



SCAR QUARTERLY REPORT

April - June 2015



A. Executive Director (Position being filled)

B. Executive Officer (Eoghan Griffin)

1.1 Managing SCAR Finances

- Disbursing funds, paying invoices as they arise (**Major activity**);
- Working with all groups to make sure that they utilise their funding;
- Providing 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 – (Complete accounts prepared in this period for the Martha Muse).

1.3 Liaising with SCAR accountants and auditors

- Finalised 2014 accounts;
- Undertook audit queries and office visit;
- Renewed audit letters of engagement.

1.4 Managed Amazon selling account for SCAR MarBIN Biogeographic Atlas

- Implemented author price reductions for purchased copies;
- Provided financial report and sales information to MarBIN group leaders.

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

MARTHA MUSE PRIZE:

1. Submitted narrative and financial reports to Tinker foundation for 2014;
2. Finalised 2015 Selection Committee membership;
3. Organised Selection Committee Meeting, June 2015 (**Major activity**);
4. Prepared press releases for Prize announcement;
5. Advertised Muse Prize and other SCAR Capacity building opportunities at Stellenbosch University (Muse Prize hosts).

HORIZON SCAN:

Managing finances, and assisting past president as needed.

SCARMarBIN/Total/COSMOS:

- Providing accounts on request to SCARMarBIN chairs;
- Managing Amazon FBA account for sales of Biogeographic Atlas.

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:

- Processed applications for allocation of Fellowship assessment.

Visiting Professorship Scheme:

- With AA launched 2015 Visiting Professorships programme.

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

- Provided news articles for the SCAR website, posts on SCAR Facebook page, LinkedIn and other social media as appropriate;
- With AA used SCAR news list server 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 2016:

- Working with Local Organising Committee to change Facebook OSC page to reflect 2016 meeting including logo design and integration;
- Providing SCAR merchandise and information to ISAES symposium organisers.

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)

- Prepared Education and Outreach poster for display at ATCM Workshop;
- Preparing for SCAR EXCOM and Strategic Review meeting, booking and liaising with COMNAP.

6. Representing SCAR at meetings

- Participated in SCAR Structure Review meeting, Cambridge, April 2015;
- Prepared SCAR highlights document for UK NCAR meeting.

7. Other duties as required

- Assisted AA and ED in organising Structure Review meeting;
- Assisted AA and ED in organising ED Interviews;
- Supported President as necessary in ED recruitment process;
- Preparing support in setting up accounts etc. for incoming ED.

C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- Completed and issued Newsletter 37;
- Began formatting SCAR Annual Report as next SCAR Bulletin.

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 from 2014 and 2015 (2 in total this quarter);
- Posted details of ED vacancy on the website;
- Updated online form and documents for 2015 Visiting Professor scheme, amended website and launched the scheme;
- Created page for SCAR papers to XXXVIII ATCM in Sofia, Bulgaria, downloaded papers from the ATS website and posted on the SCAR page (2 WPs, 6 IPs, 3BPs);
- Created section for Monaco Assessment and corresponding menu entries and news item;
- 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 calendar;
- Ongoing work on the new website: added missing details and pages, liaised with web developers to fix issues.

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 received (1 for 2014, 11 for 2015);
- Produced letters using InDesign SCAR letterhead template and emailed / posted several items of correspondence (4 this quarter);
- Processed Muse Prize nominations, downloaded and saved documents into separate folders for each nominee and uploaded them to Dropbox for the Selection Committee to access (12 nominations, 76 documents in total);
- Received and acknowledged applications for ED position, uploaded application documents to Dropbox (27 applications, 80 documents in total), drafted interview arrangements, drafted and sent out rejection letters to unsuccessful candidates;
- 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 (37 applications, 150 documents in total);
- Using ATS document template, formatted 1 working paper, 1 information paper and 3 background papers for ATCM and CEP meetings and submitted them to the Treaty Secretariat;
- Continued and completed packaging and labelling copies of latest SCAR Brochure to distribute to National Committees, Delegates, COs and other organisations and mailed them out;
- Liaised with XXXIV SCAR ISOC chairs regarding suggestions received for final list of science sessions;
- Liaised with XXXIV SCAR local organisers regarding issues with slow access to OSC website;
- Created Best Poster and Attendance certificate templates for XII ISAES organisers;
- Responded to (or forwarded, if appropriate) emails sent to 'info@scar' mailbox;
- Distributed Secretariat mail and packed/posted and franked mail (daily);
- Photocopied/scanned various 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 rooms for SCAR delegation to Treaty Meetings in Sofia, Bulgaria;
- Liaised with Marc Shepanek to enable him to attend the SCAR Structure Review Planning Meeting in Cambridge: booked flights, provided letter of invitation, cost estimates and other information required by his employers;
- Liaised with Monash, travel agents and attendees of the Monaco Assessment workshop to book flights for nine of the attendees;
- Booked flights for Terry Wilson travelling to Cambridge for ED interviews;
- Booked overnight accommodation for ED interview panel and two candidates;
- Reserved block booking of rooms at Comfort Hotel Xpress Tromsø for attendees of EXCOM and Strategic Plan meetings;
- Booked flight and accommodation for ED handover week.

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:

- Liaised with contacts at the science journals (*Nature and Science*) to advertise ED vacancy in print journals;
- Created single-sheet, colour flyer to advertise Muse Prize;

- Obtained quote and placed order for 2000 additional copies of SCAR Brochure, plus 1000 copies of Muse Prize flyer (inserted into Brochure) to distribute at forthcoming ISAES and AAA meetings.

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

- Liaised with conference team at Sidney Sussex College to finalise arrangements for the SCAR Structure Review Planning Meeting, 20-21 April;
- Prepared 'meeting logistics' document for the SCAR Structure Review Planning Meeting containing maps, travel information, hotel and meeting venue details;
- Obtained quotes for restocking SCAR lapel pins and iron-on badges.