PARCOF

Minutes

April 18, 2018

13:00 -14:00 Eastern Standard Time

Google Drive: <https://drive.google.com/open?id=0B7OWrOFEDup_NFN1WEhwSm1FaHc>

1. Update on Invitations and RSVP’s- Katherine
	* Shanna
		+ Liza Mack recent response and need follow up (unlikely);
		+ Ed Page – not available (Rick looking for a replacement);
		+ Vera Metcalf has been contacted and is comfortable with the presentation guidance.
	* Kumar – approvals in place and now ready to provide support to travellers. Needs to be completed next week by reminding invitees. Likely that Liza Mack will not require support.
	* Vasily – confirmed Sergey Kukushkin presentation (Northern Sea Route Administration – Regional end users at sea) – he will able to make the 15 minute presentation on day 1.
2. Confirmed the following mandatory function leads and support

Long Range Forecasting

Held a meeting and a draft presentation was shared for PARCOF (dry run on the April 25th). Agreed with the team on content/material. Will be ready on 25th for team to review with information from the current seasonal outlook and the new June/July/August outlook will be added just before the PARCOF. Presentations will be plain language with basic definitions leading in to the seasonal forecast.

Climate Monitoring/Bulletin

Held a meeting already. Discussed the two presentations (State of the Arctic and the Climate Monitoring presentation). Exchanging by e-mail. First draft ready of State of the Arctic – to be presented by David Grimes. David G has been informed of the approach and is supportive.

Date Services

Purposely delayed the start up to utilize contents from the other groups. Teleconferences starting soon. Draft presentation to follow. Eivind planning for follow up discussions as well.

1. PARCOF Presentations:
Presentations were not ready yet and a framework for each is being developed.
	* Climate Monitoring will be presented at the May 9th teleconference
	* State of the Arctic Climate –The draft of the presentation has been uploaded to the Google drive for review. Will be presented at the April 25th teleconference.
2. PARCOF Agenda
	* Close to being final.
	* Should add a closing session of 5 to 10 min on Day 1.
	* Need logos of WMO and ArcRCC consortia members.

**Action: Consortia Members to send logos for Agencies for the Agenda document. Need to post agenda on ArcRCC WMO site soon and share with participants.**

* + How to best group confirmed end-user speakers
	Still confirming users and will defer discussion to next week
	+ Should there be a presentation from an intermediate user on what they do as a user/producer? They are attending, but aren’t being heard from as a user/producer.

	Through expert teams with JCOMM we can provide info back to the services on the results of the events. We could ask the Intermediate Users to provide information through Posters to be presented around the room.
1. Web Pages – any feedback or comments to date?
Still under construction and waiting for feedback from teams on CM and LRF. There has been work on the Regional pages for the Nordic node. Will need follow up input on the NA node (not at that stage yet). Reviewing the text describing the RCC would be helpful.

**Action: Send logos of consortia members to Eivind for website.**

1. Other Items for review and of interest
	* The new ArcRCC webpages are up, <https://arctic-prcc.met.no/>
	* WMO PARCOF webpage is also up, <http://www.wmo.int/pages/prog/wcp/wcasp/meetings/parcof/parcof-canada2018.html>
	* Paper on the Google drive share by Kumar Kolli – Working Paper on examining the role of user engagement in RCOF’s
	* JCOMM – interested in providing support to the ArcRCC implementation, would like to see formal recognition through the WMO. We would need to discuss the specific contribution in order to fit it within the workplans of their ET’s.
	**Action: John to follow up with JCOMM secretariat.**
	* Consensus statement process: The Coordinator of the RCOF takes the lead in developing the consensus. We will be working within the LRF and CM teams to develop the narrative and a graphic of the outlook in advance of the meeting and have reviews through-mail exchanges. **Proposal of finalizing content during the afternoon of Monday the 14th at 1pm EDT at the Canadian Ice Service.** Members to look at travel arrangements.
	* **Action: Consider placing logistics info on the site (i.e. Directions to hotels, restaurants, etc.) Anahit to provide examples for other PARCOF.**