

SCAR QUARTERLY REPORT
July 1- Sept 30, 2010

A. Executive Director (Mike Sparrow)

1.1 Implementing the vision for SCAR and Antarctic science;

- Finalised draft SOOS plan and advertised plan to SCAR and other communities;
- Worked with President on draft Strategic Plan;
- Provided advice to SCAR COs on potential Programme Planning Groups

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

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

- Produced SCAR OSC programme/schedule with chairs of ISOC and LOC;
- Finalised papers; agenda etc. for Delegates' Meeting;
- Produced agendas and meeting report for joint EXCOM with COMNAP;
- Emailed SCAR Subsidiary bodies to let them know details of 2011/12 budget allocations;
- Worked on updating lists of SCAR subsidiary bodies;
- Sent letter to CO of Global Change Master Director on behalf of SCADM regarding improving cooperation in polar issues and other matters;
- Discussed OSC 2012 matters with chair of LOC;
- Worked with new CO of Ocean Acidification Group on ToRs etc.;
- Set up AG to review SCAR History book;
- Worked with chairs on SCAGI meeting report and actions;
- Finalised Delegates' meeting report and Actions from meeting;
- Worked on updating Combined Actions, removing completed action and including those from 2010 meetings

(ii) links between SCAR and international research activities;

- Wrote SCAR Report to WMO Executive Council Panel of Experts on Polar Observations, Research and Services (EC-PORS)
- Wrote report on SCAR activities for SCOR;
- Sent letter to ICSU re inclusion of IPY/Polar matters on agenda of ICSU General Assembly

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

- Wrote and sent SCAR Papers to CCAMLR (SCAR Report, the Southern Ocean Observing System, and ACCE update);
- Discussed formation of joint SCAR/CCAMLR Action Group with CCAMLR;
- Produced joint SCAR/COMNAP EXCOM Meeting report and started to move ahead with Actions;
- Worked with SCAR President and SCATS Chair on possible seminars for the ATCM;
- Commented on draft ASOC papers on climate and ocean acidification;
- Provided advice to IAATO on their brochure on climate change;
- Sent letter to IPCC voicing concerns re lack of Antarctic expertise in the Working Group II Chapter (28) Polar Regions;
- Started work on finding speaker for ATCM and defining list of papers for CEP/ATCM

2. Raising additional funding;

- Drafted letter supporting SCAR MarBIN bid for GBIF funds;
- Forwarded information on bids for ICSU grants to appropriate SCAR bodies

3. Improving SCAR's communications internally and outside.

- Gave talk at Challenger Meeting on Southern Ocean Observing System (SOOS) (Southampton, 9th September);
- Produced various SCAR News items for website/Facebook and Newsletter

4. Representing SCAR at meetings.

- Introduction and Welcome at Martha T. Muse Committee Meeting (Cambridge, 18th July);
- SCAR Business/OSC/Delegates' Meetings (Buenos Aires, 31 July-11th August);
- Joint SCAR/EXCOM meeting (Buenos Aires, 8th August);
- Conference call with IASC Executive Secretary (8th September);

- Challenger Society Meeting (Southampton, 9th September);
- IPY 2012 Steering Committee Meeting (Montreal, 16/17th September)
- CoML “Lessons Learned” interview (Cambridge, 29th September)

5. Managing the SCAR Secretariat efficiently and effectively.

- Advised SCAR EO on finance matters;
- Confirmed SCAR EO as a permanent employee with EXCOM approval;
- Managed AA’s time and work priorities

6. Other

- Served on selection committee for IPY ICSU grant post based with APECS;
- Work on IPY 2012 Steering committee, including drafting sessions;
- Worked on way forward to finalise WOCE atlases

B. Executive Officer (Renuka Badhe)

1. Coordinating SCAR’s Capacity Building, Education and Training programme

- OSC Travel Grants (300+ received; 30% offered partial grants) processing claims (with AA) and their payment;
- Helped organise a SCAR and APECS early career workshop at the SCAR OSC;
- Attended IAI meeting in Buenos Aires;
- Held an “International applications process and Careers” workshop for early career polar researchers at the National Center for Antarctic and Ocean Research, Goa (7 September 2010);
- Representing SCAR in the IPY Education, Outreach and Communication lesson learned committee

2. Represent SCAR at meetings as directed by the Executive Director:

- Martha T. Muse Committee Meeting (Cambridge, 18th and 19th July);
- SCAR Business/OSC/Delegates’ Meetings (Buenos Aires, 31 July-11th August);
- Joint SCAR/EXCOM meeting (Buenos Aires, 8th August);

3. Administering the Martha T Muse Prize for Science and Policy in Antarctica

- Hosted the selection committee meeting for the 2010-11 prize in Cambridge on the 18th and 19th of July;
- Associated arrangements re. Selection Committee meeting (with help from AA);
- Planning of the Award Ceremony with AGU (and with additional input from the SCAR President, ED, the Selection Committee Chair as well as the Tinker Foundation);

4. Maintain administrative contact with SCAR Members, scientific groups and committees

- Produced SCAR business meetings Programme/Schedule for the OSC;
- Participated in Finance Committee meetings (with VP Finance and ED); finalised budgets for presentation at the Delegates meeting with the Finance Committee;
- Prepared meeting report for new SCAR EXCOM meeting

5. Managing SCAR’s bank accounts, financial records, disbursing funds

- Processing financial claims, including the SCAR OSC travel grants;
- Providing all the SCAR scientific groups and committees with Financial summaries;
- Providing CAML and the Sloan foundation with financial reports (with Vicki Wadley);

6. Improving SCAR’s communications internally and outside.

- Providing news items for the SCAR website and Facebook page;
- Providing day-to-day web-editing support when needed to ED and AA for SCAR website

9. Assisting the Executive Director in the day-to-day operation of the Secretariat

- Assisted with managing AA’s time

D. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- Formatted and posted SCAR Report 38 ('Ice Sheet Mass Balance and Sea Level: A Science Plan') on the website;

2. Updating and maintaining:

a. Address database:

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

b. Website:

- Formatted and posted working papers and information papers on the website for XXXI SCAR Delegates Meeting (46 in all);
- Formatted and posted agendas and other papers for SSG Meetings on the relevant SSG web pages;
- Formatted and posted SCAR Circular Letter 787 on the Strategic Plan;
- Formatted and posted National Annual Reports received (12 this quarter);
- Updated EXCOM page with new VP's details and amended the tables of past officers in the History section;
- Updated Associate Members' pages with details of Monaco's National Committee and delegate;
- Updated SSG Officers and Members pages with details of current delegates (ongoing) and changes following XXXI SCAR;
- Added a new page for 2010 SCAR Fellows;
- Edited and posted various news items/articles on the News pages, edited and posted events on the Events page, posted President's Notes 25-30;
- 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:

- Amended SCAR letterhead template with details of new Executive Committee and added Monaco to list of member countries;
- Formatted and sent receipts for National Contributions received for 2010 (2 in all);
- Produced letters using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (about 15);
- Liaised with Birmingham Mint about engraving of SCAR medals for presentation at XXXI SCAR Delegates Meeting;
- Formatted and printed citations for SCAR Medal winners and Certificates of Appreciation for retiring SCAR EXCOM and ED;
- Updated list of COs with new names following SSG business meetings;
- Mailed copies of the ACCE Report to Polar libraries worldwide;
- Received and responded to requests to purchase copies of the ACCE Report (approx 50 requests in total received, some for multiple copies);
- Processed numerous expense claims for payment by EO;
- Responded to (or forwarded, if appropriate) emails sent to 'info@scar' mailbox;
- Distributed Secretariat mail and packed/posted mail (daily);
- Photocopied/Scanned documents, including 70 processed Expense Claim sheets sent to EO for payment while in India.

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

- Booked hotel rooms and arranged dinner for Martha Muse Prize Selection Committee for their July meeting in Cambridge.

5. Assisting Institute staff in the General Office:

- Transferred calls, dealt with queries, 'signed-in' visitors at Reception, received and recorded parcel deliveries, franked 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:

- Liaised with David Walton to obtain quotes for reprint of ACCE Report.

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

- No activity this quarter.