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 (4-15th October; Penang and KL, Malaysia);
• Gave keynote and participated in discussions at Antarctic Finnish Seminar (21-24th October; Helsinki, Finland);
• ICED Meeting (16th and 18th 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 (29th October; London, UK);
• Website training (6th November; Cambridge, UK);
• Meeting with representatives from IPF (28th 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 (17th December, Skype)
• Skype Meeting on Horizon Scanning activity (19th 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

1ST 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 (8th – 12th Dec, AGU, San Francisco);

7. Other duties as required
Managed the time and activities of 2 interns with Past President for Horizon Scan activities (Dr C Havermans, and J Walsh);

8. Other (including additional meetings attended)
   - Horizon Scan technical planning meetings (15th Oct and 19th Dec; Cambridge, UK);
   - Meeting with representatives from IPF (28th November; Cambridge, UK);
   - Website training (19th 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 (ongoing).
   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 enquiries, 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.