



SCAR QUARTERLY REPORT

April - June 2014



A. Executive Director (Mike Sparrow)

1.1 Implementing the vision for SCAR and Antarctic science;

- Worked with Past President and EO on Horizon Scan activity (e.g. technical facilitator at retreat, provided feedback on both publications);
- Member of International Steering Committee for ISAES 2015, liaised with LOC;
- Worked with Austrian and Saudi Arabian representatives with regards to possible future Associate Membership of SCAR and with Venezuela with regards to possible Full Membership

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 OSC: Worked with LOC on final detailed programme (**major activity**); worked with symposia chairs on plans for SCAR symposia;
- SCAR Delegates' Meeting: Updated agenda and other key papers; drafted or commented on papers such as the ATCM report, the SOOS, allocation of funds for the Prix Biodiversite, WMO activities of interest to WMO etc. as well as sending out reminders and templates to all those responsible for papers; (**major activity**)
- SCAR Business Meetings: Drafted agenda for SSG Plenary Session;
- Worked with SCATS leadership and President on new membership;
- Finalised work on AAA on external review;
- Worked with SOOS office on e.g. new SC membership;
- Updated SCAR Combined Actions list and sent follow up emails to lead individuals

(ii) links between SCAR and international research activities;

- Produced report on SCAR activities for SCOR General Assembly;
- Worked with WMO reps in e.g. WMO input to SCAR Delegates' Meeting

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

- Attended CEP Meeting; introduced papers; held discussions with Parties etc.
- Prepared agenda for SCAR/COMNAP EXCOM Meeting;
- Worked with AntNZ, CEP and other reps on Environments Portal Initiative

2. Raising additional funding;

- Worked with Development Council Chair on actions from last meeting, including producing a final version of the brochure;
- With SCATS Chair and President drafted proposal to Monaco for conservation workshop

3. Improving SCAR's communications internally and outside.

- Worked with AA on new SCAR website, in particular drafting text for pages (**major activity**);
- Produced various SCAR News items, editorials etc. for website, Facebook, LinkedIn and Twitter;
- Co-authored paper on SCAR with President for Turkish publication;
- Gave interview to BBC Radio 5

4. Representing SCAR at meetings.

- Meetings with Env. Portal and COMNAP representatives (15/16th April; Christchurch, NZ);
- SCAR Horizon Scan (18-24th April; Queenstown, NZ);
- Antarctic Treaty Meeting (27th April -6th May; Brasilia, Brazil)

5. Managing the SCAR Secretariat efficiently and effectively.

- Carried out Appraisals for Secretariat Staff;
- Managed EO, AA and Project Officer's time as required;
- Monthly staff meetings

6. Other (including additional meetings attended)

- Gave presentation to UK NCAR Meeting (Cambridge, UK; 5th June)
- Reviewed proposal for Universite Libre de Bruxelles (in own time);
- Provided consultation on children's book on the Antarctic (in own time)

B. Executive Officer (Renuka Badhe)

1.1 Managing SCAR Finances

- Worked with PO on finance related matters as they arose;

1.2 Preparing yearly budgets, statements and other overarching financial documents:

- Prepared financial documents as required for all SCAR external grants (5 year finance statement for Muse prize, 2009-13, and with PO monthly statement for Horizon Scan);

1.3 Liaising with SCAR accountants (major task this quarter):

- Prepared internal as well as external financial documents as required for all of SCAR finances (with PO), including full 2013 accounts for submission to accountants;
- Prepared reports and financial documents for Annual Returns from Companies House, with PO;
- Prepared reports and financial documents for Annual Accounts to be submitted to Companies House, with PO;
- With PO and 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

1ST SCAR ANTARCTIC AND SOUTHERN OCEAN HORIZON SCAN (Major task) – (all tasks below with Past President):

General Tasks:

- Member of International Steering Committee for SCAR Science Horizon Scanning; provided email reminders, social media updates etc. ensuring very high profile for this event;
- Main point of contact (with Past President) for matters relating to Horizon Scan;
- Worked with Past President and interns to "horizon scan" type of documents available;

Management of Retreat at Queenstown, NZ:

- Including maintaining and updating as requested, databases on retreat attendees, special needs, etc;
- Working with resort for several issues like IT needs for Retreat, airport pickup and drop-offs, etc;
- Worked with Retreat resort and provided information as requested by Past President (ongoing);
- On the ground management of the Horizon Scan retreat, with Past President.

Data Management and Curating:

- Lead the team of Facilitators (5) for handling all technical aspects at Retreat – this included live training at Queenstown, setting up background databases required for Retreat data management;
- Responsible for all data being collected for the Horizon Scan – including collection, backing up, curating, and making available online;

Publicity, news releases:

- Responsible for running successful social media campaign during the Retreat, garnering 10,000+ unique views via various social media platforms;

- Coordinated the news releases with Past President, local PR agents, journalists, etc;

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;

Nomination Process:

- Opening of the Nominations for 2014, answered queries regarding nominations, and first point of contact for any other queries;
- Advertising the Prize on all relevant sites, and on other online media and list-servers;
- Negotiated venue use with PRIC for the 2014 Selection Committee meeting;

Selection Committee and Meeting (June):

- With Chair, Selection Committee, finalising the 6th member of Committee; arranging and testing Skype participation of one Committee member;
- Organising travel for the 2014 Selection Committee meeting;
- Set-up and managed Selection Committee meeting in PRIC including local arrangements;

Climate Communications/UNFCCC interaction project:

- Managing accounts for Climate Communications project (with PO);

ISMALSS project:

- Managing funds for ISMALSS project as necessary (with PO)

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 Medals:

- With VP CBET, formed review Committee, collated results, and EXCOM approval (major task), this included arranging for a tie-break vote;
- Responsible for communicating with both Medal winning nominators, as well as unsuccessful nominators (ongoing);

SCAR - COMNAP Fellowships and CCAMLR Scholarships:

- Advertising the Fellowships via many different channels, social media, mailing lists, SCAR newsletter, etc.;
- First point of contact in case of any queries regarding Fellowships with AA;
- Fellowships review Committee selected (depending on subjects of fellowship research proposals), relevant proposals sent to each (*Major activity*);

2014 Visiting Professor Program:

- Released the 2014 SCAR Visiting professor program, with AA ;
- First point of contact in case of any queries regarding Visiting Prof prog with AA;
- Advertising the Visiting Prof prog. via diverse channels for highest impact, social media, mailing lists, SCAR newsletter, etc.;

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

- Started, with Vice President CBET and ED, review of CBET terms of reference (ongoing);

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

- Developed news listing for new SCAR groups as requested;

- Trained SRP leaders as needed on working with news lists and on shared admin responsibilities as requested;
- Provided news articles for the SCAR website, news lists, posts on SCAR Facebook page, LinkedIn, Twitter, and other social media as appropriate;

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 2014 and Business Meetings:

- Coordinated SCAR Business and side meetings as requested, worked with the Conference Company for handing over information regarding these meetings (continued from last quarter);
- Preparing Statements and Budgets with VP Finance, to be presented at the SCAR Delegates meeting (ongoing);
- Preparing of all other papers EO responsible for (ongoing);

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)

- Worked with ICSU communications team to highlight SCAR and its activities as needed (e.g. Horizon Scan retreat, Muse Prize);

6. Representing SCAR at meetings.

- Horizon Scan Retreat (April, New Zealand)

7. Other duties as required

- Managed the time and activities of 2 intern with Past President for Horizon Scan activities (Dr C Havermans, and J Walsh);
- Managed part of time of AA (Muse Prize, Horizon Scan and Capacity Building activities) and PO (finance);

8. Other (including additional meetings attended)

- Meetings with external auditors and accountants, several over this quarter;
- Various Skype meetings, including with Chair of the Muse Prize selection Committee, Chair of the Tinker Foundation (Skype/Telephone, several);

C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- No activity this quarter.

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 (2 received this quarter);
- Posted 1 Fellowship report from a previous year;
- Updated online form and documents for 2014 Visiting Professor scheme, amended section on current website and created section on new website;
- Updated SSG Officers and Members pages with details of current delegates (ongoing);
- **Major Activity** – extensive work on new SCAR website: created new sections and pages, tested functionality, created dummy menus to control URL names, formatted and uploaded numerous images, created shorter version of website user guide suitable for science, data and humanities groups, added COs as website editors, liaised with web developers to fix problems;

- 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

- Set up separate mailing lists for National Committees and Delegates on the SCAR Listserver.

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 (10 for 2014 and 1 for arrears from 2013);
- Produced letters and invoices using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (30 this quarter);
- Processed applications for SCAR Fellowships, downloaded and saved documents into separate folders for each applicant, chased up missing documents and uploaded them to Dropbox for the Selection Committee to access (26 applications, 104 documents in total);
- Using ATS document template, formatted 5 information papers for ATCM and CEP meetings and submitted them to the Treaty Secretariat;
- 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 (approximately 5 this quarter).

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

- No activity this quarter.

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:

- Obtained quote and placed order for printing 1000 copies of the new SCAR brochure.

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

- Designed and formatted Martha Muse Colloquium banner, liaised with printers, placed order for manufacture;
- Designed and formatted Powerpoint slide of Horizon Scan sponsors' logos for display at Retreat sessions.

D. Project Officer (Eoghan Griffin) – 60% time (funded by external funds)

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 first quarter 2014 financial summaries to SCAR groups;
- Dealt with claims and invoices generated from Horizon Scan event in April 2014.

1.2 Generating financial reports for 2013

- Replied to queries on submitted reports for 2013 accounts and balances for end of year statements and for use in for preparation of Audit, Charity Commission and Companies House returns in collaboration with Executive Officer
- Responded to queries from Audit team and hosted Audit visit with Executive Officer.

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

- Liaised with ICCI on possible collaboration at UNFCCC Bonn meeting and widening audiences for existing communication activities.
- Monitored relevant events at UNFCCC Bonn meeting including Research Dialogues and Article 6 (Outreach) workshop.
- Prepared report on Climate Change Communications activities to date and possibilities for future developments.