



# SCAR QUARTERLY REPORT

## Jan-March 2012



### A. Executive Director (Mike Sparrow)

#### 1.1 Implementing the vision for SCAR and Antarctic science;

- Chaired Modena meeting to discuss a strategic approach to the next generation of SCAR SRPs; finalised Modena report and chased up Actions arising;
- Reminded proponents of next generation of SRPs of deadlines, need for referees etc.;
- Provided input into AG on SCAR meetings;
- Revised and updated Combined Actions list;

#### 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 Open Science Conference (OSC) Local Organising Committee (LOC) with regards to room allocations etc;
- Worked with EO and LOC on OSC registration issues;
- Finalised invitations to Plenary Keynotes;
- Worked with chairs on OSC Symposia;
- Worked with 2014 LOC with regards to dates of conference and other issues;
- Drafted templates for Delegates' meeting papers;
- Drafted templates for SRP, AG and EG papers as well as application for major meeting funds;
- Worked with CO of AAA with regards to internal review;
- Worked with AWI reps to ensure continuation of IBCSO project;
- Oversight of SCAR Medal applications (now being passed on to EO);
- Worked with WCRP/CliC and IASC on ISMASS workshop on 14<sup>th</sup> of July;
- Worked with SOOS Secretariat on SOOS press release, launch and presentation;
- Drafted OSC 3rd circular with LOC;
- Drafted plenary agenda for SSG meetings in Portland

##### (ii) links between SCAR and international research activities;

- Participated in WCRP Climate and Cryosphere (CliC) steering meeting, including working towards partnerships in the cryosphere between SCAR, IASC and other bodies;
- Ensured the Southern Ocean Observing System endorsed by CLIVAR and CliC;
- Provided feedback on SCAR Conservation Strategy Science paper;
- Worked on drafts of "polar decadal initiative" on behalf of SCAR;
- Participated in several conference calls as part of IPY Montreal Steering Committee;
- Participated in conference calls to discuss panel discussions at IPY Montreal conference;
- Worked with APECS reps on various CBET initiatives (webinars, online posters etc.);
- Convened session at Planet under Pressure Conference with IASC on behalf of ICSU;
- Worked with SCAR VP for Science on Abstract to IUA meeting;
- Provided SCAR report to WMO PORS group;
- Agreed to be SCAR contact for MoU on Cryospheric Sciences;
- Arranged date/time for joint EXCOM meeting in Portland

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

- Worked with COMNAP on joint Tsunami Paper;
- Worked on drafts of Marine Noise paper for ATCM;
- Worked with ACCE members on ACCE update and with Polar Record to ensure updates are published in peer reviewed literature;
- Collated input for SCAR Products paper;
- Worked with SC-ATS to finalise topic and speaker for ATCM;

- Provided Antarctic Treaty Secretariat details of progress with SCAR-relevant ATME recommendations on climate;
- Worked on draft of Yesou Declaration

## **2. Raising additional funding;**

- Worked on CAML-SCAR proposal to CoML Cosmos Prize Fund for biogeographic atlas project;
- Contacted various countries who had expressed an interest e.g. Columbia; Turkey in SCAR Associate Membership; forwarded application from Venezuela to EXCOM;
- Held initial discussions with Paul Morin and Google representatives to explore potential areas of collaboration with SCAR (Google are already co-sponsoring SCAR OSC);

## **3. Improving SCAR's communications internally and outside.**

- Circulated report to EXCOM on website redesign;
- Worked with secretariat and consultant on website redesign;
- Wrote articles for EBA Newsletter;
- Produced various SCAR News items for website/Facebook and Newsletter;

## **4. Representing SCAR at meetings.**

- Next Generation of SCAR SRPs (Modena, Italy; 15-17<sup>th</sup> Jan. 2012);
- Meeting with ASOC representative (Cambridge, UK; 27<sup>th</sup> Jan.);
- Planet under Pressure Conference: Convened ICSU cryosphere session and SOOS poster (London, UK; 26<sup>th</sup> March);
- Note that conference calls with IASC Executive Secretary held every 2-3 weeks to discuss bipolar issues; regular conference calls with IASC and CliC re ISMASS workshop; monthly conference calls held for IPY Montreal Conference; Cryo Group first conference call end of March

## **5. Managing the SCAR Secretariat efficiently and effectively.**

- Carried out staff appraisals;
- Modified EO's job description to more accurately reflect her current role;
- Assisted and advised EO on finance and other matters as appropriate;
- Monthly staff meetings; weekly meetings with EO;
- Managed AA's time as needed;
- Managed Project Officer's time as required

## **6. Other**

- Provided annual report to SPRI;
- Finalised issues for Atlantic WOCE atlas

## **B. Executive Officer (Renuka Badhe)**

### **1.1 Managing SCAR Finances**

- Disbursing funds, paying invoices as they arise (Major activity);
- Updating of online accounts for individual SSG/SRP/subsidiary groups; providing quarterly financial summaries to SCAR groups;

### **1.2 Preparing yearly budgets, statements and other overarching financial documents**

- Preparing yearly statement, budgets and other overarching financial documents for SCAR meetings (**Major activity**);
- Preparing financial documents as required by all SCAR Grantees – (Yearly accounts prepared in this period for the Martha Muse, Total-SCARMarBIN, amongst others) further details in 2.0;

### **1.3 Liaising with SCAR accountants and auditors**

- Preparation of "Management accounts" (to be submitted to UK Companies House) (**Major activity**);
- Providing all documents, answering all queries that arise from the accountants regarding Management accounts

- Preparing accounts for audits of SCAR finances

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

### **MARTHA MUSE PRIZE:**

- Provided 2011 yearly finance account to the Tinker Foundation;
- Provided 2011 yearly activity report, and other paperwork required Tinker Foundation;
- Negotiated with the Tinker Foundation for use of ≈19kUSD from 2011, to be rolled over from 2011 into 2012;
- Assimilated feedback from Selection Committee, and opened nomination process for the 2012 Prize;
- Negotiated advertising the Prize as a banner on the ICSU website, and on other online media and list-servers;
- Negotiated for free online listing in their list of Grants/Prizes in both *Science* and *Nature*;
- Finalised Montreal as hosts for the 2012 Selection Committee meeting, organising meeting venue, travel, etc, (On-going);
- Finalising and inviting the 6th member of the 2012 Selection Committee (with input from ED, President SCAR);
- Main contact for Martha Muse Prize on all press releases, and any other aspects; providing feedback to potential nominators, as requested;
- Web-editor for the Martha Muse Prize website;

### **TOTAL FOUNDATION AND SCARMarBIN:**

- Provided 2011 yearly finance account; separation of Minigrant account and SCARMarBIN account, which have until now been held together, at request of Project manager;
- Paying the SCARMarBIN minigrants as they are allocated; payment of other expense claims raised on the SCARMarBIN/Total account;

### **GBIF Grant:**

- Managed account for project; processed payments as required;
- Worked with GBIF project manager for payment processing of grant due to change of personnel in GBIF;

### **FEEDBACK PROVIDED ON NEW PROJECT PROPOSALS (if any):**

- Worked with ANTABIF team for the Antarctic Biodiversity Connections project (ABC) proposal for the JRS Biodiversity Foundation;

## **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 Fellowships:**

- Opened the 2012 Fellowship program with COMNAP (with AA);
- Provided feedback to COMNAP on their Fellowships;
- Point of contact (with AA) for Fellowship scheme;

### **SCAR Medals:**

- Negotiated with ICSU for advertising the SCAR Medals on their main banner page

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

- With ED, worked with APECS for provision of virtual poster sessions related to the SCAR OSC;
- Working with APECS for Early career workshop at SCAR OSC;
- Invited for co-convening session at APECS workshop at IPY Montreal;
- Invited by PolarTREC for co-convening session at IPY Montreal;

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

- Initialised social media policy for SCAR;
- Worked with ICSU for provision of “super-user” status on their website, which includes ability to post news articles, events, etc. directly on the ICSU website;
- Worked with ED and consultant, AA and PO, towards new SCAR website;
- Provided feedback to EBA for their newsletter;
- Provided news articles for the SCAR website, posts on SCAR Facebook page, LinkedIn, Twitter, and other social media as appropriate;
- Maintain SCAR news list server as required;

### **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 2012:**

- With PO, maintenance of live abstract submission process, answer questions, provide feedback as necessary as PO works part time;
- With PO, completed process of abstract submissions, record number of abstracts submitted;
- Feedback provided to PO as needed for abstract submission process, and setup of SCAR Subsidiary business meetings;
- Worked with PO, and LOC with regards to room allocations for Subsidiary Business meetings;
- Providing feedback on registration, circulars, CBET and other matters to LOC and the Scientific Committee as required;
- Working with IGSoc to ensure smooth progression of registration, mainly for the provision of free Student registrations (with PO), and other Conference participants (on-going);
- Answering queries regarding Conference abstract submission, funding, etc;
- Advertising and generating interest in the OSC as required on various media (News lists/servers, Facebook, etc);

#### **AGMRA:**

- Setup the SCAR AGMRA meeting at Kings College, Cambridge (with AA);
- Responsible for getting feedback for planning the next 10 years of meetings, either with a Polar focus, or with components within having polar focus;
- Feedback received from more than 40 sources, collated feedback and presented to Committee; represented Secretariat at meeting;
- Preparation of meeting report underway;

### **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)

### **6. Representing SCAR at meetings**

- SCAR representative at SPRI events, 17<sup>th</sup> January, 23<sup>rd</sup> March;
- Meeting with ASOC representative, with ED (Cambridge, UK; 27<sup>th</sup> Jan.);
- AGMRA meeting, Kings College, Cambridge, 13,14<sup>th</sup> March;
- With ED, President SCAR, meeting with 2014 LOC, Bryan Storey, Cambridge, 14<sup>th</sup> March;
- Meeting with IGSoc (Magnus Magnusson) regarding registration system, Cambridge, 15<sup>th</sup> March;
- Meeting with AWI representative (Stefan Hain), Cambridge, 20<sup>th</sup> March;
- Science Communication workshop, Exeter, 22 March;
- Meeting with SPRI accountant, Cambridge, 28<sup>th</sup> March;
- Many Skype and telephone meetings held with Tinker Foundation and Martha T Muse Committee; with LOC representatives; and with SCAR accountants.

### **7. Other duties as required**

- Assist in managing PO’s time;
- Assist with managing AA’s time;

## **C. Administrative Assistant (Rosemary Nash)**

### **1. Preparing and editing reports from contributed texts:**

- Formatted SCAR Newsletter Issue 28.

### **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 (9 received this quarter);
- Amended Fellowships page with details of 2012-13 scheme;
- Posted one Fellowship report;
- Created new web page for SCAR Medal Nominations and uploaded the relevant documents received;
- Updated SSG Officers and Members pages with details of current delegates taken from the most recent National Annual Reports (ongoing);
- Edited and posted various news items/articles on the News pages, and created archive pages for 2011 items;
- Edited and posted events on the Events page, posted President's Notes 45 and 46;
- 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 (2 members), 2011 (2 members) and 2012 (11 received so far);
- Produced letters using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (about 10);
- Packaged and mailed copies of publications purchased via the website (2 copies of ACCE Report);
- Packaged and mailed copies of the SOOS Report to National Committees and Delegates (approx. 100 copies mailed);
- Sent reminder to National Committees to send outstanding National Annual Reports for 2011-12 season;
- Received and acknowledged nominations for SCAR Medals (7 nominations in total).
- Processed expense claims for payment by EO (20 in all);
- Responded to (or forwarded, if appropriate) emails sent to 'info@scar' mailbox;
- Distributed Secretariat mail and packed/posted mail (daily);
- Photocopied/Scanned documents (approx 10 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 flights and/or accommodation for Secretariat, EXCOM, ATCM delegation.

### **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:**

- Contacted science journals (*Nature*, *Science* and *Antarctic Science*) to obtain quotes for advertising Martha Muse prize, liaised regarding proofs, then confirmed orders;
- Liaised with Agency for Legal Deposit Libraries to deposit required number of copies of recent publications (ACCE, Science in the Snow and SOOS Report);

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

- Booked hotel rooms and meals in Cambridge for the meeting of the AG on Meetings and Related Activities (AGMRA), 13-14 March;
- Liaised with King's College, venue for the AGMRA meeting;
- Prepared 'meeting logistics' document for the AGMRA meeting containing maps, travel information, hotel and meeting venue details;
- Liaised with Ernex regarding quotes for new SCAR/COMNAP scarves/pashminas.

#### **D. Project Officer (Eoghan Griffin) – 40% time (half funded by external funds)**

##### **1. Assist in preparation for SCAR's next Open Science Conference, including being responsible for the new abstract submission system**

- Managed the operation of the OSC abstract system through to final submissions
- Replied to author and convenor queries throughout abstract submission process
- Produced reports based on submissions for SCAR executive and LOC
- Improved abstract submission system by modifying in response to feedback
- Planning longer term improvements to abstract system to be implemented before OSC 2014
- Organised student abstracts to identify first 200 eligible for free registration at OSC
- Managed room booking requests for satellite group meetings before OSC
- Coordinated with LOC on resource and timing of satellite group meetings before OSC

##### **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**

- Preparing draft communications plan, to be finalised and delivered next quarter, including through consultation with other scientific communications professionals (e.g. Science Media Centre and at Planet Under Pressure conference)
- Consulted with media professionals and science communicators on effective formats for delivery.
- Delivered final proposal to IAATO/Cheeseman Safaris for public lecture on Antarctic climate science.
- Poster on communicating Antarctic climate change science in preparation for presentation at IPY Montreal meeting, April 2012.

##### **3. Other**

- Participation in internal SCAR meetings on future website changes.