

## **RULES OF PROCEDURE FOR WORKING GROUPS**

*The Rules of Procedure for SCAR Working Groups are supplementary to and subordinate to the SCAR Rules of Procedure. The SCAR Rules of Procedure will take precedence in questions of interpretation of the Rules of Procedure for SCAR Working Groups.*

*Note: Agendas for meetings of standing committees and standing scientific groups and their subsidiary bodies will be arranged by their Chief Officers in consultation with their members. Invitations to meetings, arrangements for such meetings, and annotated agendas indicating expected outcomes from such meetings will be distributed by the Chief Officers at least three months prior to each meeting. Within one month of formal or informal meetings, the Chief Officer will circulate meeting reports (minutes), for confirmation by participants, and post the confirmed reports on the appropriate part of the SCAR web site. Reports of meetings will include lists of actions indicting who is responsible for what action in which time frame, as the basis for inter-sessional work plans. Formal meeting reports will also be forwarded to the SCAR Secretariat.*

### **1. Decision making powers**

Except in the case of an election or where otherwise specified, decisions taken by SCAR Working Groups shall be by consensus of voting members present and taking part in a meeting.

### **2. Delegates' Committees**

- 2.1 Delegates' Committees are established during or for the duration of the Meetings of Delegates to deal with matters originating from the Standing Scientific Groups and the Standing Committees.
- 2.2 Members of the **Delegates' Committee on Scientific Affairs** will comprise either the Delegate or Alternate Delegate designated by each National Member in attendance at the Meeting of Delegates, and be chaired by the vice president responsible for this portfolio.
- 2.3 Members of the **Delegates' Committee on Outreach and Administration** will comprise either the Delegates or Alternate Delegates not appointed to the Delegates' Committee on Scientific Affairs, and be chaired by the vice president responsible for this portfolio.
- 2.4 The Delegate Committees will review the reports and matters arising from the Standing Scientific Groups or Standing Committees reporting to them, and will make recommendations for action to the Meeting of Delegates.

### **3. Standing Committees**

- 3.1 Standing Committees may be formed to handle ongoing business of a permanent nature not dealt with by the science committees.
- 3.2 **The Standing Committee on the Antarctic Treaty System (SC-ATS)** will provide advice and information to SCAR regarding the Antarctic Treaty System.

- 3.2.1 The Terms of Reference for the Standing Committee on the Antarctic Treaty System are to:
- a. Identify issues likely to be of importance to ATCM and CEP and other Antarctic Treaty bodies and recommend appropriate action by SCAR;
  - b. Respond to upcoming issues on the agendas of the ATCM and other ATS bodies and, at the request of the Directors and working with COMNAP, CCAMLR, the SSGs and other organizations as appropriate, prepare documents or technical reports on scientific and technical matters for submission to the SCAR Directors for approval prior to submission by SCAR to the ATCM;
  - c. Provide scientific information and advice to SCAR on matters relevant to the implementation of the Madrid Protocol, such as:
    - CEP environmental issues (conservation, environmental management including monitoring, protected species, protected and managed areas, review of the Protocol Annexes, etc.);
    - Scientific and environmental research;
  - e. Report to the SCAR Delegates or the Directors as appropriate;
- 3.2.2 The Standing Committee will consist of a Chief Officer, and five other members, appointed for terms of 4 years that may be renewable for up to a total of 8 years, as well as, where necessary, a Chief Officer elect, and, where appropriate, a past Chief Officer, recommended by the Directors and approved by the Meeting of Delegates.
- 3.2.3 The Chief Officer will be an *ex officio* member of the Delegates' Committee on Outreach and Administration, and may be invited to attend meetings of the SCAR Directors as appropriate.
- 3.2.4 The Standing Committee will work closely with the ATS Secretariat, the ATCM, the CEP, COMNAP and CCAMLR as appropriate.
- 3.2.5 With the approval of the SCAR Directors, additional members may be co-opted from the Standing Scientific Groups, in consultation with the Chief Officers of those groups, for short periods when special expertise is required by the Standing Committee.
- 3.2.6 SC-ATS will conduct its business electronically unless otherwise agreed by the Directors.
- 3.2.7 With the approval of the Directors, SC-ATS will hold workshops or other meetings to include invited experts to address specific matters referred to SCAR.
- 3.2.8 At least one member of the SC-ATS will attend the CEP/ATCM meetings to represent SCAR.
- 3.3 **The Standing Committee on Finance** is established to advise the SCAR Directors and the SCAR Meeting of Delegates on all financial matters.
- 3.3.1 The Terms of Reference for the Standing Committee on Finance are:
- a. To examine the proposed annual budgets of SCAR prepared by the Executive Director and to recommend the annual budget to the Meeting of Delegates.

- b. To review the annual audit of SCAR's income and expenditure records.
  - c. To provide advice to the Meeting of Delegates and inter-sessionally to the Meetings of Directors on all budget matters and potential external funding sources.
- 3.3.2 The Standing Committee will comprise the Vice President of SCAR holding the finance portfolio, two members elected by the Meeting of Delegates, and the Executive Director (or another representative of the Secretariat) *ex officio*. The two elected members will be elected for a period of four (4) years but one of them may be elected for an initial period of two (2) years to ensure that the term of office of at least one of them does not coincide with the term of office of the Vice President chairing the Committee. These two members will be eligible for election to a second term of office of four (4) years. Two additional members will be co-opted from the members of the Meeting of Delegates, in consultation with the Directors, to serve as temporary members of the Committee for that Meeting of Delegates. Volunteers are welcome.
- 3.3.3 The Chief Officer will be the incumbent Vice President (see 3.3.1) and will serve as an *ex officio* member of the Delegates' Committee on Outreach and Administration.
- 3.4 **The Standing Committee on the Antarctic Geographical Information (SC-AGI)** exists to manage and improve the geographic framework for Antarctic scientific research.
- 3.4.1 The terms of reference for SC-AGI are:
- a. to deliver a range of up to date Geographic Information products, including but not restricted to the Antarctic Topographic Database, the Composite Gazetteer of Antarctica, the Antarctic Map Catalogue, the King George Island Geographical Information System, the Cybercartographic Atlas of Antarctica, and the Feature Catalogue, and such other elements as Delegates request;
  - b. to develop and maintain new products where appropriate, together with appropriate specifications;
  - c. to promote free and unrestricted data access and work closely with the Standing Committee on Antarctic Data Management (SCADM);
  - d. to provide advice regarding Geographic Information to the Meetings of Directors, Secretariat, or Standing Committees as required;
  - e. to keep SCAR Subsidiary Bodies and the SCAR Secretariat aware of their actions and plans;
  - f. to make other bodies (e.g. national operators, COMNAP etc) aware of the SC-ADM products and services, with a view to encouraging their wider use.
- 3.4.2 Membership and functioning of SC-AGI:
- 3.4.2.1 Each Full or Associate Member may nominate a national representative who will have voting rights at the meetings.

Additional national members are welcome to attend meetings but will not be eligible to vote.

- 3.4.2.2 The Standing Committee will consist of a Chief Officer appointed by the Meeting of Delegates for a term of 4 years that may be renewable for up to a further 4 years, as well as national representatives designated by National Committees and able to provide advice on issues relating to geographical information (e.g. place names) and standards.
- 3.4.2.3 SC-AGI will conduct its work by correspondence as well as at meetings.
- 3.4.2.4 SC-AGI will maintain a web page to inform others about their activities.

3.5 **The Standing Committee on Antarctic Data Management (SCADM)** is responsible for fostering the development and maintenance of an Antarctic Data Management System (ADMS).

3.5.1 The Terms of Reference for SCADM are:

- a. To promote long-term preservation and accessibility of data relating to Antarctica and the Southern Ocean in sustainable repositories,
- b. To assist in establishing Antarctic data management policies, priorities and best practices,
- c. To support the establishment and ongoing work of National Antarctic Data Centres, in accordance with ATCM XXII Resolution 4.1 (1998),
- d. To encourage submission of metadata and data to the Antarctic Data Management System,
- e. To further improve and populate the AMD and provide guidance to the AMD host,
- f. To provide linkages to other relevant data management systems and thereby enhance the ADMS,
- g. In partnership with SCAGI, to work with SSGs, COMNAP, CEP and the Antarctic Treaty Secretariat to identify and develop fundamental datasets of value to the Antarctic Community.

3.5.2 SCADM will comprise one representative from each Full or Associate Member as the official national representative for that Member. Nominees should be professional data managers or scientists with expertise in data management, who are closely affiliated with either the Member's National Antarctic Data Centre (NADC), or in the absence of an NADC, another national scientific data repository. When nominating representatives, Members should give due consideration to the representative's expertise and standing within the national scientific and data management community to maximise the effectiveness of SCADM and the influence of its activities.

3.5.3 SCADM will elect one Chief Officer and two Deputy Chief Officers to comprise the SCADM Executive. The Chief Officer should be appointed for a term of four (4) years that may be renewable for up to 4 more years. Appointment will be subject to approval by the meeting of Delegates.

- 3.5.4 SCADM will work by electronic communication and through formal meetings occurring, as a minimum, biennially in conjunction with SCAR Meetings. Prior to each SCAR Meeting, Members will confirm their attendance at the SCADM meeting. Informal meetings of SCADM are encouraged as opportunities arise.
  - 3.5.5 The Chief Officer of SCADM will report to EXCOM and the Meeting of Delegates.
  - 3.5.6 SCADM may form sub-groups or subsidiary bodies to examine specific questions within its competence. These sub-groups would follow the rules of procedure for SCAR “Action Groups”.
  - 3.5.7 SCADM is encouraged to seek outside funding with the approval of the SCAR Directors.
  - 3.5.8 SCADM will develop and maintain a web page to inform others about its activities.
- 3.6 Other Standing Committees may be established by the Meeting of Delegates, for instance for the purposes of education, training and capacity building.

#### **4. Standing Scientific Groups**

- 4.1 Standing Scientific Groups (SSGs) are permanent bodies representing the main Antarctic scientific disciplines.
  - 4.1.1 Standing Scientific Groups will assist SCAR in the implementation of SCAR’s mission and objectives,
- 4.2 Terms of Reference for Standing Scientific Groups will be to:
  - (a) take a strategic view of scientific research requirements in the Antarctic, keeping under review scientific matters dealing with the Antarctic environment;
  - (b) share information on disciplinary scientific research being conducted by national Antarctic programmes, and identify research areas where current research is lacking;
  - (c) ensure appropriate cross-disciplinary awareness and linkages with the other SCAR Standing Scientific Groups, developing interdisciplinary proposals with them where appropriate;
  - (d) coordinate proposals for future research to achieve maximum scientific and logistic effectiveness;
  - (e) establish links and/or partnerships with other relevant international organizations having an interest in Antarctic science;
  - (g) identify research areas or fields that might be best investigated by a SCAR Scientific Research Programme and where appropriate establish a Scientific Programme Planning Group to develop a formal proposal for consideration by the Delegates;
  - (h) establish Action Groups and Expert Groups, either individually or jointly with either or both other Standing Scientific Groups to address specific scientific topics;
  - (i) make funding requests where appropriate for SCAR support of Standing Scientific Group activities (symposia, workshops, etc);

- (j) provide scientific advice to the Meetings of Directors, Secretariat, or Standing Committees as required;
- (k) keep other SCAR Subsidiary Bodies and the SCAR Secretariat aware of their actions and plans.
- (l) encourage submission of data and metadata to the Antarctic Data Management System.

#### 4.3 Membership of Standing Scientific Groups

- 4.3.1 All SCAR Members may nominate up to four representatives to each SSG. Nominees should be active scientists in their field, ideally with an international reputation, and from different scientific disciplines so that the full range of Antarctic research is represented in the SSG. When nominating representatives, Members should give due consideration to a mix of gender, experience and youth.
- 4.3.2 One representative from each Member will be designated as the official national representative. Another representative will be designated as the alternate official representative. Both will be eligible for election to office but only one may be proposed at one election.
- 4.3.3 Each Union Member of SCAR may send one representative to the relevant SSG meeting.

#### 4.4 Functioning of SSGs

- 4.4.1 Each SSG must elect one Chief Officer, one Deputy Chief Officer and one Secretary from three different Members. The three officers should be from different scientific disciplines within the overall discipline of the SSG, and from different regions. Nominations must be approved by the Meeting of Delegates.
- 4.4.2 Chief Officers should be elected for a term of four (4) years that may be renewable for up to 4 more years.
- 4.4.3 SSGs will conduct their work by correspondence as well as at meetings.
- 4.4.4 Only the official national representatives have voting rights in meetings of the SSGs.
- 4.4.6 At each formal meeting SSGs will review any recommendations adopted at their preceding meetings. All such recommendations regarded as having achieved their purpose shall be allowed to lapse unless they are revised or re-adopted.
- 4.4.7 SSGs may develop collaborative programmes appropriate to their specific interests.
- 4.4.8 Links are encouraged between SSGs and the relevant Unions, Committees, and Associations of ICSU.
- 4.4.10 SSGs are encouraged to seek outside funding with the approval of the Directors.
- 4.4.11 SSGs must develop and maintain a web page to inform others about their activities.

#### 4.5 Meetings

- 4.5.1 SSGs may hold both formal and informal meetings.

- 4.5.2 Formal meetings of SSGs are biennial during SCAR Science Meetings.
  - 4.5.4 Three months prior to each SSG meeting, Members will confirm their nominees to each SSG and their attendance at the meeting.
  - 4.5.5 Formal meetings of SSGs that do not have a quorum of at least 75 percent of the voting members whose attendance has been confirmed in advance to the Secretariat will be regarded as informal Meetings (exception see 4.5.7).
  - 4.5.6 The Chief Officers, following consultation with their members, will inform their members and the SCAR Secretariat at least two months before the SCAR Science Meeting on which days it will be necessary for their groups to meet and will provide an agenda for the meeting to the SCAR Secretariat for distribution to Full, Associate and Union Members prior to the meeting.
  - 4.5.7 Formal meetings of Standing Scientific Groups may be convened at times other than a SCAR Meeting.
    - a) The Chief Officer of a Standing Scientific Group may foresee that a quorum of its voting members is unlikely to be present at a given meeting. Provided that at least 2 months advance notice is given to the members, and subject to the approval of the Directors, the meeting of the Standing Scientific Group may be considered to be a formal meeting.
    - b) Recommendations put forward at such meetings can be accepted by correspondence
  - 4.5.8 If a scheduled meeting ceases to be required, the Chief Officer must inform the SCAR Secretariat and members of the group, preferably at least two months before the meeting was due to be held.
  - 4.5.9 If, in the opinion of the Chief Officer of a Standing Scientific Group, important questions arise that warrant a formal meeting of the group that has not previously been approved, the Chief Officer may, after corresponding with the members, submit a proposal to the Directors for a meeting, including a suggested place and date.
    - a) Usually, at least 3 months notice should be given.
    - b) The Chief Officer will be informed of the decision of the Directors and, if the meeting is approved, the SCAR Secretariat will promptly inform National Committees.
  - 4.5.10 Agendas for such meetings will be arranged by the Chief Officers of the Standing Scientific Groups in consultation with their members, and copies will be provided to the SCAR Secretariat for distribution to Full, Associate and Union Members prior to the meeting. The Chief Officers are responsible for informing the members of the arrangements for the meeting.
  - 4.5.11 Informal meetings of the Standing Scientific Groups are encouraged as opportunities arise.
- 4.6 Recommendations and requests of Standing Scientific Groups

- 4.6.1 Each recommendation to be addressed outside of SCAR will be drafted in the form of a “Recommendation of SCAR” and must indicate to whom it is addressed.
- 4.6.2 Recommendations and requests to the Meeting of Delegates or the Executive Committee must be numbered for convenience.
- 4.6.3 Recommendations will be prepared in accordance with procedures established by SCAR.
- 4.7 Functioning of sub-groups of Standing Scientific Groups
  - 4.7.1 Sub-groups are subsidiary bodies of Standing Scientific Groups formed to examine specific questions within the competence of the respective Standing Scientific Group(s).
  - 4.7.2 Membership of sub-groups is decided by the parent Standing Scientific Group(s). Members should be active scientists in their field of interest, ideally with an international reputation.
  - 4.7.3 Membership should be based on the twin principles of both scientific excellence and geographical representation, to ensure that SCAR’s activities are inclusive.
  - 4.7.4 Reports of sub-groups have no official status until they are adopted by the parent Standing Scientific Group(s) either at a formal meeting or by correspondence and annexed to the report(s) of the Standing Scientific Group(s).
  - 4.7.5 Reports of meetings of sub-groups will not normally be printed or distributed by SCAR but will be available on the web page of the appropriate Standing Scientific Group on the SCAR web site.
  - 4.7.6 Sub-groups should develop and maintain a web page linked to their parent Standing Scientific Group web page to inform others about their activities

## **5. Action Groups**

- 5.1 Action Groups may be established by the Standing Scientific Groups, either individually or jointly to address specific scientific topics of interest to SCAR.
- 5.2 Action Groups should be established with terms of reference, a chairperson appointed by the Standing Scientific Group(s), and membership that is open to any interested Members of the Standing Scientific Group(s) or, at the invitation of the Chief Officer of the SSG, to others with no affiliation with SCAR.
- 5.3 An Action Group will normally have a lifetime of two (2) but not more than four (4) years.
- 5.4 Action Groups may meet during the SCAR Science Week or at other venues when the majority of members are in attendance. Reports of such meeting should be filed with the appropriate Standing Scientific Group(s). Action Group work by correspondence is encouraged (e-mail).
- 5.5 Action Groups may also be established by the Meeting of Delegates for purposes ancillary to science (e.g. History)



- 5.6 Action Groups should report annually to the appropriate SSG(s) on plans, progress and outcomes.

## **6. Expert Groups**

- 6.1 Expert Groups may be established by the Standing Scientific Groups, either individually or jointly to address specific scientific topics of interest to SCAR.
- 6.2 Expert Groups should be established with terms of reference, a chairperson appointed by the Standing Scientific Group(s), and membership that is open to any interested Members of the Standing Scientific Group(s) or, at the invitation of the Chief Officer of the SSG, to others with no affiliation with SCAR.
- 6.3 An Expert Group will normally have a lifetime of around 6 years. Following a review at the end of that period there is an option for renewal.
- 6.4 Expert Groups may meet during the SCAR Science Week or at other venues when the majority of members are in attendance. Reports of such meeting should be filed with the appropriate Standing Scientific Group(s). Expert Group work by correspondence (e-mail) is encouraged.
- 6.5 Expert Groups should report annually to the appropriate SSG(s) on plans, progress and outcomes.

## **7. Scientific Programme Planning Groups**

- 7.1 Scientific Programme Planning Groups may be established by Standing Scientific Groups either singly or jointly to develop plans for new SCAR Research Programs. Such plans will be submitted to the appropriate Standing Scientific Group(s) for evaluation and recommendation.
- 7.2 The appropriate Chief Officer(s) will appoint the chairperson of the Scientific Programme Planning Group.
- 7.3 Membership of a Scientific Programme Planning Group:
- will be open to any scientist active in a relevant field with an interest in the Antarctic who wishes to join such a group;
  - will be fostered by one or more of the Standing Scientific groups;
  - may include suitably qualified scientists from non-SCAR countries and other organizations; and
  - will be for the duration of the planning process;.
- 7.4 The terms of reference for a Scientific Programme Planning Group will be:
- to formulate a science plan with explicit, clear, and feasible aims and outcomes;
  - to formulate an implementation plan indicating the scientific and data management activities, equipment, infrastructure, logistics, and national involvement required, showing clearly the contributions of each nation to the successful achievement of the scientific outcomes;
  - to indicate clearly the value added by the proposed programme being coordinated by SCAR;

- to indicate clearly the scientific quality, importance, and relevance of the proposed research plan in the context of Earth System Science generally and Antarctic science specifically.
- 7.5 Preliminary plans approved by the Standing Scientific Group(s) will be returned to the Scientific Program Planning Group for further development and possible subsequent submission by the Standing Scientific Group to the Delegates' Committee on Scientific Affairs.
  - 7.6 In the year when the Standing Scientific Group(s) do not meet, proposals for new Scientific Research Programs will be reviewed by the SCAR Directors augmented by the Chief Officers of the Standing Scientific Groups. Those proposals accepted will be returned to the appropriate Standing Scientific Group(s) for further development prior to submission to the Delegates' Committee on Scientific Affairs.
  - 7.7 Proposals for new Scientific Research Programs accepted by the Delegates' Committee on Scientific Affairs will be submitted to the Meeting of Delegates for final approval.
  - 7.8 Proposals accepted by the Meeting of Delegates will become SCAR Scientific Research Programs.

## **8. Scientific Research Program Groups**

- 8.1 Scientific Research Program Groups will be appointed by the SCAR Directors, in consultation with the appropriate Standing Scientific Groups and with the approval of the Meeting of Delegates to implement and direct the approved Scientific Research Programs.
- 8.2 Scientific Research Program Groups will be responsible for all aspects of their research program including reporting to the SCAR Directors and the Meeting of Delegates on progress, assuring fiscal responsibility, and the delivery of agreed scientific outcomes.
- 8.3 The Terms of reference for a Scientific Research Program Group will be:
  - to oversee and guide the development and execution of the program's implementation activities, adjusting and optimizing the science and implementation plans in light of events and progress;
  - to actively seek support of the program's implementation through national and international mechanisms;
  - to ensure the delivery of agreed/approved scientific outcomes, including synthesis activities and public/policy outreach;
  - to respond to requests for expert advice from the SCAR Executive in a timely and effective manner;
  - to ensure appropriate exchange and archival of data generated as a result of the program, in accordance with the SCAR data policy;
  - to establish scientific liaison and logistic cooperation with other Antarctic activities as appropriate;
  - to advise the SCAR Executive and the Delegates on progress and on the use of funds.

#### 8.4 Membership of a Scientific Research Program Group will be:

- Explicit;
- Appointed by the SCAR Directors in consultation with the Meeting of Delegates;
- Based primarily on internationally recognized scientific expertise fulfilling the required mix of skills and experience with geographical and gender mix taken fully into consideration;
- For a 4-year term with the possibility of extension depending on contribution and performance;
- Governed by a phased rotation scheme.

### 9. Reporting Procedures

#### 9.1 Reports of Standing Scientific Groups

- 9.1.1 Reports will summarize progress and activities of the Standing Scientific Groups and of their sub-groups since the previous SCAR Meeting, provide statements of strategic views, future plans, reports of expenditure, future budgets and lists of any recommendations put forward by the Standing Scientific Group.
- 9.1.2 Reports of informal meetings of Standing Scientific Groups may, at the discretion of the Chief Officers, be submitted for adoption by SCAR.
- 9.1.3 Proposals by Delegates for further action on any item of a report of a Standing Scientific Group will be included in the report of the Meeting of Delegates.

#### 9.2 Reports of Standing Scientific Groups held at SCAR Science Meetings

- 9.2.1 Reports of meetings held at the time of a SCAR Science Meeting will include not only the report of the Standing Scientific Group but also the reports of the sub-groups reporting to that Standing Scientific Group.
- 9.2.2 Reports of such meetings will include lists of actions indicating who is responsible for what action in which time frame, as the basis for inter-sessional work plans;
- 9.2.3 Reports from the Standing Scientific Groups normally will be filed with the SCAR Secretariat immediately following the completion of the SCAR Science Meeting.
- 9.2.4 The SCAR Secretariat will transmit reports from the Standing Scientific Groups to the SCAR Executive Committee, Delegates, and Alternate Delegates prior to the Meeting of Delegates, and make the reports available on the SCAR web site for National Committees and others.
- 9.2.5 The Chief Officer of each Standing Scientific Group or a delegated representative shall attend the Meeting of Delegates to present and discuss the report and modifications to the text that may be required by the Delegates.

#### 9.3 Reports of meetings not held at SCAR Science Meetings

- 9.3.1 Reports of formal meetings of Standing Scientific Groups held at other times than the Science Meetings will be filed with the SCAR Secretariat

immediately following the completion of the meeting of the Standing Scientific Group.

- 9.3.2 The SCAR Secretariat will transmit these reports to the SCAR Directors, National Committees, Delegates, and Alternate Delegates not more than 30 days after receipt of the reports. If actions are required, the Executive Committee will take such actions and will submit their actions for final approval as an agenda item to the next Meeting of Delegates.