



SCAR QUARTERLY REPORT

April - June 2011



A. Executive Director (Mike Sparrow)

1.1 Implementing the vision for SCAR and Antarctic science;

- With SCAR President redrafted new guides for Programme Planning Groups (submitted as paper to EXCOM);
- Provided input to (and attended) the SCAR Antarctic Conservation in the 21st Century workshop

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

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

- Worked with chairs of SCAR Open Science Conference and ISOC to move ahead with planning. Provided timeline for activities, drafted list of sessions, consolidated input from ISOC etc.;
- Drafted several papers for the EXCOM Meeting in July: (<http://www.scar.org/members/scarmeetingreports/edinburgh11/>) i.e. agendas, timetable, cross-linkages report, SCAR Secretariat report, Social Sciences and Humanities, Annual Report, SOOS plan, report on Partnerships, ToRs for SCAR officers, SCAR Membership etc.
- Finalised Southern Ocean Observing System (SOOS) plan with co-editors;
- Participated in ISAES steering committee meetings;

(ii) links between SCAR and international research activities;

- Submitted abstract on SOOS and cross WCRP-SCAR activities to WCRP Open Science Conference (Denver, October 2011);
- International reviewer of UPSE (Ecuadorian) polar publication;
- Participated in several IPY 2012 Steering Committee meetings (conference calls)

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

- Prepared ATCM/CEP papers on the Southern Ocean Observing System and the SCAR Annual Report; coordinated and finalised other SCAR papers (see <http://www.scar.org/treaty/atcmxxxiv/>)
- Accepted membership of International Review Committee on Yeosu Declaration. Provided input via email (SCAR VP Y-D Kim attended meeting);
- Held meeting with CCAMLR representatives during the CEP meeting to discuss the way ahead with regards to an improved SCAR-CCAMLR strategic partnership;
- Continued to discuss joint activities with COMNAP Executive Secretary

2. Raising additional funding;

- Contacted or discussed with representatives of several countries possibilities with regards to joining SCAR (Czech republic, Venezuela, Columbia, Austria and Belarus);
- \$10,000 from Norway, £5,000 from UK and \$1,000 to facilitate communications about SCAR's work on climate change. These funds can be used for helping upgrade the SCAR website;
- NZ\$10,000 from NZ for SC-ATS for next workshop on Conservation in the 21st Century;
- Chased up (with EO) members that are in arrears with membership payments

3. Improving SCAR's communications internally and outside.

- Produced various SCAR News items for website/Facebook and Newsletter;
- Negotiated with ATCM Parties with regards to the offer of \$10,000 from Norway, £5,000 from UK and \$1,000 from ASOC to work on communications plan for climate change

4. Representing SCAR at meetings.

- Portuguese Polar Meeting (Coimbra, Portugal; 9-12th April 2011);
- SCAR Cross Linkages workshop (Ottawa, Canada; 4-6th May 2011);

- IPY 2012 conference call (10th May 2011);
- BiPAG II Meeting with IASC (Cambridge, UK; 16-17th May 2011);
- SCAR Conservation in the 21st Century Workshop (Kruger, South Africa; 30th May – 3rd June);
- IPY Montreal Steering Committee Meeting (Conference call; 8th June 2011);
- CEP and ATCM Meetings (Buenos Aires, Argentina; 18th June – 3rd July, 2011)

5. Managing the SCAR Secretariat efficiently and effectively.

- Assisted EO with finance matters as appropriate, in particular with reallocation of contingency funds and finance papers for EXCOM;
- Managed AA's time as needed;
- Drafted suggestions for EXCOM in order to improve efficiency of Secretariat

6. Other

- Commented on ASOC and COMNAP papers to the Treaty;
- Worked on completion of WOCE Atlases

B. Executive Officer (Renuka Badhe)

1. Coordinating SCAR's Capacity Building, Education and Training programme

- Representing SCAR in the IPY legacy of Education, Outreach and Communication lessons learned committee; commenting on and editing material as appropriate;
- Set-up Selection Committee for the joint SCAR- COMNAP Fellowship programme;
- Drafted CBET and Communications papers for EXCOM;
- Contact for all enquiries related to the SCAR CBET activities (with AA);
- In process of setting up online Abstract submission process for the SCAR OSC;
- Gave feedback as required on the OSC 2012 process

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

- Meeting with the accountants and Auditors for external audits (Teleconference, several; April-May Cambridge, UK);
- Selection Committee Meeting, Martha Muse Prize 2011 (1 – 2 June; Seoul, South Korea);
- Meeting with COMNAP Executive Secretary for launch of joint Fellowships (video-conference, 14th June);
- Teleconference IPY legacy of Education, Outreach and Communication lessons learned committee for preparation of final report (several April – June)

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

- Provided the Tinker Foundation with a full account (2008-date) for the Prize;
- Negotiated for a substantial raise in the Martha Muse Prize budget – this has been agreed by the Chair of the Foundation, however needs further approval from the Board;
- Received nominations for the 2011 Prize and answered all queries regarding nominations;
- Advertised the Prize on several online media and list-servers;
- Finalised meeting arrangements and held meeting at KOPRI for the 2011 Selection Committee meeting;
- Preparing the press release for the 2011 Prize winner;
- Planning for the 2011 Prize distribution Ceremony and related activities;

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

- Provided organisational support for the SCAR "BiPAG II" Meeting, looking at bipolar interactions; Drafted meeting report, submitted as EXCOM paper;
- Edited and provided further information to ED for Secretariat Report

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

- Drafted 2010 statement for EXCOM;
- Drafted revised budgets for 2011, 2012, and draft budget for 2013 for EXCOM;
- Finalised the 2010 accounts with the SCAR accountant for presentation to external auditors;

- Solved queries regarding the 2010 SCAR accounts;
- Provided the Tinker Foundation with a full running account (2008-date) for the Prize;
- Edited the 2010 Charity Commission report and prepared other paperwork required for the 2010 SCAR external audit;
- Assisted external auditors for 2010 audit;
- Processing general SCAR financial claims and payments;
- Chasing up non-payment by Chile (with ED)

6. Improving SCAR's communications internally and outside.

- Uploaded EXCOM papers and edited SCAR website as necessary
- Providing news items for the SCAR website and Facebook page;
- Advertising SCAR products (Fellowships, Martha Muse Prize) on external websites, and list-servers;
- Main contact for Martha Muse Prize on all press releases;
- Providing day-to-day web-editing support when needed for SCAR website;
- Provide support statement for "Polar DNA Bank" project (with ED)

7. Assisting the Executive Director in the day-to-day operation of the Secretariat

- Assisted with managing AA's time

D. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- Formatted and posted SCAR Bulletin 177 (SCAR Annual Report 2010) and Bulletin 178 (4th SCAR Cross Linkages Meeting, May 2011) on the website.

2. Updating and maintaining:

a. Address database:

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

b. Website:

- Created a new section on website for July EXCOM Meeting in Edinburgh, formatted and posted working papers and information papers (25 in all);
- Created new page for ATCM/CEP papers, downloaded the formatted papers from Treaty website and posted them (15 documents);
- Reorganised password-protected area on SCAR website for Martha Muse prize nominees and uploaded nomination documents (17 nominations received, 108 documents uploaded);
- Formatted and posted National Annual Reports received (6 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 37 and 38;
- 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 2011 (13 in all);
- Produced letters using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (about 5);
- Created spreadsheet for SCAR Fellowship applications, received emails and saved documents to folder, acknowledged applications and chased up missing documents (37 applications in all, 183 documents in total);
- Sent final reminder for outstanding National Annual Reports for 2009-10 season and requested reports for 2010-11 season;

- Parcelled and sent 66 copies of Strategic Plan to the Treaty Secretariat by courier, for distributing to delegations at Treaty meeting;
- Using ATS document template, formatted papers for ATCM and CEP meetings and submitted them to the Treaty Secretariat (9 documents);
- 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 to various meetings;
- Booked hotel rooms for SCAR Delegation to ATCM;
- Liaised with Edinburgh University to book accommodation for EXCOM and COs Meetings in July;
- Liaised with attendees, booked hotel rooms and arranged dinner for BipAG II meeting in Cambridge, May 2011.

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:

- Liaised with journal *Nature* for advertising Martha Muse prize in print and online;
- Formatted and sent out the new format SCAR Newsletter.

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

- No activity this quarter.