



**WP** **25**  
Agenda Item: 9.1  
Person Responsible: M. Sparrow

**EXCOM 2013**

**Barcelona, Spain 22/23<sup>rd</sup> July 2013**

# **Secretariat Report**



## Executive Summary

**Title:** Secretariat Report

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### **Introduction/ Background:**

Quarterly reports on Secretariat activity are produced for EXCOM and Delegates and are available from: <http://www.scar.org/members/activityreports/>.

With only 2.5 permanent staff the Secretariat has a full workload. Temporary/ voluntary staff – such as interns - are used when necessary.

### **Important Issues or Factors:**

Workload of the Secretariat is high with little or no option for taking on additional tasks. Part of the grant from the Tinker Foundation for the Horizon Scan activity will be used to hire a part time person to assist the EO with this activity.

The Aide Memoire with SPRI is due for renewal. A possible re-location of the Secretariat should be considered sometime in the future if it is felt this would bring additional benefits both the SCAR and the Secretariat.

## Secretariat Report

### *Secretariat Staff*

The permanent Secretariat of SCAR consists of Dr Mike Sparrow (SCAR Executive Director), Dr Renuka Badhe (SCAR Executive Officer) and Mrs Rosemary Nash (SCAR Admin Assistant).

Mrs Nash works 40% of her time (2 days a week) on core SCAR activities, with the Tinker Foundation covering an additional 10% (0.5 day) to bring her to 50% full time. She does additional paid overtime to keep on top of her workload.

Dr Badhe works 80% of her time on core SCAR activities (half of which is spent purely on finance admin tasks), with an additional 20% (1 day a week) of her time covered by the Tinker Foundation.

Dr Eoghan Griffin works 20-40% time (1-2 days a week) on climate communications, funded by a grant from the Norwegian Ministry of Foreign Affairs.

Several interns, managed by the EO, have also worked in the Secretariat for relatively short periods of time to assist with various tasks.

With the Tinker Foundation grant for the Horizon Scanning activity haven been approved the Secretariat will hire a part time temporary person to assist the EO with this activity.

### *Secretariat Salaries*

The Secretariat salary scales are based on those of University of Cambridge salary scales, though without the additional benefits of final salary pension scheme, medical and dental assistance. SCAR Secretariat staff instead receive an additional 7% of their salary to invest in a personal pension scheme. Paying staff through the university, though beneficial to the Secretariat staff, would incur a sizable overhead. University staff receive a 3% increase each month plus inflation (the latter based on union negotiation). Secretariat staff receive a 1-3% performance based increase plus the lower rate of UK inflation (CPI). This has meant that historically university staff salaries increased faster than Secretariat staff, though because of limits imposed by the university on the inflation increase this has not been the case the last 2-3 years.

*Secretariat Salary ranges are:*

ED = £37.4-£53.2 (Grade 9, equivalent to a junior Lecturer)

EO = £26,264-36,298 (Grade 6, equivalent to a Research Assistant)

AA = £10,382-13,927 for 50% time (note that the original salary scale for the AA no longer exists, so I am basing this on the closest equivalent - Grade 4, + one additional scale point. If at some point the AA leaves SCAR I suggest this remains as simply Grade 4).

*Secretariat Salary increase over the last three years have been:*

2013/12

ED = 2.7% inflation + 2.0 performance

EO = 2.7% inflation + 2.0% performance

AA = 2.7% inflation + 2.3% performance

2011/12

ED = 4.2% inflation +1.8% performance

EO = 4.2% inflation + 2.0% performance

AA = 4.2% inflation +2.5% performance

2011/10

ED = 3% inflation plus 2% performance

EO = 3% inflation plus 2% performance

AA = 3% inflation plus 2.5% performance

*Current (2013) salaries are:*

ED: £47,292 + 7% pension;

EO: £33,858 + 7% pension

AA (50% time): £13,749 + 7% pension

The SCAR Project officer, who is on a temporary part-time contract on external funds is paid the equivalent of £26,125 full time equivalent.

This means that next year the AA's salary increase will be limited to a cost of living (inflation) increase only. The EO will likely hit this limit in 2 years and the ED in 3.

### ***Secretariat Activity and Workload***

Quarterly reports are produced for EXCOM and are available from: <http://www.scar.org/members/activityreports/>.

With less than 2.5 full time staff the Secretariat has a very high workload. It is telling that when people visit the Secretariat for the first time they tend to expect a much larger workforce. The Secretariat major activities include preparation for EXCOM/Delegates meetings, the Open Science Conferences, and the Treaty as well as, to a lesser extent, meetings such as COMNAP, CCAMLR etc. For the EO running the Martha T Muse Prize as well as the Fellowships, visiting professorships are also time consuming as is the reporting for all grants undertaken. In 2012/13, these were the Muse Prize (Tinker Foundation), SCARMarBIN/COSMOS grant, Climate Communications grants (from 3 parties, all of which required reporting) GBIF and ISMASS (ICSU and others). It should be noted that a significant amount of the Secretariat's time is taken up with dealing with routine matters such as managing finances, replying to queries and other communication activities as well as dealing with matters as they arise. Time management assists in this regard, but the time spent with such activities should not be underestimated. Since SCAR runs its own finances the time the EO has to spend on non-finance related activities is much less than ideally required. This leads to additional work being carried out over weekends and public holidays (especially for the EO).

*Unused leave (28 days per year) as of end of June 2013 are:*

ED: 25.5 days

EO: 44 days

AA: 15 days

***EXCOM are asked to note the high workload of the Secretariat and that in particular it is difficult to take on additional tasks with the current human resources.***

### ***Hosting of the Secretariat***

The current *Aide Memoire* to host the SCAR Secretariat is due for renewal (see Appendix). Through this agreement SCAR receives office space and associated facilities (light, heat, library and internet access, and so on). All other charges e.g. phone, mail, salaries are covered by SCAR. SCAR also makes all its own finance payments.

Scott Polar is an excellent location to be hosted and offers many advantages. However in the longer term the Delegates may need to consider offering the hosting of the SCAR Secretariat out to tender. Comparable Secretariats e.g. IASC, SCOR, CLIVAR, APECS, CliC all receive additional contributions from their hosts, whether full or partial coverage of Secretariat salaries and extensive assistance with financial transactions. As of 2012 around 30% of SCAR core expenditure was on salaries.

It should be remembered, though, that such a move would mean re-registration of SCAR as a company and charity in the new host country (the former an ICSU requirement), which is not a trivial task, as well as movement or re-employment of Secretariat staff some of who may not wish, or not be able, to move and so should not be undertaken lightly.

***EXCOM are asked to consider and discuss the issue of the Secretariat location***

## Appendix: Aide Memoire with SPRI

This *Aide Memoire* documents the arrangements agreed between the Scientific Committee on Antarctic Research (SCAR) of the International Council for Science (ICSU) and the Scott Polar Research Institute (SPRI) of the University of Cambridge, England, for the provision of space and facilities to house and operate the SCAR Secretariat within SPRI (see Annex 1).

SPRI agrees to provide, at no cost to SCAR, the following office accommodation for the SCAR Secretariat to house three members of staff:

- desk space in the General Office for the SCAR Administrative Assistant;
- the two first floor offices in the 1934 building.

This accommodation is understood to include standard office services (such as light and heat, access to Internet, and telecommunications). SCAR provides office furniture and equipment for the Secretariat as required.

SCAR also has access to the other facilities and amenities within the Institute, subject to normal booking requirements and charging where appropriate (e.g. photocopying, mailing facilities, and use of library and meeting rooms).

SPRI will operate an account for SCAR for the purposes of purchasing, reimbursement of some expenses, and payments for other services as required. This account will be fully funded in advance by SCAR.

SCAR has access to the SPRI computer support staff and has allocated space on the Institute server for the SCAR website.

The staff of the SCAR Secretariat will provide advice and assistance to SPRI on Antarctic matters within their competence, including advice to students. The SCAR Administrative Assistant will provide assistance in the General Office as time allows.

SCAR will continue to provide copies of routine SCAR publications to the SPRI library.

SCAR will support and enhance the name and activities of SPRI as appropriate, and *vice versa*.

This agreement between SCAR and SPRI shall be for a period of 3 (three) years from the date of signature, with the option of extensions.

Signed on behalf of SCAR

Signed on behalf of SPRI

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Dr Michael Sparrow

Professor Julian A Dowdeswell

Executive Director of SCAR

Director of SPRI

Date:            May 2010  
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Date:            May 2010  
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## **Annex 1: Background to the SCAR-SPRI Agreement**

SCAR was formed by ICSU in 1958 to “initiate, promote and coordinate scientific research in Antarctica”. SCAR also provides scientific advice to the Antarctic Treaty System.

In August 1958, at SCAR’s Second Meeting of SCAR Dr G de Q Robin, UK Delegate to SCAR and Director of SPRI, was elected Acting Secretary of SCAR and became Secretary from March 1959. Since then UK has provided (through SPRI) the Secretariat for SCAR almost since SCAR’s inception.

Dr Robin continued as Secretary from March 1959 to August 1970 when he was elected President of SCAR. During this time, he had part-time secretarial help until July 1963 when a full-time secretary was employed. As Director of SPRI, he made suitable office space available for the secretary. From January 1962, Mr G E Hemmen was seconded from the Royal Society as part-time Assistant Secretary to SCAR. He was based in London but visited Cambridge regularly when he shared the office accommodation of the secretary. In August 1970, when Dr Robin was elected President, Mr Hemmen’s post was re-graded to Executive Secretary (part-time) and he continued in this capacity until his retirement in September 1989. In May 1989, Dr P D Clarkson was appointed as Executive Secretary (full-time) and SPRI provided an additional office adjacent to the secretary.

During 1998–2000, SCAR reviewed its organization and structure and concluded that: “The increasing volume of work now directed at SCAR should be undertaken by a larger Secretariat with a new staff structure. There should be an Executive Director, a Science Officer and an Administrative Assistant who will require additional office space to that already occupied.” SCAR adopted this recommendation in Tokyo during July 2000.

In March 2001, following consultations with SCAR, Professor K S Richards, Director of SPRI, agreed that SPRI would provide the space and facilities requested by SCAR for the accommodation and operation of the enlarged SCAR Secretariat.

In April 2004 Dr Colin Summerhayes was appointed the Executive Director of SCAR (full-time). In April 2010 he was replaced by Dr Michael Sparrow, From March 2010 the SCAR Executive Officer is Dr Renuka Badhe.

SPRI provides office space in the General Office for SCAR’s Administrative Assistant, in exchange for some help to SPRI staff when needed; that post is now part-time.

SPRI has provided office space and facilities (light, heat, library and internet access, and so on) during SCAR’s evolution.

For more than 40 years, SCAR has enjoyed considerable benefits by having its Secretariat located within SPRI. These benefits include ready access to the administrative and scientific facilities afforded by the Institute and, especially, the intellectual interaction with staff, students and visiting scholars. In return, the SCAR Secretariat provides help and advice to SPRI, its staff and students as time allows. This informal arrangement has served both organizations well.