



SCAR QUARTERLY REPORT

April-June 2013



A. Executive Director (Mike Sparrow)

1.1 Implementing the vision for SCAR and Antarctic science;

- Member of International Steering Committee for SCAR Science Horizon Scanning; submitted questions to database; provided email reminders, social media updates etc.; liaised with Past President and EO with regards to horizon scan process;
- Reminded new SRPs on requirements for next stage in process i.e. steering committee and Implementation Plan for EXCOM meeting

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

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

- SCAR EXCOM Meeting: Drafted following EXCOM papers: SC-ATS, Secretariat Report, update on the IPI, update on the SOOS, report on partnerships, the SCAR website, Other Communications Activities, Membership; posted and often made changes to submitted papers from groups, followed up requests for missing papers; (*major activity*);
- SCAR OSC and Delegates' 2014: Formed International Scientific Steering Committee (ISOC); drafted first letter from chairs; asked for input on mini-symposia and other matters from ISOC; drafted overview programme for OSC; coordinated activities and planning with chairs of ISOC, President and LOC (*major activity*);
- Drafted COs/cross linkages meeting agenda;
- Worked with SCAGI co-chairs on meeting being held in July;
- Liaised with website designers on next generation SCAR website;
- Worked with CO of SCAR and President with regards to new membership and leadership of SC-ATS;
- Provided feedback as member of steering committee of SCAR Biology symposium;
- Worked with EO and EXCOM on redistribution of SCAR Contingency funds;
- Updated SCAR Combined Actions list

(ii) links between SCAR and international research activities;

- Agreed to give keynote at MISA6 in Malaysia in October; drafted title, abstract etc.;
- Contributed to SOKI (Sothern Ocean Wiki) initiative, commented on initial set-up etc.;
- Contributed to SOOS activities, including commenting on new membership, agenda for meeting etc.

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

- ATCM/CEP: Head of Delegation at CEP and Antarctic Treaty Meeting in May; drafted report; took part in several side meetings with partners; drafted papers (SCAR annual report, ACCE update; SOOS report with SOOS EO, ocean acidification) and commented on others; presented papers during meeting as required (*major activity*);
- Drafted agenda and co-chaired Joint Action Group meeting with CCAMLR to discuss a more strategic partnership;
- Gave keynote on Antarctica and Global climate at side event at UNFCCC meeting in Bonn in June;
- Prepared annual report to COMNAP for COMNAP AGM in Korea;
- Liaised with COMNAP Secretary and CO of SC-ATS with regards to joint conservation workshop;
- Liaised with COMNAP Secretary and SOOS EO with regards to COMNAP sponsored SOOS workshop

2. Raising additional funding;

- Worked with past-president and EO with regards to successful proposals to Tinker foundation for Horizon Scan (\$200k awarded) and management of the Martha T Muse Prize;

- Worked with Project officer and EO on successful proposal to Norwegian Government on “Antarctic Climate Change and engagement with the UNFCCC” (\$8,000)

3. Improving SCAR’s communications internally and outside.

- Produced various SCAR News items, editorials etc. for website, Facebook, LinkedIn and Twitter;
- With AA produced new SCAR Newsletter (including drafting editorial and Focus on...article on IBCSO and BEDMAP 2);
- Worked on items for ‘News from the Secretariat’;
- Presentation to UNFCCC on Antarctica and global climate, which was made publicly available

4. Representing SCAR at meetings.

- IASC Council Meeting and joint EXCOM (15-18th April; Krakow, Poland);
- CEP/ATCM Meetings (20-28th May; Brussels, Belgium);
- CCAMLR AG Meeting (25th May; Brussels, Belgium);
- UNFCCC Meeting (12th June, Bonn, Germany)

5. Managing the SCAR Secretariat efficiently and effectively.

- Carried out yearly staff appraisal for EO; prepared own appraisal for EXCOM;
- 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 (including additional meetings attended)

- Holocene climate meeting (5th April, London, UK);
- Meeting held with Redwire representative to discuss new SCAR webpages (8th May, Cambridge, UK);
- Attended APECS, BELSPO Polar Science Day whilst in Belgium for Treaty (26th May, Brussels, Belgium);
- Meeting with KOPRI representatives at SCAR Secretariat (13th June, Cambridge, UK);
- Various Skype meetings with e.g. President of Tinker Foundation, IASC Executive Secretary, CliC ED

B. Executive Officer (Renuka Badhe)

1.1 Managing SCAR Finances

- Disbursing funds, paying invoices as they arise (*major activity*);
- Providing financial summaries to SCAR groups;
- Preparing 2012 Statement of SCAR finances (*major activity*);
- Worked on redistribution of Contingency funds with ED and EXCOM;
- Communicated to the various groups their allocations from contingency funds applications;

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 – (Complete accounts prepared in this period for all external projects, which were submitted SCAR accountants) further details in 2.0;

1.3 Liaising with SCAR accountants and auditors

- Prepared reports and financial documents for Annual Returns from Companies House (*major activity*);
- Prepared reports and financial documents for Annual Accounts to be submitted to Companies House (*major activity*) (ongoing until 10th Jul);
- With external auditor, prepared documents, reports, etc. for external audits;

- Several meetings with accountants, auditors, etc. to finalise above points;

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

RAISING ADDITIONAL FUNDING / NEW GRANT APPLICATIONS / NEW COLLABORATIONS:

- Following successful renewal of the Martha T Muse Prize grant for 5 years, for a total of US\$ 1,064,000, working towards finalising grant paperwork (ongoing in July);
- Worked with past-president and ED with regards to successful proposals to Tinker foundation for Horizon Scan (US \$200,000 awarded);
- Worked with Project officer and ED on successful grant from the Norwegian Government on “Antarctic Climate Change and engagement with the UNFCCC” (US \$8,000)

1ST SCAR ANTARCTIC AND SOUTHERN OCEAN HORIZON SCAN:

- Member of International Steering Committee for SCAR Science Horizon Scanning; submitted questions to database; provided email reminders, social media updates etc.;
- Worked with Past President and AA to create online forms for submission of Scientific questions;
- Created databases of submitted questions, and made these available online;
- Created live demographics, initially displayed on the website; worked with interns to make this data available after last date of questions collection;
- Worked with Past President and interns to make country national plans, and any other “horizon scan” like documents available;

MARTHA MUSE PRIZE:

General tasks:

- Web-editor for the Martha Muse Prize website;
- Main contact for Martha Muse Prize on all press releases, and any other aspects; providing feedback to potential nominators, as requested;
- Internal review for Muse Prize collated results, created reports;

Nomination Process:

- Opening of the Nominations for 2013, answered queries regarding nominations, and first point of contact for any other queries (*Major activity*);
- Advertising the Prize as a banner on the ICSU website, and on other online media and list-servers;
- Negotiated for free online listing in their list of Grants/Prizes in both *Science* and *Nature*;
- Negotiated venue use with INACH for the 2013 Selection Committee meeting;

Selection Committee Meeting (June):

- Organising travel for the 2013 Selection Committee meeting;
- Finalised agenda, and hosted Skype meeting for Muse Prize Selection Committee members with Chair, Selection Committee;
- Set-up and managed Selection Committee meeting in INACH (*major activity*);
- Co-ordinating news release with the 2013 winner of the Muse prize (ongoing)

TOTAL FOUNDATION AND SCARMarBIN:

- Providing accounts on request of SCARMarBIN and Total grant managers;
- Addition of the COSMOS grant (US \$79,000) to this account; finalising reporting requirements, etc. with the manager of this grant;
- Paying the SCARMarBIN minigrants as they are allocated; payment of other expense claims raised on the SCARMarBIN/Total account;

Climate Communications project:

- Working with PO on Climate Communications activities;
- Managing accounts for Climate Communications project;

GBIF Grant:

- Providing accounts on request of GBIF grant manager;

- Managed account for project; processed payments as required;
- Finalising and wrapping up of GBIF grant (ongoing till July)

ICSU grant for ISMASS:

- Collected report requirements from CO ISMASS, collated and submitted final report (including detailed finance report) to ICSU;
- Managed account for ISMASS, including additional funding obtained after negotiation with IACS, etc.;

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 - COMNAP Fellowships and CCAMLR Scholarships:

- Advertising the Fellowships via many different channels, social media, mailing lists, SCAR newsletter, etc.;
- With AA, answering any queries regarding Fellowships, specially towards the closing dates;
- Fellowships review Committee selected (depending on subjects of fellowship research proposals), relevant proposals sent to each (*Major activity*);

Visiting Professor Program:

- Released the new SCAR Visiting professor program, with a completely online process, with intern and AA ;
- With AA, finalised work-flow, accompanying documents, for the SCAR Visiting Professor Program;
- Answering any queries regarding the new program;

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

- Talk on SCAR and opportunities for early career scientists with APECS Webinar;
- Talk on SCAR and opportunities for early career scientists at UK Polar Network;
- Working with APECS for joint exhibit at the SCCS, Cambridge;

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

- 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:

EXCOM 2013:

- Prepared Papers for EXCOM 2013, (Report on interactions with CCAMLR, Statement for 2012)
- Contributed to Secretariat Report, the SCAR website, Other Communications Activities, and other papers by ED; report on Development Council by Chair DC;
- Provided feedback on next generation SCAR website to ED;
- Updated SCAR Combined Actions list

SCAR OSC 2014:

- With PO and SPRI webmaster, planning of longer term improvements to abstract system to be implemented before OSC 2014;
- 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)

- Participated in, and prepared report for Joint Action Group meeting with CCAMLR to discuss a more strategic partnership;
- Provided feedback to PO for the Climate Change Communication project

6. Representing SCAR at meetings.

- UK NCAR meeting at BAS, Cambridge (17th April);
- CCAMLR AG Meeting, Brussels, Belgium (25th May);

7. Other duties as required

- Managed the time and activities of 3 interns (C Havermans, M Davies, R Cobgill) in this quarter;
- Assist in managing PO's time;
- Assist with managing AA's time;

8. Other (including additional meetings attended)

- Several meetings with Accountants and external auditors (April, June)
- Muse Prize Selection Committee meeting, INACH, Punta Arenas, Chile (14-16 June);
- Meeting held with Redwire representative to discuss new SCAR webpages (8th May, Cambridge, UK);
- Attended APECS, BELSPO Polar Science Day whilst in Belgium for Treaty (26th May, Brussels, Belgium);
- Meeting with Korea Institute for International Economic Policy representatives at SCAR Secretariat (29th May, Cambridge, UK)
- Various Skype meetings with Chair of the Tinker Foundation;
- Meeting with ICSU Communications Officer (Cambridge, 18th March);
- Meeting to discuss SCAR website proposals (Cambridge, 19th March);
- Meeting with Chair of SCAR Development Council (Cambridge, 27th March);
- Set-up meeting with M Davies and (Intern Jun – July 2013), Interview/set-up meeting with Rhiannon Cobgill (Intern Jun – July 2013);

C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- SCAR Newsletter Issue 33 compiled and formatted;
- Formatted and posted GeoReach (SSG-GS newsletter).

2. Updating and maintaining:

a. Address database:

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

b. Website:

- Developed, finalised and launched the SCAR Visiting Professor Scheme (begun by an intern), including amending the background documents, redesigning the online application form and reorganising the web section;
- Updated the SCAR Organisation chart to include the Development Council;
- Formatted and posted working and information papers for July EXCOM Meeting in Barcelona;
- Created page for SCAR papers to XXXVI ATCM, downloaded papers from ATS website and posted on the SCAR page;
- Updated Muse Prize website (www.museprize.org) with category description details;
- Reorganised password-protected area on SCAR website for Martha Muse prize nominees and uploaded nomination documents (12 nominations received, 94 documents uploaded);

- Formatted and posted National Annual Reports for 2011-12 and 2012-13 seasons (2 received this quarter);
- Restructured the Horizon Scan web section, developed the online Scientific Questions submission form and created new online Nomination form for invitees to the Horizon Scan Retreat;
- 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;
- 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 (stationery), filing, photocopying, scanning documents etc.:

- Formatted and sent receipts for National Contributions and other payments received (4 this quarter);
- Produced letters and invoices using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (12 this quarter);
- Processed applications for SCAR Fellowships, saving all submitted documents to a folder and updating the online spreadsheet (26 applications in all, 78 documents in total);
- Using ATS document template, formatted papers for ATCM and CEP meetings and submitted them to the Treaty Secretariat;
- Packaged and mailed copies of publications purchased via the website or BookNet (3 copies of Science in the Snow);
- Processed expense claims for payment by EO (13 this quarter);
- 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.

4. Organising travel for the SCAR Secretariat staff and/or Chief Officers and maintaining the Secretariat during the Executive Director and Executive Officer absence:

- With the EO, arranged accommodation in Barcelona for EXCOM and COs requiring rooms;
- Arranged trains, flights and/or accommodation for Secretariat, John Turner (Muse Prize committee meeting, Punta Arenas), Marta Ghidella (ADMAP meeting, Seoul)

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:

- Placed order with Ernex for SCAR/Muse Prize scarf and liaised to develop the design.

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

1. To work on improving SCAR's communication with the general public, media and educators, in particular with respect to SCAR's climate change work

- Liaised with Editor, publisher and external media professionals on communications support for ACCE Executive Summary update.

- Produced press release to promote ACCE Executive Summary update, distributed by SCAR and Cambridge University Press.
- Produced video interview with Prof. John Turner, ACCE lead author, to introduce ACCE Executive Summary update.
- Posted video interview on Youtube and hosted embedded version on SCAR website.
- Presented SCAR outreach materials from exhibit booth in week 1 of UNFCCC Climate Change meeting in Bonn.
- Managed Press Briefing on ACCE Executive Summary update at Bonn meeting, webcast live by UNFCCC and archived with presentations on their website.
- Engaged with Research and Independent NGO (RINGO) constituency, other groups and relevant sessions and events at Bonn meeting to investigate effective future engagement with UNFCCC process.

2. Other

- Liaised with responsible webmaster to determine nature and timing of work required to implement improvements to the abstract system. Updated timetable for testing changes and readiness to go live established.

E. Intern work (managed by EO)

- Preparing a database (all questions) and graphs for the (demographics) Horizon Scanning project;
- Processing expense claims with AA;
- Finalising press release and designing a letter for the Martha T. Muse Prize;
- Help with reconciling payments;
- Recording and presenting fellowship applications;
- Finalising graphs for demographic information related to the Horizon Scanning questions;
- making an online document for all questions database;
- Preparing a report on the internal evaluation for the Martha T Muse Prize;
- General Office administration