

SCAR QUARTERLY REPORT
Jan 1 – Mar 31, 2010

A. Executive Director (Colin Summerhayes)

1.1 Forming a new vision for SCAR and Antarctic science;

- Organised retreat for developing the next Strategic Plan (Cambridge, Jan 14-15) (handed to M Sparrow responsibility for writing up the plan);
- Developed plan with COMNAP for joint SCAR-COMNAP AG mtg (Baltimore, March 13) (handed responsibility to M Sparrow to attend);
- Interviewed EO candidates (with A Huiskes and M Sparrow) (Cambridge, Feb 1);
- Finalised plan for 2010 fellowship programme and passed to R Badhe to refine;

1.2 Guiding development and implementation of the SCAR programme through:

(i) working with the SCAR bodies to achieve appropriate integration;

- Made arrangements for ISMASS report to be finalised;
- Worked with SCAR bodies to write SCAR Annual Report (Bulletin 174);
- Assisted drafting SSG-LS annotated agenda for XXXI SCAR;
- Worked with SSG-PS groups on plan for ensuring meteorological obs from ships are available;

(ii) links between SCAR and international research activities;

- Continued planning for XXXI SCAR; completed inviting keynote speakers; finalised annotated agenda and list of documents for Delegates meeting; arranged for documents to be posted; initiated invitations for observers; finalised Rules of Procedure for Subsidiary Bodies;
- Continued working with IPY Oslo 2010 conference planning committee (monthly telephone conferences);
- Began working with IPY Montreal 2012 conference planning committee (video conference 15 Feb);
- Continued working with IPY-JC on reviewing chapters for IPY summary book;
- Attended greenhouse gases mtg, Royal Society (London, 22-23 Feb);
- Notified Nat Coms of application by Monaco (Circular Letter 783);

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

- Continued planning talks for next COMNAP Plenary;
- Arranged for Bob Binschadler to represent SCAR at IPCC mtg in (21-24 June in K-L);
- Wrote and submitted SCAR Annual Report for ATCM/CEP; edited and submitted other SCAR papers for ATCM/CEP; arranged SCAR lecture and slides and text; worked with J Turner to draft climate paper for ATCM/CEP;
- Arranged lecture on ACCE for delivery to Antarctic Treaty Meeting of Experts (Lofoten Islands April 6-9);

2. Raising additional funding;

- Drafted letter inviting Phil Smith to join a SCAR Development Committee.

3. Improving SCAR's communications internally and outside.

- Continued providing news items for web site; drafted SCAR Newsletter for end 1st quarter;
- Gave lectures on ACCE (RGS, London, 8 Feb; Cambridge Schools Science Fair, 4 March);
- Wrote ACCE article for Marine Scientist (in press);
- Visited NCAOR, Goa to lecture on ACCE (March 31-Apr 2);
- Gave lecture on SOOS to Oceanology International (London Feb 9)
- Lecture on ice melt, sealevel rise, climate and health to WHO Seminar, Geneva (Mar 24);
- Wrote editorial on Progress in SCAR, for Ant Sci JI;
- Drafted chapter on SCAR 2006-010 for SCAR 50th Anniversary Book;

4. Representing SCAR at international meetings.

- see 3 above: attended Oceanology International Conference (London, March 9-10);
- see 3 above: lecturing at NCAOR, Goa (March 31-April 2);
- see 3 above: lecturing at WHO, Geneva (March 24).

5. Managing the SCAR Secretariat efficiently and effectively.

- Interacting with Secretariat staff to improve efficiency;
- Updated combined actions sheet;
- Handover to M Sparrow; training for R Badhe;

6. Other (Non-SCAR)

- Continued on editorial board of Journal of Operational Oceanography;
- Attended SUT Council meetings at SUT President (28 Jan; 15 March);

- Lectured to Parliamentary and Scientific Committee on Challenges in Offshore Technology (for SUT, London 9 Feb);
- Finalised figures for book on 3rd German Antarctic Expedition;
- Chaired Geological Society climate change meeting (London 18 Feb)

B. Executive Officer/Executive Director Designate (Mike Sparrow)

1.1 Forming a new vision for SCAR and Antarctic science;

- Writing first draft of new Strategic plan;
- Prepared next draft of Southern Ocean Observing System plan;
- Co-organised retreat (with ED, President) for developing the next Strategic Plan (Cambridge, Jan 14-15);
- With ED, developed plan with COMNAP for joint SCAR-COMNAP AG mtg (Baltimore, March 13);
- Led interview procedure and interviewed new EO (with A Huiskes and C.Summerhayes) (Cambridge, Feb 1);
- Finalised plan for 2010 fellowship programme with ED and EO;

1.2 Guiding development and implementation of the SCAR programme through:

(i) working with the SCAR bodies to achieve appropriate integration;

- Drafted SSG-LS annotated agenda for XXXI SCAR with K.Conlan and C. Summerhayes;
- Worked on makeup of CBET committee (with EO and R.Ravindra);

(ii) links between SCAR and international research activities;

- Taking over planning for XXXI SCAR;
- worked on new format for Delegates papers;
- worked with AA and ED on invitations for observers;
- worked with local organisers and EO on issues such as Business meeting planning and website news;
- worked with EO on grants for OSC;
- Produced guidelines for Member countries to submit applications to host SCAR OSC/business/Delegates meetings;
- Reviewed travel stipends for IPY Oslo;

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

- Arranged with ED for Bob Binschadler to represent SCAR at IPCC mtg in (21-24 June, K-L);
- Wrote (with others) SOOS, CAML and APECS papers for ATCM meeting;
- With ED drafted SCAR papers for ATME meeting in Norway (Lofoten Islands April 6-9);
- Worked with T. Worby on representation and talk for CliC meeting;
- Worked on ICSU RSPE (Educational activities) survey (handed over to EO);
- Worked with SCOR to find new co-chairs of Oceanography Expert Group;

2. Raising additional funding;

- Received confirmation of two ICSU grants co-authored with partners (Education and Outreach lessons form IPY; MicroPerm project);
- Worked with Norway to submit proposal to Tinker to obtain grants for Latin American researchers for IPY Oslo conference;
- Worked with EO on redrafting budget for Martha T Muse Prize;
- Drafted thank-you letter to India for \$10,000 additional funds for Fellowship programme;

3. Improving SCAR's communications internally and outside.

- Continued providing news items for web site and Facebook group;
- Developed SOOS abstract for IPY Oslo;
- Sent out reminder re SCAR medals;
- Worked on Early Career scientists brochure with IASC, APECS and partners;

4. Representing SCAR at national and international meetings.

- SCAR Strategy Meeting(Cambridge, UK, Jan 14-15th);
- ISAES planning meeting at BAS (Cambridge, UK, 27th Jan);
- Meeting with V.Wadley to discuss CAML (Cambridge, UK, 8th Feb.);
- Meeting about UK Charities (Cambridge, UK, 25th Feb.);
- SCAR/COMNAP Action Group Meeting (Baltimore, US, 13th March);
- Meeting with Hyun-Kyo Seo (Korea) (Cambridge, 19 March);
- Meeting with Florica Toparceanu to discuss Romanian involvement in SCAR (22 March);
- Workshop on climate change and the media (London, UK, 31st March);

5. Managing the SCAR Secretariat efficiently and effectively.

- Training R.Badhe, New EO for SCAR;
- Handover with respect to ED position with C. Summerhayes;

6. Other

- Worked with accountants with respect to SCAR audit; including drafting Trustees report, checking figures and liaising with respect to charity accounting issues;
- Worked with HMR&C to sort out PILD (declaration of expenses) for SCAR Secretariat;
- Set up new accounts for 2010 (handed over to EO);
- Processed travel claims (handed over to EO).

C. Executive Officer (from 22 Feb) (Renuka Badhe)

1. Coordinating SCAR's Capacity Building, Education and Training programme

- Redesigned Fellowship form and process for Fellowship scheme, advertised it (and preparing database for applications);
- Co-ordinating with APECS for holding workshop at the OSC;
- Invited to hold workshop at IPY Oslo;

2. Open Science Conference activities:

- Co-ordinating SCAR business meetings at the OSC;
- Redesigned Travel Grant form and process, advertised (and preparing database for applications);

3. Represent SCAR at meetings as directed by the Executive Director:

- Attended CAML workshop (Wilhelmshaven 21-23 March) for networking and making participants aware of various SCAR activities (MM prize, SCAR Fellowship scheme, and the OSC Travel Grants);

4. Administering the Martha T Muse Prize for Science and Policy in Antarctica

- Prepared revised budget with EDD;
- Liaised with current committee members to select 2 new members for the selection committee;

5. Maintain administrative contact with SCAR Members, scientific groups and committees

6. Managing SCAR's bank accounts, financial records, disbursing funds

- Taken over SCAR accounts for 2010;
- Processing travel claims;

7. Improving SCAR's communications internally and outside.

- Provided news items for web site and Facebook group;
- Building up membership of Facebook group;

8. Assisting the Executive Director in the day-to-day operation of the Secretariat

D. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- Formatted and posted SCAR Report 37 (Reports of the Joint and Individual Meetings of SCADM and SCAGI) and Bulletin 174 (SCAR Annual Report for 2009);
- Prepared and posted end of March Newsletter.

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 783 (Membership Application from Monaco), 784 (Proposals for hosting SCAR meetings) and 785 (Contributions towards SCAR Fellowship Programme);
- Formatted and posted National Annual Reports received (5 this quarter) and sent reminders to members where reports are still outstanding;
- Created page for XXXI SCAR Meeting papers, formatted and uploaded available documents (14 so far);
- Created page for SCAR papers to 33ATCM, downloaded papers from ATS website and posted them on SCAR page;
- 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, posted President's Notes;
- 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 remaining National Contributions received for 2009 (4 members) and for 2010 (2 so far);
- Using InDesign SCAR Letterhead template and membership category information, formatted and sent out invoices for National Contributions (35 in all);
- Received and acknowledged applications for EO position and created spreadsheet of applicants;
- Using InDesign SCAR letterhead template and details of EO shortlist, created and emailed letters of invitation to shortlisted applicants (3) and of rejection to unsuccessful applicants (41);
- Produced letters using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (about 30);
- Mailed copies of the ACCE Report to authors, SCAR national committees and delegates, Treaty Party delegations and SCAR partners worldwide;
- Using ATS document template, formatted WPs (4) and IPs (5) for ATCM and CEP meetings and submitted them to the Treaty Secretariat;
- Processed expense claims for payment by EO;
- Responded to (or forwarded, if appropriate) emails sent to 'info@scar' mailbox;
- Distributed Secretariat mail and packed/posted mail (daily);
- Photocopied/Scanned documents (about 8 items).

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

- Liaised with travel agents to obtain quotes for flights and hotels for various meetings;
- Liaised with ATCM local organisers to arrange hotel accommodation and transfers for SCAR delegation to 33ATCM in Uruguay.

5. Assisting Institute staff in the General Office:

- Transferred calls, dealt with queries, 'signed-in' visitors at Reception, received and recorded parcel deliveries, tested fire alarms (weekly);

6. Preparing camera-ready copy of approved texts for desk-top publication and liaising with printing companies, including obtaining quotations:

- Liaised with printers to obtain quotes for new SCAR business cards.

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

- Arranged dinner for Strategic Planning Retreat attendees (January 2010).