

**DRAFT 24/5/11**

**SCAR Executive Committee Meeting,  
Edinburgh, UK, 18-19<sup>th</sup> July 2011**

**Annotated Agenda**

**1. Opening Business (Leads: SCAR President and Executive Director)**

1.1 Welcome and opening formalities – President (M C Kennicutt) (IP 1)

1.2 Adoption of the Agenda and Timetable - Ex Director (M Sparrow)

(WP1, WP2, WP3, WP4)

- Adjustments to agenda and timetable
- Apologies
- Housekeeping issues

**2. Science (Lead: V-P for Science Y-D Kim)**

*Reports should be brief and highlight items that require action or may be of special interest to EXCOM. Emphasise science achievements, emerging programs, special opportunities etc. Unless otherwise stated reports to be projected using Powerpoint or equivalent.*

2.1 Report of the Chief Officers' Meeting (WP 5, IP 2) - (oral report by K Conlan)

2.2 Relevant Actions from the Cross Linkages Workshop, Ottawa, May 5-6 2011

(WP 6) – M Sparrow

2.3 SCAR SSGs: Highlights, Progress and Plans:

*2.3.1 Report of SSG Geosciences (WP 7)*

A Capra will briefly report on progress and plans since the last Delegates Meeting.

*2.3.2 Report of SSG Life Sciences (WP 8)*

K Conlan will briefly report on progress and plans since the last Delegates Meeting.

#### *2.3.3 Report of SSG Physical Sciences (WP 9)*

T Yamanouchi will briefly report on progress and plans since the last Delegates Meeting.

#### *2.3.4 Functioning of the SSGs (reporting and budgets; horizon scanning; SSG subsidiary groups etc.) (WP 10)*

M C Kennicutt will introduce several proposals to help improve how the SSGs operate. Firstly, following an Action from the last Delegates' Meeting SSG reports and budget requests will be due 2 months prior to the Delegates' Meeting to allow more time for science. Secondly the concept of a "horizon scanning" activity should be on the Business agenda of each SSG. Thirdly there is a need to include some kind of biennium review of the SSG subsidiary groups so limited resources can be allocated efficiently.

### 2.4 SCAR Scientific Research Programmes:

#### *2.4.1 Antarctic Climate Evolution (ACE) (WP 11)*

A Capra will report briefly on progress and plans since the last Delegates' Meeting.

#### *2.4.2 Antarctica and the Global Climate System (AGCS) (WP12)*

T Yamanouchi will report briefly on progress and plans since the last Delegates' Meeting.

#### *2.4.3 Evolution and Biodiversity in the Antarctic (EBA) (WP 13)*

K Conlan will report briefly on progress and plans since the last Delegates' Meeting.

#### *2.4.4 Astronomy and Astrophysics from Antarctica (AAA) (WP 14)*

T Yamanouchi will report briefly on progress and plans since the last Delegates' Meeting.

## 2.5 SCAR Programme Planning Groups:

### *2.5.1 State of the Antarctic Ecosystem (AntEco) (WP 15, IP 3)*

K Conlan will report on progress with AntECO, including planning meetings and a timeline for production of the final proposal that will be forwarded to the Secretariat for External review at least 8-12 weeks prior to the 2012 Delegates' Meeting.

### *2.5.2 Antarctic Ecosystems: Adaptations, Thresholds and Resilience (AntETR) (WP 16, IP 3)*

K Conlan will report on progress with AntETR, including planning meetings and a timeline for production of the final proposal that will be forwarded to the Secretariat for External review at least 8-12 weeks prior to the 2012 Delegates' Meeting.

### *2.5.3 Past and Future Change of the Antarctic Environment (PACE) (WP 17, IP3)*

T Yamanouchi will report on progress with PACE, including planning meetings and a timeline for production of the final proposal that will be forwarded to the Secretariat for External review at least 8-12 weeks prior to the 2012 Delegates' Meeting.

### *2.5.4 Solid Earth Responses and influences on Cryospheric Evolution (SERCE) (WP 18, IP3)*

A Capra will report on progress with SERCE, including planning meetings and a timeline for production of the final proposal that will be forwarded to the Secretariat for External review at least 8-12 weeks prior to the 2012 Delegates' Meeting.

### *2.5.5 Other Emerging SRPs?*

All invitees are invited to highlight plans for other emerging SRPs.

## 2.6 Other Science Topics

#### 2.6.1 Observing Systems (SOOS, CryOS etc.) (IP 4)

M Sparrow will report on progress with the Southern Ocean Observing System, including the final version of the plan, the SOOS Secretariat and implementation of the SOOS. He will also report any updates on other observing systems as a legacy of the IPY (e.g. CryOS).

#### 2.6.2 The concept of an International Polar Decade (IP 5)

M Sparrow will introduce a discussion on the concept of an International Polar Decade after a Russian/WMO meeting held on the subject.

#### 2.6.3 The Social Sciences and Humanities within SCAR (WP 19)

M Sparrow will present the recommendations from the SCAR Action Group on the Human Element that was formed to look into the Social Sciences and Humanities within SCAR, including the future of the SCAR History and Social Sciences groups. EXCOM will be asked to comment and approve the group's recommendations.

#### 2.6.4 Other (e.g. KGI)

Other items (e.g. BIPAG II, KGI AG) will be discussed as EXCOM believe appropriate.

### **3. Data and Information: Highlights, Progress and Plans (Lead: Executive Director)**

#### 3.1 Standing Committee on Antarctic Data Management (SCADM) (WP 20)

The SCADM representative will present progress and important issues that require EXCOM action/approval.

#### 3.2 Standing Committee on Antarctic Geographic Information (SCAGI) (WP 21)

A New will present progress and important issues that require EXCOM action/approval. In particular to note that although excellent progress has been made in many areas, the group has some ongoing problems that need to be resolved, for example the lack of a chief officer and a lack on engagement with

many SCAR member countries. How SCAGI should function in the future (e.g. restructuring as a subgroup of SCADM has been suggested) needs to be carefully considered.

### 3.3 SCAR Products

M Sparrow will lead a brief discussion on the SCAR Products. A review is still required, though with no SCAGI CO and the SCADM CO being on study leave this has not yet been carried out.

## 4. Partnerships: Highlights, Progress and Plans (Lead: Executive Director) (IP 6,7,8)

*These reports will be very brief; EXCOM is invited to note progress and suggest ways forward as appropriate.*

M Sparrow will report on partnerships, including:

- IASC (including BipAG II)
- COMNAP
- CCAMLR
- ICSU, including bodies such as SCOR and unions
- WCRP
- Others (e.g. GBIF...)

## 5. SCAR and Policy Advice (Lead: SCAR President and Executive Director) (WP 22)

### 5.1 Report of Standing Committee on ATS, including the Antarctic Conservation in the 21<sup>st</sup> Century Meeting

K Hughes, the new deputy CO of SCATS, will briefly report on any important issues from the 2011 Treaty and the Conservation in the 21<sup>st</sup> Century Meetings.

### 5.2 Advice to other bodies such as IPCC

The SCAR ED, M Sparrow, will briefly update EXCOM on policy advice outside of the ATS.

## **6. Capacity Building, Education and Training: Progress and Plans (Lead: R Ravindra, VP for CBET) (WP 23, WP 24)**

### 6.1 Fellowship Programme (WP 24)

The SCAR EO, R Badhe, will summarise the recommendations of the Fellowship Review Committee regarding the Fellows for 2011-12. The EO will note that the fellowships were run jointly with COMNAP this year.

### 6.2 The Martha T Muse Prize

The SCAR EO, R Badhe, will briefly update EXCOM on progress with the Martha T Muse Prize.

### 6.3 APECS

The SCAR EO, R Badhe will briefly update EXCOM on interactions with APECS.

### 6.4 The CBET Committee and future plans for CBET, including update of the CBET plan (WP 23)

The V-P for CBET, R Ravindra will present an update of the CBET plan, including laying out a plan for updating the CBET strategy document.

## **7. Communications: Progress and Plans (Lead: V-P for Admin and Outreach, S Marensi) (WP 25)**

### 7.1 SCAR Strategic Plan

The SCAR ED, will note briefly production and distribution of the SCAR Strategic Plan 2011-2016.

### 7.2 Website, Social Networking, publications (including 50<sup>th</sup> (53<sup>rd</sup>?) anniversary book), new SCAR Newsletter etc.

The SCAR EO, R Badhe, will note progress and highlight issues requiring EXCOM approval.

### 7.3 Update of the Communications Plan

The SCAR EO will lay out a plan for an update of the SCAR Communications Strategy.

## **8. Major Meetings (Lead: V-P for Admin and Outreach, S Marensi) (IP 9, IP 10)**

### 8.1 Plans for Portland 2012

A brief update will be given by the SCAR ED, M Sparrow, on progress with SCAR 2012.

### 8.2 Horizon Scanning workshop 2014 (IP 9)

M C Kennicutt will introduce the concept of a Horizon Scanning Workshop to be run sequentially with the SCAR 2014 OSC. He will note that Tinker are interested in providing funding for such a workshop.

### 8.3 IPY 2012

The SCAR ED, M Sparrow, will highlight any issues of relevance to EXCOM.

### 8.4 In-house management of SCAR abstracts

The SCAR EO, R Bahe, will update EXCOM on progress.

### 8.5 Action Group on SCAR Meeting Structure (IP 10)

The SCAR ED, M Sparrow will give a brief report on plans for the AG on SCAR Meetings.

*Note that with the end of Agenda Item 8, all non-EXCOM/Secretariat meeting attendees will be asked to leave until Section 11 (See TimeTable, WP4).*

## **9. SCAR Business (EXCOM only. Lead: V-P for Admin and Outreach, S Marensi) (WP 26, IP 11, IP 12, IP 13, IP 14)**

### 9.1 Terms of Reference for SCAR President/Vice Presidents (IP 11)

By UK Charity law all Trustees (President and VPs) of SCAR should have available a set of guidelines or Terms of Reference for the position. Experience has shown that becoming a SCAR President or V-P does involve a non-negligible work load, in particular for the SCAR President. In order that SCAR Members are

aware of the duties and workload of becoming a SCAR President/V-P a set of draft ToRs are presented for EXCOM comment and approval.

#### 9.2 Secretariat Report (WP 26)

The SCAR ED, M. Sparrow, will present a summary of Secretariat activities, including an analysis of past and future workload. In particular the amount of time that the EO and AA have spent on basic finances has increased significantly over the years. Suggestions will be made to EXCOM as to how to both improve efficiency and target specific high priority activities, noting that with the staff available the Secretariat is not always able to complete all the tasks it would like to be able to.

#### 9.3 SCAR's Carbon Footprint (IP 12)

The SCAR EO, R Badhe, will present a paper on SCAR's carbon footprint.

#### 9.4 Ethics and Donations Policy (IP 13)

EXCOM will be asked to approve the final version of the SCAR Ethics and Donations Policy (noting that this has been an agenda item since 2008).

#### 9.5 Potential new membership (IP 14)

S Marensi will summarise recent activities to attract new membership to SCAR.

### **10. Finance (EXCOM only. Lead: V-P for Finance, A Huiskes) (WP 27a, WP 27b, WP 28, WP 29, WP 30, WP 31, WP 32, WP 33, IP 15)**

#### 10.1 Financial Statement for 2010 (WP 27a, WP 27b, WP 28)

EXCOM will be asked to review the 2010 statement and comment as appropriate. Time allowing, a draft "mini-statement" summarising expenditure to the end of June will be made available in order to inform the budget discussions.

#### 10.2 Revised Budgets for 2011 and 2012 (WP 29, WP 30)

EXCOM will be invited to approve revisions proposed to the budgets approved at the Delegates' meeting in 2010.



### 10.3 Draft Budget for 2013 (WP 31)

EXCOM will be asked to review and provisionally approve a draft 2013 budget.

### 10.4 SCAR Business Case and membership fee increases (IP 15)

Based on the 2010 Resolution approved by the SCAR Members ("Delegates agree the need for an increase in contributions of up to 20% in 2012 based on a business case that SCAR will provide for Delegates to take to their funding agencies.") a Business Case was sent to all SCAR Member countries for them to open discussions with their funding agencies about membership fee increases to counteract the affects of inflation. EXCOM are asked to comment as appropriate, noting that a new case will need to be made to the Delegates in 2012 for an increase to take effect in 2013.

### 10.5 Progress with SCAR Development Council (WP 32)

The SCAR President, M C Kennicutt, will update EXCOM on progress and future plans for a SCAR Development Council to assist the Secretariat and EXCOM in identifying potential sources of income.

### 10.6 Finance Strategy update (WP 33)

EXCOM will be invited to note progress in implementing the approved financial strategy, and to suggest further improvements and actions external fund- raising.

### 10.7 Policies related to members in arrears on fees

A Huiskes will note that there is a problem with a few members being in arrears with their membership fees. He will note that according to the SCAR Articles of Association membership can be terminated if a member "has not paid its contribution within two years of such contribution becoming due".

## 11. Actions Arising (IP 16) (ALL MEETING INVITEES)

11.1 Progress against previous Actions and new Actions from EXCOM 2011

The Executive Director will briefly summarise progress against Actions, including a list of Actions agreed at the meeting.

11.2 Other Business

**12. Closure of the meeting**