	ALTER-Net & EKLIPSE Scientific Committee Remote Meeting X **12 June 2019**
Contact	tscottkulfan@gmail.com
Attendance	Sonja Jaehnig (SJ) Gregor Onno Knol (OK) Ana Lilebo (AL) Patricia Lito (PL) Jiska van Dijk (JVD) Tessa van Santen (TsV) Janine van Vessen (JvV) Liisa Varumo (LV) Jorge Ventocilla (JV) Allan Watt (AW) Juliette Young (JY)
Minutes	Tyler Kulfan (Alter-Net Secretariat); tscottkulfan@gmail.com & Janine van Vessem

Introduction

The tenth remote meeting of the Scientific Committee commenced at 14:00h on 12 June 2019. JvV opened the meeting and welcomed all those in attendance.

Agenda

An agenda was distributed prior to the meeting by JvV. The agenda items included the following:

1. Approval of the agenda.
2. Approval of the minutes of last meeting.
3. New Programme Conference (see enclosed).
4. Workshop leaders informed?
5. Rapporteurs workshops OK?
6. Theme leaders and facilitators clear with their tasks?
7. Comments re key messages?
8. Coordination discussion Key Messages Wednesday.
9. Division of tasks during the conference.

10. Any more questions or AOB?

11. Date next SC Meeting after conference necessary?

All present SC members approved of the agenda. No additional items or amendments were proposed for the agenda.

Minutes

TK composed and distributed the minutes of the previous (ninth) SC meeting. No additional comments on the minutes were made. The SC gave full approval of the minutes.

Programme Conference

The latest programme was sent with the agenda.

Workshop leaders

It was asked if all the workshop leaders/chairs were properly informed about their tasks and how to run their workshop and report the conclusions in one ppt at the plenary on Wednesday. The instructions and a ppt template was distributed amongst the workshop chairs via the theme leaders.

Rapporteurs workshops

The question was asked whether all workshops had appointed a rapporteur. Only the Freshwater & Wetlands workshop has no rapporteur yet. It was proposed that TK will take minutes during the Freshwater workshop.

Theme leaders and facilitators

The practical organisation during the conference was discussed and the tasks of the theme leaders and facilitators.

The speakers will be asked in advance to provide their ppt on an usb stick at lunch and coffee breaks, so that can be uploaded in time for the sessions.
TK will oversee the collection of the powerpoints at the registration desk.

The facilitators and theme leaders will give a brief introduction about the keynote speakers.

JvV will provide cards with the mins mentioned left for the speakers, for each of the 5 conference rooms.

Some practicalities were discussed such as which workshops need tables etc.
The workshops of theme 1 e.g. can do with small rooms.

Key Messages

Draft key messages will be displayed on poster boards during the conference. Comments can be made throughout the duration of the conference; the changed versions (with revisions based off of the received comments) will be presented during the final plenary.

The editorial team, led by Frédéric Gosselin, will contain five or six members; they are responsible for editing the key messages based off of comments. The key messages represent the most important conference outcome. Already 40 people commented on the key messages.

TK will place the key messages as received from JvV on the website.

JY proposed that a summary of the key messages on 2 A4's will be made and sent to TVS, so that this can still be included in the conference folders for the participants.

Division of Tasks During Conference

There are a number of small tasks that must be coordinated; for example, someone needs to direct people to the poster session. JvV will do this.

Next SC Meeting

The need for a follow-up "lessons-learned" SC meeting following the conference was discussed. No concrete plans were confirmed, but it was agreed that such a meeting could be useful for compiling final key messages, policy briefs, etc.

The meeting concluded at 15:15h.