



SCAR QUARTERLY REPORT

January-March 2011



A. Executive Director (Mike Sparrow)

1.1 Implementing the vision for SCAR and Antarctic science;

- Ensured publication and on going mailing of SCAR Strategic Plan 2011-2016;
- Organised and ran (with T. Meloni) SCAR “Human Element” Meeting, looking at how to best include Social Sciences, History etc. in SCAR Portfolio;
- Drafted SCAR Business Case for an increase in Membership fees;
- Worked on redrafting guide for new SRPs

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

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

- Worked with IASC and chair of BiPAG II to organise meeting and agenda for next meeting of group in May;
- Working with CO of SSG-LS to organise cross-linkages meeting in May;
- Worked with CO of SC-ATs and SSGs to revise membership of SC-ATS;
- Participated in two ISAES steering committee meetings;

(ii) links between SCAR and international research activities;

- Wrote report and joint presentation with IASC for CliC Meeting;
- Produced draft timeline for SCAR OSC 2012;
- Worked with S Marensi on letter to members on KGI AG;
- Participated in three IPY 2012 Steering Committee meetings (two by conference call);
- Worked with IBCSO chair on issue of trying to ensure continuation of support for IBCSO at AWI;
- Liaised with Portuguese Delegates on talk and discussions in Portugal in April;

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

- Sent out call for input for SCAR Annual Report;
- Continued coordination of SCAR’s papers to Antarctic Treaty;
- Worked with IASC on joint meeting report and on revised Letter of Agreement;
- Assisted CO of SC-ATS with Conservation in 21st Century Meeting when appropriate;

2. Raising additional funding;

- Advised EO on new budget for Martha Muse Prize;
- Drafted SCAR Business Plan

3. Improving SCAR’s communications internally and outside.

- Produced various SCAR News items for website/Facebook and Newsletter;
- Made public lecture in “Prezi” available on SCAR website;
- Worked with AA on design for new SCAR pdf Newsletter;
- Worked with AA on new SCAR Organisation chart;

4. Representing SCAR at meetings.

- IASC Working Group’s Meeting (Potsdam, Germany; 11-14th January);
- SCAR-IASC joint EXCOM meeting (Potsdam, Germany; 12th January);
- Meeting with IPF (Cambridge, UK; 25th January);
- SPRI FRAM Meeting (Cambridge, UK; 3rd February);
- ISAES Meeting (Cambridge, UK; 7th February);
- IPY 2012 Conference call (Cambridge, UK; 9th February);
- Meeting with CCAMLR representatives (Cambridge, UK; 14th February);
- Meeting with co-chair of OSC 2012 (Cambridge, UK; 16th February);
- Public lecture on SCAR at Scott Polar (Cambridge, UK; 22nd February);
- SCAR “Human Element” meeting (Cambridge, UK; 4th March);
- IPY 2012 meeting (Paris, France, 8/9th March);
- ISAES Meeting and SC-ATS discussion (Cambridge, UK; 29th March)

5. Managing the SCAR Secretariat efficiently and effectively.

- Carried out appraisals of SCAR EO and AA;
- Assisted EO with finance matters as appropriate;
- Managed AA's time as needed;
- Assisted EO with handling of SCAR audit

6. Other

- Wrote annual update on SCAR for SPRI annual report;
- Chased up non-payment of membership fees by Peru;

B. Executive Officer (Renuka Badhe)

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

- Representing SCAR in the IPY legacy of Education, Outreach and Communication lessons learned committee; commenting on and editing material as appropriate;
- Designed and set up a Fellowship program with COMNAP;
- Drafted CBET section for SCAR annual report;
- Chaired discussion group on "Emerging issues in Biodiversity and Ecosystem services" at the Annual Symposium of the Cambridge Conservation Forum; Contributed a section on the above subject towards the resulting publication from the Symposium;
- Initialised the SCAR Young Ambassador scheme;
- Represented SCAR at the "Who's who in Conservation" at the Student Conference on Conservation Science, a major international conference held at the University of Cambridge (22nd March, Cambridge UK);
- Contact for all enquiries related to the SCAR CBET activities (with AA)
- Designed online Abstract submission process for the SCAR OSC;
- Gave feedback as required on the OSC 2012 process

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

- Attended and Chaired discussion group on "Emerging issues in Biodiversity and Ecosystem services" at the Annual Symposium of the Cambridge Conservation Forum (Cambridge, UK; 6th Jan);
- Meeting with Dongmin Jin, Director of Policy Development, KOPRI (7th Jan; Cambridge, UK)
- Meeting with COMNAP Executive Secretary for launch of joint Fellowships (video-conference, 2nd Feb)
- Meeting with co-chair of OSC 2012 (Cambridge, UK; 16th February);
- Meeting with the Accountant for finalising accounts for external audits (28th Feb; Cambridge, UK);
- Meeting the Chair of the Selection Committee, Martha Muse Prize, for discussion on eligibility of candidates for the Prize (Teleconference, 11th Mar; Cambridge, UK);
- "Who's who in Conservation", the Student Conference on Conservation Science, University of Cambridge (22nd Mar, Cambridge UK).
- Meeting with the Auditors for external audits (25th Mar; Cambridge, UK);

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

- Redesigned the nomination process and website for the Martha Muse Prize; extensively tested and opened nomination process for the 2011 Prize;
- Compiled new advertisements for both print and online media; advertised the Prize on several online media and list-servers;
- Negotiated discounts and higher target audience print advertising with Science for the 2011 Martha Muse Prize; negotiated for free online listing in their online list of Grants/Prizes; negotiated for free professional designing of both online and print advert;
- Finalised KOPRI as hosts for the 2011 Selection Committee meeting;
- Provided the Tinker Foundation with feedback regarding improving their opportunities for communication and collaboration with grantees;

- Provided the Tinker Foundation with the Martha Muse Prize related material that they can use on their website

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

- Provided organisational support for the SCAR “Human Element” Meeting, looking at how to best include Social Sciences, History etc. in SCAR Portfolio;
- Provide on-going organisational support for the SCAR Bipolar Action Group II meeting in May

5. Managing SCAR’s bank accounts, financial records, disbursing funds

- Worked with ED, President and Finance VP on draft of SCAR Business Case to Members for membership fee increase;
- Finalised the 2010 accounts with the SCAR accountant for presentation to external auditors;
- Solved queries regarding the 2010 SCAR accounts;
- Prepared the 2010 Trustees report, Relatives forms (from all trustees) and other paperwork required for the 2010 SCAR external audit;
- Assisted external auditors for 2010 audit;
- Finalised and submitted the final CAML accounts to the Sloan Foundation;
- Processing general SCAR financial claims and payments;

6. Improving SCAR’s communications internally and outside.

- Providing news items for the SCAR website and Facebook page;
- Advertising SCAR products (Fellowships, Martha Muse Prize) on external websites, and list-servers;
- Main contact for Martha Muse Prize on all press releases;
- Providing day-to-day web-editing support when needed for SCAR website

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

- Assisted with managing AA’s time

C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- Prepared end of March Newsletter in new printable PDF format;
- Formatted and posted *A History of SCAR, 2004-10* by Colin Summerhayes as a SCAR Occasional Publication.

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 (3 received this quarter);
- Created new web page for SCAR AG on Human Element in Antarctica and uploaded papers and meeting information;
- Created new web page for BipAG II and new page for meeting information;
- Updated SCAR organisation chart and associated acronym lists with details of new structure following XXXI SCAR;
- Amended Fellowships page with details of 2011-12 scheme;
- Updated SSG Officers and Members pages with details of current delegates (ongoing);
- Edited and posted various news items/articles on the News pages, and created archive pages for 2010 items;
- Edited and posted events on the Events page, posted President’s Notes 34, 35 and 36;
- 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:

- Using InDesign SCAR Letterhead template and membership category information, formatted and sent out invoices for National Contributions (36 in all);
- Formatted and sent receipts for remaining National Contributions received for 2010 (5 members) and for 2011 (6 received so far);
- Produced letters using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (about 15);
- Formatted invoices and receipts in InDesign for ACCE book purchases, packaged and mailed copies to purchasers (40 books);
- Packaged and mailed multiple copies of Strategic Plan to National Committees, Delegates, Chief Officers and Unions;
- Processed expense claims for payment by EO (6 in all) and assisted EO with bank reconciliations;
- Responded to (or forwarded, if appropriate) emails sent to 'info@scar' mailbox;
- Distributed Secretariat mail and packed/posted mail (daily);
- Photocopied/Scanned documents (approx 20 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:

- Arranged train to Paris and hotels in Paris and Coimbra, Portugal for ED;
- Arranged flights for some participants of Human Element AG and BipAG meetings.

5. Assisting Institute staff in the General Office:

- Transferred calls, dealt with queries, 'signed-in' visitors at Reception, received and recorded parcel deliveries, franked 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:

- Registered ISBNs for SCAR History book, '*Science in the Snow*', and history paper '*A History of SCAR, 2004-10*';
- Contacted science journals (*Nature*, *Science* and *New Scientist*) to obtain quotes for advertising Martha Muse prize;
- Updated SCAR Certificate template with the new logo;
- Using InDesign, designed a template for the new printable format of the SCAR Newsletter.

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

- Booked hotel rooms and meals in Cambridge for Human Element AG (March) and BipAG (May) meetings;
- Prepared 'meeting logistics' documents for Human Element AG and BipAG meetings containing maps, travel information, hotel and meeting venue details;
- Contacted Ernex to obtain samples and quotes for new SCAR ties and scarves.