



SCAR QUARTERLY REPORT

April-June 2012



A. Executive Director (Mike Sparrow)

1.1 Implementing the vision for SCAR and Antarctic science;

- Ensured next generation of proposed SRPs were externally reviewed and that proponents knew requirements to respond to such reviews etc.;
- Revised and updated Combined Actions list

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 overview and detailed programme for SCAR Open Science Conference before handing over to Project Officer to update;
- Worked with Open Science Conference (OSC) Local Organising Committee (LOC) with regards to room allocations, circulars etc.;
- Worked with EO and LOC on OSC registration issues;
- Worked with OSC symposia chairs;
- Drafted papers for Delegates' meeting (20 papers, including Agenda, timetable etc.);
- Finalised SCAR Medal and Honorary awards;
- Worked with WCRP/CiC and IASC on ISMASS workshop on 14th of July;
- Worked with SSG chairs on SSG plenary and other agendas for Business Meetings

(ii) links between SCAR and international research activities;

- Served on Steering Committee for a Concept Note on an International Polar Initiative, including drafting of note and serving on panel discussions at IPY conference;
- Attended BiPAG II meeting to consider bipolar science connections with IASC;
- Served as Steering Committee member of IPY 2012 Conference in Montreal

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

- Drafted papers for Committee on Environmental Protection and Antarctic Treaty, including the SCAR Annual Report, the Southern Ocean Observing System (with SOOS EO), SCAR Products, Communicating the Science of Climate Change (with SCAR Project Officer) and Antarctic Climate Change and the Environment (with CO of ACCE group) and chased up papers due from others;
- Meeting with CCAMLR representatives during CEP to discuss formation of a joint AG to discuss SCAR/CCAMLR interactions;
- Drafted SCAR annual report for COMNAP AGM

2. Raising additional funding;

- Meeting with rep from Antarctic New Zealand and SOOS EO to negotiate additional funding for SOOS Office in Hobart;
- Contacted additional countries who had expressed an interest in SCAR Membership e.g. Iran, Turkey;

3. Improving SCAR's communications internally and outside.

- Worked with secretariat and consultant on website redesign;
- Produced various SCAR News items, editorials etc. for website/Facebook, Twitter and SCAR Newsletter;
- Co-authored article on SOOS (EOS) and Conservation Challenges (Science);
- Negotiated publication of ACCE updates in Polar Record;
- Various presentations given at IPY Montreal Conference (SOOS, next generation of SCAR Research Programmes, panel discussions etc.);

4. Representing SCAR at meetings.

- SCAR Finance Meeting with EO and VP for Finance, Cambridge UK (5-6th April 2012);
- IPY Montreal Meeting, Montreal Canada (included various panel discussions, meetings with other organisations such as IPA, WMO and IASC) (21-28th April 2012);
- Bipolar Action Group Meeting (13-15th May 2012);
- Committee for Environmental Protection and Treaty Meetings (also included side meeting with CCAMLR, AntNZ and others) (7-22nd June 2012);
- Various conference calls with regards to IPY conference, liaising with IASC Executive Secretary and LOC of OSC

5. Managing the SCAR Secretariat efficiently and effectively.

- Assisted and advised EO on finance and other matters as appropriate;
- Monthly staff meetings; weekly meetings with EO;
- Managed EO, AA and Project Officer's time as required

6. Other

- UK Jury Service 21-25th May

B. Executive Officer (Renuka Badhe)

(Please note that EO was on emergency leave for a month of this reporting period)

1.1 Managing SCAR Finances

- Disbursing funds, paying invoices as they arise (Major activity);
- Updating of online accounts for individual SSG/SRP/subsidiary groups; providing quarterly financial summaries to SCAR groups;

1.2 Preparing yearly budgets, statements and other overarching financial documents

- Preparing overarching financial documents for SCAR meetings;
- Preparing financial documents as required by all SCAR Grantees – (Yearly accounts prepared in this period for the Martha Muse, Total-SCARMarBIN, amongst others) further details in 2.0;

1.3 Liaising with SCAR accountants and auditors

- Finalisation of "Management accounts" (to be submitted to UK Companies House);
- Providing all documents, answering all queries that arise from the accountants regarding Management accounts;
- Meeting with external auditors of SCAR finances and assisting them during the audits

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

MARTHA MUSE PRIZE:

- Main contact for Martha Muse Prize on all press releases, and any other aspects; providing feedback to potential nominators, as requested;
- Organising meeting venue, travel, etc, for the 2012 Selection;
- Organising and holding the Selection Committee meeting at Montreal;
- Web-editor for the Martha Muse Prize website;

TOTAL FOUNDATION AND SCARMarBIN:

- Paying the SCARMarBIN minigrants as they are allocated; payment of other expense claims raised on the SCARMarBIN/Total account;

GBIF Grant:

- Managed account for project; processed payments as required;
- Worked with GBIF project manager for payment processing of grant due to change of personnel in GBIF;

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:

SCAR Fellowships:

- Administer the 2012 Fellowship program with COMNAP (with AA);
- Provided feedback to COMNAP on their Fellowships;
- Point of contact (with AA) for Fellowship scheme;

SCAR Medals:

- Advertised the SCAR medals on online media, including on the ICSU website;
- Point of contact for the Selection Committee for the 2012 Medals, collated results and finalised the Medal winners (with ED);

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

- With ED, worked with APECS for provision of virtual poster sessions related to the SCAR OSC;
- Working with APECS for Early career workshop at SCAR OSC;
- Co-convening session at APECS workshop at IPY Montreal;
- Formalising the SCAR Visiting Professorship with the help of SCAR intern;

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

- Compiled an initial Draft of SCAR social media policy with SCAR social media intern;
- Worked with ICSU for provision of "super-user" status on their website, which includes ability to post news articles, events, etc. directly on the ICSU website;
- Worked with ED and consultant, 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;
- 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

SCAR OSC 2012:

- With Project Officer (PO), maintenance of live abstract submission process, answer questions, provide feedback as necessary as PO works part time;
- With PO, completed process of abstract submissions, author database, email database, etc;
- With PO, planning of longer term improvements to abstract system to be implemented before OSC 2014
- Feedback provided to PO as needed for abstract submission process, and setup of SCAR Subsidiary business meetings;
- Worked with PO, and LOC with regards to room allocations for Subsidiary Business meetings;
- Providing feedback on registration, circulars, CBET and other matters to LOC and the Scientific Committee as required;
- Working with IGSoc to ensure smooth progression of registration, mainly for the provision of free Student registrations (with PO), and other Conference participants (on-going);
- Answering queries regarding Conference abstract submission, funding, etc;
- Advertising and generating interest in the OSC as required on various media (News lists/servers, Facebook, etc);

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

- SCAR Finance Meeting with EO and VP for Finance, Cambridge UK (5-6th April 2012);
- Meeting with SPRI accountant and auditors, Several, Cambridge, April;
- APECS Workshop; 21st and 22nd April, Montreal;
- IPY Montreal, and several side meetings with representatives from PRB, IASC, CCAMLR, APECS, and with the VP Finance; Montreal, April 2012;
- 2012 Selection Committee meeting for Martha Muse Prize, Montreal, May 2012 ;
- Skype and telephone meetings held with Tinker Foundation and Martha T Muse Committee; with LOC representatives;

7. Other duties as required

- Assist in managing PO's time;
- Assist with managing AA's time;
- Manage the time and activities of 2 interns;

Leave:

- 3rd, 4th and 9th of May
- 23rd May to 27nd June (worked part time from 11 – 25th June)

C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- Formatted and posted SCAR Bulletin 181 (SCAR Annual Report 2011) on the website;
- Finalised SCAR Newsletter Issue 28 and posted on the website, formatted SCAR Newsletter Issue 29.

2. Updating and maintaining:

a. Address database:

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

b. Website:

- Formatted and posted SCAR Circular Letters 790 (Application for SCAR Membership from Venezuela) and 791 (Hosting the 2016 SCAR Open Science Conference, Delegates and Business Meetings);
- Created section for XXXII SCAR Meeting papers and reports, and formatted and uploaded available working and information papers;
- Formatted and posted agendas and other papers for SSG Business Meetings on the relevant SSG pages;
- Created page for SCAR papers to XXXV ATCM, downloaded papers from ATS website and posted on the SCAR page;
- Reorganised password-protected area on SCAR website for Martha Muse prize nominees and uploaded nomination documents (13 nominations received, 87 documents uploaded);
- Updated SCAR Organisation chart with final PPGs proposed;
- Formatted and posted National Annual Reports for 2011-12 season (7 received this quarter);
- Added details of SCAR Medal winners to the Awards page and posted their citations;
- Updated National and SSG 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 Note 47;
- 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 2012 (13 received this quarter), plus 3 partial receipts for previous years;
- Produced letters using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (about 25);
- Received and acknowledged applications for SCAR Fellowships, created spreadsheet of applicants, saved all documents to folder and chased up missing documents (17 applications in all, 80 documents in total);
- Received and acknowledged SCAR Medal nominations, created web page and uploaded documents (7 nominations, 29 documents);
- Using ATS document template, formatted papers for ATCM and CEP meetings and submitted them to the Treaty Secretariat (3 working papers, 6 information papers, plus 1 background paper);
- Contacted National Committees and Unions for names of attendees of SCAR Delegates' Meeting and SSG Business Meetings;
- Packaged and mailed copies of publications purchased via the website (4 copies of Science in the Snow);
- Processed expense claims for payment by EO (14 in all);
- 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:

- Booked hotel accommodation for Secretariat (XXXII SCAR conference and meetings).

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:

- Liaised with the Birmingham Mint for engraving of SCAR Medals for presentation at XXXII SCAR;
- Created banner for XXXII SCAR OSC for display on ICSU website;
- Placed order with Penrose for SCAR sew-on badges;
- Placed repeat order with Ernex for SCAR lapel pins.

D. Project Officer (Eoghan Griffin) – 40% time (half funded by external funds)

1. Assist in preparation for SCAR's next Open Science Conference, including being responsible for the new abstract submission system

- Prepared reports to convenors of each session for abstract review process
- Replied to author and convenor queries throughout abstract review process
- Maintained database of submissions, adjusting for changes and withdrawals
- Prepared reports to convenors for allocations of oral and poster presentations
- Coordinated feedback from convenors on session organisation
- Produced OSC programme overviews and updated detailed programme for general dissemination.
- Helped generate mailing list of all OSC authors and used list to advertise a broad range of OSC related information updates
- Managed and replied to misdirected general enquiries for OSC on registration, accommodation and funding.

- Planning longer term improvements to abstract system to be implemented before OSC 2014
- Managed room booking requests for satellite group meetings before OSC
- Coordinated with LOC on resource and timing of satellite group meetings before OSC

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

- Produced draft communications plan, modified to fit feedback and delivered as "Communicating the Science of Climate Change" Treaty Paper to ATCM XXXV in Hobart, June 2012.
- Produced advertising materials to highlight ACCE report and upcoming updates at IPY Montreal meeting, April 2012.
- Poster on communicating Antarctic climate change science delivered for presentation at IPY Montreal meeting, April 2012.