



SCAR QUARTERLY REPORT

Oct-Dec 2012



A. Executive Director (Mike Sparrow)

1.1 Implementing the vision for SCAR and Antarctic science;

- Worked with EO and Past President on Horizon Scanning planning

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

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

- Member of Steering Committee for SCAR Biology Symposium in 2013. Provided feedback as appropriate;
- Worked on update to ACCE report, now submitted to Polar Record for publication;
- Liaised with LOC on arrangements for EXCOM meeting in Barcelona;
- Updated SCAR Combined Actions list

(ii) links between SCAR and international research activities;

- Worked with Canadian Delegate, IASC and WCRP on website for International Polar Initiative;
- Commented on WCRP Polar Predictions initiative and encouraged relevant SCAR groups to do the same;
- Discussed with CliC and IASC directors revision of MoU between the three organisations;
- Discussed with APECS and IASC revision of the APECS MoU

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

- Discussed possible areas of cooperation with new GEO Cold Regions initiative;
- Held discussions with WMO Polar Space Task group on synergies and requirements with SOOS;
- Participated in UNEP workshop on Ecosystem Assessments;
- Worked on plan to hold a joint AG meeting on SCAR/ CCAMLR interactions during Treaty Meeting;
- Held various meetings to discuss areas of mutual cooperation with ICSU, COMNAP and IAATO;
- Worked with IAATO on climate change presentation

2. Raising additional funding;

- Worked with SCAR Project Officer to submit grant proposal to ICSU (30,000 Euros) on "Communicating Polar Climate Change Science", submitted by SCAR, IASC and APECS
- Submitted joint proposal with SCOR and IMBER to ICSU (30,000 Euros) on "Identifying Ecosystem Essential Ocean Variables for measuring changes in marine ecosystems"
- Worked with Project Officer on proposal to Norwegian Government on "Antarctic Climate Change and engagement with the UNFCCC" (\$8,000) as discussed at the last Treaty meeting in Hobart

3. Improving SCAR's communications internally and outside.

- Drafted "Notes for Parties wishing to tender" for SCAR Website; drafted webmap for new website and draft formats for new pages;
- Produced various SCAR News items, editorials etc. for website/Facebook, Twitter and SCAR Newsletter;
- Prepared SCAR annual Report for IASC;
- Wrote articles for EBA Newsletter

4. Representing SCAR at meetings.

- Anta'BIF review (in own time) (Brussels; 10-12th October);
- Meeting with new ICSU Executive Director (Paris, 16th October);

- Meeting with COMNAP Executive Secretary (Cambridge, 18th October);
- Meeting with IAATO Operations Director (Cambridge, 30th October);
- UNEP Ecosystems meeting (Cambridge, 13th December);
- SCAR Horizon Scan planning meeting (Cambridge, 19-21st December);
- Various Skype meetings with e.g. IASC Executive Secretary, CliC Executive Director

5. Managing the SCAR Secretariat efficiently and effectively.

- Assisted and advised EO on finance and other matters as appropriate;
- Monthly staff meetings; weekly meetings with EO;
- Managed EO, AA and Project Officer's time as required;

6. Other

- Negotiated with a particular SCAR member country with regards to arrears payments;
- Commented on chapter for IASC anniversary book;
- Providing mentoring for early career scientists and APECS members as requested;

B. Executive Officer (Renuka Badhe)

1.1 Managing SCAR Finances

- Dealing with end-of-the-year claims, questions, etc from SCAR community (**Major activity**);
- Disbursing funds, paying invoices as they arise (**Major activity**);
- Updating of online accounts for individual SSG/SRP/subsidiary groups; providing quarterly financial summaries to SCAR groups;
- Reminding groups to use up funds, providing them with their financial outlines at request;
- Meeting, and following up, with Financial advisors for investing SCAR funds

1.2 Preparing yearly budgets, statements and other overarching financial documents

- Preparing financial documents as required by all SCAR Grantees – (Complete accounts prepared in this period for the Martha Muse (2012), Total-SCARMarBIN, and GBIF amongst others) further details in 2.0;
- Preparing for end of the year accounts

1.3 Liaising with SCAR accountants and auditors

- Finalising schedule for the 2013 accounting and audits procedure

2. Managing external projects and grants (in particular the Martha T Muse Prize)

HORIZON SCANNING:

- Worked with Past President on Horizon Scanning planning;
- Ensured wide participation both via online form (>50 responses), and via skype/telephone for the meeting (>25 requests);
- Managed virtual member participation in meeting (more than 25 people participated, from a variety of time zones, using a variety of methods);

MARTHA MUSE PRIZE (Major activity)

- Web-editor for the Martha Muse Prize website;
- Main contact for Martha Muse Prize on all press releases, and any other aspects; providing feedback to potential nominators, as requested;

TOTAL FOUNDATION AND SCARMarBIN:

- Providing accounts on request of SCARMarBIN and Total grant managers;
- Paying the SCARMarBIN minigrants as they are allocated; payment of other expense claims raised on the SCARMarBIN/Total account;

Climate Communications project:

- Managing accounts for Climate Communications project;

GBIF Grant:

- Providing accounts on request of GBIF grant manager;
- Finalised accounts for project; processed payments as required;

ICSU grant for ISMASS:

- Managing ISMASS grant monies from ICSU;
- Managing travel grants for the ISMASS workshop with AA;

SCARMarBIN workshop (Nov-Dec):

- Managing travel grants for the Atlas workshop (approximately 12 payments), with AA

3.1 Coordinating SCAR's Capacity Building, Education and Training activities including running existing SCAR schemes such as the SCAR Fellowships and Medals, and planning and implementing new schemes as necessary:

Visiting Professor Programme:

- Finalised Visiting Professor Programme and implementation strategy (with Intern) and presenting to the Delegates;
- Designed online forms for use for the Visiting Professor programme

3.2 Liaising with both internal (e.g. CBET committee) and external (e.g. APECS) groups and organisations:

- Gave lecture, and participated in a panel discussion at APECS Benelux symposium

3.3 Communications, including news articles, updates, etc., as appropriate:

- Worked with webmaster, ED and consultant, AA and PO, towards new SCAR website;
- Provided news articles for the SCAR website, posts on SCAR Facebook page, LinkedIn, Twitter, and other social media as appropriate;
- Maintain SCAR news list server as required, providing online support for new News groups;

4. Working with SCAR bodies to achieve appropriate objectives and goals, including arranging meetings, preparing meeting reports and working with the Executive Director on the SCAR OSC, Delegates' and other meetings

SCAR OSC 2012:

- Meeting with webmaster and PO to determine nature and timing of work required to implement improvements to the abstract system. Timetable for testing changes established;
- Worked towards finalising all payments due from SCAR to LOC;
- Answering queries regarding Conference

5. Coordinating activities with other organisations in both the science and policy arenas – such as the ATCM, CCAMLR, COMNAP and other ICSU bodies

(Work with other organisations has been dealt within the topics above)

- Provided feedback to ED and PO for grant proposal to ICSU (30,000 Euros) on "Communicating Polar Climate Change Science", submitted by SCAR, IASC and APECS;
- Provided feedback to PO on proposal to Norwegian Government on "Antarctic Climate Change and engagement with the UNFCCC" (\$8,000);
- Advised CCAMLR PR manager on Social media policy development;

6. Representing SCAR at meetings

- APECS Workshop; Ghent, Belgium (11-12 Oct);
- Meeting with PO and SPRI webmaster for feedback on abstract submission procedure (17 Oct 2012);
- Meeting with COMNAP Executive Secretary (Cambridge, 18 October);
- SC-CAMLR and CCAMLR meetings, Hobart, Australia (22 Oct – 1 Nov)
- SOOS workshop, Hobart (25th Oct)
- Meeting with CCAMLR PR manager to advice on setting up social media policy Hobart (26 Oct);
- Meeting with AAD Chief Scientist, Hobart (1 Nov);
- Meeting with SCAR officers based at AAD (Multiple - Dana B, Jeff A, etc) (1st and 5th Nov);
- Meeting with SOOS Secretariat (with SSG-LS chief, CCAMLR rep) (5th Nov);
- Meeting with PEI rep, skype (Sandra Vanhoove), (4 Dec);
- Meeting with Tinker Foundation Chair, skype (7 Dec);
- SCAR Horizon Scan planning meeting (Cambridge, 19-21 December);

7. Other duties as required

- Assist in managing PO's time;
- Assist with managing AA's time;
- Manage the time and activities of 1 intern;

8. Other

- Online seminar "How Nonprofits Can Successfully Use Google+ and Host Google+ Hangouts" (2 Oct);
- Providing mentoring for early career scientists and APECS members as requested;
- Gave 3 lectures (via skype) to the Institute of Science, Nagpur, Dec 12 (on own time)
- Editing / Commenting on external projects on Antarctic Exploration and research (on own time);
- Advisor to the Scientista Foundation, USA (on own time)

C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- Finalised SCAR Newsletter Issue 30 and posted on the website; formatted SCAR Newsletter Issue 31 and posted on the website.

2. Updating and maintaining:

a. Address database:

- Updated and added contact details to the database (on-going).

b. Website:

- Updated SCAR organisation chart and associated acronym lists with details of new structure following XXXII SCAR;
- Updated SSG pages with details of new subsidiary groups and removed all finished and disbanded groups to an archive page;
- Formatted and posted National Annual Reports for 2011-12 season (5 received this quarter);
- Updated SSG Officers and Members pages with details of current delegates (ongoing);
- Edited and posted various news items/articles on the News pages, edited and posted events on the Events page, posted President's Note 1 (series II);
- 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 (stationery), filing, photocopying, scanning documents etc.:

- Formatted and sent reminder invoices for National Contributions owing (10 in all);
- Formatted and sent receipts for National Contributions received (3 this quarter);
- Produced letters using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (8 this quarter);
- Formatted and printed Certificates of Attendance (where requested) and Best Poster Awards from the XXXII SCAR OSC (22 certificates in all);
- Updated list of SCAR Subsidiary Group contacts following SSG business meetings;
- Packaged and mailed copies of publications purchased via the website or BookNet (2 copies of ACCE Report; 6 copies of Science in the Snow);
- Sent reminder to National Committees to send outstanding National Annual Reports for 2011-12 season;
- Processed expense claims for payment by EO (17 this quarter);
- Updated SCAR Christmas card list, printed address labels for envelopes and organised distribution (about 260 cards);
- Responded to (or forwarded, if appropriate) emails sent to 'info@scar' mailbox;
- Distributed Secretariat mail and packed/posted and franked mail (daily);

- Photocopied/Scanned documents.

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

- Booked flights for Chris Elfring to attend Horizon Scan Planning Meeting, Cambridge;
- Booked flight and hotel for ED going to Potsdam in March;

5. Assisting Institute staff in the General Office:

- Transferred calls, dealt with queries, 'signed-in' visitors at Reception, distributed incoming mail, received parcel deliveries, franked outgoing 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, registering ISBNs:

- Identified suitable images, liaised with photographers for permission and with the printers for producing new SCAR Christmas cards.

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

- Booked hotel rooms for attendees of the Horizon Scan Planning Meeting and liaised with local restaurants and attendees to make bookings for dinner;
- Prepared 'meeting logistics' document for Horizon Scan Planning meeting containing maps, travel information, hotel and meeting venue details;
- Sourced food and prepared lunches for Horizon Scan Planning Meeting;
- Obtained comparison quotes for SCAR office contents insurance;
- Removed absorbent paper from files affected by the August flood and, where files were still wet, replaced with dry sheets.

D. Project Officer (Eoghan Griffin) – 40% time (funded by external funds)

1. Assist in preparation for SCAR's next Open Science Conference, including being responsible for the new abstract submission system

- Finalised feedback on organisation of OSC sessions based on experience of OSC 2012
- Finalised feedback on managing room booking requests for satellite group meetings to inform planning for similar at OSC 2014
- Held further meetings with responsible webmaster to determine nature and timing of work required to implement improvements to the abstract system. Timetable for testing changes established.

2. To work on improving SCAR's communication with the general public, media and educators, in particular with respect to SCAR's climate change work

- Prepared materials for delivery of next steps identified in "Communicating the Science of Climate Change" Treaty Paper to ATCM XXXV in Hobart, June 2012.
- Drafted ICSU grant application based on Polar Climate Change Communications and consulted with co-applicant and partner organisations.
- Finalised and submitted ICSU grant application based on feedback both internally and from partners.
- Drafted proposal to Norwegian government for funding to develop engagement with UNFCCC.