

# Planning meetings

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In the course of the implementation of primary- and secondary-user applications for POLARSTERN, a number of planning meetings building on each other is necessary.

## 1.) Seasonal Coordination Meeting

At this meeting, the ship coordination discusses together with the applicants of main user proposals, with approx. 1 - 2 years' foresight for each Arctic or Antarctic season, to what extent approved applications can be implemented, also in combination with existing secondary user requirements.

### The meeting is invited and led by the scientific coordinator

- Chief scientists will meet with the scientific coordinator and the logistical coordinator
  - The seasons schedule (arctic expeditions or antarctic expeditions) will be discussed in detail to adjust e.g. port calls, handover issues...
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## 2.) Planning meeting for one single expedition (focus on logistics)

### Responsibilities of the chief scientist:

- invitation of: schiffskoord@awi.de; research@laeisz.de; polarstern@northernhelicopter.de, medien@awi.de, Stefan.Hain@awi.de (only Antarctic) + Pls of the expeditions scientific working groups.
- Managing the meeting.
- Leading of discussion.
- Preparation of the meeting agenda.
- Time management of the meeting. The meeting should not be longer than 3 hours. Scientific issues and arrangements have to be clarified at another time, preferably before the meeting.

### Agenda:

- Short introduction of the meeting participants including name, institution and focus of work.
  - AWI ship coordination:
    - Representatives of the ship coordination describe their tasks and introduce contact partners.
    - Presentation on logistical aspects and planning requirements
  - AWI media department
    - Information about blogs, communication, media etc.
  - Introduction of the scientific projects and working groups:
    - The principal investigators of the individual groups describe briefly their scientific projects (5 min max.) with special emphasis on logistics (e.g. use of large devices that may influence handling of the ship, delivery of devices or containers to foreign ports).
  - Operational planning:
    - Basis for planning is the document "Einsatzplanung" that has to be discussed in detail and has to be filled out by the chief scientist as far as possible. This handling ensures that all important issues were addressed and results obtained were stated in written format.
  - Helicopters:
    - The participants have to give a realistic estimation on the flight time needed. There is no need to boost flight times. There are no logistic obstacles, if more flying is required than previously planned. Flying is possible as long weather and working times of the helicopter crews permit.
    - First requirements on scientific flights will be discussed with a representative of the helicopter operator
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## 3.) Captain's meeting

A meeting of the captains, the chief scientists, representatives of the logistic department, the shipping company and the helicopter company is held in the Blue Saloon of RV Polarstern a few days prior to departure of a new Arctic or Antarctic season. During this meeting the schedule of the expeditions is discussed in detail and critical questions can be addressed. The chief scientists have to present their expedition by presenting the Einsatzplanung.

AWI ship coordination invites for this meeting and leads the discussion.