



SCAR QUARTERLY REPORT

January – March 2016



A. Executive Director (Jenny Baeseman)

1.1 Implementing the vision for SCAR and Antarctic science;

- Worked on Strategic Plan, v5 out for comment
- Worked on OSC 2016 (designed programme, handled lots of questions from conveners, authors, LOC, etc, side meeting schedule changes, Delegates meeting papers, SSG Day schedule, SCAR activity poster session, etc) (Major Activity)
- Commented on drafts and compiling science highlights for Treaty Papers
- Starting planning OSC 2018 and updating Conference Guide
- Working to develop Polar Priorities activity

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

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

- Working with SCOR and SOOS EO on SOOS reviews
- Working on SRP reviews
- Working with ICSU on SCAR Review
- Worked on Quantarctica, a SCAR Product, next phase
- Working with CBET to move things along
- Working with Development Council to get that moving along again
- Created reporting template
- Worked on CLIVAR/CliC/SCAR Southern Ocean Region Panel (SORP) membership, reporting structure, funding for upcoming year
- Working with ASPeCt on TOR and Sea Ice Software
- Helped move ACCE and SORP under PS
- Worked on changes to RoP, etc based on Structural Review
- Working on document on process of creating new SCAR groups based on changes from the Structural Review

(ii) links between SCAR and international research activities;

- Working with IASC on future joint excom meeting, new LoA, Polar Priorities, etc
- Worked with GCW on a few shared website resources
- Worked with APECS on Fellows webinar, SCAR junior officers, etc

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

- Worked with Environments.aq portal team
- Worked with COMNAP on Fellowship activity
- Nominated Julian Gutt for ICSU endorsement for IPBES

2. Raising additional funding.

- Sent several potential funding opportunities to Chief Officers
- Working on list of potential foundations to contact
- Signed up for Software program for non-profits, so far saved SCAR over \$3500 USD.

3. Improving SCAR's communications internally and outside.

- Working on upgrading website, adding content to website, Facebook, etc.
- Contracted and liaising with Joomla! expert to help with website issues
- Developing new Newsletter template

4. Representing SCAR at meetings.

- SCAR/IASC Think Tank
- ISCU Review Committee

5. Managing the SCAR Secretariat efficiently and effectively.

- Weekly staff meetings and additional meetings as required remotely
- Developing list of areas where efficiency could be improved
- Moved to Cambridge
- Started annual staff reviews, President decided he should lead, waiting for progress

6. Other (including additional meetings attended)

- Working with AA on developing contacts list, roles, appointment terms
- Filling in the knowledge gap left from changing staff
- Finally got UK visa, getting settled, etc.
- Addressed various email inquiries.

B. Executive Officer (Eoghan Griffin)

1.1 Managing SCAR Finances

- Disbursing funds, paying invoices as they arise (**Major activity**);
- Providing financial summaries to SCAR groups;
- Implemented tax efficient strategy for incoming Executive Director remuneration.

1.2 Preparing yearly budgets, statements and other overarching financial documents

- Preparing overarching financial documents for internal reporting;
- Preparing financial documents as required by all SCAR Grantees.

1.3 Liaising with SCAR accountants and auditors

- Preparing 2015 accounts and reports for accountants (**Major activity**);
- Liaising with auditors on fee structure and timetable for 2016 regulatory reporting.

1.4 Managed Amazon selling account for SCAR MarBIN Biogeographic Atlas

- 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. Finalised Committee members for 2016 meeting in consultation with Committee Chair.
2. Discussed plans for use of residual with Tinker President.
3. With AA updated advertising and website to reflect change to “Tinker-Muse Prize” branding.
4. With AA amended Muse Prize nomination support information and guidance, reflecting feedback from both 2015 Review and 2015 Selection Committee meeting.
5. Arranging travel and meeting logistics for 2016 Selection Committee Meeting.

HORIZON SCAN:

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:

CBET Committee

- Hosted GoToMeeting session with newly constituted CBET Committee and identified Action Items to take CBET activities forward

SCAR Medals

- With AA actively managed nomination process to facilitate wide participation

SCAR - COMNAP Fellowships:

- With AA amended 2016 Fellowships support information
- With AA launched 2016 Fellowships programme
- Provided feedback and advice to potential Fellowship applicants as well as queries from existing Fellows
- Prepared online webinar for Fellowship application mentoring

Visiting Professorship Scheme:

- With AA amended guidance and application details

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

- Provided news articles for the SCAR website, posts on SCAR Facebook page, LinkedIn 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

- Provided further updates to amended Rules or Procedure and Articles of Association in response to Structure Review recommendations.
- Supported ED and EXCOM with information required during SCAR/IASC Think Tank and ICSU Review 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. Representing SCAR at meetings

- No in person meetings in quarter, online CBET meeting referred to above.

7. Other duties as required

- Worked with ED, President, EXCOM and legal and tax advisors to solve issues in obtaining visa and payment mechanisms as well as relocation for ED. **(Major Activity);**

C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- No activity this quarter.

2. Updating and maintaining:

a. Address database:

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

b. Website:

- Updated Fellowship information and online form with changes agreed for 2016, launched scheme, posted news item, updated slideshow;
- Updated Visiting Professor information and online form for 2016;
- Updated organisation chart with change of ACCE Advisory Group to SSG-PS Expert Group and posted on website;
- Formatted and posted National Annual Reports (1 from 2015);
- Uploaded and posted all electronic versions of SCAR's occasional publications from previous years (14 publications added);
- Chased up and posted two long-outstanding Fellowship Reports;
- 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;
- Updated group sections on behalf of group leaders (ongoing);
- With advice from SCAR webmaster, liaised with Joomla expert to commission site audit and begin necessary work to fix issues.

c. E-mail circulation lists

- Created partners email list;
- Updated existing lists (ongoing).

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 letterhead template and membership category information, formatted and sent out invoices for 2016 National Contributions (39 in all);
- Formatted and sent receipts for National Contributions received (1 from 2014, 8 from 2015, 10 from 2016);
- Produced letters using InDesign SCAR letterhead template and emailed / posted several items of correspondence (7 this quarter);
- Worked with ED to create list of contacts for partner organisations to be invited to Delegates Meeting as observers;
- Worked with EO to finalise changes to Fellowship documents, updated application packs for both SCAR and COMNAP schemes;
- Drafted updates to Visiting Professor documents for 2016;
- Contacted National Committees and Union members for names of delegates attending SCAR Delegates Meeting; reminded honorary members of their right to attend;
- Drafted and emailed invitation letters to applicant countries to attend Delegates Meeting;
- Drafted update to guidelines for hosting SCAR meetings;
- Distributed Strategic Plan draft for comment to national committees, delegates, unions, past presidents and partners;
- Began first draft of “Introduction to SCAR” presentation;
- Updated/created various Secretariat-shared documents in Google Docs (ongoing);
- 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 hotel for ED to OSC 2018 Planning Meeting, Davos and flights to Think Tank meeting, Potsdam;
- Arranged travel for attendees of the RAATD Workshop taking place in April;
- Arranged return flights for President to Treaty meeting in Santiago.
- Booked hotel accommodation for SCADM CO to CEP/CCAMLR Workshop, preceding Treaty meeting;
- Booked hotel accommodation for Treaty meeting attendees and registered them for the meeting.

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, made coffee, 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:

- No activity this quarter.

7. Providing administrative support for the Tinker-Muse Prize process:

- Overhauled current Muse Prize website to change the prize name and update information on all pages;
- Liaised with Sitewriters (developer and host of current website) to get website templates updated with new name;
- Updated all Muse Prize documents and online nomination form with new name and 2016 details and worked with EO to launch the scheme;
- Updated Muse Prize advert with 2016 details, liaised with contacts at Science and Nature to place adverts in print journals; in consultation with EO, agreed proofs and confirmed orders;
- Updated 3-slide moving GIF advert and liaised with Cambridge University Press contact to advertise Muse Prize on *Antarctic Science* and *Polar Record* websites for four months.

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

- Liaised with COMNAP Exec Sec to launch 2016 SCAR and COMNAP Fellowship schemes in conjunction with CCAMLR Scholarships;
- Calculated numbers and percentage of women involved in SCAR activities for ICSU review;
- Continued sorting, listing and boxing files and papers from filing cabinets in the ED's office for holding in the SPRI archive store.