



# SCAR QUARTERLY REPORT

Oct.- Dec 2013



## A. Executive Director (Mike Sparrow)

### 1.1 Implementing the vision for SCAR and Antarctic science;

- Member of International Steering Committee for ISAES 2015 (advised LOC as appropriate and took part in Skype meeting);
- With SCAR President wrote letter to several potential new SCAR Members (eight in total);
- Participated in International Steering Committee for SCAR Science Horizon Scanning as appropriate; spent time learning Qualtrics for Retreat; participated in Skype meeting;
- Set out procedure with VP K Lochte for update of CBET plan;
- Discussed procedure with SCAR President for review of SCAR Structure

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

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

- Drafted review procedure for external review of SRPs (AAA in 2014);
- Working with SCAR VP YD Kim initiated procedure and questionnaire to review SCAR co-sponsored groups;
- SCAR OSC and Delegates' 2014: Worked with LOC on abstract submission and registration procedures; worked with session chairs; worked with A Cooper and VP K Lochte on Innovations award for communications; (**major activity**)
- Held meeting with CO of Ocean Acidification AG to plan final report;
- Worked with those responsible for SCAR Products in order to increase SCAR visibility;
- Progressed update of new SCAR website with SCAR AA, including attending training course and working on solution to archiving issues;
- Worked with SCAR Development Council on outcomes of last meeting (including identifying main Actions and finalising meeting report);
- Updated SCAR Combined Actions list and sent follow up emails to lead individuals

#### (ii) links between SCAR and international research activities;

- Participated in AFOPS meeting in Malaysia;
- Discussed issues with OSC 2016 organisers and toured venue;
- Contributed to SOKI (Southern Ocean Wiki) initiative;
- Provided advise to SOOS EO with SOOS partners;
- Arranged for CO of AntClim21 to be SCAR representative to CliC Steering Meeting in Feb 2014;
- Liaised with IPI concept steering committee;
- Worked with SCAR EXCOM and IASC Secretariat on MoUs coming up for renewal (specifically that with IPA)

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

- Worked with COMNAP on arrangements for joint EXCOM in 2014;
- Worked with SCAR PO on Climate Communications initiative and SCAR participation in COP 19;
- Worked with SCATS on papers for Treaty 2014; Worked with SC-ATS and EXCOM to finalise topic and speaker for 2014 SCAR Science Lecture to the Treaty; With SCATS and EXCOM identified new member for SCATS;
- Initiated work on ICG on climate change for Antarctic Treaty

## 2. Raising additional funding;

- Worked with Development Council Chair and President on Development Council Meeting and report;
- Worked on draft finance policy with Secretariat;

- Received 40,000 Euros for Prince Albert II biodiversity prize

### **3. Improving SCAR's communications internally and outside.**

- Produced various SCAR News items, editorials etc. for website, Facebook, LinkedIn and Twitter;
- With AA worked on new SCAR Newsletter, including drafting articles

### **4. Representing SCAR at meetings.**

- Attended Malaysian MISA 6 to give keynote talk; participated in workshop on Governance issues; participated in AFOPS meeting; discussed issues with LOC and toured venue for SCAR 2016 OSC (4-15<sup>th</sup> October; Penang and KL, Malaysia);
- Gave keynote and participated in discussions at Antarctic Finnish Seminar (21-24<sup>th</sup> October; Helsinki, Finland);
- ICED Meeting (16<sup>th</sup> and 18<sup>th</sup> November; Cambridge UK)

### **5. Managing the SCAR Secretariat efficiently and effectively.**

- Managed EO, AA and Project Officer's time as required;
- Monthly staff meetings

### **6. Other (including additional meetings attended)**

- Poles Apart meeting (29<sup>th</sup> October; London, UK);
- Website training (6<sup>th</sup> November; Cambridge, UK);
- Meeting with representatives from IPF (28<sup>th</sup> November; Cambridge, UK);
- Finalised production of WOCE Atlas Series; co-authored EOS publication;
- Interview with MSc student looking at science/policy interface in polar regions;
- Provided update report to SCOR on relevant SCAR activities;
- Steering Committee meeting for ISAES 2015 (17<sup>th</sup> December, Skype)
- Skype Meeting on Horizon Scanning activity (19<sup>th</sup> December; Skype)

## **B. Executive Officer (Renuka Badhe)**

### **1.1 Managing SCAR Finances**

- Worked on online Finance claim form, and draft finance policy with Secretariat;
- Updated Muse Prize finances to review with Chair, Tinker Foundation;
- Worked with PO on finance related matters as they arise;

### **1.2 Preparing yearly budgets, statements and other overarching financial documents**

- Prepared financial documents as required for all SCAR grants (Muse prize, monthly updates for Horizon Scan for this quarter);

## **2. Managing external projects and grants (in particular the Martha T Muse Prize), including preparation of financial reports**

### **1<sup>ST</sup> SCAR ANTARCTIC AND SOUTHERN OCEAN HORIZON SCAN (Major task):**

- Member of International Steering Committee for SCAR Science Horizon Scanning; provided email reminders, social media updates etc. ensuring very high profile for this event;
- Set up Technical requirements for Retreat data management with intern;
- Worked with Past President and AA to create and manage data from online forms for submission of requirements as specified by Past President;
- Main point of contact (with Past President) for matters relating to Horizon Scan;
- Trained with Qualtrics, and other online software as specified by Past President;
- Updated demographics websites, displayed on the website;
- Worked with Past President and interns to "horizon scan" type of documents available (ongoing);
- Worked with Retreat resort and provided information as requested by Past President;

## **MARTHA MUSE PRIZE:**

### **General tasks:**

- Main contact for Martha Muse Prize on all press releases, and any other aspects; providing feedback to potential nominators, web-editor for the Martha Muse Prize website;
- Wide advertisement and news release for the 2013 winner of the Muse prize, and prize ceremony;
- With Chair, Selection Committee, discussions about future Chair, and other members of Selection Committee; external review process for the Muse Prize;

### **2013 Prize Ceremony:**

- Finalised arrangements for several components of a Prize ceremony Prize ceremony at the Fall AGU meeting with the Cryosphere group – actual ceremony, Winner Commemoration Lunch, travel, etc. (*major activity*);

## **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 Program:**

- Review Committee marks collated, presented to EXCOM for approval (*Major activity*);
- Professorship winners announced widely, provided information as needed including letters confirming grants, etc.);
- Widely advertised the winners of the newly instituted SCAR Visiting professor program;

### **SCAR Medals:**

- Initiated launch of SCAR medals

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

- Started, with Vice President CBET and ED, review of CBET committee (ongoing);

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

- Developed news listing for new SCAR groups as requested;
- Trained new SRP leaders on working with news lists and on shared admin responsibilities as requested;
- Trained AA on creating newlists and maintaining them;
- Worked with ED, 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;

## **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 2014 and Business Meetings:**

- Coordinated SCAR Business and side meetings as requested;
- Provided feedback on registration system, and other issues as requested;

## **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)

- Worked with ICSU communications team to highlight SCAR and its activities as needed (e.g. Horizon Scan, Muse Prize);

## **6. Representing SCAR at meetings.**

- Muse Prize award and associated meetings (8<sup>th</sup> – 12<sup>th</sup> Dec, AGU, San Francisco);

## **7. Other duties as required**

- Managed the time and activities of 2 intern with Past President for Horizon Scan activities (Dr C Havermans, and J Walsh);

#### **8. Other (including additional meetings attended)**

- Horizon Scan technical planning meetings (15<sup>th</sup> Oct and 19<sup>th</sup> Dec; Cambridge, UK);
- Meeting with representatives from IPF (28<sup>th</sup> November; Cambridge, UK);
- Website training (19<sup>th</sup> December; Cambridge, UK);
- Various Skype meetings, including with Chair of the Muse Prize selection Committee, Chair of the Tinker Foundation, ICSU communications team member, etc.;

### **C. Administrative Assistant (Rosemary Nash)**

#### **1. Preparing and editing reports from contributed texts:**

- Finalised formatting of SCAR Newsletter Issue 34 and posted it on the website;
- SCAR Newsletter Issue 35 compiled, formatted and posted on the website.

#### **2. Updating and maintaining:**

##### **a. Address database:**

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

##### **b. Website:**

- Formatted and posted National Annual Reports for 2011-12 (2 reports received) and 2012-13 seasons (7 received this quarter);
- Updated the Horizon Scan section with news updates, changes to Retreat Attendee list, an upgraded Sponsors page and a new section for the Retreat Question database.
- Updated SSG Officers and Members pages with details of current delegates (ongoing);
- Tested the new SCAR website, adding trial sections, new pages and content; identified problems and liaised with the web developers to fix problems and provide additional training;
- Edited and posted various news items/articles on the News pages, edited and posted events on the Events page;
- Added new sections/pages to the website as needed.

##### **c. E-mail circulation lists**

- Set up separate mailing lists for National Committees and Delegates on the SCAR Listserver.

#### **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 (7 in all);
- Formatted and sent receipts for National Contributions and other payments received (3 for 2013 and 1 for 2012);
- Produced letters and invoices using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (14 this quarter);
- Sent reminder to National Committees for 2012-13 season reports;
- Packaged and mailed copies of publications purchased via the website or BookNet (1 copy of the ACCE Report);
- Updated SCAR Christmas card list, printed address labels for envelopes and organised distribution (about 290 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 (approximately 6 this quarter).

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

- Liaised with Diversity Travel to book flights for Horizon Scan Retreat attendees (8 booked this quarter);
- Arranged flights for ED to Helsinki.

**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:**

- No activity this quarter.

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

- Continued to liaise with Ernex for production of the SCAR/Muse Prize scarf.

**D. SCAR Project Officer (Eoghan Griffin) – 60% time (funded by external funds)**

**1.1 Managing SCAR Finances**

- Disbursing funds, paying invoices as they arise (Major activity);
- Maintaining detailed, up to date and accurate internal financial records;
- Working with all groups to make sure that they utilise their funding for 2013;
- Providing financial summaries to SCAR groups;

**1.2 Generating financial reports for 2013**

- Finalising reports on 2013 accounts and balances for end of year statements and for use in for preparation of Audit, Charity Commission and Companies House returns

**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**

- Drafted and submitted successful application to Norwegian MFA for support of activities at UNFCCC Cop 19 meeting in Warsaw, November 2013;
- Liaised with ICCI on coordinated activities at UNFCCC Cop 19 meeting in Warsaw, November 2013;
- Identified speakers representing SCAR SRPs as participants in Antarctic session on "Day of the Cryosphere" at COP19 in Warsaw;
- Participated in Press Briefing and Side Event at COP19 and provided outreach materials for display in second week of COP19 at ICCI exhibit booth;
- Moderated Antarctic Session of "Day of the Cryosphere" event;
- Prepared SCAR Newsletter Focus feature on SCAR UNFCCC Engagement.