

SCAR Executive Committee Meeting

Punta Arenas, Chile, 5-7 August 2009

Annotated Agenda

Working Papers = WP; Information Papers = IP

Opening formalities 0900 - President Review of the State of SCAR and Issues on the Horizon

1. Adoption of the Agenda – TO BE LED BY EX DIR (C. Summerhayes)

- *WP01 (agenda), WP02 (annotated agenda), WP03 (timetable), WP04 (list of documents)*
- IPY will not be taken as a separate agenda item. IPY legacy issues will be considered under the appropriate agenda items.
- Adjustments to agenda and timetable.
- Apologies (K Conlan, C Rapley, K Finney, H Brolsma)
- Housekeeping issues

2. The SCAR Performance Review 2009 - TO BE LED BY THE PRESIDENT (C Kennicutt) (WP05)

This item is placed here because its actions have a bearing on each item that follows.

- Overview of report
- Possible Q&A with Committee Chair - P. Smith; by phone
- Debate and Adoption of Recommendations
- Timeline for implementation and assignment of responsibilities

3. Science - TO BE LED BY V-P FOR SCIENCE (S Marensi) – Update on inter-sessional activities

- Reports are to be brief and supported by the report of the relevant meeting, we should assume people have read reports and not repeat this material. **Highlight recommendations or items that require action or may be of special interest to Ex Com.**

- 3.1 Report of the Cross Linkages Workshop, Modena, Feb 5-6, 2009 (WP06) (A Capra);

- 3.2 Report of the Chief Officers' Meeting, Punta Arenas, August 4, 2009 (oral report by S Chown) *(WP 07)*
- 3.3 SCAR Standing Scientific Groups: Highlights, Progress and Plans.
- 3.3.1 SSG on Geosciences (A Capra); oral update on progress since the Modena meeting *(with reference to WP06, above)*. EXCOM will note and comment as appropriate.
- 3.3.2 SSG on Life Sciences (P Convey); oral update on progress since the Modena meeting *(with reference to WP06, above)*. EXCOM will note and comment as appropriate.
- 3.3.3 SSG on Physical Sciences (M Candidi); oral update on progress since the Modena meeting *(with reference to WP06, above)*. EXCOM will note and comment as appropriate.
- 3.3.4 IPY legacy – observing systems (SOOS, CryOS, PantOS) (Secretariat) *(WP08)*. EXCOM will consider progress and plans for observing systems, providing advice on plans and arrangements.
- 3.3.5 SSG strategic vision: draft mission statement plans per SSG, based on the IASC template *(WP09a, 09b, 09c)*. There is a need for SCAR to take a more strategic approach to deciding on its future direction and priorities. As a first step SSG COs have been asked to develop a mission statement using the same approach as IASC has in defining its new structure and direction. EXCOM will consider these developments providing advice as appropriate and in the light of the following discussions.
- 3.3.6 Functioning and leadership of SSGs (C Kennicutt) *(WP10)*. Recommendations will be made about how to improve the way in which SSGs function, to obtain greater efficiency and effectiveness in the future. EXCOM will be asked to provide advice on and approve these directions. Budgetary questions will be addressed under agenda item 11.
- 3.3.7 Job descriptions for Chief Officers - setting expectations for performance *(WP11)*. Recommendations will be made as to what should be expected of the Cos of all SCAR's major subsidiary groups (SSGs, SCADM and SCAGI and SCATS), to make it clear for candidates for office what is expected of them, and what is expected of their host country. EXCOM is asked to examine these proposals and to recommend a way forward.
- 3.3.9 What is the future of SSGs? – for discussion by all
- 3.4 SCAR Scientific Research Programmes and Programme Planning Groups: Highlights, Progress and Plans:
- Generic review of programs is not needed as EXCOM can be referred to reports and web sites. Concentrate on progress with new programs and plans for additional SRPs. How will these

- programs evolve or end in the next 3 years, and how are they to be replaced?
- Provide oral updates on progress since the Modena meeting (*with reference to WP06, above*).
 - EXCOM will be asked to note and approve SRP developments and plans.
- 3.4.1 Antarctic Climate Evolution (ACE) (A Capra)
- 3.4.2 Antarctica and the Global Climate System (AGCS)(M Candidi)
- 3.4.2.1 Status of ACCE including development of various products for differing audiences (Ex Dir)
- 3.4.3 Evolution and Biodiversity in the Antarctic (EBA)(P Convey)
- 3.4.4 Interhemispheric Conjugacy Effects in Solar-Terrestrial and Aeronomy Research (ICESTAR)(M Candidi)
- 3.4.5 Subglacial Antarctic Lake Environments (SALE) (C Kennicutt)
- 3.4.6 Astronomy and Astrophysics from Antarctica (AAA) (M Candidi)
- 3.4.7 Solid Earth Responses and influences on Cryospheric Evolution (SERCE)(A Capra)
- 3.4.8 Strategic thinking on SRPs and the renewal of SCAR scientific portfolio, in the context of strategic planning of future science directions and balance – for discussion by all.

4. Data & Information: Highlights, Progress and Plans - TO BE LED BY SCADM Rep (H Campbell)

- 4.1 SC-ADM: Highlights, Strategic Plan, and IPY legacy - Concentrate on the Status of the DIMS strategic plan (H Campbell) (*WP12*). EXCOM will be asked to endorse the Data and Information Management Strategy on behalf of Delegates and to request development of a phased Implementation Plan for the Delegates Meeting.
- 4.2 SC-AGI: Highlights, review of proposals for changes and enhancements (Ex Off) (*WP13*). EXCOM will be asked to endorse action on the recommendations of the Working Paper.
- 4.3 SCAR Products and Services (Ex Dir) (*IP01*). EXCOM will be asked to note plans for the evaluation of the products and services.
- 4.4 IPY legacy for data and information management and exchange; ramifications and discussions (H Campbell); oral presentation. EXCOM will be asked to endorse recommendations on the way forward.
- 4.5 Next steps in strategic thinking on data and information management in the broader context (e.g. ATS) – for discussion by all

5. Science and Data Partnerships: Highlights, Progress and Plans – TO BE LED BY EX DIR (C Summerhayes)

These reports will be very brief; EXCOM is invited to note progress, and suggest change if appropriate.

- 5.1 ICSU (Exec Dir);
- 5.2 SCOR (Ex Off);
- 5.3 IASC (including BipAG) (Exec Dir) *(IP02)*
- 5.4 WCRP (including CryOS) (Exec Dir)
- 5.5 IPICS (Exec Dir)
- 5.6 SCOSTEP (M Candidi)
- 5.7 IPCC (Exec Dir)
- 5.8 Others (if any – e.g. CODATA – H Campbell)
- 5.9 How can SCAR engage its Union members in a more effective way? – for discussion by all

6. Antarctic Treaty Organisations: Strategies, Progress and Plans – TO BE LED BY CHAIR SC-ATS (S Chown)

- 6.1 CCAMLR: XXVII CCAMLR October 2008, and XXVIII CCAMLR 2009 – CCAMLR interactions and long term relationship, representation, contribution of SCAR outputs to the CCAMLR agenda *(IP03)*. EXCOM will be invited to consider how best to improve interrelations between the two organisations, now that the current SCAR observer to CCAMLR (G Hosie) has come to the end of his term.
- 6.2 ATCM/CEP Baltimore, April 2009, and Uruguay 2010 – planning priorities *(WP14)(IP04)*. EXCOM will be invited to note the success of the presentations in Baltimore, and the extent of future commitments for 2010, to approve appropriate funding in the light of improvements to the budget, and to suggest other possible improvements in relations with ATCM/CEP.
- 6.3 COMNAP Interactions – report of plenary (Kennicutt) – long-term strategy. EXCOM will be asked to take note of the following developments, and to suggest ways in which interactions could be further improved.

Interactions with COMNAP (joint meeting with COMNAP Executive 0800-0930, Thursday 6 August)

- 6.3.1 Presentation on Future Directions in Antarctic Science (C Kennicutt); this will be an oral report – there is a white paper that will have been circulated earlier
- 6.3.2 King George Island Science and SCAR Science (S Marensi, C Kennicutt); this will be an oral report – there is a white paper that will have been circulated earlier

- 6.3.3 Other interactions (e.g. in the context of ATCM/CEP); this will be an oral report (C Kennicutt)
- 6.3.4 Strategic thinking about future interactions with COMNAP and how this should work? – for discussion by all
- 6.4 Other interactions (e.g. ACAP)
- 6.5 Putting the “S” (System) back into SC-ATS – for discussion by all – including financial considerations

7. Capacity Building, Education and Training: Progress and Plan - TO BE LED BY V-P FOR EOC (R Ravindra) update on inter-sessional activities

- 7.1 Fellowship Programme (*WP15*). EXCOM will be asked to approve the recommendations of the Fellowship Review Committee regarding the Fellows for 2009-2010.
- 7.2 The CBET Committee, and Future Plans for CBET (*WP16*); this item will include Early Career Scientists (APECS etc) and a potential SCAR visiting scientist scheme. EXCOM will be asked to endorse plans for 2009-2010.
- 7.3 Administration of Martha Muse Prize – M Sparrow; this will be an oral report for EXCOM to note progress and plans.
- 7.4 Strategic discussion of IPY Legacy ramifications in Education for SCAR CBET and suggestions for future directions – for discussion by all

8. Outreach and Communication: Progress and Plans TO BE LED BY V-P FOR ADMIN AND OUTREACH (A. Meloni) – update on inter-sessional activities

- 8.1 History Group (*IP05*). EXCOM will be invited to note progress.
- 8.2 Website, Routine Publications, Brochure, Poster, National Interactions etc (*IP06*). EXCOM will be invited to note progress and suggest improvements
- 8.3 SCAR popular publications (Ad Huiskes); this will be an oral report
- 8.4 Strategic discussions of outreach and communication and recommendations for future directions, in the context of the IPY legacy for Outreach – All
- 8.5 Communication with Delegates and NCs- suggestions for improvements – for discussion by all

9. Organisation and Management: Progress and Plans TO BE LED BY V-P FOR ADMIN AND OUTREACH (A Meloni)

- 9.1 SCAR Medals procedure for 2009 - Need for greater dissemination, advertisement and elevating the profile of these awards. (*WP17*). EXCOM

- will be asked to approve recommendations for advertising the SCAR medal, and to suggest possible candidates for consideration.
- 9.2 Revised Rules of Procedure for Subsidiary Groups (*WP18*). On behalf of the Delegates, EXCOM will be invited to review and approve the draft RoPs.
 - 9.3 SCAR's Legal and Charity Status – further developments (includes staff conditions, etc) (*WP19*). EXCOM will be invited to review and endorse the new staff conditions, which have been adjusted to be closely in line with what is offered in Cambridge University (Note that revised salary scales will be addressed under agenda item 11.2).
 - 9.4 Response to concerns expressed by Delegates in Moscow about status as a Charity; this will be an oral report for EXCOM to note and comment on as appropriate.
 - 9.5 Recruitment of Executive Director – (C Kennicutt); this will be an oral report for EXCOM to note.
 - 9.6 Plans for Strategic Plan 2010-2016; this will be a discussion to identify what key points should be addressed in the plan that has to be submitted to the Delegates in 2010.
 - 9.7 Secretariat Activity Report and Plans (*IP07*). EXCOM will be asked to note progress and approve plans, commenting as appropriate.
 - 9.8 What administrative structures or procedures are not working efficiently? – for discussion by all

10. Major Meetings - TO BE LED BY EX DIR (C Summerhayes)

- 10.1 Lessons from XXX SCAR, St Petersburg and Moscow (2008) (*WP20*). EXCOM will be asked to suggest improvements for XXXI SCAR based on lessons learned from XXX SCAR.
- 10.2 Guidelines for future Delegates meetings including instructions and forms for SSG reports, including plenary for all SSGs, use of PPTs for all reports (*WP21*). Delegates will be asked to approve changes to the usual practices for Delegates meetings so as to improve efficiency and effectiveness.
- 10.3 Guidelines for SCAR meetings (*WP22*). EXCOM will be asked to comment on, modify (if necessary) and approve the revised guidelines for SCAR meeting hosts.
- 10.4 Progress with XXXI SCAR, Buenos Aires (2010) – S Marensii; this will be an oral report.
- 10.5 Plans for Portland, 2012 – C Kennicutt; this will be an oral report
- 10.6 A system for in house management of major meetings – C Summerhayes (*WP23*). EXCOM will be invited to note further progress in development of plans to run SCAR meetings from within the Secretariat so as to keep costs of meetings down, to suggest changes as needed, and to approve plans if possible for implementation in 2012.

11. Finance – TO BE LED BY V-P FOR FINANCE (A Huiskes)

- 11.1 Financial statements for 2007/2008 (*WP24a and 24b*). EXCOM will be invited to review the statements and comment as appropriate.
- 11.2 Secretariat Compensation scheme (*WP19 continued*). EXCOM will be invited to review the rationale for determining SCAR compensation (salary scales, pensions etc), and to approve the changes, in the light of the changes to staff conditions addressed under agenda item 9.3.
- 11.3 The SCAR Reserve policy (Working Paper 30). EXCOM will be asked to approve the policy on the reserve.
- 11.4 Budgets for 2009 and 2010 (*WPs25a and 25b*). EXCOM will be invited to approve revisions proposed to the budgets approved at the Delegates meeting in 2008.
- 11.5 Under-spending of SSGs – block funding, procedures for requesting additional funds (Ex Off) (*WP26*).
- 11.6 Membership of SCAR (*IP08*). EXCOM will be invited to suggest possible new members.
- 11.7 Implementing SCAR's Financial Strategy (*WP27*). EXCOM will be invited to note progress in implementing the approved financial strategy, and to suggest further improvements and actions, including establishment of the proposed Donors Advisory Committee as an aid to external fund-raising.
- 11.8 SCAR Ethics Policy (*WP28*). EXCOM will be asked to review and endorse the Ethics Policy, with modifications if required.
- 11.9 Improvements in reporting of finances at Delegates meeting – for discussion by all

12. Review of Progress Against Actions - TO BE LED BY EX OFF (M Sparrow)**13. Any other Business – ALL****14. Closure of the Meeting, 1700, 7th August**