



SCAR QUARTERLY REPORT

July - September 2015



A. Executive Director (position being filled)

B. Executive Officer (Eoghan Griffin)

1.1 Managing SCAR Finances

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

1.2 Preparing yearly budgets, statements and other overarching financial documents

- Preparing overarching financial documents for EXCOM 2015;
- Preparing financial documents as required by all SCAR Grantees

1.3 Liaising with SCAR accountants and auditors

- Finalised and submitted 2014 accounts and trustee updates;
- Resolved all audit queries.
- Renewed audit letters of engagement.

1.4 Managed Amazon selling account for SCAR MarBIN Biogeographic Atlas

- Implemented author price reductions for purchased copies.
- Provided financial report and sales information to MarBIN group leaders.

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

MARTHA MUSE PRIZE:

1. Organised Prize Award Ceremony, September 2015 (**Major activity**)
2. Discussed future Committee membership and venues with Tinker President and Chair of Selection Committee.
3. Distributed reports on Award Ceremony and live streams of event.

HORIZON SCAN:

- Managing finances, and assisting past president as needed
- Managing finances for COMNAP-SCAR ARC Workshop

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:

- Organised assessment of 37 Fellowship applications
- Selected winners and allocation of funds in consultation with CBET Chair and COMNAP Executive Secretary

Visiting Professorship Scheme:

- Collated applications and prepared for review

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

- Provided news articles for the SCAR website, posts on SCAR Facebook page, LinkedIn and other social media as appropriate;
- With AA used SCAR news list server as appropriate;

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 2016:

- Working with Local Organising Committee to advertise OSC 2016 website, Facebook pages and manage queries.
- Providing SCAR merchandise and information to relevant meeting organisers (IGS Cambridge, AAA Hawaii).

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)

- Preparing for SCAR EXCOM and Strategic Review meeting, booking and liaising with COMNAP.
- Liaising with International Cryosphere Climate Initiative on possible participation at UNFCCC meeting in Paris Dec 2015.

6. Representing SCAR at meetings

- Participation and presentations at SCAR EXCOM 2015.

7. Other duties as required

- Worked with ED, President and EXCOM to solve issues in obtaining visa and payment mechanisms for ED. **(Major Activity)**

C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:

- Finalised the format and issued SCAR Bulletin 191 (SCAR Annual Report 2014-15).

2. Updating and maintaining:

a. Address database:

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

b. Website:

- Created page for SCAR EXCOM meeting, formatted and posted working and information papers;
- Formatted and posted National Annual Reports from 2015 (2 this quarter);
- 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;
- Ongoing work on the new website adding missing details and pages, updating group sections on behalf of group leaders;
- Liaised with Joomla expert to remove all traces of the January hack and to upgrade Joomla to the latest version;
- Subscribed SCAR to myJoomla.com's audit package for monitoring website security.

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 received (1 for partial arrears from 2014; 3 for 2015);

- Produced letters using InDesign SCAR letterhead template and emailed / posted several items of correspondence (5 this quarter);
- Drafted and/or assisted in drafting various EXCOM meeting papers – agenda, annotated agenda, list of papers, timetable, communications, membership, Secretariat report, update on OSC 2016.
- Processed applications for SCAR Visiting Professor scheme, downloaded and saved documents into separate folders for each applicant, chased up missing documents and uploaded them to Dropbox for the Selection Committee to access (7 applications, 22 documents in total);
- Packaged and mailed copies of publications purchased via the website or BookNet (1 copy of Science in the Snow);
- 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:

- Arranged travel for most attendees of the EXCOM and Strategic Plan meetings, Tromsø;
- Liaised with Comfort Hotel Xpress Tromsø to confirm accommodation requirements for attendees of EXCOM and Strategic Plan meetings;
- Booked flights and hotel accommodation for Secretariat attendees of Muse Prize award ceremony in Venice;

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), made coffee, 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:

- No activity this quarter.

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

- Liaised with insurance company regarding renewal of liability insurance policy;
- Registered SCAR with GoToMeeting for online meeting capability;
- Worked on drying out wet files from the SCAR archive after the SPRI basement was flooded again in a torrential thunderstorm in the early hours of 17 July. Rescue work involved carefully separating wet pages and laying them individually between sheets of absorbent paper. Plastic storage boxes have now been purchased to prevent a recurrence, should the basement flood again in the future.