

Rules of Procedure for Standing Scientific Groups

4. Standing Scientific Groups

4.1 Standing Scientific Groups are permanent bodies representing the main Antarctic scientific disciplines.

4.1.1 Standing Scientific Groups will assist SCAR in the implementation of SCAR's mission and objectives.

4.2 Terms of Reference for Standing Scientific Groups will be to:

- o share information on disciplinary scientific research being conducted by national Antarctic programmes;
- o keep under review scientific matters dealing with the Antarctic environment;
- o identify research areas where current research is lacking with particular attention to where interdisciplinary approaches may be useful;
- o coordinate proposals for future research by Full and Associate Members to achieve maximum scientific and logistic effectiveness;
- o ensure appropriate cross-disciplinary awareness and linkages with the other SCAR Standing Scientific Groups, developing interdisciplinary proposals with them where appropriate;
- o establish links and/or partnerships with other relevant international organizations having an interest in Antarctic science;
- o identify research areas or fields that might be best investigated by a SCAR Scientific Research Programme and to establish a Scientific Programme Planning Group to develop a formal proposal to the appropriate Standing Scientific Group(s);
- o establish Action Groups and Expert Groups, either individually or jointly with either or both other Standing Scientific Groups to address specific scientific topics;
- o make funding requests where appropriate for SCAR support of Standing Scientific Group activities (symposia, workshops, etc);
- o provide scientific advice to the Meetings of Directors, Secretariat, or Standing Committees as required;
- o keep other SCAR Subsidiary Bodies and the SCAR Secretariat aware of their actions and plans.

4.3 Membership of Standing Scientific Groups

4.3.1 Each Full or Associate Member may nominate up to four representatives to each Standing Scientific Group. Nominees should be active scientists in

their field, ideally with an international reputation, and from different scientific disciplines so that the full range of Antarctic research is represented in the Standing Scientific Group. When nominating representatives, Members should give due consideration to a mix of gender and enthusiastic young scientists.

4.3.2 One representative from each Full or Associate Member will be designated as the official national representative. Another representative will be designated as the alternate official representative. Both will be eligible for election to office but only one may be proposed at one election.

4.3.3 Each Union Member of SCAR may send one representative to the relevant Standing Scientific Group meeting.

4.4 Functioning of Standing Scientific Groups

4.4.1 Each Standing Scientific Group must elect one Chief Officer, one Deputy Chief Officer and one Secretary from three different Full or Associate Members. The three officers should be from different scientific disciplines within the overall discipline of the Standing Scientific Group, and from different regions. The Chief Officer will be the exclusive liaison point with SCAR.

4.4.2 Chief Officers should be elected for a term of four (4) years with an additional four-year term possible. In no case may a Chief Officer hold that position for more than eight (8) consecutive years. That individual will be eligible for re-election after a four (4) year term held by another member of the Standing Scientific Group has been completed.

4.4.3 Standing Scientific Groups conduct their work by correspondence as well as at meetings.

4.4.4 Only the official national representatives have voting rights in meetings of the Standing Scientific Groups.

4.4.6 At each formal meeting Standing Scientific Groups will review any recommendations adopted at their preceding meetings. All such recommendations regarded as having achieved their purpose shall be allowed to lapse unless they are revised or re-adopted.

4.4.7 Standing Scientific Groups may develop collaborative programmes appropriate to their specific interests.

4.4.8 Copies of numbered circulars issued by Chief Officers must be sent to the SCAR Secretariat.

4.4.9 Links between appropriate Standing Scientific Groups and the relevant Unions, Committees, and Associations of ICSU are encouraged.

4.4.10 Standing Scientific Groups are encouraged to seek outside funding with the approval of the Directors.

4.4.11 Standing Scientific Groups must develop and maintain a web page to

inform others about their activities.

4.5 Meetings

4.5.1 Standing Scientific Groups may hold both formal and informal meetings.

4.5.2 Formal meetings of Standing Scientific Groups are usually convened at times of SCAR Science Meetings.

4.5.4 Three months prior to each SCAR^{Science} Meeting, Full, Associate and Union Members will confirm their nominees to each Standing Scientific Group and confirm their attendance at the meeting.

4.5.5 Formal meetings of Standing Scientific Groups of SCAR that do not have a quorum of at least 75 percent of their voting members whose attendance has been confirmed in advance to the SCAR Secretariat will be regarded as informal Meetings (exception see 4.5.7).

4.5.6 The Chief Officers, following consultation with their members, will inform their members and the SCAR Secretariat at least two months before the SCAR Science Meeting on which days it will be necessary for their groups to meet and will provide an agenda for the meeting to the SCAR Secretariat for distribution to Full, Associate and Union Members prior to the meeting.

4.5.7 Formal meetings of Standing Scientific Groups may be convened at times other than a SCAR Meeting.

a) The Chief Officer of a Standing Scientific Group may foresee that a quorum of its voting members is unlikely to be present at a given meeting. Provided that at least 2 months advance notice is given to the members, and subject to the approval of the Directors, the meeting of the Standing Scientific Group may be considered to be a formal meeting.

b) Recommendations put forward at such meetings can be accepted by correspondence

4.5.8 If a scheduled meeting ceases to be required, the Chief Officer must inform the SCAR Secretariat and members of the group, preferably at least two months before the meeting was due to be held.

4.5.9 If, in the opinion of the Chief Officer of a Standing Scientific Group, important questions arise that warrant a formal meeting of the group that has not previously been approved, the Chief Officer may, after corresponding with the members, submit a proposal to the Directors for a meeting, including a suggested place and date.

a) Usually, at least 3 months notice should be given.

b) The Chief Officer will be informed of the decision of the Directors and, if the meeting is approved, the SCAR Secretariat will promptly inform National Committees.

4.5.10 Agendas for such meetings will be arranged by the Chief Officers of

the Standing Scientific Groups in consultation with their members, and copies will be provided to the SCAR Secretariat for distribution to Full, Associate and Union Members prior to the meeting. The Chief Officers are responsible for informing the members of the arrangements for the meeting.

4.5.11 Informal meetings of the Standing Scientific Groups are encouraged as opportunities arise.

4.6 Recommendations and requests of Standing Scientific Groups

4.6.1 Each recommendation to be addressed outside of SCAR will be drafted in the form of a "Recommendation of SCAR" and must indicate to whom it is addressed.

4.6.2 Recommendations and requests to the Meeting of Delegates or the Executive Committee must be numbered for convenience.

4.6.3 Recommendations will be prepared in accordance with procedures established by SCAR. The SCAR Executive Director will communicate these procedures to the Standing Scientific Groups on the first day of their scheduled meeting.

4.7 Functioning of sub-groups of Standing Scientific Groups

4.7.1 Sub-groups are subsidiary bodies of Standing Scientific Groups formed to examine specific questions within the competence of the respective Standing Scientific Group(s).

4.7.2 Membership of sub-groups is decided by the parent Standing Scientific Group(s). Members should be active scientists in their field of interest, ideally with an international reputation.

4.7.3 Membership should be based on the twin principles of both scientific excellence and geographical representation, to ensure that SCAR's activities are inclusive.

4.7.4 Reports of sub-groups have no official status until they are adopted by the parent Standing Scientific Group(s) either at a formal meeting or by correspondence and annexed to the report(s) of the Standing Scientific Group(s).

4.7.5 Reports of meetings of sub-groups will not normally be printed or distributed by SCAR but will be available on the web page of the appropriate Standing Scientific Group that is accessible via the SCAR web site.

4.7.6 Sub-groups should develop and maintain a web page linked to their parent Standing Scientific Group web page to inform others about their activities