

**SCAR COs Meeting,
Edinburgh, UK, 16th July 2011**

Location: 18 Holyrood Park Rd Edinburgh, EH16 5AY (ISAES Conference site)

Chair: K Conlan

Rapporteur: R Badhe

Attendees: Kathy Conlan (LS), Alessandro Capra (GS), Takashi Yamanouchi (PS), Kevin Hughes (SCATS), Taco de Bruin (SCADM), Adrian Fox (SCAGI), Mike Sparrow (SCAR), Renuka Badhe (SCAR), Mahlon “Chuck” Kennicutt II (SCAR)¹

Aims: The COs meeting is intended to allow the COs to discuss items of interest/concern in advance of the EXCOM meeting, not to repeat the entire EXCOM agenda.

Timing: 9 am to 5 pm
10:30-11:00 Coffee/Tea
12:30-13:30 Lunch (supplied)
15:00-15:30 Coffee/Tea

Agenda

(i) Efficient Functioning of the SSGs (WP 10)

WP 10 introduces several procedural changes to 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 during SSG meetings and the construction of detailed budget scenarios in advance of the Delegates meeting. Secondly the concept of a “horizon scanning” activity should be on the agenda of each SSG business meeting. Thirdly there is a need to explicitly review SSG subsidiary groups every two years and recommend continuation, cancellation, and/or creation of new groups so limited resources are allocated efficiently.

Note that the SCAR President, M C Kennicutt will be present for this agenda item.

(ii) Interactions between PPGs

COs to discuss issues with regards to interactions between PPG proposals, for example prospect of a joint PPG meeting hosted by Italy (see [WP 6](#)).

¹ The SCAR President will be present for the first agenda item only, unless his presence is requested by the Chair for any other purposes.

(iii) Interactions between SSGs and (a) SCATS, (b) SCAGI and (c) SCADM

Since we also have representatives of SCATS, SCAGI and SCADM this is a useful opportunity to discuss interactions between the SSGs and our Standing Committees. Each CO of SCATS, SCAGI and SCADM will be given the opportunity to highlight items of importance to the SSGs and other Standing Committees.

(iv) Progress with Actions ([IP 16](#))

COs are asked to update meeting attendees on outstanding Actions of relevance to their group. These actions (see IP16) are:

SSG-PS: EX-10

SSG-GS: D10-11, CL11-2

All SSGs: CL-1, EX-13, D10-6, D10-8, D10-9, CL11-1, CL11-6

SCADM/SCAGI: EX-31, EX32, D10-17, CL11-10, CL11-12

SC-ATS: D10-25

(v) Finance matters ([WPs 27-33](#))

General discussion on financing of SSGs/Standing Committees, with reference to WPs 27-33.

(vi) Other business

Meeting attendees to highlight other items they wish to discuss in advance of the EXCOM meeting. Particular items that have so far been highlighted include:

- a) Utility of the CO meeting before the Ex Com Meeting?
- b) Utility of the Cross-linkages meeting? Replacement by/ relation to “Horizon Scanning” activity?
- c) Timing of SSG business meetings during the biennial meetings? Before or after the OSC? Advantages/disadvantages?
- d) Relationship of SSGs and SRPs – oversight, review, reporting, advising Delegates action in regard to the SRPs?
- e) SSG activities that would benefit from directed fund raising by the SCAR Development Council?
- f) Role of SSGs in the OSC? Session proposers, session chairs, ISOC members, etc.?
- g) How can SSGs improve communications/interactions with their associated communities inter-sessionally? Newsletters, updates from COs, meetings opportunities at major scientific meetings, etc.?