



# SCAR QUARTERLY REPORT

July-Sept 2013



## A. Executive Director (Mike Sparrow)

### 1.1 Implementing the vision for SCAR and Antarctic science;

- Member of International Steering Committee for SCAR Science Horizon Scanning; with AA went through and edited 750+ database of questions submitted in first round; liaised with Past President and EO with regards to horizon scan process

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

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

- SCAR OSC and Delegates' 2014: With OSC chairs finalised session (contact) conveners and full description of sessions; finalised plenary keynotes; finalised mini-symposia titles and conveners; worked with LOC on e.g. abstract submissions; held Skype meetings with representatives of LOC (*major activity*);
- SCAR EXCOM and COs Meetings: Finalised remaining EXCOM papers; drafted EXCOM meeting report and started process of following up Actions; worked with SSG-LS chair on COs/cross linkages meeting (*major activity*);
- Liaised with website designers on next generation SCAR website; (*major activity*)
- Participated in SCAGI meeting held in July in Cambridge;
- Drafted templates for SCAR SRP implementation plans;
- Worked with CO of SCATS and President with regards to new membership and leadership of SC-ATS; worked with COMNAP and others on Conservation workshop held in Cambridge at the end of September;
- Updated SCAR Combined Actions list

#### (ii) links between SCAR and international research activities;

- Agreed to give keynotes at MISA6 in Malaysia and at Finnish Antarctic seminar in October; wrote two papers (one with SCAR President) for conference;
- Contributed to SOKI (Sothorn Ocean Wiki) initiative, commented on initial set-up etc.;
- Provided advise to SOOS EO with SOOS partners;
- Provided feedback and reporting to ICSU for ICSU review of SCAR;
- With SSG-PS chairs drafted letter to SCOSTEP regarding new SCAR representative;
- Drafted SCAR input for APECS annual report

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

- Drafted papers and liaised with CCAMLR Secretariat for CCAMLR meeting in October;
- Liaised with COMNAP Secretary and CO of SC-ATS with regards to joint conservation workshop and participated in workshop;
- With President and CO and SCATS held meeting with Monaco representatives to discuss a proposal to hold a conservation related workshop in 2015

### 2. Raising additional funding;

- Worked with Development Council Chair and President on Development Council Meeting held in September;

### 3. Improving SCAR's communications internally and outside.

- Produced various SCAR News items, editorials etc. for website, Facebook, LinkedIn and Twitter;
- With AA worked on new SCAR Newsletter;
- Worked with President on awards ceremony for Price Albert Award to SCAR

#### **4. Representing SCAR at meetings.**

- Attended part of SCAR Social Sciences and History Group meeting (2<sup>nd</sup> July; Cambridge, UK);
- Attended part of SCAR Biology Symposium, including various side meetings e.g. with Monaco, AntERA, SCAR Satellite Group, CCAMLR (16-19<sup>th</sup> July; Barcelona, Spain);
- SCAR COs/cross linkages meeting (20<sup>th</sup> July; Barcelona, Spain);
- SCAR EXCOM Meeting (22-23<sup>rd</sup> July; Barcelona, Spain);
- SCAGI Meeting (29<sup>th</sup> July; Cambridge, UK);
- Horizon Scan Meeting (23<sup>rd</sup> September; Cambridge, UK);
- SCAR/COMNAP Conservation Meeting (24-25<sup>th</sup> September; Cambridge, UK);
- Development Council Meeting (26<sup>th</sup> September; Cambridge, UK);

#### **5. Managing the SCAR Secretariat efficiently and effectively.**

- Managed EO, AA and Project Officer's time as required;
- Monthly staff meetings; weekly meetings with EO;
- Set up system of daily prioritisation and reporting for EO;
- With President re-negotiated hosting of SCAR at SPRI for 3 more years

#### **6. Other (including additional meetings attended)**

- Meeting with representatives from KOPRI at SPRI (1<sup>st</sup> August)

### **B. Executive Officer (Renuka Badhe)**

#### **1.1 Managing SCAR Finances**

- Training Project Officer for the finance claims process (*major activity*);
- Communicated to the various groups their allocations from contingency funds applications;
- Work on online Finance claim form, and supporting claims policy document;

#### **1.2 Preparing yearly budgets, statements and other overarching financial documents**

- Preparing overarching financial documents for SCAR meetings;
- Preparing financial documents as required for all SCAR grants;

#### **1.3 Liaising with SCAR accountants and auditors**

- Submitted Annual Return to Companies House (*major activity*);
- Submitted Annual Accounts to Companies House with external accountants (*major activity*);
- Submitted audit documents to external auditors, and Charity Commission (*major activity*);
- Several meetings with accountants, auditors, etc. to finalise above points;

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

#### **1<sup>ST</sup> SCAR ANTARCTIC AND SOUTHERN OCEAN HORIZON SCAN:**

- Member of International Steering Committee for SCAR Science Horizon Scanning; provided email reminders, social media updates etc.;
- Worked with Past President and AA to create online forms for submission of travel arrangements;
- Trained on working with Qualtrics, and other online software as specified by Past President;
- Created/edited demographics websites, initially displayed on the website;
- Worked with Past President and interns to make country national plans, and any other "horizon scan" like documents available (ongoing);

#### **MARTHA MUSE PRIZE:**

##### **General tasks:**

- 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;
- Wide advertisement and news release for the 2013 winner of the Muse prize, and prize ceremony (ongoing);
- With Chair, Selection Committee, discussions about future Chair, and other members of Selection Committee;
- With Chair, Selection Committee, discussion about external review process for the Muse Prize (ongoing);

**Prize Ceremony:**

- Finalised Prize ceremony to be held at the Fall AGU meeting
- Making arrangements for several components of a Prize ceremony – actual ceremony, Winner Commemoration Lunch, travel, etc. (*major activity*) (ongoing)

**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, handover to PO;

**Climate Communications project:**

- Working with PO on Climate Communications activities;
- Managing accounts for Climate Communications project, handover to PO ;

**GBIF Grant:**

- Finalised GBIF grant

**ICSU grant for ISMASS:**

- Managed account for ISMASS, wrapping up project activities (ongoing);

**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 and CCAMLR Scholarships:**

- Fellowships review Committee marks collated, presented to EXCOM for approval (*Major activity*);
- Co-ordinated with COMNAP regarding the combined SCAR-COMNAP fellowships and provided recommendations for COMANP fellowships;
- Fellowship winners announced widely, and initiated their Fellowships (including payments, reporting needs, letters confirming grants, etc.);
- Co-ordinated advertising with CCAMLR for their Scholarship scheme;

**Visiting Professor Program:**

- Widely advertised the new SCAR Visiting professor program;
- Collated finished applications;
- Set up review committee;

**SCAR Medals:**

- Created online processes for the two SCAR medals (one online form for each);
- Online forms, and process flow tested, and made ready for release;

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

- Talk on SCAR and opportunities for early career scientists at the SCAR Biology Symposium;
- Started, with Vice President CBET, review of CBET committee (ongoing);

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

- Developed news listing for new SCAR groups as requested, migrated contact databases from old SCAR programs;
- Trained new SRP leaders on working with news lists and on shared admin responsibilities;
- Trained AA on creating newlists and maintaining them;
- 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:**

#### **EXCOM 2013:**

- Finalised appropriate reports as requested;

#### **SCAR OSC 2014 and Business Meetings:**

- Coordinated SCAR Business and side meetings

### **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)

- Participated in, and prepared report for Joint Action Group meeting with CCAMLR to discuss a more strategic partnership;
- Worked with ICSU communications team to highlight SCAR activities as needed (e.g. Horizon Scan, Muse Prize, Fellowships);

### **6. Representing SCAR at meetings.**

- SCAR Biology Symposium, including various side meetings e.g. with Monaco, AntERA, ANTOS, SCAR Satellite Groups, CCAMLR (16-19<sup>th</sup> July; Barcelona, Spain);
- SCAR COs/cross linkages meeting (20<sup>th</sup> July; Barcelona, Spain);
- SCAR EXCOM Meeting (22-23<sup>rd</sup> July; Barcelona, Spain);
- Horizon Scan Meeting (23<sup>rd</sup> September; Cambridge, UK);
- Development Council Meeting (26<sup>th</sup> September; Cambridge, UK);

### **7. Other duties as required**

- Managed the time and activities of 3 interns (C Havermans, C Broderick, A Goodeve) in this quarter;
- Arranged for an intern (Ariadna Martinez) to work with ED on new SCAR website;
- Assist in managing PO's time;
- Assist with managing AA's time;

### **8. Other (including additional meetings attended)**

- As needed, telecon/meeting with Accountants and external auditors (July, August);
- Rapporteur for joint SCAR/COMNAP Conservation Meeting;
- Various Skype meetings, including with Chair of the Muse Prize selection Committee, Chair of the Tinker Foundation, etc;

## **C. Administrative Assistant (Rosemary Nash)**

### **1. Preparing and editing reports from contributed texts:**

- Formatted SCAR Bulletins 184 (Report of the Programme Planning Group Meeting, Modena, Italy, January 2012), 185 (SCAR Annual Report 2012-13), 186 (Report from the SCAR Delegation to CEP XVI and XXXVI ATCM in Brussels, Belgium, May 2013) and

187 (Report of the SCAR Executive Committee (EXCOM) Meeting in Barcelona, Spain, 22-23 July 2013) and posted them on the website;

- Finalised formatting of SCAR Newsletter Issue 33 and posted it on the website;
- Began compiling SCAR Newsletter Issue 34.

## **2. Updating and maintaining:**

### **a. Address database:**

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

### **b. Website:**

- Updated the SCAR Organisation Chart, removing finished programmes and adding the SOOS;
- Formatted and posted working and information papers for July EXCOM Meeting in Barcelona;
- Formatted SSG and SRP Presentations from the EXCOM Meeting as pdfs and posted them with the relevant papers;
- Created pages for online SCAR Medal nominations and linked the online forms;
- Formatted and posted National Annual Reports for 2011-12 (2 reports received) and 2012-13 seasons (10 received this quarter);
- Updates to the Horizon Scan section:
  - Updated main page to show results of 1<sup>st</sup> round questions, launch Retreat Nominations phase and subsequently launch 2<sup>nd</sup> round question solicitation;
  - Finalised and launched online forms for nominating invitees to the Horizon Scan Retreat and 2<sup>nd</sup> round solicitation of scientific questions;
  - Created Horizon Scan news section and posted items of news;
  - Created Travel Information section for details of Retreat with link to online flight booking form;
  - Edited database of 1<sup>st</sup> round questions, adding missing keywords and editing questions for English and linked the updated file to the Questions 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 page;
- Added new sections/pages to the website as needed.

### **c. E-mail circulation lists**

- Set up separate mailing lists for National Committees and Delegates on the SCAR Listserver.

## **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.:**

- Formatted and sent receipts for National Contributions and other payments received (11 for 2013 and 2 for 2012);
- Produced letters and invoices using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (6 this quarter);
- Sent out letters to unsuccessful nominators for the Martha Muse prize;
- Updated the National Annual Report template with new SRPs for 2012-13 and 2013-14 seasons and sent reminder to National Committees for 2012-13 season reports;
- Packaged and mailed printed copies of the ACCE Update to Delegates;
- Packaged and mailed copies of publications purchased via the website or BookNet (1 copy of Science in the Snow);
- Processed expense claims for payment by EO (3 this quarter) prior to handing over to the Project Officer;
- Responded to (or forwarded, if appropriate) emails sent to 'info@scar' mailbox;
- Distributed Secretariat mail and packed/posted and franked mail (daily);
- Photocopied/Scanned documents (approximately 20 this quarter).

**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 Diversity Travel to book flights for Horizon Scan Retreat attendees (4 booked, 4 in progress);
- Arranged trains, flights and/or accommodation for Secretariat and EXCOM.

**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:**

- Issued SCAR ISBNs for the CAML/SCAR-MarBIN Biogeographic Atlas and 33 SCAR OSC Abstracts.

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

- Continued to liaise with Ernex for production of the SCAR/Muse Prize scarf;
- Prepared 'meeting logistics' document for COs and EXCOM meetings in Barcelona containing maps, travel information, accommodation and meeting venue details;
- Sourced and prepared refreshments and lunch for Horizon Scan Meeting at SPRI, 23 September;
- Investigated liability insurances and initiated contact with a broker for updating SCAR insurances;
- Assisted in drafting new SCAR Travel Claim Policy.

**D. SCAR Project Officer (Eoghan Griffin) – 60% time (funded by external funds)**

**1.1 Managing SCAR Finances, with oversight of EO and ED**

- Disbursing funds, paying invoices as they arise (Major activity);
- Working with all groups to make sure that they utilise their funding for 2013;
- Providing financial summaries to SCAR groups;

**1.2 Liaising with SCAR accountants and auditors**

- Providing feedback and information for preparation of Audit, Charity Commission and Companies House returns;

**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 report for Norwegian MFA on activities and outcomes from the UNFCCC engagement at Bonn meeting in June 2013.
- Liaised with external groups on possible coordinated activities at UNFCCC Cop 19 meeting in Warsaw, November 2013.

**E. Intern work**

**Interns over this period were:**

Aug-Sept.: Dr Charlotte Havermans (one day a week for two months, continuing with Past President from October onwards) PhD, Belgium

June - July: Mary Davies (University of Cambridge graduate programme) - 3 weeks 3 days a week

June - July: Rhiannon Cobgill (University of Cambridge graduate programme) - 4 weeks, 3 days a week

August: Chris Broderick (University of Hull, Postgraduate programme) - 3 weeks, 4 days a week

July - August: Adelaide Goodeve (University College London Graduate programme)- 4 weeks, one day a week

**Main work outcomes:**

- Working on Visiting Professor applications (with EO);
- Reviewing national plans, and other online documents to create summaries usable for Horizon Scanning (with past President and EO) (*major task*);
- Updating graphs on Horizon Scan demographics as needed (with EO);
- Work on SCAR Claim policy, getting background documents together, making rough draft (with EO and PO);
- Working on report on the internal evaluation for the Martha T Muse Prize (with EO);
- Updating Muse Prize demographics with 2013 nominee information (with EO);
- Updating Fellowships demographics with 2013 applicant information (with EO);
- Preparing GANTT chart of EO, AA and PO 2014 activities (with EO);
- General Office administration (with AA)