



# SCAR QUARTERLY REPORT

## January - March 2014



### A. Executive Director (Mike Sparrow)

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

- Worked with VP YD Kim to develop mechanism for co-sponsorship review; furnished relevant groups with templates, gathered information and proceeded with review;
- Worked with Past President and EO on Horizon Scan activity (e.g. pre-retreat survey, Skype meetings for facilitators);
- Member of International Steering Committee for ISAES 2015;
- Worked with Iran and Czech republic to ensure they submitted applications for Associate Membership for SCAR; worked with other countries e.g. Kazakhstan and Turkey with their applications for the next period

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

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

- SCAR OSC: Worked with LOC on abstract submission and registration procedures, room allocations and other activities; worked with chairs on merging of science sessions and oral/poster distributions; worked with A Cooper and LOC on Innovations award for Communications; worked with symposia chairs on plans for SCAR symposia, skype call with LOC and ICSU on joint ICSU activities (**major activity**);
- SCAR Delegates' Meeting: Drafted Agenda, Annotated Agenda, Timeline and List of Papers for Meeting; sent out additional info to SCAR Delegates such as bids to host SCAR 2018 and elections for two new VPs (**major activity**);
- Worked with CO of AAA on external review, including contacting reviewers, producing templates for review and reporting;
- Worked with new SRPs to produce Implementation Plans;
- Drafted text for first chapter of Ocean Acidification report;
- Worked with SOOS office on e.g. new SC membership;
- Updated SCAR Combined Actions list and sent follow up emails to lead individuals

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

- Produced report for WMO EC PORS;
- Worked with IASC and EPB on joint MoU between the three organisations;
- Worked on draft of International Polar Partnership Initiative with WMO;
- Provided joint nominations (with IASC) for WCRP steering committee

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

- Prepared and commented on papers for Treaty meeting: SCAR Annual Report, SOOS, Climate Communications, ACCE update, Science Highlights and other joint papers as appropriate (**major activity**);
- Worked with Treaty speaker on SCAR Lecture;
- Coordinated SCAR input on ICG on climate change for Antarctic Treaty;
- Provided feedback for Environments Portal for CEP/Treaty

#### 2. Raising additional funding;

- Worked with Development Council Chair on actions from last meeting, including producing a draft of a new brochure and updating the list of priority Foundations for SCAR

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

- Worked with AA on new SCAR website, in particular drafting text for pages (**major activity**);

- Produced various SCAR News items, editorials etc. for website, Facebook, LinkedIn and Twitter;
- With AA worked on new SCAR Newsletter

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

- No meetings were attended this period.

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

- Managed EO, AA and Project Officer's time as required;
- Monthly staff meetings

#### **6. Other (including additional meetings attended)**

- Produced SCAR annual report for SPRI;
- Provided review for NZARI proposal;
- Interviews with Guardian Newspaper and Etihad magazine on Antarctic issues;
- Co-authored EOS article on completion of WOCE atlases;
- Skype meetings with LOC of Open Science Conference

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

#### **1.1 Managing SCAR Finances**

- Finalised online Finance claim form, rigorously tested via multiple platforms and locations;
- Worked with PO on finance related matters as they arise;

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

- Prepared financial documents as required for all SCAR external grants (Annual finance statement for Muse prize and with PO monthly statement for Horizon Scan);

#### **1.3 Liaising with SCAR accountants (major task this quarter):**

- Prepared internal as well as external financial documents as required for all of SCAR finances (with PO), including full 2013 accounts for submission to accountants;

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

- Negotiated re-allocation of funding with the Tinker Foundation for the Muse Prize Winners Colloquium (USD 90,000);
- Negotiated with the British Antarctic Survey for funding the Horizon Scan Retreat to more than double their initial contribution of GBP 5,000 to just under USD 20,000;

#### **1<sup>ST</sup> SCAR Antarctic and Southern Ocean Horizon Scan (Major task) – (all tasks below with Past President):**

##### **General Tasks:**

- Member of International Steering Committee for SCAR Science Horizon Scanning; provided email reminders, social media updates etc. ensuring very high profile for this event;
- Main point of contact (with Past President) for matters relating to Horizon Scan;
- Worked with Past President and interns to “horizon scan” type of documents available (ongoing);

##### **Management of Retreat:**

- Including maintaining and updating as requested, databases on retreat attendees, special needs, etc;
- Working with resort for several issues like IT needs for Retreat, airport pickup and drop-offs, etc;
- Worked with Retreat resort and provided information as requested by Past President (ongoing);

##### **Data Curating:**

- Leading the team of Facilitators (5) who will be handling all the technical aspects at Retreat – this includes training, setting up background databases required for Retreat data management, and training via Skype – two meetings this quarter;

- Responsible for all data being collected for the Horizon Scan – including collection, backing up, curating, and making available online;

#### **MARTHA MUSE PRIZE:**

##### **General tasks:**

- 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;
- Internal review for Muse Prize collated results, created reports;

##### **Nomination Process:**

- Opening of the Nominations for 2014, answered queries regarding nominations, and first point of contact for any other queries;
- Advertising the Prize on all relevant sites, and on other online media and list-servers;
- Negotiated venue use with PRIC for the 2014 Selection Committee meeting;

##### **Selection Committee and Meeting (June):**

- With Chair, Selection Committee, finalising the 6<sup>th</sup> member of Committee and confirming their place;
- Organising travel for the 2014 Selection Committee meeting (ongoing);
- Set-up and managed Selection Committee meeting in PRIC (ongoing);

#### **Climate Communications/UNFCCC interaction project:**

- Managing accounts for Climate Communications project (with PO);

#### **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 Medals:**

- Initiated launch of SCAR medals

##### **SCAR - COMNAP Fellowships and CCAMLR Scholarships:**

- Negotiated with CCAMLR and COMNAP, to continue the 2014 round as joint SCAR, COMNAP and CCAMLR fellowships/scholarships;
- Advertising the Fellowships via many different channels, social media, mailing lists, SCAR newsletter, etc.;
- First point of contact in case of any queries regarding Fellowships;

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

- Started, with Vice President CBET and ED, review of CBET terms of reference (ongoing);

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

- Developed news listing for new SCAR groups as requested;
- Trained SRP leaders as needed on working with news lists and on shared admin responsibilities as requested;
- Provided news articles for the SCAR website, news lists, posts on SCAR Facebook page, LinkedIn, Twitter, and other social media as appropriate;

#### **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 2014 and Business Meetings:**

- Coordinated SCAR Business and side meetings as requested, worked with the Conference Company for handing over information regarding these meetings (continued from last quarter);

**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)

- Worked with ICSU communications team to highlight SCAR and its activities as needed (e.g. Horizon Scan retreat, Muse Prize);

**6. Representing SCAR at meetings.**

- None in this quarter

**7. Other duties as required**

- Managed the time and activities of 2 intern with Past President for Horizon Scan activities (Dr C Havermans, and J Walsh);
- Managed part of time of AA (Muse Prize, Horizon Scan and Capacity Building activities) and PO (finance);

**8. Other (including additional meetings attended)**

- Meeting with Inbev-Baillet Latour Fellowships coordinator (Skype, 14<sup>th</sup> Feb);
- Training of Facilitators (Skype; March, Cambridge, UK);
- Meeting with Horizon Scan session Discussion Leaders (Skype, several)
- Various Skype meetings, including with Chair of the Muse Prize selection Committee, Chair of the Tinker Foundation (Skype/Telephone, several);

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

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

- Began to compile and format SCAR Newsletter Issue 36.

**2. Updating and maintaining:**

**a. Address database:**

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

**b. Website:**

- With ED, worked extensively on new SCAR website, creating sections and pages, testing functionality and liaising with web developers to fix problems; (**Major activity**)
- Formatted and posted National Annual Reports for 2012-13 season (2 received this quarter);
- Updated Fellowship documents and amended Fellowships page with details of 2014-15 scheme;
- Posted 6 Fellowship reports from earlier years;
- Extensively restructured the Horizon Scan section;
- Created new section for XXXIII SCAR Delegates' Meeting to take initial working papers, formatted and posted papers;
- 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**

- Set up separate mailing lists for National Committees and Delegates on the SCAR Listserver.

**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 and other payments received (9 for 2014 and 1 for arrears from 2013);
- Produced letters and invoices using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (3 this quarter);
- Coordinated nominations for SCAR Medals (online, email and renominations from 2012) and uploaded them to Dropbox for the Selection Committee to access (13 nominations in total);
- Using ATS document template, formatted 5 information papers for ATCM and CEP meetings and submitted them to the Treaty Secretariat;
- Contacted National Committees for names of delegates attending SCAR Delegates' Meeting;
- 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 (approximately 5 this quarter).

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

- Due to change in date of ATCM, liaised with Diversity Travel and to amend return flights for SCAR President and SCAR lecturer;
- Liaised with Diversity and Horizon Scan Retreat participants regarding routine flight time changes;
- Booked hotel in Brasilia for SCAR delegation to ATCM.

**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:**

- Updated Martha Muse Prize advert with 2014 details, contacted science journals (*Antarctic Science*, *Nature and Science*) to obtain quotes for advertising, liaised regarding proofs, then confirmed orders;
- Contacted various printers to obtain provisional quotes for printing the Ocean Acidification Report.

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

- Liaised with suppliers and placed order for replacement chair for ED;
- Identified flag manufacturers, obtained quotes and placed order for new SCAR flag.

**D. Project Officer (Eoghan Griffin) – 60% time (funded by external funds)**

**1.1 Managing SCAR Finances**

- Disbursing funds, paying invoices as they arise (**Major activity**);
- Maintaining detailed, up to date and accurate internal financial records;
- Provided end of year 2013 financial summaries to SCAR groups;

**1.2 Generating financial reports for 2013**

- Finalised and submitted reports on 2013 accounts and balances for end of year statements and for use in for preparation of Audit, Charity Commission and Companies House returns in collaboration with Executive Officer

**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**

- Liaised with ICCI on possible future activities relating to direct science to policy discussions.
- Finalised and submitted Final Report on UNFCCC Interaction grant from Norwegian MFA.
- Prepared IP for ATCM Brasilia on Climate Change Communications