



# SCAR QUARTERLY REPORT

## Jan-March 2013



### A. Executive Director (Mike Sparrow)

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

- Drafted Agenda, Detailed Agenda and List of Papers for SCAR EXCOM Meeting; worked with AA to set up meeting webpage; Sent out requests for papers to relevant groups (provided individual templates);
- Contributed to discussions as member of Action Group on Horizon Scanning planning;
- Reminded new SRPs on requirements for next stage in process i.e. steering committee and Implementation Plan for EXCOM meeting

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

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

- Finalised ACCE Update for Polar Record with CO of ACCE Advisory group;
- Worked with rest of the Secretariat to go through proposals to produce the next generation SCAR website;
- Worked with LOC of SCAR 2014 to finalise various aspects such as selection of chairs of ISOC, room selections, registration fees etc.;
- Finalised new Guidelines for Organisers of SCAR Meetings;
- Provided feedback on Visiting Professor Scheme;
- Worked with EO and Past President on internal review of MM Prize;
- Agreed to provide a keynote to the 6th Malaysian International Seminar on Antarctica (MISA6);
- Confirmed BEDMAP 2 as a SCAR Product;
- Advised ISOC of Biology Symposium as appropriate;
- Updated SCAR Combined Actions list

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

- Worked with SOOS Steering Committee (ex-officio member) on several topics such as the agenda for the next Steering Committee Meeting and a peer reviewed journal article "The vision for a Southern Ocean Observing System";
- Member of Southern Ocean Wiki (SOKI) Steering Committee;
- Worked with CO of SCATS on issues with regards to Environments Portal;
- Finalised MoUs etc. with APECS, IACS and CliC;
- Provided report for WMO EC-PORS;
- Worked by email with new GEO Cold Regions Initiative to explore synergies with SCAR;
- Advised biodiversity.aq community e.g. provided input to their brochure

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

- Drafted or commented on the following papers for the CEP/ATCM Meetings: the SCAR Annual Report, the ACCE Update, the Antarctic Environments Portal, the Southern Ocean Observing System, Biodiversity.aq, ATHENA, Long-term conservation of terrestrial microbial habitats and Ocean Acidification;
- Worked with CO of Ocean Acidification Group to produce short report for Treaty to UN on Ocean Acidification;
- Provided agenda and background for AG meeting on SCAR/ CCAMLR interactions during Treaty Meeting

#### 2. Raising additional funding;

- Met with Chair of SCAR Development Council to discuss the next steps with regards to finding additional funding from external sources;
- Worked with Past President and EO to submit three proposals to the Tinker Foundation: (1) SCAR Science Horizon Scan for ~ US\$235k; (2) Renewal of the Martha T Muse Prize for ~

- US\$603k and (3) Martha T Muse Colloquium for ~US\$74k;
- Co-drafted successful joint proposal with SCOR and IMBER to ICSU (30,000 Euros) on "Identifying Ecosystem Essential Ocean Variables for measuring changes in marine ecosystems";
- Submitted with Project Officer a proposal to Norwegian Government on "Antarctic Climate Change and engagement with the UNFCCC" (\$8,000) as discussed at the last Treaty meeting in Hobart;
- Met with representatives of the Geological Society of London to discuss agreement to publish certain SCAR Geoscience volumes - £1,000 per volume paid to SCAR

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

- Started new 'News from the Secretariat' focussed at SCAR Delegates, which has proven to be popular;
- Produced various SCAR News items, editorials etc. for website, Facebook, LinkedIn and Twitter;
- With AA produced new SCAR Newsletter;
- Co-authored article on SOOS in peer reviewed journal;
- Presentations to CliC and AWI on SCAR Activities and Programmes

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

- Discussions with BELSPO, APECS-B and biodiversity.aq (Brussels, 30<sup>th</sup> January);
- CliC Steering Meeting (Potsdam, 4-6<sup>th</sup> February);
- Leadership Course (London, 25-27<sup>th</sup> February);
- Meeting with ICED and SOOS (Cambridge, 5<sup>th</sup> March)
- Meeting with ICSU Communications Officer (Cambridge, 18<sup>th</sup> March);
- Meeting to discuss SCAR website proposals (Cambridge, 19<sup>th</sup> March);
- Meeting with Chair of SCAR Development Council (Cambridge, 27<sup>th</sup> March);
- Various Skype meetings with e.g. IASC Executive Secretary, LOC Chair

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

- Assisted and advised EO on finance and other matters as appropriate;
- Monthly staff meetings; weekly meetings with EO;
- Managed EO, AA and Project Officer's time as required;
- Carried out Appraisal of AA

### **6. Other**

- Provided annual report to SPRI on SCAR Activities;
- Provided Self-Appraisal to President and EXCOM;
- Provided a review of an Antarctic book proposal

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

### **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 for 2012;
- 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, Total-SCARMarBIN, and GBIF amongst others) further details in 2.0;

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

- Finalising the timetable for submitting both account and audit responsibilities;

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

### **RAISING ADDITIONAL FUNDING / NEW GRANT APPLICATIONS / NEW COLLABORATIONS:**

- Worked with Past President and ED to submit three proposals to the Tinker Foundation: (1) SCAR Science Horizon Scan for ~ **USD 235,000**; (2) Renewal of the Martha T Muse Prize for ~ **USD 603,000** and (3) Martha T Muse Colloquium for ~**USD 74,000**;
- Provided feedback on proposal to Norwegian Government on “Antarctic Climate Change and engagement with the UNFCCC” (**USD 8,000**) as discussed at the last Treaty meeting in Hobart;
- **USD 5,000** from Tinker Foundation for making joint Muse Prize – SCAR merchandise;
- Negotiated the carry forward and use of **USD 50,000** with Tinker for the 2013 Muse Prize;
- Negotiated **EUR 5,200** from IACS for use of ISMASS project;
- New collaboration with CCAMLR for releasing both SCAR-COMNAP and CCAMLR fellowships together;

### **MARTHA MUSE PRIZE:**

- Set up internal review for Muse Prize, emailed request to all COs, past and present Committee members, and collated results (**Major activity**);
- Finalised nomination forms according to feedback from Committee, and opening of the Nominations for 2013 (**Major activity**)
- Finalised 3 members of the Selection Committee, with Chair of Selection Committee (**Major Activity**);
- 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*;
- Negotiated venue use with INACH for the 2013 Selection Committee meeting;
- Organising travel for the 2013 Selection Committee meeting;
- Web-editor for the Martha Muse Prize website;
- Main contact for Martha Muse Prize on all press releases, and any other aspects; providing feedback to potential nominators, as requested;

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

- Providing accounts on request of SCARMarBIN and Total grant managers;
- Paying the SCARMarBIN minigrants as they are allocated; payment of other expense claims raised on the SCARMarBIN/Total account;

### **Climate Communications project:**

- Managing accounts for Climate Communications project;

### **GBIF Grant:**

- Working with GBIF manager to procure a missing payment from GBIF;
- Providing accounts on request of GBIF grant manager;
- Managed account for project; processed payments as required;

### **ICSU grant for ISMASS: (Major task)**

- Preparing and submitting finance report to ICSU;
- Managing ISMASS grant monies from ICSU;
- Managing travel grants for the ISMASS workshop, with AA;

## **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 and CCAMLR Scholarships:**

- Negotiated with CCAMLR, and released 2013 round as joint SCAR, COMNAP and CCAMLR fellowships/scholarships;

- Created completely online process for both SCAR and COMNAP Fellowships with SCAR intern, which will save considerable amounts of processing time for both EO and AA;
- Advertising the Fellowships via many different channels, social media, mailing lists, SCAR newsletter, etc.;

**Visiting Professor Program:**

- Created completely online process with SCAR intern and AA, which will save considerable amounts of processing time for both EO and AA (**Major Task**);
- With AA, finalised work-flow, accompanying documents, for the SCAR Visiting Professor Program;

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

- Talk on SCAR and opportunities for early career scientists with APECS Webinar;
- Talk on SCAR and opportunities for early career scientists at UK Polar Network;
- Working with APECS for joint exhibit at the SCCS, Cambridge;

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

- Worked with ED and consultant, AA and PO, towards new SCAR website;
- 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, providing online support for new News groups;

**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 and SPRI webmaster, planning of longer term improvements to abstract system to be implemented before OSC 2014;
- Working with Local Organising Committee to ensure smooth progression of registration, mainly for the provision of free Student registrations (with PO), and other Conference participants;
- 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.);

**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)

- Negotiated with CCAMLR, and released 2013 round as joint SCAR, COMNAP and CCAMLR fellowships/scholarships;
- Provided feedback to PO during development of pre-proposal for Climate Change Communication project'

**6. Representing SCAR at meetings**

- Halley Station opening, Royal Society, London (5<sup>th</sup> February);
- Invited lecturer at the University of Hull (20<sup>th</sup> February);
- UK Polar Network meeting at BAS (15<sup>th</sup> March);
- Meeting with ICSU Communications Officer (Cambridge, 18<sup>th</sup> March);
- Meeting to discuss SCAR website proposals (Cambridge, 19<sup>th</sup> March);
- Representing SCAR at the "Who's Who in Conservation", SCCS, Cambridge (19<sup>th</sup> March);
- Meeting with Chair of SCAR Development Council (Cambridge, 27<sup>th</sup> March);
- Various Skype meetings with e.g. Clipperton Project, Tinker Foundation, APECS, etc;
- Handover meeting with Dr D Medrano (Intern 2012-2013), interview/set-up meeting with M Davies (Intern 2013), and set-up meeting with Dr C Havermans (Intern 2013);
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**7. Other duties as required**

- Assist in managing PO's time;
- Assist with managing AA's time;
- Advertise, interview, and arrange for interns to be placed with SCAR;
- Managed the time and activities of 2 interns;

#### **8. Other**

- Lecturing Masters in Environmental Science students in research design, and data management (in own time);
- Providing mentoring for early career scientists and APECS members as requested;
- Editing / Commenting on external projects on Antarctic Exploration and research (in own time);

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

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

- SCAR Newsletter Issue 32 compiled, formatted and posted on the website.

#### **2. Updating and maintaining:**

##### **a. Address database:**

- Updated and added contact details to the database (on-going).

##### **b. Website:**

- Amended and completed online Fellowship Application form, created by intern;
- Amended Fellowships page with details of 2013-14 scheme;
- Created new section for the Remote Sensing AG;
- Created new section for July EXCOM Meeting in Barcelona, formatted and posted initial working papers;
- Formatted and posted National Annual Reports for 2011-12 season (4 received this quarter);
- 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;
- 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 (stationery), filing, photocopying, scanning documents etc.:**

- Using InDesign SCAR Letterhead template and membership category information, formatted and sent out invoices for National Contributions (37 in all);
- Formatted and sent receipts for National Contributions received, including payments of arrears from previous years (16 this quarter);
- Produced letters using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (7 this quarter);
- Packaged and mailed copies of publications purchased via the website or BookNet (3 copies of ACCE Report; 4 copies of Science in the Snow);
- Processed expense claims for payment by EO (9 this quarter);
- Responded to (or forwarded, if appropriate) emails sent to 'info@scar' mailbox;
- Distributed Secretariat mail and packed/posted and franked mail (daily);
- Photocopied/Scanned 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:**

- Arranged trains, 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 and Science*) to obtain quotes for advertising Martha Muse prize, liaised regarding proofs, then confirmed orders;
- Obtained ISSN for SCAR Newsletter.

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

- Created banner for Martha Muse Prize for display on ICSU website.

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

**1. To work on improving SCAR's communication with the general public, media and educators, in particular with respect to SCAR's climate change work**

- Prepared final report on Climate Change Communications project for Norwegian, UK governments.
- Prepared proposal to Norwegian government for funding to develop engagement with UNFCCC.
- Liaised with Editor, publisher and external media professional on communications support for ACCE Executive summary update.
- Prepared materials for delivery of next steps identified in "Communicating the Science of Climate Change" Treaty Paper to ATCM XXXV in Hobart, June 2012.
- Delivered public lecture on "Climate Change – A view from the poles" Foxton, Cambridgeshire, March 2013.
- Prepared poster for Student Conference on Conservation Science, Cambridge, March 2013.

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

- Liaised with responsible webmaster to determine nature and timing of work required to implement improvements to the abstract system. Timetable for testing changes and readiness to go live established.

**3. Other appropriate duties**

- Produced online forms for feedback on SCAR activities.