

MISSION SCIENCE DIVISION (EOP-SM)
DIRECTORATE OF EARTH OBSERVATION PROGRAMMES

date		reference	number of pages
26 March 2009		EOP-SM/1952/PI-ag	Page 1 of 7
from	Dr. P. Ingmann (EOP-SMA)		Telephone: +31 71 565 4459 Fax: +31 71 565 5675
to	Members of the Atmospheric Dynamics Mission Advisory Group (ADM-Aeolus MAG) (distribution list attached)		e-mail: Paul.Ingmann@esa.int
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Subject: **ADM-Aeolus Mission Advisory Group No. 19**

You are cordially invited to the nineteenth meeting of the ADM-Aeolus Mission Advisory Group taking place **in Room Tb004, at ESTEC, Noordwijk, The Netherlands, on 28 and 29 April 2008** (copy of the agenda at Annex A). The MAG meeting will start on 28 April at 09:30 hrs.

Please inform me as soon as possible if you would like the Agenda modified in any way. In particular we would invite you to propose additional subjects in case you would like them to be raised at the meeting. A table summarising the actions agreed at previous meetings can be found at Annex B.

Please complete and return, by fax, the attached confirmation of attendance (COA) form (at Annex C) to Ms Drusilla Wishart by **21 April 2009 latest** so that necessary paperwork for reimbursement of expenses and security arrangements can be made. If you cannot attend personally there is the possibility to send a representative replacing you (third option on the form). In any case, please do not forget to tick the box next to your name on the COA form.

I confirm the Agency will cover your travel expenses* plus subsistence ** at Group II per diem.

Please note that hire cars must be requested on a special form (available upon request from the Mission Science Division Office) and approved by Dr. M.R. Drinkwater prior to the meeting. A hire car should only be requested if more than one person is using it for meeting transportation. Once approval has been given, hire cars will be booked through the ESTEC Travel Office who will arrange special ESA rates. Failure to obtain prior authorisation may result in the non-payment of car hire expenses by the Agency.

The arrangement for the meeting is that you book your flights and hotels individually (list of hotels in Noordwijk is attached at Annex D). To take advantage of ESA rates negotiated with local hotels (see attached list), reservations should be made directly through the ESTEC Hotel Reservations Desk (Tel.: +31 71 565 5858, Fax: +31 71 565 5859, E-mail: Estec.Traveloffice@esa.int).

Yours sincerely,

Dr. P. Ingmann
Head, Atmospheric Section
Mission Science Division

Attachments

*Travel by private car:

Any potential travel by private car estimated to exceed 200 kilometres (round trip) should be authorised by Dr. M. Drinkwater prior to the travel taking place.

**Subsistence Allowance & Responsibilities of the Agency

The subsistence allowance as paid by the Agency shall be deemed to cover all out-of-pocket expenditure, during the relevant period, with the exception of travel expenses. The Agency assumes no responsibility to cover, or obligation to refund, expenditure for items such as personal insurance, medical expenses, etc. – it is for the invitee to make the necessary private arrangements. Group II subsistence will only be paid to those experts travelling from over 100 kms from the meeting venue.

Draft Agenda

The Atmospheric Dynamics Mission Advisory Group (ADM-Aeolus MAG)

Nineteenth Meeting

At ESTEC, Keplerlaan 1, Noordwijk, The Netherlands

On 28 and 29 April 2009 in room Tb004

*Starting on 28 April at 09:30 hrs
Finishing on 29 April at 12:00 hrs*

1. Welcome
2. Adoption of the draft agenda
3. Review of actions from previous meetings
4. Status of mission implementation
5. Scientific studies
6. Campaign activities
7. Scientific outreach
8. Any other business
9. Date of next meeting

ADM-AEOLUS MAG

List of Actions from Previous Meetings

Action	Who	What
16.7	ESA	To make final version of Science Activities document available on the WEB
17.1	ALL	To review the final version of the 'Science Activities' document.
18.1	HN, LPR	To discuss ways of implementing additional ground-stations over North America and Antarctica.
18.2	WW, DO	To review the Technical Note (admag18_5.pdf) and provide feed-back in time for making a decision in November.
18.3	LPR, AS, EK, DT, WW, OR, DO	The Working Group on Operations Scenarios to agree on a first meeting in early 2009.
18.4	ALL	To provide feed-back on the issues addressed in the technical note (admag18_5.pdf) distributed in preparation of the MAG meeting.
18.5	WW	To refine the concept of an impact study using the COSMO DE high resolution model of the DWD in the light of the discussions at the MAG meeting.
18.6	PI	To investigate why the members of the MAG, while submitting detailed claims, do not receive statements specifying what is actually reimbursed.

CONFIRMATION OF ATTENDANCE FORM**From (please tick):**

Dr. E. Andersson (ECMWF, Reading, UK) ☐
Mr. A. Dabas (CNES, Toulouse, F) ☐
Dr. P.H. Flamant (LMD du CNRS, Palaiseau, F) ☐
Dr. E. Källén (Stockholm University, S) ☐
Dr. D. Offiler (Met. Office, Exeter, UK) ☐
Dr. O. Reitebuch (DLR, Wessling, D) ☐
Mr. H. Schyberg (NMI, Blindern, N) ☐
Dr. A. Stoffelen (KNMI, de Bilt, NL) ☐
Dr. J.M. Vaughan (MMA, Cadmore End, UK) ☐
Dr. W. Wergen (Deutscher Wetterdienst, Offenbach, D) ☐

Dr. C. Accadia (EUMETSAT, Darmstadt, D) ☐
Dr. L.-P. Riishojgaard (NASA-GSFC, Greenbelt, MD, USA) ☐
Dr. M. Hardesty (NOAA/NESDIS/ORA, Madison, OR, USA) ☐
Dr. D. Tan (ECMWF, Reading, UK) ☐
Dr. J. Yoe (NOAA, Suitland, USA) ☐

To: Ms. Drusilla Wishart (EOP-SM)
ESTEC, Noordwijk, NL,
Fax: Int + (31) 71 565 5675

Ref. Meeting: The ADM-Aeolus MAG Meeting No. 19 (28-29 April - Tb004, ESTEC, Noordwijk, NL)

Please note that

I shall attend the above referenced meeting ☐

I am unable to attend ☐

I am unable to attend but will be represented¹ by: ☐

(Name of representative: _____)

Signature and Date: _____

Please note that should a MAG Member be unable to attend the meeting, he/she may nominate a representative for that meeting after obtaining the approval of the ESA Convenor. This form should then be returned by the official MAG member and NOT the nominated representative.

ESA – ESTEC Hotel Rates NOORDWIJK 2009

HOTEL NAME	SERVICE	ESA – RATE	BREAKFAST
Grand Hotel Huis ter Duin Noordwijk 5*	Single room Double room	EURO 97.50/117.50 EURO 97.50/117.50	EURO 17.50 P.P.
Palace Hotel Noordwijk 5*	Single room Double room	EURO 90 EURO 100	EURO 18.50 P.P
Hotel Oranje Noordwijk 5*	Single room Double room	EURO 115.00 EURO 115.00	EURO 23.00 P.P.
Beach Hotel Noordwijk 4*	Single room Double room	EURO 95.00 EURO 95.00	EURO 23.00 P.P.
Mercure Hotel Noordwijk 4*	Single room Double room	EURO 86.00 EURO 91.00	EURO 8.00 P.P.
Hotel Alexander Noordwijk 4*	Single room Double room	EURO 110.00 EURO 134.00	INCL.
Prominent inn Hotel Noordwijk 4*	Single room Double room	EURO 67.50 EURO 88	INCL.
Hotel NH Leeuwenhorst Noordwijkerhout 4*	Single room Double room	EURO 63.50 EURO 63.50	EURO 18.00 P.P.
Golden Tulip Hotel Leiden Leiden 4*	Single room Double room	EURO 95.00 EURO 105.00	INCL.
Tulip Inn Leiden Centre Noordwijk 3*	Single room Double room	EUR 79.00 EUR 89.00	INCL.
Hotel Astoria Noordwijk 3*	Single room Double room	EUR 65.50 EUR 96.00	INCL.
Hotel de Admiraal Noordwijk 3*	Single room Double room	EURO 57.00 EURO 86.00	INCL.
Heeren van Noortwyck Noordwijk 3*	Single room Double room	EURO 57.00 EURO 68.00	INCL.
Hotel Royal Noordwijk 3*	Single room Double room	EURO 52.50 EURO 73.00	INCL.
Hotel de Koningshof Noordwijk 3*	Single room Double room/Single use Double room	EURO 37 EURO 48 EURO 68	EURO 8.00 P.P.
Hotel Hof van Holland Noordwijk 3*	Single room Double room	EURO 56.50 EURO 83.50	INCL.
Hotel Zonne Leiden 3*	Single room Double room	EURO 58.50 EURO 92.00	INCL.
Hotel Lekker Noordwijk 3*	Single room Double room	EURO 57.00 EURO 68.00	INCL

Rates mentioned are Room rates

* Rate depending on availability of room type

** Rate difference during summer / winter season

BCD Travel
Inplant ESA-ESTEC
Keplerlaan 1
2201 AZ Noordwijk
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Email: estec.TravelOffice@esa.int

EOP-SM/1952/PI-ag - ADM-AEOLUS Mission Advisory Group Distribution

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Flamant, Pierre H. Dr.	Laboratoire de Météorologie Dynamique du CNRS	(33) 1 69 335108
Källén, Erland Prof.	Stockholm University, Department of Meteorology	(46) 8 157185
Offiler, David Dr.	Met Office, NWP Satellite Applications	(44) 1392 88 5681
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Yoe, James G. (Jim) Dr.	National Oceanic & Atmospheric Administration, US Department of Commerce (NSOF Room 1235, E/OSD)	(1) 301 817 4403