

**Minutes from ASP Administration Meeting**

Date: November 2, 2017

Present: Peter Schmidt Mikkelsen and Linda Chow

Referee: Peter

**1. ASP Handbook**

**2. Exchange of People / Visitors**

* Tage Dalsgaard is ending his employment at ARC by the end of November. He has got a new job in the private sector.
* Paaviaaraq Ludvigsen is ending his employment at GN by the end of October. He and his family are moving to the Faroes.
*

**3. Equipment / Purchases**

*

**4. Upcoming Field Campaigns**

*

**5. Others**

* ASP Annual Meeting will be held 22-23 January 2018 in Tromso, Norway
* LC will take care of registering CEOS participants

**6. Next admin team meeting**

* December 8, 2017 in Winnipeg after Peters arrival.