



SCAR QUARTERLY REPORT

January-March 2015



A. Executive Director (Mike Sparrow)

1.1 Implementing the vision for SCAR and Antarctic science;

- SCAR Structural Review: Drafted agenda and Terms of Reference and finalised with T Wilson and President; worked with EO and T Wilson on survey for review; worked with AA on logistical arrangements;
- Worked with Norwegian reps and COMNAP on arrangements for SCAR EXCOM 2015;
- Worked with chairs of ISOC 2016 on timeline, membership of ISOC, next steps for deciding on structure and sessions etc.;
- Worked with IASC and chairs of LOC for 2018 meetings on various issues such as timelines

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 CO of Ocean Acidification report to take drafting of report forward; contacted CO to have Ocean Acidification as topic of SCAR Treaty Lecture;
- Advised organisers of ISAES meeting and advertised meeting as required;
- Worked with SCOR, SOOS chairs and SOOS EO on SOOS Strategic Plan;
- Included Quantarctica as an official SCAR Product;
- Worked with CO of SCADM and President to draft letter to SCAR Delegates re membership of SCADM;
- Worked with EO and B Storey on 2014 Finance Statement;
- Worked with Iranian Delegates to ensure involvement of Iranian scientists in SCAR activities

(ii) links between SCAR and international research activities;

- Worked with Antarctic Environments Portal group to ensure SCAR representation on editorial board;
- Attended EU-POLARNET meeting to discuss SCAR involvement;
- Followed up on Actions identified from CliC meeting;
- Conference call with representatives of CLIVAR/CliC/SCAR Southern Ocean Region Panel to discuss how three organisations should take the group forward; nominated (with consultation with SCAR groups) SCAR representatives to panel

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

- Worked with CO of SCATS on list of papers for Treaty and sent reminders to all; started drafting SCAR annual report to Treaty; request sent out to SCAR groups for Science Highlights paper;
- Worked with S Chown and Monaco reps on conservation workshop to be held in 2015;
- Worked with Steering Committee of Environments Portal project, including taking part in scoping workshop for climate change;
- Worked with COMNAP Secretariat on arrangements for joint EXCOM 2015;

2. Raising additional funding;

- No action this quarter

3. Improving SCAR's communications internally and outside.

- Produced various SCAR News items, editorials etc. for website, Facebook, LinkedIn and Twitter as well as worked with AA on latest edition of Newsletter

4. Representing SCAR at meetings.

- EU POLARNET Meeting (Bremerhaven, Germany; 9-11 March);
- Environments Portal Meeting (Cambridge, UK; 17-18 March)

5. Managing the SCAR Secretariat efficiently and effectively.

- Monthly staff meetings and additional meetings as required

6. Other (including additional meetings attended)

- Annual Reports produced for SPRI and APECS;
- Conference call with Southern Ocean Region Panel;
- Conference call with SCAR 2018 meeting representatives

B. Executive Officer (Eoghan Griffin)

1 Managing SCAR Finances

1.1 Managing SCAR Finances

- Disbursing funds, paying invoices as they arise (**Major activity**);
- Maintaining detailed, up to date and accurate internal financial records;
- Prepared 2014 Financial Statement (**Major activity**);
- Delivered full 2014 accounts and established audit timetable with auditors (**Major activity**);

1.2 Managed Amazon selling account for SCAR MarBIN Biogeographic Atlas

- Initiated sales of the Biogeographic Atlas through Amazon selling account
- Implemented author price reductions for purchased copies.
- Provided financial report and sales information to MarBIN group leaders.

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

MARTHA MUSE PRIZE:

1. Organised External Review Meeting, Feb 2015 (**Major activity**)
2. Supported Review Meeting in person and with relevant information from survey feedback
3. Moved Muse Prize nomination form to Jotform sheet
4. With AA amended Muse Prize nomination support information
5. Finalised 2015 Selection Committee membership
6. Arranging travel and meeting logistics for 2015 Selection Committee Meeting

HORIZON SCAN:

1. Managing finances, and assisting past president as needed

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:

- With AA amended 2015 Fellowships support information
- With AA launched 2015 Fellowships programme
- With AA launched 2015 Visiting Professorships programme

3.2 Communications, including news articles, updates, etc., as appropriate:

- Provided and posted news articles for the SCAR website, posts on SCAR Facebook page.
- Maintained and administered SCAR news list server and other lists 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

- With ED, AA supporting organisation of SCAR Structural Review and EXCOM meetings

5. Coordinating activities with other organisations in both the science and policy arenas – such as the ATCM, CCAMLR, COMNAP and other ICSU bodies

- With AA coordinated launch of Fellowships with COMNAP and CCAMLR Fellowships.

6. Other duties as required

- Developed survey to provide feedback to SCAR Structural Review meeting
- Assist with managing AA's time and cover during leave;

C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- Compiled and formatted Newsletter 37.

2. Updating and maintaining:

a. Address database:

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

b. Website:

- Updated the National Annual Reports page with the new template; formatted and posted National Annual Reports from 2014 and 2015 (3 in total this quarter);
- Set up page for 2015 SCAR Structure Review;
- Updated SCAR Fellowship documents, online form and website with details of 2015 scheme; uploaded one Fellowship Report to the Fellows 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 calendar;
- Ongoing work on the new website: added COs as website editors, liaised with web developers to fix issues.

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.:

- Updated the SCAR Letterhead with new EO's details;
- Using InDesign SCAR Letterhead template and membership category information, formatted and sent out invoices for National Contributions (39 in all);
- Formatted and sent receipts for National Contributions received (3 for 2014, 10 for 2015);
- Produced letters and invoices using InDesign SCAR letterhead template and emailed / posted several items of correspondence (25 this quarter);
- In consultation with ED, simplified the National Reports template (Excel) and created an alternative version in Word, then distributed to National Committees for completion;
- Began packaging and labelling latest SCAR Brochure to distribute to National Committees, Delegates, COs and other organisations;
- Responded to (or forwarded, if appropriate) emails sent to 'info@scar' mailbox;
- Distributed Secretariat mail and packed/posted and franked mail (daily);
- Photocopied/scanned various 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 flights and accommodation for SCAR ED attending EU-PolarNet meeting in Bremerhaven.

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:

- Created a three-slide gif file advertising Muse Prize for display on *Antarctic Science* and *Polar Record* websites;
- Liaised with contacts at the science journals (*Antarctic Science*, *Nature and Science*) to advertise 2015 Martha Muse Prize in print and online.

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

- Updated Muse Prize documents, online nomination form and Muse Prize website with details of 2015 nomination process and launched the scheme;
- Liaised with conference team at Sidney Sussex College and booked the Old Library as the venue for the SCAR Structure Review Planning Meeting in April;
- Booked accommodation for participants of SCAR Structure Review Planning Meeting;
- Liaised with COMNAP and CCAMLR to launch 2015 SCAR and COMNAP Fellowship schemes and CCAMLR Scholarships.