



SCAR QUARTERLY REPORT

Oct.-Dec. 2014



A. Executive Director (Mike Sparrow)

1.1 Implementing the vision for SCAR and Antarctic science;

- Worked with SCAR President and others on e.g. plans for the SCAR Strategic Plan 2017+ and a review of the structure of SCAR;
- Worked with Norwegian reps and COMNAP on arrangements for SCAR EXCOM 2015

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 timeline for SCAR OSC 2016 Meetings; invited chairs of ISOC of OSC;
- Worked with LOC of SCAR 2018, including with IASC;
- Finalised SCAR Delegates' Meeting Report (**major activity**);
- Worked with CO of SCATS and EXCOM on new membership of SCATS;
- Integrated Quantarctica into the system as a new SCAR product

(ii) links between SCAR and international research activities;

- Worked with ICSU on arrangements for 2015 ICSU review of SCAR;
- Ensured SCAR representation at CliC SSC

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

- Worked with S Chown, CO of SCATS and Monaco reps on conservation workshop to be held in 2015;
- Worked with Steering Committee of Environments Portal project;
- Worked with COMNAP Secretariat on arrangements for joint EXCOM 2015

2. Raising additional funding;

- Produced new version of SCAR Brochure;
- Worked with CO of Development Council on Actions to take Development Council forward

3. Improving SCAR's communications internally and outside.

- Produced various SCAR News items, editorials etc. for website, Facebook, LinkedIn and Twitter;
- Arranged for publication of new version of SCAR brochure;

4. Representing SCAR at meetings.

- Horizon Scan Royal Society Meeting (27th October; London, UK)

5. Managing the SCAR Secretariat efficiently and effectively.

- Hired new Executive Officer, including drafting job advert, organising selection of candidates for interview, setting up interview questions and organising final selection (**major activity**);
- Monthly staff meetings

6. Other (including additional meetings attended)

- Met with Jane Frances and new directors at BAS for discussions on SCAR (8th October; Cambridge, UK);
- Reviewed Proposal for BELSPO (Belgium);
- Reviewed Proposal for NZARI (New Zealand);
- Co-authored article on IPPI for IASC Newsletter

B. Executive Officer (Renuka Badhe – outgoing – and Eoghan Griffin - incoming)

Note that for much of this period Renuka was using up her unused leave and training the new EO, Eoghan.

Training of new EO and handover of responsibilities: This was done over Oct – Dec quarter, and included handing over of all responsibilities, help with planning the next year's activities, including a detailed GANTT chart. Also included activities for both the 2015 cycle of the Muse Prize as well as the external review for the Muse Prize project.

1 Managing SCAR Finances

1.1 Managing SCAR Finances

- Disbursing funds, paying invoices as they arise (**Major activity**);
- Maintaining detailed, up to date and accurate internal financial records;
- Provided third quarter 2014 financial summaries to SCAR groups;
- Dealt with claims and invoices generated from OSC, Business and Delegates meetings in August/September 2014.
- Liaised with Chief Officers to ensure maximum usage of 2014 budgets.

1.2 Setup Amazon selling account for SCAR MarBIN Biogeographic Atlas

- Provided required information and set verification in process for account
- Liaised with BAS on transfer of stock to Amazon Fulfillment centre

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

MARTHA MUSE PRIZE:

1. Training and handover to new EO on Muse Prize and all related activities
2. Setting up external review committee
3. Setting up ToRs for committee
4. Arranging travel and meeting logistics for review committee (ongoing)

HORIZON SCAN:

1. Managing finances, and assisting past president as needed

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:

- Finalised marking, agreed results with CBET Chair
- Notified winners, paid awards, advertised results

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

- Provided feedback on SCAR report from the Delegates meeting

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

- 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

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)

6. Representing SCAR at meetings

- One Skype and one telephone meeting held with Tinker Foundation;

7. Other duties as required

- Managing PO's time;
- Assist with managing AA's time;

C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- Formatted SCAR Bulletins 188 (SCAR Annual Report 2013-14), 189 (Report of the SCAR Delegation to XXXVII ATCM and CEP XVII in Brasilia, Brazil, 28 April – 7 May 2014) and 190 (Report of the XXXIII SCAR Delegates' Meeting, Auckland, New Zealand, 1-3 September 2014) and posted them on the website;
- Finalised Newsletter 36 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 (9 this quarter);
- Set up page for Fellowship Reports, chased former fellows for their reports and posted all reports from the old website;
- Posted details of EO vacancy on the website;
- Amended and added sections for new groups following from changes agreed at XXXIII SCAR meetings;
- Updated SCAR organisation chart and associated acronym lists with details of new structure following XXXIII SCAR;
- Created page for background documents for next Strategic Plan;
- 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 calendar;
- Ongoing work on the new website: created new sections and pages, tested functionality, created dummy menu items to control URL names, formatted and uploaded images, added COs as website editors, liaised with web developers to fix minor issues.

c. E-mail circulation lists

- Combined the three separate mailing lists for Delegates (Permanent, Alternate and Associate) into a single list.

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 (11 in all);
- Formatted and sent receipts for National Contributions received (3 for 2014);
- Produced letters and invoices using InDesign SCAR letterhead template and emailed / posted several items of correspondence (5 this quarter);
- Updated SCAR Christmas card list, printed address labels for envelopes and organized distribution (about 280 cards);
- Received and acknowledged applications for EO position and uploaded applications to Dropbox;
- Updated list of SCAR Subsidiary Group contacts following SSG business meetings;
- Responded to (or forwarded, if appropriate) emails sent to 'info@scar' mailbox;

- Distributed Secretariat mail and packed/posted and franked mail (daily);
- Photocopied/scanned various 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:

- Arranged accommodation for SCAR President and lunch for interview panel for EO interviews.

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;
- Ordered a new print run of the SCAR Brochure, updated with latest number of member countries;
- Updated Martha Muse Prize advert with 2015 details, contacted science journals (*Antarctic Science*, *Nature and Science*) to obtain quotes for advertising.

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

- No activity this quarter.