



SCAR QUARTERLY REPORT



April - June 2016

A. Executive Director (Jenny Baeseman)

1.1 Implementing the vision for SCAR and Antarctic science;

- Collated comments on Strategic Plan v6 and 7, wrote summary of comments and completed revisions, started working on layout
- Final edits on Southern Ocean Satellite Needs Report
- Finalized OSC Science Programme, worked with LOC on author notifications, dealing with many cancellations and working with conveners to find substitutions, secured keynote speakers, worked on conference website, dealt with side meeting logistics and questions including catering and transportation, helped with registrations, name tag design, sponsorships and exhibitors, social programme, etc. - MAJOR ACTIVITY
- Worked with SSG Chairs on Plenary programme for OSC
- Developed template for Action and Expert Group reports, solicited, reminded and compiled reports
- Initiated and planned SCAR Activities Poster Session for OSC
- Delegates meeting preparation - many papers, invitations to Delegates and Observers, continually updating webpage with AA, working with local organizations on logistics and social programme
- Planning for POLAR 2018 underway, one on-line meeting and many email correspondences

1.2 Overseeing the development and implementation of SCAR's activities by: (i) working with the SCAR bodies to achieve appropriate objectives and goals;

- Completed External SOOS review
- Completed External SRP reviews - Major Activity
- Completed External IPICS review
- Completed ICSU review of SCAR (waiting for final report)
- Working on Women in Antarctica wikibomb nominations, biography creation, fund raising, etc
- Worked with CBET on fellowships webinar
- Worked with many of the Action and Expert groups on plans for coming years
- Working with members in arrears and new members on expectations, etc.

(ii) links between SCAR and international research activities;

- Liaising with Global Cryosphere Watch on Antarctic activities
- Working with WMO / WCRP / CliC on various ongoing activities
- Finalized Think Tank meeting report with IASC, Polar Strategies and and bi-polar conference
- Finalized MoU with IASC
- Submitted SCAR annual reports to SCOR and IPA

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

- Worked with COMNAP on agenda for joint ExCom Meeting
- Worked with Environments.aq portal team on papers and future plans

- Worked with ICSU to assure Julian Gutt's nomination to IPBES and nominations for IPCC SR Scoping Meetings
- Discussing ways to better communicate ACCE report to policy makers
- Attended ATCM, etc.
- Submitted Annual report to COMNAP

2. Raising additional funding;

- Added more information to the list of potential foundation
- Working on database of opportunities for SCAR groups
- Sent around several potential funding ideas to SCAR groups
- Sent requests to several groups for contributions to Women in Antarctica activity, several positive responses
- Working with DC Chair on new ideas, including links to IAATO

3. Improving SCAR's communications internally and outside.

- Continually upgrading website, adding content to website, Facebook, and other social media platforms, etc.
- Developing new Newsletter template
- Working on plans for better flow of information for SCAR groups/leaders
- Many email inquiries, etc

4. Representing SCAR at meetings.

- Participated in the UK SCAR Committee Meeting
- Invited speaker at Norwegian Antarctic Community meeting in Tromsø 10-11 May
- Antarctic Treaty Meeting
- Numerous online meetings, etc.

5. Managing the SCAR Secretariat efficiently and effectively.

- Regular staff meetings and additional meetings as required
- Working on moving to @scar.org emails
- Researching project management tools
- Developing list of areas where efficiency could be improved
- Several discussions with staff about workload, time management and expectations/deadlines

6. Other (including additional meetings attended)

- Filling in the knowledge gap left from changing staff
- Moved to Cambridge, sold house in Norway and getting family settled
- ... and many other small tasks

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;
- With AA and ED managed National contributions;
- Working on financial summaries for 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 Tinker-Muse Prize)

1.3 Liaising with SCAR accountants and auditors

- Finalised 2015 accounts;
- Undertook audit queries and office visit including handling new regulatory requirements.
- Renewed audit letters of engagement.

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

a) TINKER-MUSE PRIZE:

- Submitted narrative and financial reports to Tinker Foundation for 2015.
- Finalised 2016 Selection Committee membership
- Organised Selection Committee Meeting, Warsaw Poland, June 2016 (**Major activity**)
- Prepared press releases for Prize announcement
- Advertised Tinker-Muse Prize and other SCAR Capacity building opportunities at Polish Polar Symposium, Lublin.

b) HORIZON SCAN:

- Prepared and Submitted Final Reports to Tinker Foundation
- Managing finances, and assisting past president as needed

c) 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:

a) SCAR - COMNAP Fellowships:

- Prepared and convened an online webinar "Writing for success" to provide support for applicants with CBET Chair, ED and partners.
- With AA updated guidance documentation provided in support for the proposal writing online webinar.
- Dealt with queries and feedback from the webinar and application process.
- Processed applications for allocation of Fellowship assessment; Managed allocations and reviewing

b) Visiting Professorship Scheme:

- With AA updated guidance to support scheme.
- With AA launched 2016 Visiting Professorships programme

c) SCAR Medals:

- Organised assessment of Medal proposals

- Drafted some relevant communications.

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

- Provided 1 draft article for the SCAR website, posted a few items on SCAR Facebook page, and Twitter.

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

a) SCAR OSC 2016:

- Assisting with a few group registration for the meeting, mainly for payment from SCAR accounts

b) SCAR Delegates 2016:

- Updating draft changes to Rules of Procedure and Articles of Association
- Preparing draft SCAR Delegates meeting papers.

5. Coordinating activities with other organisations in both the science and policy arenas – such as the ATCM, CCAMLR, COMNAP and other ICSU bodies

- Worked with APECS on Fellowships webinar.
- Liaised with ICCI on feedback for information paper at ATCM.
- Prepared information for request from Swedish Research Council
- Discussed use of ACCE update paper at ATCM with Jane Francis, Chair of ATCM Operations Working Group, ACCE CO and ED.

6. Representing SCAR at meetings

- Promoting SCAR Fellowships and Awards at Polish Polar Symposium (in conjunction with Tinker-Muse Prize Selection Committee meeting).
- UK SCAR Committee Meeting

7. Other duties as required

- Preparing support in setting up accounts etc. for incoming ED.

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 (ongoing).

b. Website:

- Created webpage of Frequently Asked Questions (FAQs) for Fellowships, and updated it with additional questions following the Fellowships webinar;
- Updated Visiting Professor information and online form for 2016 in line with agreed changes to the documentation;
- Developed an editable version of the PDF travel claim form and posted on the website;
- Created webpage for OSC Abstracts within Communications, listed details of abstract publications, including CD-ROMs, and uploaded PDFs from 2012 and 2014;
- Formatted and posted National Annual Reports (2 from 2015, 1 from 2016);
- 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;
- Updated group sections on behalf of group leaders (ongoing);
- Liaised with Joomla consultant for improving website and fixing issues.

c. E-mail circulation lists

- Updated existing lists (ongoing).

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 from 2015, 10 from 2016);
- Produced letters using InDesign SCAR letterhead template and emailed / posted several items of correspondence (13 this quarter);
- Coordinated nominations for SCAR Medals (received via online form, plus two renominations from 2014), downloaded and saved documents into separate folders for each nominee and uploaded them to Dropbox for the Selection Committee to access (17 nominations in total);
- 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 (53 applications, 212 documents in total);
- In consultation with EO and ED, finalised updates to Visiting Professor Scheme documents and online form and launched the scheme;
- Using ATS document template, formatted papers (7 in all) for ATCM and CEP meetings and submitted them to the Treaty Secretariat; additionally

submitted translations of Biodiversity paper (French, Spanish and Russian) on behalf of Monaco, and updates to some submitted papers;

- Chased up National Committees, Unions, Delegates and Observers for confirmation of those attending SCAR Delegates' Meeting;
- Assisted in drafting various Delegates Meeting papers;
- Reminded previous SCAR Fellows and Visiting Profs to submit reports;
- Placed order for office supplies (stationery);
- Liaising with SCAR 2016 Secretariat on behalf of people needing queries answered or invitation letters supplied;
- Formatted files of abstracts from 2012 and 2014 OSCs, allocated ISBNs and registered them with Zenodo;
- Updated/created various Secretariat-shared documents in Google Docs (ongoing);
- Responded to (or forwarded, if appropriate) emails sent to 'info@scar' mailbox;
- Distributed Secretariat mail and packed/posted and franked mail;
- 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:

- Investigated return flights for President to Monaco for Prince Albert II Foundation Award Ceremony;
- Booked hotel and registered President for COMNAP AGM in Goa;
- Arranged travel for Yan Ropert-Coudert to SCAR Meetings in Kuala Lumpur.

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, made coffee, 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:

- Using InDesign, designed and formatted new SCAR business cards for ED and EO, liaised with printers and placed order.

7. Providing administrative support for the Tinker-Muse Prize process:

- 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 (8 nominations, 56 documents in total);
- Updated Muse Prize website with details of 2016 winner and posted news on SCAR website.

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

- Liaised with supplier of SCAR lapel pins to obtain quote (order not placed yet due to lack of budget);
- Investigated and obtained permissions for figures in the Ocean Acidification Report.