothesis. For instance, if a desired activity is to work with funding agencies to fund joint SEARCH AO’s and to track/coordinate the resulting science, that activity would require a different structure and process than activities focused on hosting workshops and producing white papers/recommendations.*

12:30 p.m. LUNCH (TBD: could be pizza at ARCUS office, walk to a spot downtown, etc.)

1:30 p.m. **Discussion on SEARCH activities (continued)**

* Continue discussion from the morning
* May break into small groups or individual work
* By end of day, should have agreement on general activities (and a few specific to 2013), and have it written down in an organized manner

5:00 p.m. Adjourn for day (may have writing/homework)

* Will need a SSC volunteer to summarize the day’s discussions in an email to the SSC list

**Wednesday, 3 October**

*6:00 a.m– Hotel provides a continental breakfast for all guests in Red Lantern*

*9:00 a.m. Restaurant (Main/lobby floor)*

\*9:00 a.m. Re-cap of yesterday, discussion with call-in SSC members, goals for the day

9:45 a.m. **Discussion of Structure and Process** (break as needed)

* What is the ideal SEARCH structure?
* What groups or components are needed? How will they function?
* Who is responsible for what?
* How will groups/components communicate?
* May break into small groups or individual work
* Can work through a “case study” to help work out the details with a real-world example – e.g., one of the SEARCH goals, an AON showcase.

12:00 p.m. LUNCH (Provided at hotel)

1:00 p.m. **Discussion of Structure and Process** (continued)

3:30 p.m. Leave for Permafrost Tunnel Tour

4:00 p.m. Permafrost Tunnel Tour (By Matthew Sturm) <http://permafrosttunnel.crrel.usace.army.mil/>

5:30 p.m. Group Dinner at Silver Gulch Restaurant & Brewery (<http://www.silvergulch.com/restaurant.htm>)

* Will need a SSC volunteer to summarize the day’s discussions in an email to the SSC list

**Thursday, 4 October**

*6:00 a.m– Hotel provides a continental breakfast for all guests in Red Lantern*

*9:00 a.m. Restaurant (Main/lobby floor)*

\*9:00 a.m. Re-cap of yesterday, discussion with call-in SSC members

\*9:30 a.m. **Structure, Process, & Putting it All Together** (break as needed)

* Continue Structure & Process discussion from Wednesday, if needed
* Putting the pieces together – further develop implementation plan (may break into small writing groups)
* Discussion of Needed Support/Staffing

12:00 p.m. LUNCH (Provided at hotel)

1:00 p.m. **Putting it All Together** (break as needed)

* Continue working on implementation plan

4:00 p.m. **Wrap-Up, Next Steps, and Timeline**

* Discuss how to get input from broader community on implementation plan
* Will need a SSC volunteer to summarize the day’s discussions in an email to the SSC list
* Other Business: PRB Study nominations, etc.

5:00 p.m. **Meeting Adjourns**