



SCAR QUARTERLY REPORT

July – Sept. 2014



A. Executive Director (Mike Sparrow)

1.1 Implementing the vision for SCAR and Antarctic science;

- Finalised SCAR Co-sponsorships review;
- Worked with SCAR President and others on e.g. plans for the SCAR Strategic Plan 2017+ and a review of the structure of SCAR

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

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

- Finalised papers for SCAR Delegates' Meeting (including drafting papers, commenting on papers and sending reminders to those who owed papers) (**major activity**);
- SCAR OSC: Worked with SCAR LOC on final details for OSC (e.g. guidelines for oral/posters, final programme) (**major activity**);
- Worked with groups, particularly SSGs, for SCAR Business and Satellite meetings (e.g. worked on agendas with SSGs)
- Worked with SCAR President and new CO of SCATS on issue of new membership of SCATS;
- Worked with interested countries with regards to hosting SCAR 2018

(ii) links between SCAR and international research activities;

- Worked with partners e.g. WMO and SCOR on input to the SCAR Delegates' Meeting;
- Worked with new chairs of CLIVAR/CLIC/SCAR Southern Ocean panel on future priorities

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

- Provided annual report for COMNAP annual meeting;
- Drafted papers for CCAMLR annual meeting

2. Raising additional funding;

- Worked with Development Council Chair on actions from last meeting and paper for Delegates' meeting;
- With SCATS Chair and President meet with representatives from Monaco to discuss conservation workshop proposal

3. Improving SCAR's communications internally and outside.

- Worked with AA on new SCAR website, in particular drafting text for pages (**major activity**);
- Produced various SCAR News items, editorials etc. for website, Facebook, LinkedIn and Twitter;
- Worked with AA on new Newsletter, including editorial;
- Gave high-profile public lecture on Antarctic Science and SCAR at University of Cambridge;
- Provided annual report for APECS

4. Representing SCAR at meetings.

- SCAR Business, Open Science Conference and Delegates' Meetings (18th August – 5th September, Auckland, NZ)

5. Managing the SCAR Secretariat efficiently and effectively.

- Managed EO, AA and Project Officer's time as required;
- Monthly staff meetings

6. Other (including additional meetings attended)

- Met with Jane Rumble to discuss Antarctic issues at Centre for Science and Policy, University of Cambridge (July, Cambridge, UK);
- Presentations at APECS event in Norwich (30th July, Norwich, UK);
- Public Lecture (27th Sept., Cambridge UK)

B. Executive Officer (Renuka Badhe)

1 Managing SCAR Finances

1.1 Preparing yearly budgets, statements and other overarching financial documents

- Preparing overarching financial documents for SCAR meetings, with input from VP Finance, ED and PO (**major task**);
- Preparing financial documents as required by all SCAR Grantees with PO;

1.2 Liaising with SCAR accountants and auditors

- Submission of “Management accounts” to UK Companies House with external accountants and PO (**major task**);
- Assisting the external auditors with 2013 audits, with PO (**major task**);

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 2014 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;

HORIZON SCAN:

- Assisting Past President with Horizon Scanning activities, as required (**Major activity**);
- Data curation from the Horizon Scan activity (**Major activity**);

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 23 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;

Visiting Professor Program:

- Collated Fellowship applications (with AA);
- Initial evaluation of 10 Visiting Prof applications;
- Establishing evaluation Committee, including members of EXCOM;

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

- Commented on SCAR annual Report for APECS

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

- 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 2014:

- 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;
- Providing feedback on registration, circulars, CBET and other matters to LOC and the Scientific Committee as required;
- 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);
- Ran a very successful campaign (with 10 social media interns) to provide news on social media outlets, resulting in more than 10,000 individual views every day of the conference.

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)

6. Representing SCAR at meetings

- SCAR Finance Meeting with ED and VP for Finance, Skype (Several June, July, August 2014);
- Meeting with SPRI accountant, Several, Cambridge;
- 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);
- Several Skype and telephone meetings held with Tinker Foundation, as well as other Muse Prize related meetings;

7. Other duties as required

- Managing PO's time;
- Assist with managing AA's time;

C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- Compiled and formatted Newsletter 36.

2. Updating and maintaining:

a. Address database:

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

b. Website:

- Continued work on setting up the new SCAR website: created new sections and pages, tested functionality, created dummy menu items to control URL names, formatted and uploaded images, added COs as website editors, liaised with web developers to fix problems, liaised with web master and developers to make new website live;
- Created section for XXXIII SCAR Meeting papers and reports, and formatted and uploaded all working and information papers;
- Created page for SCAR papers to XXXVII ATCM in Brasilia, downloaded papers from the ATS website and posted on the SCAR page;
- Created, tested and updated a complete redirects file for pointing links from the old website to the new URLs (150 separate instructions);
- 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;
- 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 (stationery), filing, photocopying, scanning documents etc.:

- Formatted and sent receipts for National Contributions and other payments received (7 for 2014 and 2 for arrears from 2012 / 2013);
- Produced letters and invoices using InDesign SCAR letterhead template and emailed / posted several items of correspondence (6 this quarter);
- Updated the SCAR letterhead with names of new member countries and contact details for new VPs;
- Emailed all SCAR Fellowship applicants informing them of the results;
- Liaised with National Committees, Delegates, COs, SSG Representatives, Unions and the Conference Company regarding attendance at the SCAR Business and Delegates' Meetings;
- Formatted and printed SCAR Medal certificates for medal awardees and Certificates of Appreciation for retiring SCAR EXCOM members;
- Formatted and printed Best Poster Award certificates and, if requested, participation certificates for OSC presentations, and mailed them to the recipients;
- 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:

- Liaised with local taxi company Panther to set up a SCAR account;
- Booked flights and completed OSC Registration for Marta Ghidella, to be paid for from the ADMAP budget.

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:

- Designed and formatted roller banners of SCAR Awards and Muse Prize for displaying at OSC, liaised with printing company and placed order for manufacture;
- Designed Muse Prize flyers for inclusion in conference bags, liaised with university printers and placed order for printing.

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

- Contacted local engraving services and arranged engraving of SCAR medals;
- Packed and listed contents of 9-box consignment of conference materials, worked with SPRI receptionist to despatch to NZ by FedEx.

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

1.1 Managing SCAR Finances

- Disbursing funds, paying invoices as they arise (**Major activity**);
- Maintaining detailed, up to date and accurate internal financial records;

- Provided second quarter 2014 financial summaries to SCAR groups;
- Dealt with claims and invoices generated from OSC, Business and Delegates meetings in August/September 2014.
- Finalised transfer of University Held Funds to SCAR accounts.

1.2 Generating financial reports for 2013

- Replied to queries on submitted reports for 2013 accounts and balances for end of year statements and for use in for preparation of Audit, Charity Commission and Companies House returns in collaboration with Executive Officer
- Responded to queries from Audit team and updated Trustee information with Companies House and Charity Commission.

- Responded to queries from Audit team and hosted Audit visit with Executive Officer.

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

- Liaised with ICCI on possible collaboration at UNFCCC Bonn meeting and widening audiences for existing communication activities.
- Monitored relevant events at UNFCCC Bonn meeting including Research Dialogues and Article 6 (Outreach) workshop.
- Prepared report on Climate Change Communications activities to date and possibilities for future developments.