

SCAR QUARTERLY REPORT
October - December, 2010

A. Executive Director (Mike Sparrow)

1.1 Implementing the vision for SCAR and Antarctic science;

- Worked with copy editor and person carrying out formatting of SCAR Strategic Plan 2011-2016 to produce final draft for approval by Delegates;
- Worked (with EO, President and A Huiskes) on draft of SCAR Business Case to Members for membership fee increase

1.2 Overseeing the development and implementation of SCAR's activities by:

(i) working with the SCAR bodies to achieve appropriate objectives and goals;

- Ensured SCAR History Review Action Group finalised its work;
- Drafted letters to Freiberg University with regards to problem of SCAGI websites; to SCAGI Latin American members to try to improve participation in SCAGI activities; and to SCAGI members to seek volunteers for new chair of SCAGI;
- Advised SSG-GS on possible appendix to SCAR Code of Conduct on Terrestrial Fieldwork;
- Worked with IASC and SCAR EXCOM on new BiPAG membership and ToRs;
- Worked on producing final draft of Southern Ocean Observing System (SOOS) implementation Plan and on future implementation of the SOOS;
- Worked on ToRs and final membership of SCAR Human Element Review Group;
- Worked with President, A Huiskes and COs of ATHENA EG to ensure group is realistically financed;
- Worked with AA to update SCAR subsidiary group lists;
- With EXCOM to finalise title of OSC 2012;
- Worked on ToRs of new SCAR ACCE Expert Group;
- Advised on new joint HB&M group with COMNAP

(ii) links between SCAR and international research activities;

- Wrote annual SCAR report for IASC Bulletin.
- Worked on IPY 2012 Steering Committee, including producing first list of Sessions with IASC Exec. Secretary; list of Programme Committee members etc.
- Ensures CCAMLR Rep briefed for CCAMLR meeting, including preparation of presentation on ACCE
- Started initial discussions with CCAMLR representatives on new SCAR/CCAMLR Action Group

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

- Worked on defining list of papers for CEP/ATCM;
- Worked with President, CO of SCATS and K Hughes on way forward for EG PAMP;
- Commented on initial draft of invitation letter and list of invitees for Antarctic Conservation in 21st Century Meeting

2. Raising additional funding;

- Worked with President on draft ToRs of SCAR Development Council;
- Commented on draft report to Total Foundation and advised SCAR MarBIN on improving their interactions with the foundation;
- Attended meeting in London on "Raising funds from the Rich"

3. Improving SCAR's communications internally and outside.

- Produced various SCAR News items for website/Facebook and Newsletter

4. Representing SCAR at meetings.

- Final CoML Meeting (London, 5-6th October);
- Meeting with CAML Project Manager (Cambridge, 11th October);
- Meeting to discuss SOOS and IMOS (Southampton, 12th October);
- Meeting with APECS Executive to discuss areas of mutual collaboration (15th November);
- IPY 2012 Steering Committee Conference Call (22 October);
- Raising Funds from the Rich Meeting (London, 7th December);
- Conference call with IASC Secretary (8th December);
- IPY 2012 Conference Call Meeting (15th December);
- ISAES Steering Committee Meeting (Edinburgh, 21st December)

5. Managing the SCAR Secretariat efficiently and effectively.

- Continued training/advice to EO when necessary;
- Managed EO's and AA's time as necessary

6. Other

- Worked on list of Contingency fund reallocations with EO, President and A. Huiskes;
- Reviewed SCAR History publication by C Summerhayes;
- Proof read in detail final two chapters of SCAR History Book;
- Worked with EO on setting up card payment system for SCAR;
- Commented on text to Antarctic Field Guide Book for LA CAML;
- Worked with Secretariat on updating SCAR Xmas card list! (In particular consolidating and reducing number of recipients);

B. Executive Officer (Renuka Badhe)

1. Coordinating SCAR's Capacity Building, Education and Training programme

- Representing SCAR in the IPY legacy of Education, Outreach and Communication lesson learned committee; edited a chapter of resulting publication;
- Submitted project proposal for having a graduate project on Carbon Foot-printing to be hosted at SCAR;
- Submitted successful proposal for D Walton to be Lecturing on SCAR and its activities at the University of Cambridge Conservation Science Masters course;

2. Represent SCAR at meetings as directed by the Executive Director:

- IPY Education, Outreach and Communication lesson learned committee meeting at Bremerhaven, 24th to 26th Oct;
- Meeting with new APECS Executive to discuss areas of mutual collaboration (15th November);
- Meeting the President of the Tinker Foundation, regarding funding the Martha Muse award for the next 3 years, and to discuss funding a Future Directions in Antarctic Science Colloquium (9th Dec, New York);
- Martha T. Muse Award Ceremony (14th Dec, San Francisco);
- Meeting with the current Chair of the Martha Muse Prize selection committee for planning the next round of the award (16th Dec, San Francisco);
- Meeting with the Local Organising Committee Chair for SCAR OSC 2012 (15th Dec, San Francisco);

3. Administering the Martha T Muse Prize for Science and Policy in Antarctica

- Planning and coordinating the Award Ceremony and the Award Dinner with AGU and the Cryosphere group (with additional input from the SCAR President, ED, the Selection Committee Chair as well as the Tinker Foundation);
- Planning for the 2011 selection committee meeting with the Selection Committee chair;

4. Maintain administrative contact with SCAR Members, scientific groups and committees

- Providing all the SCAR scientific groups and committees with Financial summaries;

5. Managing SCAR's bank accounts, financial records, disbursing funds

- Worked with ED, President and Finance VP on draft of SCAR Business Case to Members for membership fee increase
- Meeting with CAML Project Manager (Cambridge, 12th October) to discuss finalising CAML accounts
- Financial reporting for the Tinker Foundation Travel Grants for IPY Oslo
- Financial reporting to the Tinker Foundation for the Martha Muse Prize for 2009 and 2010;
- Processing general SCAR financial claims and payments;
- Providing Memorial University with the final financial report from 2008 to 2010;
- Providing CAML and the Sloan foundation with final financial reports (with Vicki Wadley);
- Worked with ED on setting up payment system for SCAR
- Worked on list of Contingency fund reallocations with ED, President and A. Huiskes;
- Setting up card payment system for SCAR (with ED and AA)

6. Improving SCAR's communications internally and outside.

- Providing news items for the SCAR website and Facebook page;

- Providing day-to-day web-editing support when needed to ED and AA for SCAR website

7. Assisting the Executive Director in the day-to-day operation of the Secretariat

- Assisted with managing AA's time

C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- Formatted and posted SCAR Bulletin 176 (Report of XXXI SCAR Delegates Meeting, BA) on the website;
- Allocated ISBN to OSC Submitted Abstracts (CD-ROM).

2. Updating and maintaining:

a. Address database:

- Updated and added contact details to the database (on-going), and updated the list of Christmas card recipients for 2010.

b. Website:

- Formatted and posted three National Annual Reports received this quarter;
- Updated SSG Officers and Members pages with details of current delegates (ongoing) and changes following XXXI SCAR;
- Created new web page for SCAR History Book chapters, then liaised with SCAR Webmaster to set up password protection for review committee only access; uploaded chapters;
- Added a new page for updated SCAR logos and uploaded new version to the website heading;
- Edited and posted various news items/articles on the News pages, edited and posted events on the Events page, posted President's Notes 31 and 32;
- Added new sections/pages to the website as needed.

c. E-mail circulation lists

- Updated (on-going);

3. Routine office duties: Communicating within SCAR, answering general enquires, correspondence, receiving visitors, posting and packing, ordering and purchasing office supplies (stationary), filing, photocopying, scanning documents etc:

- Amended SCAR letterhead template with new SCAR logo;
- Formatted and sent receipts for National Contributions received for 2010 (6 in all);
- Produced letters using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (about 40);
- Mailed copies of the ACCE Report to additional Polar libraries (31) and space agencies (8) worldwide – all allocated copies have now been distributed;
- Received and responded to requests to purchase copies of the ACCE Report (20-30 requests received this quarter, some for multiple copies);
- Produced invoices and receipts in InDesign for ACCE book purchases and arranged shipment of 100 copies to AWI;
- Processed expense claims for payment by EO (more than 20);
- Responded to (or forwarded, if appropriate) emails sent to 'info@scar' mailbox;
- Distributed Secretariat mail and packed/posted mail (daily);
- Photocopied/Scanned documents (approx 10 items);
- Printed address labels for Christmas cards and organised distribution (about 250 cards);
- Formatted, printed and mailed out Best Oral and Best Poster Presentation certificates for the XXXI SCAR OSC (approx 60).

4. Organising travel for the SCAR Secretariat staff and/or Chief Officers and maintaining the Secretariat during the Executive Director and Executive Officer absence:

- Arranged flights and accommodation for Ad Huiskes, VP Finance, visiting Cambridge, December 2010. Subsequently cancelled flights and accommodation.

5. Assisting Institute staff in the General Office:

- Transferred calls, dealt with queries, 'signed-in' visitors at Reception, received and recorded parcel deliveries, franked mail, tested fire alarms (weekly), provided general help and support.

6. Preparing camera-ready copy of approved texts for desk-top publication and liaising with printing companies, including obtaining quotations:

- Using InDesign, formatted new SCAR business cards for VPs Sergio Marensi and Yeadong Kim, and SCAR-MarBIN business cards for Bruno Danis and Claude de Broyer; liaised with the printers; packaged and mailed finished cards.
- Liaised with printers to order the reprint of the ACCE Report (220 copies ordered).

7. Other duties appropriate to the grade of the post:

- No activity this quarter.