**Arctic SDI**

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

**Activity Plan until 31 January 2015**

1. Logistics and practicalities in relation to Board Meeting

Invitation to Board Meeting 15 June 2014

* 20 – 21 November 2014
* Reykjavik, Iceland
* Explaining the procedure preparing the Board Meeting (deadlines, NCP meeting etc)
* Deadline for submission of documents from NCP to Board (31 October 2014)
* Provisional Agenda

Invitation to National Contact Point Meeting 15 June 2014

* 15 – 17 October 2014
* (Ottawa, Canada)
* Explaining the procedure preparing the Board Meeting (deadlines, NCP meeting etc)
* Deadline for submission of documents and items for the provisional agenda – including items for the Board Meeting draft agenda (1 October 2014)
* Provisional Agenda for the Board Meeting
* Provisional Agenda for the NCP Meeting - input from NCP’s and WG Lead Countries

1. Briefing note to the Board Members 15 June 2015
2. The Annotated Agenda and documents for the Board Meeting to be sent out 5 November 2014
3. The Annotated Agenda and documents for National Contact Point Meeting to be sent out 3 October 2014
4. Draft Minutes of the meetings to be presented at the end of the meetings and send out for comments within 2 weeks after the Board Meeting and hereafter a finalized version to be sent out after 2 weeks.
5. Approval procedure for Protocols
6. Arrange necessary actions to hand over the Chair of the Board to USGS
7. Joint meetings with the Communication Working Group