



SCAR QUARTERLY REPORT

July-Sept 2012



A. Executive Director (Mike Sparrow)

1.1 Implementing the vision for SCAR and Antarctic science;

- Ensured next generation of proposed SRPs were externally reviewed and that proponents knew requirements to respond to such reviews etc.;
- Feedback to Horizon Scanning planning (led by Past President)

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 Local Organising Committee, SCAR Secretariat and others on planning for SCAR Business/OSC/ Delegates' Meetings and attended such meetings (MAJOR ACTIVITY);
- Finalised OSC Programme;
- Finalised Papers for SCAR Delegates' Meeting;
- Prepared new timeline for SCAR 2014 Meetings;
- Finalised SCAR Delegates' Meeting report;
- Finalised SCAR EXCOM report;
- Worked with those responsible for SCAR Biology Symposium in 2013;
- Worked on taking forward next generation SCAR Website;
- Updated SCAR Combined Actions list

(ii) links between SCAR and international research activities;

- Sent out call to SCAR Scientists for IPCC reviewers;
- Revised new draft of International Polar Initiative (IPI) document;
- Arranged meeting with new ICSU Director and IASC Secretary to discuss future SCAR/IASC/ICSU interactions, particularly with regards to Future Earth and the IPI

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

- Drafted papers for CCAMLR Meeting in October (Annual Report, ACCE Update, SOOS update and Climate Communications);
- Liaised with CEP chair and CO of SCATS with regards to SCAR papers for ATCM 2013;
- Worked with EXCOM and SCATS CO on selection of next SCAR speaker to the Treaty;
- Agreed to participate in UNEP workshop on Ecosystem Assessments to be held in December

2. Raising additional funding;

- Sent out call to SCAR groups for ICSU grant pre-proposals and sent such pre-proposals to EXCOM for comment;
- Worked with President on new chair etc. of SCAR Development Council

3. Improving SCAR's communications internally and outside.

- Worked with secretariat and consultant on website redesign;
- Produced various SCAR News items, editorials etc. for website/Facebook, Twitter and SCAR Newsletter;
- Presentations to SCAR Business Meetings, Delegates Meeting and other fora;
- Prepared new general SCAR Powerpoint Presentation
- Gave SCAR Presentation to UK Antarctic Meeting;
- Prepared SCAR annual Report for APECS

4. Representing SCAR at meetings.

- SCAR Business (Satellite) Meetings, SCAR Open Science Conference, SCAR Delegates' Meeting, SCAR/COMNAP EXCOM, SCAR/IASC EXCOM, EXCOM Meetings (Portland, US, 11-25th July 2012)
- UK Antarctic Science Meeting (Cambridge, Sept. 12-14);
- Meeting with new SCAR President (Cambridge, Sept. 25-27);
- Various Skype meetings with e.g. SOOS Secretariat, IASC Executive Secretary

5. Managing the SCAR Secretariat efficiently and effectively.

- Assisted and advised EO on finance and other matters as appropriate;
- Monthly staff meetings; weekly meetings with EO;
- Managed EO, AA and Project Officer's time as required;
- Extended Project Officer's contract to end of the year (on external funds)

6. Other

- Registered as Expert Reviewer for IPCC;
- Commented on "Antarctic Ocean Legacy: A Marine Reserve for the Eastern Antarctic Shelf";
- Drafted SOOS Article with co-authors for COSUST Journal;
- Commented on EBA Biodiversity article;
- Co-chairing Anta'BIF review for BELSPO (in own time);
- Co-author of Chown et al. publication Challenges to the Future Conservation of the Antarctic, Science, Vol 337, 13 July 2012;
- Co-author of Schofield et al., Implementing a Southern Ocean Observing System, EOS, July 2012
- Providing mentoring for early career scientists and APECS members as requested;

B. Executive Officer (Renuka Badhe)

1.1 Managing SCAR Finances

- Disbursing funds, paying invoices as they arise (**Major activity**);
- Updating of online accounts for individual SSG/SRP/subsidiary groups; providing quarterly financial summaries to SCAR groups;
- Closing of bank accounts with PNC, related to CAML project;

1.2 Preparing yearly budgets, statements and other overarching financial documents

- Preparing overarching financial documents for SCAR meetings;
- Preparing financial documents as required by all SCAR Grantees – (Complete accounts prepared in this period for the Martha Muse (4 years), Total-SCARMarBIN, and GBIF amongst others) further details in 2.0;

1.3 Liaising with SCAR accountants and auditors

- Submission of "Management accounts" to UK Companies House with SCAR auditors;
- Registering EXCOM members as Directors of SCAR with the Charities Commission;

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

MARTHA MUSE PRIZE:

- Organising venue, travel, Commemoration meal, for the 2012 Prize Distribution Ceremony (**Major activity**);
- 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;

TOTAL FOUNDATION AND SCARMarBIN:

- Providing accounts on request of SCARMarBIN and Total grant managers;

- Paying the SCARMarBIN minigrants as they are allocated; payment of other expense claims raised on the SCARMarBIN/Total account;

Climate Communications project:

- Managing accounts for Climate Communications project;

GBIF Grant:

- Providing accounts on request of GBIF grant manager;
- Managed account for project; processed payments as required;

ICSU grant for ISMASS: (Major task)

- Managing ISMASS grant monies from ICSU;
- Managing travel grants for the ISMASS workshop (approximately 30 payments), with AA;

AntDrill workshop grants from ACE:

- Managing travel grants for the AntDrill workshop (approximately 15 payments), with AA;

SCARMarBIN Atlas workshop:

- Managing travel grants for the Atlas workshop (approximately 12 payments), with AA;

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 - COMNAP Fellowships:

- Collated Fellowship applications (with AA);
- Evaluation of total 18 SCAR fellowship applications, including COMNAP science applications;
- Established Fellowship evaluation Committee, including members of EXCOM, representatives of SCAR SSGs, APECS and COMNAP;
- Collating and finalising results, approval from EXCOM;
- Payment of Fellowship grant awards;

Visiting Professor Program:

- Formalising Visiting Professor Program and implementation strategy (with Intern) and presenting to the Delegates;

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

- Talk on SCAR outreach opportunities with APECS at the Early career workshop at SCAR OSC;
- With ED, worked with APECS for provision of virtual poster sessions related to the SCAR OSC;
- Working with APECS Benelux regarding Ghent workshop;

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

- Presented initial Draft of SCAR social media policy at the Delegates meeting;
- Worked with ED and consultant, AA and PO, towards new SCAR website;
- Provided news articles for the SCAR website, posts on SCAR Facebook page, LinkedIn, Twitter, and other social media as appropriate;
- Maintain SCAR news list server as required, providing online support for new News groups;

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 2012:

- Worked with Local Organising Committee, SCAR Secretariat and others on planning for SCAR Business/OSC/ Delegates' Meetings and attended such meetings (**MAJOR ACTIVITY**);
- Finalised Papers for SCAR Delegates' Meeting;
- Provided input for SCAR Delegates' Meeting report;
- Finalised SCAR-COMNAP EXCOM report;
- With Project Officer (PO), maintenance of live abstract submission process, answer questions, provide feedback as necessary as PO works part time;
- With PO and SPRI webmaster, planning of longer term improvements to abstract system to be implemented before OSC 2014;
- Providing feedback on registration, circulars, CBET and other matters to LOC and the Scientific Committee as required;
- Working with IGSoc to ensure smooth progression of registration, mainly for the provision of free Student registrations (with PO), and other Conference participants;
- Answering queries regarding Conference abstract submission, funding, etc.;
- Advertising and generating interest in the OSC as required on various media (News lists/servers, Facebook, etc.);

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 Secretariat to use up carry forward from previous ISMASS grant
- Provided feedback to PO during development of pre-proposal for Climate Change Communication project'

6. Representing SCAR at meetings

- SCAR Finance Meeting with ED and VP for Finance, Skype (Several June, July 2012);
- Meeting with SPRI accountant, Several, Cambridge, July;
- APECS Workshop; July, Portland;
- SCAR Business (Satellite) Meetings, SCAR Open Science Conference, SCAR Delegates' Meeting, SCAR/COMNAP EXCOM, SCAR/IASC EXCOM, EXCOM Meetings (Portland, US, 11-25th July 2012);
- UK Antarctic Science Meeting (Cambridge, Sept. 12-14);
- Meeting with PO and SPRI webmaster for feedback on abstract submission procedure (11th Sept 2012);
- Meeting with new SCAR President (Cambridge, Sept. 26-27);
- Several Skype and telephone meetings held with LOC representatives;

7. Other duties as required

- Assist in managing PO's time;
- Assist with managing AA's time;
- Manage the time and activities of 2 interns;

8. Other

- Several days in September used for saving SCAR archive as it was flooded due to heavy rains;
- Reviewed applications for the 2012 InBev-Baillet Latour Antarctica Fellowship administered by the International Polar Foundation;
- Co-author on publication from Southern Ocean Benthic Biodiversity with Kaiser, et al;
- Registered as Expert Reviewer for IPCC;
- Providing mentoring for early career scientists and APECS members as requested;
- Editing / Commenting on external projects on Antarctic Exploration and research (on own time);
- Advisor to the Scientista Foundation, USA (on own time)

C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- Formatted and posted SCAR Bulletins 182 (Report of the SCAR Delegation to CEP XV and XXXV ATCM in Hobart, June 2012) and 183 (Report of the XXXII SCAR Delegates' Meeting, Portland, July 2012) on the website;
- Began formatting SCAR Newsletter Issue 30.

2. Updating and maintaining:

a. Address database:

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

b. Website:

- Formatted and uploaded working and information papers for the SCAR Delegates' Meeting;
- Formatted and posted papers for SSG Business Meetings on the relevant SSG pages;
- Updated EXCOM page with new President's and VPs' details and amended the tables of past officers in the History section;
- Updated Associate Members' pages with details of Venezuela's National Committee and delegate;
- Updated SSG Officers and Members pages with details of current delegates (ongoing) and changes to the Officers following XXXII SCAR;
- Added a new page for 2012 SCAR Fellows;
- Formatted and posted SCAR Circular Letter 792 (Revised SCAR Membership Fee Levels);
- Formatted and posted National Annual Reports for 2011-12 season (5 received this quarter);
- Edited and posted various news items/articles on the News pages, edited and posted events on the Events page, posted President's Note 49;
- 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.:

- Formatted and sent receipts for National Contributions received for 2012 (5 this quarter);
- Produced letters using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (11 this quarter);
- Liaised with National Committees, Delegates and Representatives regarding attendance at the SCAR Business and Delegates' Meetings;
- Formatted and printed citations for SCAR Medal winners and Certificates of Appreciation for retiring SCAR EXCOM and SSG Officers;
- Updated list of COs with new names following SSG business meetings;
- Processed expense claims for payment by EO (66 in all);
- 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:

- Booked Eurostar train to Paris for ED's meeting with new ICSU Director in October.

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:

- Using InDesign, formatted new SCAR business cards for President Jerónimo López and VPs Karin Lochte and Bryan Storey, liaised with printers and placed order;
- Using InDesign, formatted and printed temporary business cards for the President;
- Liaised with printers to obtain quotes for printing new SCAR Christmas cards.

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

- Considerable time spent drying out three large boxes of files from the SCAR archive, which were saturated when the SPRI basement was flooded in a freak storm at the end of August. Rescue work involved placing each individual wet page between sheets of absorbent paper.

D. Project Officer (Eoghan Griffin) – 40% time (half funded by external funds)

1. Assist in preparation for SCAR’s next Open Science Conference, including being responsible for the new abstract submission system

- Produced OSC programme overviews and updated detailed programme for general dissemination.
- Provided up to date abstract details for publication on conference website
- Supported LOC and Secretariat staff in Portland during conference
- Compiled feedback on organisation of OSC sessions based on experience of OSC 2012
- Identified improvements to abstract system to be implemented before OSC 2014
- Met with responsible webmaster to scope nature and timing of work required to implement improvements to the abstract system
- Compiled feedback on managing room booking requests for satellite group meetings to inform planning for similar at OSC 2014

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

- Prepared materials for delivery of next steps identified in “Communicating the Science of Climate Change” Treaty Paper to ATCM XXXV in Hobart, June 2012.
- Participated in Antarctic Science Meeting in Cambridge, September 2012, consulting with attending Antarctic Science communication professionals.
- Prepared initial proposal for ICSU grant application based on Polar Climate Change Communications.