



SCAR QUARTERLY REPORT

July-September 2011



A. Executive Director (Mike Sparrow)

1.1 Implementing the vision for SCAR and Antarctic science;

- With SCAR President redrafted new timeline for SCAR Programme Planning Groups;
- Finalised papers, planning and running of EXCOM 2011 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;

- Prepared initial review of SCAR Products and discussed with both SCADM and SCAGI in Mallorca;
- Presented to SCADM and SCAGI meetings in Mallorca on SOOS, Products and other issues of relevance;
- Discussed with SCAGI deputy CO and SCAR President how to take SCAGI forward into the future
- Finalised EXCOM meeting report;
- Worked with chairs of SCAR Open Science Conference, including working on OSC sessions, inviting keynotes etc.;

(ii) links between SCAR and international research activities;

- Worked with new SOOS International Project Officer to take implementation of SOOS forward, including finalisation of implementation plan; new SOOS Steering Committee etc.;
- Discussed with Global Ocean Observing System (GOOS) representative at ICSU GA possible partnership with GOOS on the SOOS;
- Coordination with IASC on several activities (IPY 2012; BipAG II; ICSU GA etc.)
- Worked on ICSU Polar Session with IASC for Planet Under Pressure Conference in 2012;
- Discussed with various partners (WMO; ISC etc.) the concept of the International Polar Decade;

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

- Prepared and gave keynote talk on Polar Science in an International Context (with APECS and IASC) to ICSU General Assembly;
- Drafted four papers to CCAMLR meetings with co-authors;
- Prepared input for APECS annual report

2. Raising additional funding;

- Confirmed \$10,000 from Norway, £5,000 from UK and \$1,000 from ASOC to facilitate communications about SCAR's work on climate change;
- Discussed with IASC and APECS a new proposal for an ICSU grant;
- Worked with SCAR MarBIN community on a new proposal to the Total Foundation for the Biogeographic Atlas project.

3. Improving SCAR's communications internally and outside.

- Interviewed and hired a new Climate Communications person (hired on Norway/UK/ASOC contributions)
- Took part in Spanish Polar Meeting (gave talk on SCAR and took part in APECS panel discussion) and discussed issues with Spanish SCAR Committee;
- Produced various SCAR News items for website/Facebook and Newsletter;
- Worked with IASC to produce a joint SCAR/IASC poster (<http://www.scar.org/news/scarbusiness/#wherenorthmeetssouth>);
- Provided two interviews to Spanish speaking organisations on SCAR

4. Representing SCAR at meetings.

- ISAES Meeting (Edinburgh; 13-15th July 2011);
- SCAR COs and EXCOM Meetings (Edinburgh; 16-19th July 2011);
- IASC Conference call (Skype; 21st July 2011);
- Meeting with M Hambrey, GS-Secretary (Cambridge; 27th July 2011);
- Discussion with IUCN on Conservation Issues (Skype; 1st August 2011);
- IASC Conference call (Skype; 8th August 2011);
- Time Management Course (London; 16th August 2011);
- IPY 2012 Conference call (Phone; 18th August);
- Meeting with Australia SCAGI rep (Cambridge; 19th August);
- Spanish Polar Meeting & SCAGI/SDACM meetings (Mallorca; 6-11th September 2011);
- Research Urgencies in the Polar Regions (Siena; 22-24 September 2011);
- Science and Society (ICSU) (Rome; 26th September 2011);
- ICSU General Assembly (Rome; 27-30th September 2011)

5. Managing the SCAR Secretariat efficiently and effectively.

- Advertised, interviewed and hired new climate communications person (SCAR Project Officer)
- Assisted EO with finance matters as appropriate, in particular with reallocation of contingency funds and finance papers for EXCOM;
- Managed AA's time as needed;

6. Other

- Worked on completion of WOCE Atlases;
- Reviewed chapters of climate change book

B. Executive Officer (Renuka Badhe)

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

- Representing SCAR in the IPY legacy of Education, Outreach and Communication lessons learned committee; commenting on and editing material as appropriate;
- Finalised the SCAR- COMNAP Fellowship awardees;
- Contact for all enquiries related to the SCAR CBET activities (with AA);

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

- SCAR EXCOM and CO meetings, 16th – 19th July, Edinburgh.
- Meeting with Organising Committee of the World Conference on Marine Biodiversity, for holding the Martha Muse Prize Ceremony with them (St Andrews, 21 July)
- Conference call with Renate Rennie, Chairperson, Tinker Foundation (26th July)
- Meeting with the accountants and Auditors for submission of papers for external audits (Teleconference, several; meeting at PEM office, 19th Aug, UK);
- Meeting with COMNAP Executive Secretary for final results of joint Fellowships (video-conference, 16 July);
- CCAMLR MPA workshop, Brest, France (29th Aug – 3rd Sept)
- Associated meetings (regarding the CCAMLR workshop) in BAS/skype/etc, (several, Aug)
- World Conference on Marine Biodiversity (WCMB) for the Martha Muse Prize Ceremony, Aberdeen (26th – 30th Sept)
- EBA meeting (WCMB subsidiary meetings), Aberdeen (25th Sept)
- Census of Marine Life meeting (WCMB subsidiary meetings), 30th Sept, 1st Oct
- SCARMarBIN meeting, 30th Sept, 1st Oct (WCMB subsidiary meetings)
- APECS workshop – “(Bio)Diversity in the Polar Oceans”, WCMB, 29th Sept
- Meeting with International Association for Biological Oceanography (IABO) President, Dr. Mark J. Costello, 29th Sept
- Meeting with SCAR Union delegate from IUBS, Annelies Pierrot-Bults

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

- Negotiated for a substantial raise in the Martha Muse Prize budget – this is now approved by their Board;
- Declaration of the 2011 Prize and associated news releases in various media;
- Negotiated with the WCMB Organising Committee for Opening Plenary slot for the Martha Muse Prize Ceremony;
- Organised Martha Muse Prize Ceremony, the Martha Muse Prize Commemoration Dinner;
- Met with Past Chair of the Selection Committee, and Chair of the Tinker Foundation for feedback sessions, and future planning;

4. Activities relating to the Open Science Conference 2012

- Finalising the design, programming details (frontend/backend) and initial testing and debugging of online abstract submission system with SPRI webmaster;
- Major testing (using volunteers representing a total of 10 countries in 5 continents) the online submission system for SCAR OSC abstracts; collating and providing feedback and suggestion to webmaster;
- Working with webmaster and AA for day to day de-bugging of the online system;
- Negotiating with other organisations (IABO, IUBS) for possible sponsorship of prizes (best presentation / poster for specific subjects, etc) at the OSC;
- Providing feedback on CBET and other matters to LOC and the Scientific Committee as required;
- Advertising and generating interest in the OSC as required on various media (News lists/servers, Facebook, etc);

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

- Maintained general administrative contact with all SCAR groups, provided information and feedback as necessary;

6. Managing SCAR's bank accounts, financial records, disbursing funds

- Submitted all accounts for the Charity Commission;
- Finalised the electronic Claim form, after EXCOM approval, with the auditors;
- Processing general SCAR financial claims and payments;
- With VP Finance and ED, Finalised reallocation of contingency funds and finance papers for presentation at EXCOM;

7. Improving SCAR's communications internally and outside.

- Providing news items for the SCAR website and Facebook page;
- Advertising SCAR products (SCAR OSC, Fellowships, Martha Muse Prize, Project Officer position) on external websites, and list-servers;
- Main contact for Martha Muse Prize on all press releases;
- Providing day-to-day web-editing support when needed for SCAR website;

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

- Advertised, interviewed and hired new climate communications person (SCAR Project Officer) with ED
- Assisted with managing AA's time

C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- Formatted and posted SCAR Bulletins 179 (Report from SCAR Delegation to XXXIV ATCM) and 180 (Report of EXCOM Meeting) on the website;
- Formatted and posted SCAR Newsletter 27;
- Formatted and posted SSG-GS Newsletter, *GeoReach*.

2. Updating and maintaining:

a. Address database:

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

b. Website:

- Formatted and posted remaining working and information papers for the EXCOM Meeting in Edinburgh (7 in all);
- Formatted and posted presentations to EXCOM on Meeting webpage;
- Formatted and posted National Annual Reports received (11 this quarter);
- Added a new page for 2011 SCAR Fellows;
- Created a new section for the reactivated GIANT EG;
- Set up new Publications/Merchandising page for online orders and payments for the ACCE Report and SCAR History book, using Google Checkout;
- Updated SCAR organisation chart and associated acronym lists with new details;
- 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, posted President's Notes 39 and 40;
- 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:

- Produced letters using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (about 22);
- Formatted and sent receipt for National Contributions received for 2010 (1 this quarter);
- Received and acknowledged applications for Project Officer position and created spreadsheet of applicants;
- Mailed copies of the Strategic Plan to research institutes and partners, the Polar Studies Symposium in Mallorca and extra copies to AWI;
- Mailed copies of Science in the Snow to SCAR Delegates and contributors;
- Received and responded to online purchases of 'Science in the Snow' (8 copies mailed so far);
- Processed expense claims for payment by EO (27 this quarter);
- Began reorganising boxes of old SCAR files for archiving;
- Responded to (or forwarded, if appropriate) emails sent to 'info@scar' mailbox;
- Distributed Secretariat mail and packed/posted 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:

- Liaised with travel agents to book travel for ED (train to Edinburgh, flight to Denver) and booked hotel rooms (London, Denver).

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 Peter Clarkson to create order for printing 600 copies of 'Science in the Snow'.

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

- Formatted Certificates of Appreciation for Henk Brotsma (SCAGI) and Paul Cooper (ADD);
- Printed 'ICSU IPY EOC Lessons Learned' Poster for ICSU GA in Rome.