Advice for SCAR groups on preparing for the meeting

The focus of this year’s Executive Committee meeting will be on discussion and on future plans rather than reporting on the previous year, in line with the last two Executive Committee meetings.

As indicated in the agenda, each Science Group, SRP, Standing Committee and PPG has a dedicated agenda item where we would like one of the group leadership (or another nominated person) to make an oral contribution. If you would like to use PowerPoint or other visual aids for this, it can be arranged but it is not expected.

All Science groups, SRPs and Standing Committees are expected to submit a written progress report to supplement their oral contributions in the meeting, and we will be providing templates as a guide. You can make minor changes to the template to add other information which you feel is relevant.

Written reports need not be long and exhaustive. They are meant to provide some background and a brief report on the main achievements from the last year, as well as your future plans and any constraints you envisage.

Science Groups please note that individual written reports from each Expert Group and Action Group are not mandatory. We would however like brief highlights from each group to be included in the appropriate Science Group and SC-HASS reports, and a template will be provided for any additional information EGs and AGs may want to highlight. Science groups may also want to think about future research directions as well as interdisciplinary questions that should/could be addressed. Having information on achievements and plans from national representatives could also be useful.

For SCADM and SCAGI, information on updates to SCAR products, as well as thoughts on updating and promoting products would be appreciated.

For all groups, we would welcome any new information that can be used to update the group web pages, and key highlights in layperson’s language to be used in SCAR communications and marketing material.

Rather than a report, AGATA PPG should submit their draft science and implementation plans, which we appreciate may be at a very early stage.

We aim to make the meeting a productive one and to minimise the workload for SCAR groups in advance of the meeting. With this in mind, we will be seeking your feedback at this year’s meeting on how you would like to see ExCom meetings run in future.
Schedule

Thursday 14 September

18:30 – 19:30 Icebreaker / informal drinks at the hotel, NH Trieste

Friday 15 September

09:00 – 17:00 SCAR Executive Committee Meeting
Area Science Park

19:30 ExCom Dinner
Ristorante PURO - via Torino 21, Trieste

Saturday 16 September

09:00 – 17:00 SCAR Executive Committee Meeting
Area Science Park
## Participants

<table>
<thead>
<tr>
<th>Participant</th>
<th>Responsibility</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yeadong Kim</td>
<td>President</td>
<td><a href="mailto:ydkim@kopri.re.kr">ydkim@kopri.re.kr</a></td>
</tr>
<tr>
<td>Jefferson Simões</td>
<td>Vice-President - Finance</td>
<td><a href="mailto:jefferson.simoes@ufrgs.br">jefferson.simoes@ufrgs.br</a></td>
</tr>
<tr>
<td>Deneb Karentz</td>
<td>Vice-President - Science</td>
<td><a href="mailto:karentzd@usfca.edu">karentzd@usfca.edu</a></td>
</tr>
<tr>
<td>Marcelo Leppe</td>
<td>Vice-President - Administration</td>
<td><a href="mailto:mleppe@inach.cl">mleppe@inach.cl</a></td>
</tr>
<tr>
<td>Burcu Özsoy</td>
<td>Vice-President - CBET</td>
<td><a href="mailto:burcu.ozsoy@tubitak.gov.tr">burcu.ozsoy@tubitak.gov.tr</a></td>
</tr>
<tr>
<td>Jesúś Galindo</td>
<td>Geosciences</td>
<td><a href="mailto:jgalindo@ugr.es">jgalindo@ugr.es</a></td>
</tr>
<tr>
<td>Ian McDonald</td>
<td>Life Sciences</td>
<td><a href="mailto:ian.mcdonald@waikato.ac.nz">ian.mcdonald@waikato.ac.nz</a></td>
</tr>
<tr>
<td>Byron Adams</td>
<td></td>
<td><a href="mailto:byron_adams@byu.edu">byron_adams@byu.edu</a></td>
</tr>
<tr>
<td>Takuji Nakamura</td>
<td>Physical Sciences</td>
<td><a href="mailto:nakamura.takuji@nipr.ac.jp">nakamura.takuji@nipr.ac.jp</a></td>
</tr>
<tr>
<td>Wojciech Miloch</td>
<td>Physical Sciences</td>
<td><a href="mailto:w.j.miloch@fys.uio.no">w.j.miloch@fys.uio.no</a></td>
</tr>
<tr>
<td>Tom Bracegirdle</td>
<td>AntClimNOW</td>
<td><a href="mailto:tjbra@bas.ac.uk">tjbra@bas.ac.uk</a></td>
</tr>
<tr>
<td>Daniela Liggett</td>
<td>Ant-ICON</td>
<td><a href="mailto:daniela.liggett@canterbury.ac.nz">daniela.liggett@canterbury.ac.nz</a></td>
</tr>
<tr>
<td>Tim Naish</td>
<td>INSTANT</td>
<td><a href="mailto:Timothy.Naish@vuw.ac.nz">Timothy.Naish@vuw.ac.nz</a></td>
</tr>
<tr>
<td>Florence Colleoni</td>
<td>INSTANT</td>
<td><a href="mailto:fcolleoni@inogs.it">fcolleoni@inogs.it</a></td>
</tr>
<tr>
<td>Lucilla Alfonsi</td>
<td>AGATA</td>
<td><a href="mailto:lucilla.alfonsi@ingv.it">lucilla.alfonsi@ingv.it</a></td>
</tr>
<tr>
<td>Peder Roberts</td>
<td>SC-HASS</td>
<td><a href="mailto:peder.roberts@abe.kth.se">peder.roberts@abe.kth.se</a></td>
</tr>
<tr>
<td>Frank Nitsche</td>
<td>SC-ADM</td>
<td><a href="mailto:fchtsche@ldeo.columbia.edu">fchtsche@ldeo.columbia.edu</a></td>
</tr>
<tr>
<td>Li Fei</td>
<td>SC-AGI</td>
<td><a href="mailto:fli@whu.edu.cn">fli@whu.edu.cn</a></td>
</tr>
<tr>
<td>Louise Ireland</td>
<td></td>
<td><a href="mailto:louela@bas.ac.uk">louela@bas.ac.uk</a></td>
</tr>
<tr>
<td>Susie Grant</td>
<td>SC-ATS</td>
<td><a href="mailto:suan@bas.ac.uk">suan@bas.ac.uk</a></td>
</tr>
<tr>
<td>Jim Madsen</td>
<td>AAA</td>
<td><a href="mailto:jim.madsen@icecube.wisc.edu">jim.madsen@icecube.wisc.edu</a></td>
</tr>
<tr>
<td>Kenichi Matsuoka</td>
<td>Bedmap3</td>
<td><a href="mailto:Kenichi.Matsuoka@npolar.no">Kenichi.Matsuoka@npolar.no</a></td>
</tr>
<tr>
<td>Adriana Gulisano</td>
<td>EDI</td>
<td><a href="mailto:adrianagulisano@gmail.com">adrianagulisano@gmail.com</a></td>
</tr>
<tr>
<td>Alyce Hancock</td>
<td>SOOS</td>
<td><a href="mailto:hancock@soos.aq">hancock@soos.aq</a></td>
</tr>
<tr>
<td>Chandrika Nath</td>
<td>Secretariat - Executive Director</td>
<td><a href="mailto:chandrika@scar.org">chandrika@scar.org</a></td>
</tr>
<tr>
<td>Eoghan Griffin</td>
<td>Secretariat - Executive Officer</td>
<td><a href="mailto:eoghan@scar.org">eoghan@scar.org</a></td>
</tr>
<tr>
<td>Johanna Grabow</td>
<td>Secretariat - Project Officer</td>
<td><a href="mailto:johanna@scar.org">johanna@scar.org</a></td>
</tr>
<tr>
<td>Hayley Westlake</td>
<td>Secretariat - Admin Officer</td>
<td><a href="mailto:hayley@scar.org">hayley@scar.org</a></td>
</tr>
<tr>
<td>Angharad Downes</td>
<td>Secretariat - Admin Assistant</td>
<td><a href="mailto:angharad@scar.org">angharad@scar.org</a></td>
</tr>
<tr>
<td>Sebin Lee</td>
<td>President’s Assistant</td>
<td><a href="mailto:slee@kopri.re.kr">slee@kopri.re.kr</a></td>
</tr>
</tbody>
</table>

### Connecting to the meeting remotely

**Zoom Link:** https://us06web.zoom.us/j/84017264606

**Meeting ID:** 840 1726 4606
SCAR Executive Committee Meeting 2023
Agenda

Note that timings are approximate and may change as plans for the meeting progress

Day 1 – Friday 15 September

09:00-09:15
1. Opening Business
   1.1 Welcome and goals of the meeting [President]
   1.2 Adoption of Agenda and Schedule

09:15-11:00
2. Science
   2.1 Science Groups [VP Science & Chief Officers]
      Each group in turn to present a report, to include information from Expert and Action Groups, covering:
      a. Major scientific developments / outcomes
      b. Major challenges or concerns
      c. What’s coming up from the groups (including potential PPGs)
      General discussion on:
      d. Assessing sub-group levels of activity and funding
      e. Proposed fellowship programme

11:00-11:15 – refreshment break

11:15-13:00
2.2 Scientific Research Programmes [VP Science & Chief Officers]
   Each programme in turn to present a report covering:
   a. Major scientific developments / outcomes
   b. Major challenges or concerns
   c. What’s coming up (including discussion of mid-term reviews)

   This will be followed by a general discussion on funding of SRPs

13:00-14:00 – lunch

14:00-14:45
2.3 AGATA Programme Planning Group [VP Science & PPG lead]
   a. Synopsis of the science / programme rationale
   b. Opportunities for cross-over
   c. Progress on science implementation plan
   d. Participation / SCAR Members not yet included
   e. Capacity building and outreach plans

---

1 Note that this item refers specifically to the scheme currently under discussion with SG leadership which are intended to provide operational and administrative assistance to the Science Group leaders and help train the next generation of science leaders.
f. Barriers to success?
g. Deadlines

**14:45-15:15**

2.4 **Other science programmes and topics** [VP Science & Group Leaders]
AAA Expert Group and Bedmap3 Action Group in turn to present a brief report covering:
- Major scientific developments / outcomes
- Major challenges or concerns
- What's coming up

3. **Standing Committees**

**15:15-15:45**

3.1 **SC-HASS Progress and Plans** [VP Admin & Chief Officers]
- Major developments / outcomes
- Major challenges or concerns
- What's coming up

**15:45-16:00 – refreshment break**

**16:00-17:00**

4. **SCAR and Policy Advice** [President, Executive Director, Executive Officer & SC-ATS Chief Officer]

4.1 **SC-ATS Progress and Plans**
- Major developments / outcomes
- Major challenges or concerns
- What's coming up

4.2 **Other policy-related activities**
- Update on the Systematic Conservation Planning Project
- Update on the Antarctic Environments Portal
- Update on international policy activities (UNFCCC, COP)
Day 2 – Saturday 16 September

09:00-10:00
3. Standing Committees (continued)
   3.2 SC-ADM Progress and Plans [VP Admin & Chief Officers]
      a. Major developments / outcomes
      b. Major challenges or concerns
      c. What's coming up
      d. Products

   3.3 SC-AGI Progress and Plans [VP Admin & Chief Officers]
      a. Major developments / outcomes
      b. Major challenges or concerns
      c. What's coming up
      d. Products

10:00-10:30
5. Capacity Building Progress [VP CBET]
   5.1 CBET
      a. CBET brief report
      b. Fellowship status and trends
      c. Visiting Scholarship and Medals status and trends

10:30-11:00
5.2 EDI Group [VP CBET and EDI group leader]
   a. Major developments / outcomes
   b. Major challenges or concerns
   c. What's coming up
   d. Strategic priorities (open discussion with ExCom)

11:00-11:15 – refreshment break

11.15-12.00
6. OSC 2024 update [VP Admin, Project Officer and Executive Director]

12:00-12:45
7. Partnerships and co-sponsored activities [President, VP Science, Executive Director and Executive Officer]
   a. SOOS and arrangements for the IPO
   b. UN Decade and Decade Collaborative Centre (DCC)
   c. IPY 2032-33
   d. new partnerships (e.g. RAPAL, AFOPS)

12:45-13:30
8. Cross-Cutting Issues
   a. Communications and website
   b. Feedback on guidance document for SCAR groups
c. Review of processes for maintaining links with partners (e.g. COMNAP, policy bodies)
d. Any other issues?

13:30-14:30 – lunch

Closed session for ExCom only
14:30-17:00, with refreshment break at 15:45-16:00

9. Secretariat [Executive Director]
   a. Progress update – staffing and other administrative matters
   b. Review of Risk Register
   c. Review of Articles (decision making in between Delegates meetings)
   d. Update on sustainability/carbon reduction discussions
   e. Other upcoming developments and/or challenges

10. SCAR Finances [VP Finances and Executive Officer]
    a. Finance brief report
    b. Expenditure on ECRs
    c. Audited statements for 2022
    d. Updated Budget for 2023
    e. Updated Budget for 2024
    f. Draft Budget for 2025
    g. Five-year forecast including investments

11. Any other business / Close of meeting [President]