

**SCAR QUARTERLY REPORT**  
**April 1- June 30, 2010**

**A. Executive Director (Mike Sparrow)**

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

- With SCAR President drafted the SCAR Strategic plan 2011-2016;
- Took part in ICSU visioning workshop (Paris, June 22);

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

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

- Set up and ran SCAR Medals committee, including finalising winners;
- Assisted EO with 2010 Martha T. Muse Prize
- Worked on agendas for SSG business meetings along with COs;
- Worked on talk on Programme Planning Groups for Tuscany biology workshop with EO;
- Worked with hosts of 2012 meeting with regards to advance planning (e.g. with regards to possible arts programme; discussing timelines);
- Worked with chair of Ocean Expert Group and others on SOOS related matters, including abstracts for various future meetings; interactions with the Sentinel Programme; the SOOS Secretariat; timeline for producing final plan;
- Chased up papers for Delegates meeting;
- Started work with EO on moving some of future meeting management to the Secretariat (set up draft system for receiving abstract submissions)

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

- Continued planning for XXXI SCAR: Drafted Programme; worked with chairs of SOC on conveners/sessions; worked with LOC on various issues; sent out updates on progress;
- Continued preparations for SCAR Delegates meeting: Revised agendas and timelines; wrote and included papers on e.g. COMNAP interactions, ATCM; revised and posted other papers;
- Drafted first version of 2011 budget;
- Sent letter to German Delegates re possible discontinuation of IBCSO;
- Sent letter to GCMD with regards to moving forward with the SCAR DIMS

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

- Worked with COMNAP on outcomes from joint AG meetings;
- Produce SCAR lecture abstract and other items for ATS secretariat;
- Worked with chair of SCATS and President on plan for Conservation in 21<sup>st</sup> century meeting

**2. Raising additional funding;**

- Worked with IASC and APECS with regards to ICSU 30,000 Euro grant "lessons from IPY Education and Outreach" including drafting summaries for ICSU; working on job advert etc.;
- With O. Orheim successfully obtained Tinker Grant of \$30,000 for Latin American Scientists to attend IPY Oslo meeting

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

- Wrote article on SCAR for SOLAS (Surface Ocean Lower Atmosphere Study);
- Worked on flyer advertising ACCE book;
- Worked on brochure on climate change with IATTO;
- Gave talk at UK SCAR meeting at the Royal Society (London, 20<sup>th</sup> April)

**4. Representing SCAR at meetings.**

- Norway Antarctic Treaty Meeting of Experts (Svolvaer, Norway, 5-10 April);
- Meeting with SCAGI representatives at SPRI (Cambridge, 16 April);
- See 3 above: UK SCAR Meeting (London, 20<sup>th</sup> April);
- Met with Uruguayan Ambassador to discuss SCAR and Treaty System (London, April 28<sup>th</sup>);
- CEP and Antarctic Treaty meetings, including giving a talk on the ACCE (Punta del Este, Uruguay, 1-16<sup>th</sup> May);
- Meeting at BAS to discuss progress with SOOS (Cambridge, May 26<sup>th</sup>);
- Oslo IPY meeting (Oslo, 7-12 June), including a variety of side-meetings e.g.
  - i. joint EXCOM meeting with IASC;

- ii. meetings with ICSU Executive director;
- iii. meetings with SCAR 2012 organising committee for IPY 2012 meeting in Montreal
- iv. APECS “speed-dating” workshop
- v. IPY legacy meeting
- CLIVAR/CliC/SCAR Southern Ocean Panel meeting (Southampton, 15-16 June);
- see 1.1 above: ICSU visioning workshop. During this meeting also held informal meetings with representatives from DIVERSITAS and IUBS on how we might improve interactions with SCAR (Paris, June 22);

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

- Renegotiated Aide Memoire to host SCAR Secretariat at SPRI;
- Training of new SCAR EO, particularly with regards to SCAR finances

#### **6. Other**

- Reviewed IPY book chapter;
- Worked on way forward to finalise WOCE atlases

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

#### **1. Coordinating SCAR’s Capacity Building, Education and Training programme**

- SCAR representative in the Biology Program Planning workshop for new PPGs;
- Tinker Foundation Travel grants for Oslo (30+ received; 100% offered partial grants) - advertising, receiving and processing applications, selection of a reviewing committee;
- OSC Travel Grants (300+ received; 30% offered partial grants) - advertising, receiving and processing applications, selection of a reviewing committee;
- SCAR Fellowship scheme – advertising, receiving and processing applications, selection of a review committee;
- Co-ordinating with APECS for holding an early career workshop at the SCAR OSC

##### **Oslo Science Conference activities:**

- Participated in the joint EXCOM meeting with IASC;
- Participated in the IPY legacy meeting – Capacity building session;
- “What is SCAR” lecture at main APECS workshop;
- Invited as Panel member in 2 Break-out workshops on alternative careers for polar scientists;
- Mentoring in Polar speed dating;
- Designing process for Tinker Foundation Travel Grants (including gathering together a selection committee, receiving and processing all applications);
- Providing email support to applicants during both the process of application as well as the process of re-imburement of grants.

##### **XXXI SCAR and Open Science Conference activities:**

- Co-ordinating SCAR business meetings at the OSC;
- Receiving and acknowledging applications (300+), answering general queries about both the travel grants, as well as the conference itself;
- Putting all these applications into a workable database (with hired help);
- 3 committees for selection of the three streams of applicants (GS, PS and LS);
- Providing email support to applicants of both the process of application as well as the process of re-imburement;
- Finalising grant amounts, and then disbursing the grants

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

- Polar Science, Policy and Media workshop held in Lisbon (April 14 – 16<sup>th</sup>);
- ATCM – CEP, Punta del Este, Uruguay (3 – 10 May);
- Biology Program Planning workshop, Tuscany (22 – 25<sup>th</sup> May);
- APECS workshop at IPY Oslo (5 - 8 June);
- IPY Oslo Science Conference, Oslo (8 – 12 June)

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

- Organisation of the selection committee meeting for the 2010-11 prize in Cambridge on the 19<sup>th</sup> of July;
- Helped ED with the administration of the 2009-10 prize

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

- Presented at Biology Program Planning workshop, Tuscany (22 – 25<sup>th</sup> May);
- Worked on finalising ISMASS report

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

- Processing financial claims (100+) not including the various travel grants;
- Providing CAML and the Memorial foundation with end-of-year financial report

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

- Providing news items for the SCAR website and Facebook page;
- Setting up of List servers for SCAR;
- Providing day-to-day web-editing support when needed to ED and AA for SCAR website

### **9. Assisting the Executive Director in the day-to-day operation of the Secretariat**

- Assisted with managing AA's time;
- Managed hired help with OSC grants and finalising ISMASS report

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

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

- Formatted and posted SCAR Bulletin 175 (Report from the SCAR Delegation to XXXIII ATCM, Punta del Este) on the website;
- Formatted GeoReach newsletter for GeoSciences SSG.

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

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

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

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

- Formatted and posted working papers and information papers on the website for XXXI SCAR Delegates Meeting (32 in all);
- Formatted and posted agendas and other papers for SSG Meetings on the relevant SSG web pages;
- Formatted and posted SCAR Circular Letter 786 on the Strategic Plan;
- Reorganised password-protected area on SCAR website for Martha Muse prize nominees and uploaded nomination documents (15 nominations received, 69 documents uploaded);
- Formatted and posted National Annual Reports received (9 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 Notes 21-24;
- 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:**

- Formatted and sent receipts for National Contributions received for 2010 (18 in all);
- Produced letters using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (about 15);
- Received and acknowledged applications for SCAR Fellowships (16 in all);
- Sent final reminder for outstanding National Annual Reports for 2008-09 season and requested reports for 2009-10 season;

- Mailed copies of the ACCE Report to UN agencies, COMNAP representatives and SCAR groups worldwide;
- Using ATS document template, formatted papers for ATCM and CEP meetings and submitted them to the Treaty Secretariat;
- Arranged for engraving of SCAR medals for presentation at XXXI SCAR Delegates Meeting;
- Processed expense claims for payment by EO;
- Responded to (or forwarded, if appropriate) emails sent to 'info@scar' mailbox;
- Distributed Secretariat mail and packed/posted 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:**

- Liaised with travel agents to obtain quotes for flights and hotels for various meetings;
- Booked hotel rooms for Secretariat for XXXI SCAR in Buenos Aires and other meetings.

**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);

**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 Secretariat and EXCOM; liaised with the printers.

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

- No activity this quarter.