**Secretariat for the Chair of the Arctic SDI Board**

*Akranes, Iceland, 2 – 3 September 2014*

Participants:    Cameron Wilson, Canada

                             Owe Palmér, Sweden

                             Fredrik Persäter

                             Peter Pouplier, Denmark

                             Eydis Finbogadóttir, Iceland (part of the meeting)

**Draft Agenda:**

**Administration**

1. **Review of current Activity Plan**
2. **Terms of Reference – editorial review**
3. **Activity Plan for 2015**
4. **Transition of Secretariat from Canada to US**

**Agenda for National Contact Point Meeting 14 – 15 October 2014, Ottawa, Canada**

1. **Review of agenda items and draft an Annotated Agenda (to frame the discussion)**
2. **Write to National Contact Points to clarify the process and procedure for the meetings of the national contact points and the Board.**
3. **How to include the working groups – one page status updates from each**

**Agenda for the Board**

1. **Status of action items (from the Reston Board Meeting February 2014)**
2. **Division of work between Iceland as host and the Secretariat concerning logistics etc.**
3. **Transition process from outgoing to incoming chair**
4. **Review of agenda items and draft an Annotated Agenda**

**Other business**

1. **Document management / working documents vs public documents / Website and tools**
2. **Calender of events – Arctic SDI representation**
3. **Strategic communication – division of tasks and responsibilities / strategic messages formation / transferring Board strategies into action, from task based to objective based secretariat**
4. **Produce a presentation of *Arctic SDI Governance in Practice* for the NCP and the Board**

*Outside the agenda for the secretariat meeting:*

* **Status on the Arctic SDI Web Map Service and Portal**
* **Status on the CAFF Thematic Data**