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A Strategic Plan
for
Meetings and Related Activities
Executive Summary (1 page)

Title: A Strategic Plan for Meetings and Related Activities

Authors: M Kennicutt and M Sparrow

Relevant URLs or references to other reports: none

Introduction/ Background: SCAR supports, manages, and participates in a wide range of meetings and related activities each year that serve various purposes that have scientific, administrative, and advisory aims. SCAR provides venues for the presentation of the latest research results, exchange of up-to-the-minute scientific findings, and promotion of cross-disciplinary communication. These activities include Open Science Conferences, disciplinary Symposia (biology, Earth sciences, and glaciology), and topical workshops. There are also a range of scientific meetings managed by others that have significant sessions on Antarctic and Southern Ocean science. A “Horizon Scanning” event is in the planning stages as well. SCAR conducts biennial business and Delegates meetings to perform much of its administrative activities. SCAR presents its scientific advice at yearly Antarctic Treaty Consultative Meetings. This complex array of meetings and related activities creates conflicts in scheduling and challenges for participation. A coordinated approach to these activities would greatly improve their impact and participation. In some cases the outcomes of one meeting are a pre-requisite for participation in another meeting or results from one meeting inform the discussions of another meeting and thus coordination is essential. An integrated, strategic framework for these meetings will be an important advertising tool for SCAR’s activities.

Important Issues or Factors: As an organization SCAR must deal with: limited resources, increasing demands on staff and volunteers time, optimizing meeting attendances to greatest affect, increasing travel costs, and reducing the carbon footprint of its activities. It is also important to optimize the efficiency and effectiveness of SCAR’s meetings and related activities at many levels.

Recommendations: It is recommended that an Action Group on SCAR meetings and related activities be formed to develop an integrated schedule for SCAR scientific, advisory and business meetings and related activities. The AG will be expected to develop a strategic framework that ensures a logical and effective progression of these meetings, reduces duplication, and best accomplishes the aims of the meetings while improving efficiencies.

Expected Benefits/Outcomes: Benefits include reductions in duplication, optimization of the impact of funds used for meetings, and more effective utilization of time.

Partners: Meetings organized by others are of importance to SCAR including AGU and EGU annual meetings, IGS meetings, ASSWs, ATCMs, COMNAP General Assemblies, and others. The timing of these meetings must be taken into account in developing a holistic plan and, where appropriate, partner organizations will be consulted during the development of a plan.

Budget Implications: $6000 for a meeting to be held in the next 12 months.
A Strategic Plan for Meetings and Related Activities

Introduction

As a leader in Antarctic science; SCAR supports, manages, and participates in a wide range of meetings and related activities with diverse scientific, administrative, and advisory aims.

Scientific meetings provide opportunities to present the latest research results, exchange up-to-the-minute scientific findings and promote cross-disciplinary communication. These activities include Open Science Conferences, disciplinary Symposia (biology, Earth sciences, and glaciology), meetings of experts, and topical workshops. There are a range of additional scientific meetings, managed by others, that regularly have sessions on Antarctic and Southern Ocean Science that provide opportunities for the presentation of SCAR scientific results. A “Horizon Scanning” event is also in the planning stages that will explore future directions in Antarctic science.

SCAR conducts much of its administrative functions during its biennial business and Delegates meetings in conjunction with the Open Science Conferences. In the intervening years, SCAR’s Executive Committee convenes to conduct SCAR business. SCAR participates in meetings of its parent body, the International Council of Science (ICSU), and often contributes to meetings organized by SCAR’s ICSU Union members. SCAR regularly meets with its various partners such as COMNAP and IASC and, on occasion, jointly sponsors meetings and activities with its partners.

SCAR primarily delivers its scientific advice at the annual Antarctic Treaty Consultative Meetings. SCAR participates in special meetings such as Antarctic Treaty Meetings of Experts and in forums convened by other organizations as well (e.g., IPCC, UNFCC).

This complex array of meetings and related activities creates conflicts in scheduling and challenges for participation. A coordinated approach to these activities will greatly improve their impact and the level of participation. In some cases the outcomes of one meeting are a pre-requisite for participation in another meeting or results from one meeting inform the discussions of another meeting and thus coordination is essential. An integrated, strategic framework for these meetings will also serve as an excellent advertising tool for SCAR activities.

Objective

The object of this proposal is to develop a rolling, 10-year strategic plan that ensures a logical and effective progression to meetings and activities, to reduce duplication, and to improve the efficiency of SCAR’s meetings and related activities.

Action Group on Meetings and Related Activities (AGMRA)

It is proposed that an Action Group on SCAR’s meetings and related activities be convened to consider all aspects of SCAR’s various meetings and related activities to devise a rolling 10-year plan that provides a framework that best takes advantage of these opportunities.

The Terms of Reference for AG MRA are:

- Compile a comprehensive list and description of SCAR meetings, meetings that SCAR has an official role in, meetings that SCAR has an interest in or that serve the SCAR community, and other meetings/activities where a SCAR presence is warranted or desired.
• Map out the 10-year schedule for the meetings identified above.

• Assess the timing, aims, and internal structure of the SCAR biennial meetings (satellite meetings, business meetings, Open Science Conference, and Delegates Meeting). Recommend an optimal schedule and structure for these two weeks of meetings.

• Consider, in totality, SCAR’s scientific meetings and related activities including: conferences, symposia, workshops, and other meetings (such as “Horizon Scanning”) and develop an optimal strategic plan for timing of these meetings over the next 10 years that creates the greatest synergy, minimizes duplication and conflicts in scheduling with other important non-SCAR meetings, and creates a coordinated and integrated slate of meetings that best serves the aims of all involved and produces the greatest impact and highest level of participation.

**AGMRA Membership**

Membership of the AG should include persons experienced in developing and managing scientific events/meetings, representatives of the SCAR Secretariat, persons that have previously organized and hosted SCAR’s biennial meetings, representatives from major SCAR partner organizations, and representatives of the Antarctic and Southern Ocean scientific community. The group should number ~8 persons. Most of the work of the committee can be accomplished electronically but a final face-to-face meeting will be required to finalize recommendations and a report. The meeting would most likely occur at the SCAR Secretariat in Cambridge, UK.