Activities of the SCAR Secretariat since XXVII SCAR and Plans for 2005 and beyond

1. Distribution of Tasks within the SCAR Secretariat, and the Case for Employing an Executive Officer

The Job Descriptions of the three Secretariat Staff are attached at Annex 1.

With the appointment of the Executive Director in April 2004 (Annex 1, item1), some of the tasks of the Executive Secretary (Annex 1, item 2) have changed. The revised job description for the Executive Secretary’s position is shown in Annex 1, item 3.

The Executive Secretary now assists the Executive Director in the day-to-day operation of the Secretariat including supervision of staff. The Executive Secretary is now responsible for administrative contacts with the SCAR Executive and Delegates and subsidiary bodies and with ICSU, ATS and COMNAP, while the Executive Director is responsible for contacts with those same bodies at a strategic level. In addition, the attendance of the Executive Secretary at meetings is now decided by the Executive Director, not by the President. The remaining Terms of Reference of the Executive Secretary’s position are unchanged.

The revised job descriptions form the basis for the recruitment of the Executive Officer when the Executive Secretary retires at the end of June 2005. The 2000 SCAR Review suggested that the duties and qualifications of the Executive Officer (then called the Programme Officer) should be to assist the Executive Director in implementing the policies established by the SCAR Delegates and Executive Committee. “Duties should include programme coordination, analysis of scientific issues concerning the Antarctic region, proposal preparation, project administration, publications and reports, and organizing meetings and workshops.”

Assuming that the Delegates accept the new major objectives of SCAR (as set out in the Draft Long-Term Strategic Plan), then the Secretariat will take on the extra tasks involved in the additional SCAR objectives, which are:

• to facilitate free and unrestricted access to Antarctic scientific data and information;
• to develop scientific capacity in all SCAR Members, especially with respect to younger scientists, and to promote the incorporation of Antarctic science in education at all levels;
• to communicate scientific information about the results of SCAR’s activities to the public.

The job description of the Executive Officer will therefore have to be modified from the job description of the Executive Secretary, along the lines set out in Annex 1, item 4.

Recruitment for the replacement should begin in January 2005, to allow time for an appropriate person to be found. The Executive Officer should have an advanced degree, preferably in a scientific discipline relevant to research in Antarctica and the Southern Ocean, plus experience or interest in international scientific research and collaboration. He/she should also have excellent communication and organizational skills. The Delegates are asked to approve the job description of the Executive Officer, and the recruitment process and timetable.
2. **Activity Report for the Period from XXVII SCAR (22–26 July 2002) to 1st Quarter of 2004**

- Preparing for publication the reports of the XXVII SCAR Delegates Meeting, the Executive Committee Meeting and the Joint Meeting of the SCAR and COMNAP Executive Committees.
- Preparing papers for and attending XXV ATCM in Warsaw, Poland, September 2002.
- Attended the award ceremony in Oviedo, Spain, October 2002, to receive the Prince of Asturias Prize for International Cooperation 2002.
- Attended a meeting of the International Organizing Committee for XXVIII SCAR in Bremerhaven and visited the Congress Centre in Bremen, February 2003.
- Preparing papers for and attending XXVI ATCM in Madrid, Spain, June 2003.
- Preparing papers for and attending the SCAR Executive Committee Meeting and the Joint Meeting of the SCAR and COMNAP Executive Committees in Brest, France, July 2003.
- Advertising the position of Executive Director of SCAR; collating and distributing applications, organizing the interviews of the candidates by members of the Executive Committee in Cambridge, United Kingdom, August 2003.
- Attended a meeting of the International Organizing Committee for the XXVIII SCAR Meeting in Bremerhaven during January 2004.
- Prepared copy for 7 issues of *SCAR Bulletin*.

3. **Activity Report for 2nd and 3rd Quarters of 2004 to end September 2004**

Quarterly Reports of activities by the Secretariat will be compiled regularly in future, and maintained on the web site.

3.1 **Executive Director (Colin Summerhayes)**

3.1.1 **Forming a new vision for SCAR and Antarctic science**;

- Finalised and distributed first draft of Long-Term Strategic Plan prior to Open Science Meeting; revised draft based on feedback from individuals, for Delegates meeting.
- Led the development of proposals for SCAR's involvement in the IPY.
- Worked to enhance the role of oceanography and the space agencies in SCAR.

3.1.2 **Guiding development and implementation of the SCAR programme through**:

(i) **working with the SCAR bodies to achieve appropriate integration**;

- Attended meetings of the three SSGs in Bremen
- Provided advice on strategy to JCADM
- Provided advice on AGCS Programme Proposal
(ii) **links between SCAR and international research activities;**

- Presented to IOC the case for joint SCAR/SCOR/IOC coordination of Southern Ocean research (IOC Assembly, June 2004)
- Worked closely with SCOR to arrange joint coordination of Southern Ocean research
- Finalised with WCRP a Memorandum of Understanding on SCAR co-sponsorship of CliC, CLIVAR-CliC Southern Ocean Panel, and IPAB.
- Obtained approval from the Integrated Global Observing Strategy Partnership for joint SCAR/WCRP leadership of a Cryosphere Theme, and began developing the Theme document.
- Proposed a model for SCAR involvement in IPY, and Chaired a new SCAR Advisory Committee on the IPY to advise the Executive on IPY involvements.
- Discussed with IOC its involvement in IPY implementation; drafted an IOC Resolution on IPY involvement (which was adopted).

(iii) **links with COMNAP, agencies, and international policy community.**

- Discussed SCAR involvement in ATCM meeting with David Walton;
- Met with Karl Erb on SCAR involvement with COMNAP;
- Held SCAR lunch meeting and SCAR Reception and attended COMNAP lunch during ATCM,

3.1.3 **Raising additional funding:**

- Minimal activity (first need Delegates approval of the SCAR Scientific Research Programme Plans and Strategic Plan), but assisted in approaching Sloan Foundation to support Circum-Antarctic Census of Marine Life

3.1.4 **Improving SCAR’s communications internally and outside.**

- Supervised work on new SCAR web site
- Wrote IPY text for SCAR web site
- Created SCAR PowerPoint template for community to use via web site;
- Made PowerPoint talk for Roland Schlich to deliver on SCAR and IPY at Nice EGU meeting.
- Gave PowerPoint talks on SCAR and IPY to IPY Session of Bremen Open Science Conference (July 2004), to iAnZone (August 2004) to CliC (August 2004) and to SCAR (September 2004).
- Vetted Robin Bell’s ATCM Power-Point slides;
- Gave BBC Radio Cambridge News broadcast on Climate Change
- Wrote Press Release for Bremen Conference
- Arranged Antarctic Science Journal Publication for Bremen Keynotes
- Wrote SCAR Report for SCOR meeting

3.1.5 **Representing SCAR at international meetings.**

- Attended SCAR marine acoustics workshop to contribute to SCAR ATCM Information Paper on Acoustics (12–13 May);
- Attended ATCM (24 May – 4 June)
- Attended IOC Executive Council (23–26 June)
• Attended Antarctic and Southern Ocean Symposium, Southampton (29–30 June)
• Attended iAnZone meeting, UEA (3–5 August)
• Attended UK CliC meeting, Cambridge (6 August 6)
• Attended SCOR marine science coordination meeting, Venice, (23–25 September)
• Attended 27th SCOR General Assembly, Venice (27–30 September)
• Attended IPY 2nd Discussion Forum., Paris (13–14 September)

3.1.6 Managing the SCAR Secretariat efficiently and effectively.
• Set up Executive Director’s Office
• Began regular Secretariat meetings for internal communication

3.1.7 Other
• Wrote report on progress against recommendations of SCAR Review
• Provided some modifications for new Constitution and Rules of Procedure

3.2 Executive Secretary (Peter Clarkson)

3.2.1 Day-to-day operation of the Secretariat
• Contributed to the development of the new SCAR website
• Assisted Executive Director with preparation of various documents

3.2.2 Maintaining contact with the SCAR
• Assisted Chief Officers and XXVIII SCAR Secretariat with preparations for Bremen Meeting
• Located and assisted SCAR Prince of Asturias Fellows with arrangements for Bremen meeting

3.2.3 Maintaining contact with ICSU, COMNAP and other organizations
• Continued investigation and negotiation of SCAR’s legal status. Further discussions with solicitors indicate that it should be possible for SCAR to obtain charitable status that will help considerably with fund-raising
• Finalized agreement with SPRI regarding location of SCAR Secretariat

3.2.4 Arranging meetings, preparation of agendas for and reports of meetings
• Finalized report of SCAR Executive Meeting, Bremerhaven, January 2004
• Finalised preparation and submission of SCAR papers to XXVII ATCM
• Prepared draft agendas, annotated agendas and timetables for SCAR Executive Meeting in Bremen, joint SCAR–COMNAP Executives Meeting in Bremen, XXVIII Delegates Meeting in Bremerhaven
• Prepared preliminary list of papers for
• Finalized papers for loading to website for XXVIII SCAR Delegates Meeting
• Assisted R H Rutford with drafts of the new SCAR Constitution, SCAR Rules of Procedure and Rules of Procedure for SCAR Subsidiary Groups
• At XXVII ATCM discussed with M Yu Moskalevsky the Russian offer to host XXX SCAR in St Petersburg and Moscow
• Compiled and distributed SCAR Observers Report of XXVII ATCM
• Finalized report of SCAR Executive Meeting, Bremen, July 2004
• Finalized report of Joint SCAR–COMNAP Executives Meeting, Bremen, July 2004

3.2.5 Preparing materials for publication
• Prepared SCAR Bulletin No 154 for July 2004

3.2.6 Maintenance of SCAR finances
• Disbursed SCAR funds for budgeted activities
• Arranged with accountants to pay Executive Director’s salary

3.2.7 Preparation of activity reports and financial reports as required.
• Prepared SCAR financial statements for 2003
• Revised SCAR budget for 2004
• Prepared draft budgets for operation of the Secretariat in 2005 and 2006

3.2.8 Representing SCAR at meetings
• Attended the SCAR workshop on Marine Acoustics at British Antarctic Survey, May 2004
• Represented SCAR, with D W H Walton and C P Summerhayes, at XXVII ATCM, Cape Town, May–June 2004

3.3 Administrative Assistant (Mandy Dalton)

3.3.1 Preparing and developing reports of scientific meetings from contributed text.
• Prepared IPY information for web;
• Prepared Bulletins 152, 153, 154 and 155.

3.3.2 Preparing Camera-ready copy of approved texts for desk top publication.
• Resolved problem with production of business cards.
• Prepared Bulletin texts for publication

3.3.3 Updating and developing the SCAR website
• Major work (with technical advice from Martin Lucas-Smith) on restructuring the website
• Up-dated the site with new data as requested (e.g. Expert Group on Seals)
• Prepared Bulletin 155 for the SCAR site (abridged Polar Record version)
• Formatted older Bulletins to .pdf files for web download.
• Formatted Executive Meeting papers to .pdf files for web download.
• Formatted Delegates Meeting papers to .pdf files for web download.
• Put Robin Bell’s presentation to the ATCM (Cape Town) on website under Communications.
• Up-dated the Antarctic links page.
• Liaised with Black Cat regarding SCAR website hosting
3.3.4 Accounts
- Updated the SCAR Secretariat expenditure accounts
- Chased payments notified to SCAR as not received
- Checked payments of SCAR purchases and liaised with SPRI Accounts Clerk

3.3.5 Travel and subsistence claims
- Filed claims
- Scanned and prepared an electronic copy of the expense form

3.3.6 Maintaining database
- Made address and other alterations as received by email and letter, and posted on database and website

3.3.7 Organizing travel
- Arranged Travel insurance policies for PDC and CPS
- Arranged travel for CPS and PDC to ATCM in Cape Town
- Arranged travel for CPS and PDC to SCAR Bremen meeting
- Arranged travel for CPS to Paris
- Arranged travel for CPS to Venice
- Arranged travel for CPS, PDC and AJD to Bremerhaven Meeting

3.3.8 Packing and posting circulars, Bulletins and Reports
- Chased Publisher regarding late delivery to SCAR of Bulletins Distributed Bulletins 152, 153, 154 and 155;

3.3.9 Answering enquiries and general correspondence
- Daily, plus liaison with Maxim Moskalevsky re Russia’s National Contributions
- Acknowledged National Contributions

3.3.10 Ordering and purchase of office supplies
- Liaised with SPRI Finance Officer re SCAR expenditure, and prepared bills for processing.
- Ordered office supplies, including computing equipment and mobile phone contracts,

3.3.11 General office duties
a. Reorganized filing system;
b. Provided admin assistance to CPS and PDC
c. Reception duties for SCAR and SPRI
d. Liaised with computing staff regarding maintenance of SCAR
e. Opened and distributed post
f. Filing
g. Assisted with general enquiries and office management.
h. Provided cover for absent SPRI office staff.
i. Produced monthly reports of my SCAR activities for CPS
j. Initiated post log for incoming SCAR mail  
k. Ensured sufficient funds for SCAR on SPRI franking machine  
l. Liaised with University Computing Technicians regarding space for SCAR file server on University of Cambridge server

3.3.12 Other.
   a. Prepared new designs for the SCAR logo  
b. Prepared proposed design for SCAR T-shirt  
c. Prepared PowerPoint templates for web distribution  
d. Scanned document for various SPRI staff  
e. Attended University First Aid Training Course  
f. Attended the Geography Department Support Staff meeting on behalf of SPRI  
g. Designed new PowerPoint templates for SCAR  
h. Checked online news sites for media information relevant to SCAR  
i. Applied to Apple for a new battery for CPS’s PowerBook

Annex 1

Job Descriptions of the Secretariat Staff

1. Executive Director (defined 2003, modified by the Executive in January 2004)

Under the direction of the SCAR Delegate body and its Executive Committee, the SCAR Executive Director will be responsible for:

1. Playing a leading role in the development of SCAR by:
   1.1 Forming a new vision for SCAR and Antarctic science;  
   1.2 Guiding the development and implementation of the SCAR programme of activities, by:
      (i) working with the SCAR Standing Science Groups, Standing Committees and Scientific Programme Groups to achieve appropriate scientific and organizational integration;  
      (ii) ensuring effective links between SCAR and other relevant international research activities, especially IGBP, WCRP and SCOR; and  
      (iii) maintaining strong links with COMNAP, appropriate governmental organizations, and the international policy community.  
2. Raising additional funding for SCAR’s scientific activities;  
3. Improving SCAR’s communications internally and with the outside world.  
4. Representing SCAR at international meetings.  
5. Managing the SCAR Secretariat efficiently and effectively.
2. **Executive Secretary (defined 1998)**

   The Executive Secretary will report to the SCAR Executive Committee and Delegates and be responsible for, *inter alia*:
   
   1. Day-to-day operation of the Secretariat including supervision of staff.
   2. Maintenance of contact with the SCAR Executive, Delegates, and SCAR subsidiary bodies as well as the National Committees of the member countries.
   3. Maintenance of contact with ICSU and other relevant international organizations, including the Antarctic Treaty System and the Council of Managers of National Antarctic Programmes (COMNAP).
   4. Arrangements for meetings, preparation of agendas and reports of meetings, and circulation of such documents to the appropriate recipients.
   5. Editing and preparing approved and adopted reports of meetings for publication as SCAR Bulletins, SCAR Reports, SCAR Circulars, or in other media.
   6. Maintenance of the bank accounts and financial records of SCAR, with oversight by the SCAR Standing Finance Committee, and disbursement of funds as approved by the Meeting of Delegates or the SCAR Executive Committee.
   7. Preparation of activity reports and financial reports as required.
   8. Representing SCAR at meetings as directed by the President of SCAR.

3. **Executive Secretary (modification as of April 1, 2004 on the appointment of the Executive Director)**

   The Executive Secretary will report to the Executive Director and be responsible for, *inter alia* (significant modifications to the original are given in *bold italic*):
   
   1. **Assisting the Executive Director** in the day-to-day operation of the Secretariat including supervision of staff;
   2. Maintaining *administrative* contact with the SCAR Executive, Delegates, and SCAR subsidiary bodies as well as the National Committees of the member countries.
   3. Maintaining *administrative* contact with ICSU and other relevant international organizations, including the Antarctic Treaty System and the Council of Managers of National Antarctic Programmes (COMNAP).
   4. Making arrangements for meetings, preparation of agendas and reports of meetings, and circulating such documents to the appropriate recipients.
   5. Editing and preparing approved and adopted reports of meetings for publication as *SCAR Bulletins, SCAR Reports, SCAR Circulars*, or in other media.
   6. Maintaining the bank accounts and financial records of SCAR, with oversight by the SCAR Standing Finance Committee, and disbursing funds as approved by the Meeting of Delegates or the SCAR Executive Committee.
   7. Preparing activity reports and financial reports as required.
   8. Representing SCAR at meetings as directed by the *Executive Director*. 
4. **Executive Officer (from mid 2005)**

1. Assisting the Executive Director in the day-to-day operation of the Secretariat including supervision of staff.

2. Maintaining administrative contact with the SCAR Executive, Delegates, and SCAR subsidiary bodies as well as the National Committees of the member countries.

3. Maintaining administrative contact with ICSU and other relevant international organizations, including the Antarctic Treaty System and the Council of Managers of National Antarctic Programmes (COMNAP).

4. Making arrangements for meetings, preparing agendas and reports of meetings, and circulating such documents to the appropriate recipients.

5. Editing and preparing approved and adopted reports of meetings for publication as *SCAR Bulletins, SCAR Reports, SCAR Circulars*, or in other media.

6. Maintaining the bank accounts and financial records of SCAR, with oversight by the SCAR Standing Finance Committee, and disbursement of funds as approved by the Meeting of Delegates or the SCAR Executive Committee.

7. Preparing activity reports and financial reports as required.

8. Assisting the Executive Director in programme coordination, analysis of scientific issues concerning the Antarctic region, and proposal preparation.

9. Assisting the Executive Director to facilitate free and unrestricted access to Antarctic scientific data and information; to develop scientific capacity in all SCAR Members; to promote the incorporation of Antarctic science nationally in education at all levels; and to communicate scientific information to the public.

10. Representing SCAR at meetings as directed by the Executive Director.

11. Performing such other tasks as may be required by the Executive Director.

5. **Administrative Assistant (defined 2001, and modified to accommodate the appointment of the Executive Director in April 2004 and the anticipated employment of an Executive Officer in June 2005 to succeed the Executive Secretary.)**

The Administrative Assistant will assist the Executive Director and the Executive Officer in supporting all aspects of SCAR's international operations ranging from the day-to-day running of SCAR affairs to representing SCAR at international meetings. Duties will include, inter alia: editing reports and desk-top publication; maintaining bank accounts, checking expense claims, purchasing office supplies; communication by post, fax, telephone and e-mail; maintaining the website; sales of publications; taking meeting minutes; maintaining the Secretariat during absences of the Executive Director and the Executive Officer; postal distribution of publications and circulars; and general secretarial duties. There will be some international travel. The Executive Director may also from time to time require the job holder to perform other duties appropriate to the grade of the post. The main tasks are:
1. Preparing and developing reports of scientific meetings from contributed texts. Many of these reports will have been written in English by non-native English speakers and will require extensive editing.

2. Preparing camera-ready copy of approved texts for desk-top publication and liaising with printers, including obtaining quotations. Most publications will be in a standardized format but there will be occasional requirements for the design and layout of publications for commercial purposes.

3. Up-dating and developing the SCAR website.

4. Maintaining records on computer of all financial transactions in the SCAR accounts with the University of Cambridge.

5. Checking travel and subsistence claims from persons in UK and abroad, including currency conversions; then processing claims for authorization. Preparing financial statements for each activity in relation to budget estimates.

6. Invoicing counter and postal sales.

7. Developing and maintaining an address database of SCAR Members and scientists for postal distribution of circulars and journals, and other communications by electronic mail.

8. Minute-taking in conjunction with the Executive Director and the Executive Officer at biennial SCAR meetings (most of which will be abroad).

9. Organizing travel for the Executive Director and the Executive Officer and maintaining the Secretariat during their absences of, typically, 3-4 weeks per year.

10. Packing and posting circulars and SCAR Bulletins and Reports (about 350 x 7 per year).

11. Answering enquiries and general correspondence received by post, fax, telephone and e-mail, and receiving visitors to the Secretariat.

12. Ordering and purchasing office supplies to maintain stationery stocks, including franking machine for mail.

13. Carrying out routine office duties such as filing, photocopying, etc.

14. Assisting Institute staff in the General Office with the approval of the Executive Director when time allows.