

DRAFT 23 July 2010, Annotated Agenda

IP and WP refer to Information Papers or Working Papers listed in the List of Documents (WP-03)

1. Opening Business

1.1 Welcome

M.C.Kennicutt II, President of SCAR, will formally open the meeting at 0830 and welcome Delegates and observers to Buenos Aires and the XXXI SCAR Delegates meeting. The President will set the stage for the joint meeting with COMNAP.

1.2 Joint Session with COMNAP

At 0850 Delegates will move to a joint meeting with COMNAP. Delegates will attend the opening of the COMNAP AGM (0900-0910); a presentation on COMNAP (0910-0950); and two SCAR lectures:- (i) the Southern Ocean Observing System, by S. Rintoul; and (ii) A Strategy for Data and Information Management in the 21st Century, by K. Finney. At 1030 there will then be a joint morning coffee session **The Delegates will return to the SCAR meeting room at 1050.**

1.3 Opening Remarks (IP 1)

The President will briefly review 'The State of SCAR', summarising SCAR's main challenges and successes since XXX SCAR, referring to the Annual Report for 2009 (IP 1). He will lay out the main tasks and priorities for the current meeting. Unless otherwise noted below, the President will introduce all agenda items.

1.4 Adoption of the Agenda and Timetable (WPs: 1, 2, 3, 4)

If necessary the Executive Director will provide a revised list of documents.

Delegates will be asked to adopt the draft agenda [WP 01], the draft annotated agenda [WP02], the list of documents [WP03], and the draft timetable for the meeting [WP04], suggesting additions and modifications where appropriate.

Delegates will be asked to approve the appointment of S. Marensi (Arg) to chair the meetings of the Delegates Committee on Scientific Affairs and of A. Meloni (Ita) to chair the meetings of the Delegates Committee on Outreach and Administration.

These two committees will meet in parallel session. The distribution of agenda items between the Plenary meeting and the two Delegate Committees is shown in the draft timetable (WP 4).

In accordance with the Rules of Procedure, Delegates of Associate Members and Observers will leave the plenary session during session 2, on the admittance of new Members.

Applicants will leave while their cases are considered.

2. Membership

2.1 Application for Associate Membership (WP 5)

The papers for this application were distributed with *SCAR Circular Letter 783*. The Observer from Monaco will present the application for Associate Membership of SCAR (WP 5).

Delegates will discuss the application in closed session to decide whether or not Monaco should be admitted to Associate Membership.

The Representative from Monaco will then be invited to rejoin the Plenary, and the decision will then be communicated to them.

2.2 Possible future applications

The Secretariat will note that discussions about membership have been held in the past with Austria, Belarus, Czech Republic, Greece, Hungary, Slovenia and now Venezuela.

Delegates will be invited to suggest ways in which additional members may be recruited.

3. SCAR Officers

3.1 Notification of elections of two Vice-Presidents

The Offices of two Vice-Presidents (S Marensi and A Meloni) fall vacant at the end of the meeting, the incumbents having completed their appointed terms of Office. The Secretariat will briefly review SCAR election procedures.

Delegates will elect two new Vice Presidents for the period 2010-2014.

3.2 Appointment of Standing Finance Committee

The Standing Committee on Finance comprises S Marensi (Chairman, Argentina), R Dietrich (Germany) and T Wilson (USA).

It is recommended that Delegates appoint the Vice President for Finance (A Huiskes) to replace S Marensi, and that in addition they appoint any further replacements that may be necessary

4. SCAR Strategic Plan

4.1 Revising the SCAR Strategic Plan (WP 6; IP 2)

The President will remind Delegates of the need to update the current Strategic Plan, which expires in 2010, with a new version lasting from 2011-2016, and will describe the process that initiated by EXCOM in 2009. This led to a strategic planning meeting being held in Cambridge on January 14-15, 2010, followed by a consultation with national committees and Delegates and the wider SCAR community. The end result is the draft Strategic Plan for 2011-2016 (WP 6). It is expected that the plan be fully approved by January 1, 2011 when the plan takes effect.

Delegates will be asked to approve the draft Strategic Plan in principle, to suggest modifications as necessary (in writing no later than end September 2010), and to delegate to EXCOM the task of final approval.

A key document that informed development of the SCAR Strategic Plan was the external review of SCAR's performance under the chairmanship of Dr P. Smith on February 2-3, 2009. The review (IP 2) was positive and its recommendations provided guidance for minor adjustments rather than a redirection of SCAR in the Strategic Plan 2011-2016.

Delegates will be asked to note the recommendations of the review group (IP 2).

5. Reports, Recommendations and Reviews of SCAR Science Groups

S Marensi will introduce this item. Background information on progress in the science groups and SCADM is provided in the Annual Report for 2009 (IP 1).

He will remind Delegates of the need to appoint up to 4 representatives to each SSG to ensure that SCAR can operate effectively and represent the interests of each Member.

It is expected that immediately prior to the meeting (i.e. at the latest on Sunday August 8th) Delegates will have received copies of the reports of the three Standing Scientific Groups that met between July 30 and August 2, 2010 (WPs 7, 8, and 9). The report on the activities of SCADM was previously posted (WP 10). These reports will contain Recommendations to be considered by the Delegates if they address National Committees or organizations external to SCAR.

Delegates will review the operation and progress of the SCAR SSGs and SCADM/SCAGI, based on the reports of the Chief Officers under the following agenda items, and decide what changes, if any, need to be made to the forward plans. Having suggested amendments where appropriate, Delegates will be asked:-

- (i) to approve the SSG and SCADM/SCAGI reports (5.1 through 5.4 below).*** Approval means approval of the structure of the body providing the report, and its general business plan and, in principle, its proposed budget (pending discussions under item 11, on finance).

(ii) to adopt or decline Recommendations.

5.1 Report of SSG Geosciences (WP 7; WP 7b; WP19a; IP 1)

The Chief Officer (currently A Capra, Italy), will present a summary of the report of the SSG on Geosciences [WP 7], as the basis for discussion, noting that a major future commitment is the 11th SCAR International Symposium on Antarctic Earth Sciences (ISAES) in Edinburgh (2011). Alessandro will also raise the issue of continuation of the IBCSO project. GS SSG will discuss proposals for Program Planning Groups that are intended to provide the ideas for the next generation of SCAR SRPs including timelines for approval and initiation.

5.2 Report of SSG Life Sciences (WP 8; WP19b,19c; IP 1; IP 3)

The Chief Officer, K Conlan (Can), will present a summary of the report of the SSG Life Sciences [WP 8], as the basis for discussion, noting the success of the SCAR Biology Symposium in Sapporo in July 2009. She will also introduce the finalised versions of the Code of Conduct for Subglacial Lake Exploration (IP3a) and the Code of Conduct for Use of Animals for Scientific Purposes in Antarctica (IP 3b). LS SSG will discuss proposals for Program Planning Groups that are intended to provide the ideas for the next generation of SCAR SRPs including timelines for approval and initiation.

Delegates will be asked to comment on the finalised version of the Code of Conduct for Subglacial Lake Exploration (IP3a) and the Code of Conduct for the Use of Animals for Scientific Purposes in Antarctica (IP 3b).

5.3 Report of SSG Physical Sciences (WP 9; IP 1, IP26, IP27)

The Chief Officer (currently M. Candidi, Italy), will present a summary of the report of the SSG Physical Sciences [WP9], as the basis for discussion, noting in particular advances in the Southern Ocean Observing System (SOOS) [IP26] which is also co-sponsored by SSG-LS, the International Programme for Ice Core Science (IPICS), production of an extensive report on Persistent Organic Pollutants in the Antarctic, and an ICSU- and NSF- funded summer school on ice sheet modelling. Maurizio will also mention progress with the Ice Sheet Mass Balance and Sea Level (ISMSS) group [IP 27].

PS SSG will discuss proposals for Program Planning Groups that are intended to provide the ideas for the next generation of SCAR SRPs including timelines for approval and initiation.

5.4 Reports on SCADM and SCAGI (WP 10, 27; IP 1; IP 4)

The Chief Officer, K Finney (Austral), will present a summary of the report of SCADM's activities and plans [WP10, IP4a], focusing especially on implementation of the new SCAR Strategy for Data and Information Management (IP4b) as approved by EXCOM in 2009, as the basis for discussion. As part of implementation, SCAR needs a data policy (IP 4c) to go along with its data and information strategy.

Delegates will be asked to endorse the proposed SCAR Data Policy, with amendments as appropriate.

The Executive Director will report on progress with the Standing Committee on Antarctic Geographic Information (SC-AGI), of which the CO is H Brolsma of the Australian Antarctic Division. There is a close relationship between SC-AGI and SCADM, which held a joint meeting in Amsterdam in September 2009 (IP4a).

Delegates are asked to note and comment on SC-AGI's progress and plans.

5.5 Interdisciplinary Linkages Between SSGs (IPs: 5 and 6)

The third CO's meeting took place on August 4, 2009, in Punta Arenas (IP 5).

A Cross-linkages Workshops was held on February 5-6, 2009, in Modena, Italy, hosted by A Capra (IP 6). A Capra will draw the attention of Delegates to the main outcomes of the Modena Cross-Linkages Workshop (IP 6), and note progress against recommended actions.

Delegates will be asked to note and approve progress with linking SSGs and other subsidiary bodies, to suggest improvements where appropriate, and to decide on the time and place of the next Cross-Linkages Workshop.

5.6 King George Island Science (WP 11)

S Marensi will introduce this item. During 2008 the KGI Action Group was expanded to include the COs of the SCAR SSGs, or their representatives, and the AG prepared a paper for presentation on 3 August to the 2009 COMNAP meeting on "King George Island and SCAR Science" (WP 11), to stimulate the dialogue between SCAR and COMNAP on ways in which National Programs on King George Island (KGI) might make a greater contribution to achieving the goals of SCAR's scientific programs. The paper recognised that many opportunities for collaboration existed that could best be achieved through enhanced, mutually beneficial partnerships and bi- and multi-lateral agreements to advance common goals. SCAR is ready to assist National Programs in moving forward for the benefit of the wider scientific community and the stewardship of Antarctica.

In addition the SCAR President was able, thanks to the courtesy of the Uruguay Antarctic Program, to visit several bases on KGI during February 22 through March 1, 2009, and to hold discussions with staff there about ways in which KGI activities might contribute to SCAR programmes.

Delegates are asked to consider how they might contribute to furthering the aims of scientific cooperation on KGI through the TORs of this group and by working closely with COMNAP on this issue

6. Reports on and Reviews of SCAR Scientific Research Programmes

S Marensi will introduce this item. Progress reports will be presented by either the Chairpersons of the SRPs or by the appropriate SSG Chief Officer (WPs 13 – 18) as the basis for discussion.

Delegates are asked to note progress on the 4 SRPs (below), noting the dissolution of SALE and its great success, AND the transformation of ICESTAR to and EG, to endorse the SRP plans, and to suggest improvements and amendments as appropriate.

6.1 Report on ACE (WP13; IP 1)

C Escutia and R DeConto, Co-Chairs of the ACE Steering Committee, will present the ACE progress report and plans, and the revised membership of the ACE Steering Committee [WP13], noting among other items the success of the international ACE workshop in Granada in September 2009. The Co-Chairs will discuss plans for bringing the SRP to a conclusion.

6.2 Report on AGCS (WP14; IPs: 1 and 7)

J. Turner, on behalf of the AGCS Steering Committee, will present the AGCS progress report and plans, and the revised membership of the AGCS Steering Committee [WP14], referring also to publication of the AGCS-led Antarctic Climate Change and the Environment (ACCE) Review (IP 7), which involved collaboration with ACE and EBA. 500 copies of the ACCE report were printed and distributed (mostly to the 100 authors, to book reviewers, to national committees and delegates, to ATCM delegations, to UNFCCC delegations, to COMNAP and to CCAMLR). The book is intended to be a “free” book, and can be downloaded from the SCAR web site. AGCS also leads development of the climate report to the ATCM (see agenda item 8.1). J. Turner will present a summary of SCAR’s involvement with the issue of climate change and make a recommendation on the way forward, based on discussions held during the SSG meetings. J. Turner will discuss plans for bringing the AGCS to a conclusion.

6.3 Report on EBA (WP15; IP 1)

The ex officio member of the EBA Steering Committee, K. Conlan, will present the EBA progress report and plans, and the revised membership of the EBA Steering Committee [WP15], noting among other matters the successful extension of funding for MarBIN, which had been achieved by contributions from several SCAR Members. K. Conlan will discuss plans for bringing the SRP to a conclusion.

6.4 Report on ICESTAR (WP16; IP 1)

M Candidi, SSG-PS chair, will present the ICESTAR progress report and plans [WP16], noting that ICESTAR will come to an end as an SRP at this meeting and be transformed into an Expert Group beginning in 2010.

6.5 Report on SALE (WP 17; IP 1)

M C Kennicutt, the SALE Secretary, will present the SALE report [WP17, Priscu Letter]. SALE also successfully organized a Chapman Conference, in Baltimore (March 15-17, 2010). An American Geophysical Union Monograph on Subglacial Aquatic Environment Science will be published by the end of 2010. Having met its Terms of Reference, SALE membership voted unanimously to disband the SRP as of April 1, 2010.

6.6 Report on AAA (WP 18)

J Storey, Chairman of the AAA Steering Committee, will present the progress report and plans for AAA, and membership of the AAA Steering Committee [WP18]. AAA officially became a SCAR SRP in 2010.

7. SCAR, IASC and the IPY

7.1 Progress with the IPY (IP 8)

The SCAR President has replaced the former Executive Director (C Summerhayes) as the ex-officio SCAR member of the Joint ICSU/WMO Committee for the IPY (the IPY-JC), and will introduce this item, reviewing recent IPY developments, plans and likely directions (IP 8). C. Summerhayes has been co-opted onto the IPY-JC in a personal capacity.

The IPY formally ended on 1 March 2009. However, recognising that many IPY projects are still ongoing, and that a major IPY science conference took place in Oslo (8-12 June 2010), the IPY-JC and the International Programme Office (IPY-IPO) will continue until summer 2010. A further IPY conference will be held in 2012 in Montreal. Both the current Executive Director and C. Summerhayes are on the organising committee.

SCAR and IASC, as the major science coordinating bodies for the polar regions, will be the key organisations involved in implementing aspects of the IPY legacy – especially (i) the design of observing systems (ii) data and information management and exchange; and (iii) the development of the next generation of polar scientists.

7.2 The Relationship between SCAR and IASC (WP 21,22)

SCAR and IASC have continued to develop their strategic links to talk issues of bipolar interest.

The SCAR/IASC Bipolar Action Group was originally formed to help to improve the way in which SCAR and IASC work together and to advise IASC and SCAR on the development of mechanisms to nurture the IPY legacy, with a special focus on the roles of IASC and SCAR (WP 21).

Members of the IASC and SCAR EXCOMs met in the fringes of the IPY Oslo meeting in order to discuss how best to take the IPY legacy issues forward. The main recommendation that came from this meeting was that SCAR and IASC should certainly play a lead role in taking forward IPY legacy issues, but this must

be done taking into account the resource limitations (both human and financial) of both organizations. It was recognized by both parties that this subject might be best covered at a higher level, i.e. within the Executive Committees. A 2-year extension of the BiPAG was recommended, with the group focussing on bipolar science issues. It was agreed that representatives of both EXCOMs should meet in the future to take the IPY legacy issue forward.

Delegates will be asked to note and approve the recommendations of the joint SCAR/IASC EXCOM meeting

The Executive Director will report briefly on the other growing links with IASC listed in WP 22. IASC has standing invitation to send an observer to the SCAR Delegates Meeting. As appropriate and feasible, SCAR also sends a representative to the Arctic Science Summit Week (ASSW) when possible.

Delegates will be asked to note and endorse progress, suggesting other activities as appropriate.

8. SCAR and the ATCM

8.1 Report of Standing Committee on ATS (WPs 23 and 24)

S. Chown (SAfr), Chief Officer of SC-ATS, will present the Reports of the SCAR Observers from XXXII ATCM (Baltimore, April 2009) (WP23), and XXXIII ATCM (Montevideo, May 2010) (WP 24) and their associated CEP meetings. He will also report on the results of the ATS Group of Experts on Climate Meeting, which took place in the Lofoten Islands in Norway on April 7-9, 2010, and on plans for future SCAR papers for XXXIV ATCM and the associated CEP meeting in 2011. Among other things, EXCOM agreed that a new Expert Group on Protected Area Management Plans (EG-PAMP) should be formed to improve provision of scientific advice on these plans.

Delegates are asked to note and endorse the reports of the meetings and their associated developments.

8.2 Report on SCAR interactions with the CEP

R Ravindra, the nominated observer from the CEP, will give a short 10 minute presentation on the work of the CEP or relevance to SCAR.

8.3 Report on interactions with CCAMLR (IP 9)

S Chown will also introduce the item on CCAMLR, on behalf of the SCAR Observers to CCAMLR. There have been two CCAMLR meetings since XXIX SCAR, CCAMLR 27 in October 2008, and CCAMLR 29 in October 2009, both in Hobart. These reports help us to see how we might further strengthen the links between SCAR and CCAMLR. It is intended to develop a joint SCAR-CCAMLR Action Group during 2011 to address the question of making such improvements

(in the same way as was done successfully with CEP). Informal meetings between SCAR and CCAMLR have been undertaken in the margins of the ATCMs to develop a way forward.

The Chairperson of the Scientific Committee of CCAMLR was invited to attend the XXXI SCAR Delegates Meeting.

Delegates are asked to note progress, and comment as appropriate.

8.4 Report on Interactions with COMNAP (WP 25)

The Executive Director will introduce this item, noting that COMNAP was invited to send a representative to the Delegates meeting.

Since XXX SCAR there have been two meetings between the EXCOMs of SCAR and COMNAP, one in Punta Arenas (August 2009) and one in Buenos Aires (August 2010). The two EXCOMs agreed to form an ad hoc Action Group (as done with CEP) to explore ways in which the two organisations could work together more effectively and in a more strategic manner (see WP 25). The ad hoc Action Group held its first meeting in Washington DC on March 13, and a second meeting in the margins of the ATCM/CEP meeting in Montevideo in May 2010.

Delegates are invited to note and comment on progress made and recommendations tabled.

9. SCAR Business

9.1 Book on SCAR's 50th Birthday Celebration (IP 10)

The Executive Director will introduce this item. D. Walton and P. Clarkson are co-editing a SCAR anniversary celebration book "Science in the Snow: 50 years of international collaboration in Antarctica. The book should be published in 2010. Production costs are now estimated to be \$14,000.

9.2 SCAR Awards (IP 11) Introduced by the VP for CBET

On the basis of advice from the Awards Committee, two awards were made at the 2010 Open Science Conference recognition banquet: (i) the medal for Excellence in Antarctic Research, and (ii) the medal for International Scientific Coordination. Details are available in IP 11. The awards were advertised in the Antarctic Science Journal.

Nominations will also be considered in advance of the Delegates meeting for Honorary Membership for outstanding contributions to SCAR over a number of years and for Certificates of Appreciation for the provision of services to SCAR over long periods.

Delegates are asked to note the award of the SCAR medals, and - in advance of the meeting - to suggest names for Honorary Membership or Certificates of Appreciation.

SCAR administers the prestigious Martha T Muse Award for Antarctic Science for the Tinker Foundation. The award is a \$100,000 unrestricted cash prize each year, and is funded for at least a 5-year period as part of the IPY legacy. The first awardee is Prof S Chown (Chief Officer of SC-ATS).

Delegates are asked to note developments.

9.3 SCAR Fellowships (IP 12) Introduced by the VP for CBET

On the basis of advice from a review panel, the Executive Committee meeting in Punta Arenas approved the award of 4 SCAR Fellowships in 2009 for the 2009-2010 season, and the EXCOM meeting in Buenos Aires will approve the award of SCAR Fellowships in 2010 for the 2010-2011 season (IP 12).

The Fellows for 2009-10 were:

Nuncio Murukesh (India) going to Lamont-Doherty, USA

Jennifer Lee (S Afr) going to BAS

Stefano Picotti (Ita) going to Penn State, USA

Odile Volontario (Urug) going to BAS

The Fellows for 2010-2011 will be announced at the meeting:

Delegates are asked to note these developments.

To enable SCAR to expand the Fellowship Programme for the benefit of young scientists, National Committees were asked to provide additional financial support for the programme. Italy and India each provided US\$5000 in 2009 and India has donated \$10,000 in 2010.

Delegates are encouraged to urge National Committees to provide additional financial support for the Fellowship Programme, which provides good value for money (note the fellowship reports on the SCAR web page at <http://www.scar.org/awards/fellowships/>).

9.4 New SCAR Legal Status (WP 26) Introduced by the SCAR Ex Dir.

ICSU requires that all of its subsidiary bodies acquire independent legal status. In 2008, SCAR was therefore registered as a Company Limited by Guarantee and a charity in the UK. The Constitution and some of the Rules of Procedure were modified as appropriate, and following consultation with Delegates, into a Memorandum of Association and Articles of Association for the Company and Charity (<http://www.scar.org/about/constitution/>). The Rules of Procedure (on the same web page) were very slightly revised accordingly. All of the documents were made available to Delegates at XXX SCAR. The President addressed in correspondence some questions about the process that had been raised by certain delegations (WP 26).

Delegates are asked to note developments.

9.5 Rules of Procedure of Subsidiary Bodies (IP 13)

This item will be introduced by the VP for Administration. The Rules of Procedure will incorporate as an Annex the Rules of Procedure for Subsidiary Bodies (RoPSS), which were originally presented as Working Paper 33 at XXVIII SCAR. Delegates at that meeting agreed to allow the Executive Committee to approve the Rules of Procedure for Subsidiary Bodies (RoPSS). The revised and approved RoPSS are tabled as IP 13.

Delegates are asked to note the nature and status of the RoPs for Subsidiary Bodies.

9.6 Partnerships [including e.g. ICSU Unions, SCOR, SCOSTEP, CODATA, IGBP, GEOSS, WCRP, and IPCC] (IP 14)

A Meloni will provide a brief report on how SCAR's links with ICSU and its subsidiary and related scientific bodies continue to increase, as reflected in paper IP 14. There is concern that there is no mechanism for SCAR to report to ICSU on polar affairs. A proposal will be made to remedy this deficiency.

Delegates are asked to note and approve progress, commenting as appropriate.

10. SCAR Reporting

10.1 Report of History of Antarctic Research Group (WP 28)

A. Meloni will report on progress with the SCAR Action Group on the History of Institutionalisation of Antarctic Research within SCAR. This group held its 4th meeting in St Petersburg, in 2008, and its 5th meeting in Washington DC in December 2009. The group has been highly productive, and papers from all of its previous meetings are now either published or in press.

Delegates are asked to note progress, and to approve continuance of the History Action Group, commenting as appropriate on its proposed programme of work, timetable and budget.

10.2 Report of new Social Science Action Group (IP 15)

A Meloni will explain the background to formation of a new social sciences group, based on IP 15.

Delegates will be asked to note this development.

10.3 Reports of (2) Executive Committee Meetings (IPs: 16, 17)

The Report of the SCAR EXCOM meeting in Punta Arenas (August 2009) is provided as an Information Paper for reference purposes (IP 16). The draft Report of the SCAR EXCOM meeting in Buenos Aires (August 2010) will be tabled as an Information Paper at XXXI SCAR (IP 17).

10.4 Report of XXX SCAR Delegates Meeting (IP 18)

The Report of the XXX SCAR Meeting is provided as an Information Paper for reference purposes (IP 18).

10.5 Report of XXX SCAR Science Week, St Petersburg (WP 29)

The Executive Director will present a report outlining the results of holding XXX SCAR Science Week and the Open Science Conference in St Petersburg (WP 29).

Delegates will be invited to comment on the results of the St Petersburg meeting, observing lessons learned that may apply to the organisation and implementation of XXXII SCAR.

10.6 Draft Report on XXXI SCAR Meeting, Buenos Aires (IP 19)

S Marensi will present a brief report on XXXI SCAR (IP 19). The conference had been planned for 4 days to accommodate an extensive programme, and the plenary had been reduced to less than one full morning by holding all the welcome speeches during the previous evening's ice-breaker party, and by holding the medal ceremony during the SCAR banquet. Full attendance at SSG meetings had been secured by not allowing meetings of SSG subgroups during the periods allocated to SSG meetings. The remote sensing community had been invited to hold a session within the OSC programme, to link them more strongly to SCAR.

Delegates will be invited to comment on progress, and on lessons learned for XXXII SCAR.

10.7 Proposal for Managing OSCs (WP 30)

The Executive Director will introduce this item. SCAR has now held 4 OSCs (Bremen, Hobart St Petersburg and Buenos Aires), and we now have enough information to be able to analyse the pros and cons of using commercial companies to assist in the organisation of these meetings. The Executive Director will present an update of the proposal to XXX SCAR for part-management of future OSCs as an in-house activity, with the goal of increasing the efficiency of abstract submissions, minimising the cost of attendance, and at the same time providing more continuity and standardisation (WP 30).

Delegates will be invited to approve the proposal for managing future OSCs, while bearing in mind the financial considerations (item 11), commenting as appropriate.

10.8 Communications and Publications (IP 20)

A Meloni will introduce this item, referring to IP 20. The SCAR Communications Plan (<http://www.scar.org/communications/>) approved at XXIX SCAR is designed to enable the SCAR Secretariat and National Committees to use effective communications to spread the SCAR message to the wider community. National Committees have a vital role to play in passing on the SCAR message to the wider community at the national level.

Delegates are asked to ensure that the SCAR Communications Plan is being applied at the national level, and asked to inform the Secretariat about their communications plans regarding SCAR activities.

The SCAR web site has served well, but is now in need of improvement. A plan has been developed to revamp the web site, one aspect being to add a focus on the issues that occupy the minds of visitors to the site, rather than (as now) arranging the site largely for the internal purposes of SCAR.

Delegates are asked to approve the plan.

Since 2008, many of the items on the Members page have been moved to SCAR's open pages, to increase transparency. The process of opening up more sections of the SCAR web site will continue while protecting any proprietary or internal SCAR documents.

Delegates are also asked to note progress with communications, and to encourage National Committees to distribute SCAR documents (Newsletters, Circulars, Bulletins and Reports) nationally, and to appraise their national polar libraries of the availability of SCAR documents on-line.

Communications from SCAR to national committees and delegates have improved significantly with the development of the monthly topical "Notes from the President" and with the production of newsletters by SCAR, AGCS, EBA APECS and so on.

10.9 Report on Capacity Building and Education (WP 31)

R Ravindra will introduce this item, referring to paper WP 31. Delegates at XXIX SCAR endorsed the Capacity Building Education and Training (CBET) Strategy (<http://www.scar.org/about/capacitybuilding/>). The status of the CBET programme and plans are outlined in WP 31.

SCAR now has a fully formed CBET Committee. A key activity of the CBET programme is the Fellowship programme (agenda item 9.3, above). The International Antarctic Institute based in Hobart continues to make progress; SCAR is an Associate Member. SCAR is now a co-sponsor with IASC of the Association of Polar Early Career Scientists (APECS), which developed under the IPY. APECS will send an observer to the Delegates meeting, and will help to develop the CBET strategy. A Visiting Professor Scheme will also be outlined and funds to implement will be requested.

SSGs and SRPs contributed resources to fund travel grants for students and early career scientists to attend the OSC at XXXI SCAR. Around 300 applicants for these grants were received.

Delegates are asked to note and endorse progress, suggesting additional ways in which CBET can be implemented and offering resources (financial or human) to enable the programme to expand. Delegates are asked to report on their own efforts to implement aspects of the published CBET programme.

10.10 SCAR Products (IP 21)

K Finney will introduce this item. Delegates are reminded that SCAR manages a number of products, such as the map catalogue, BEDMAP etc., and produces a number of products for the benefit of the wider community (see listing in IP 20). These products should have a higher profile in SCAR. SCADM will work with the product suppliers to identify opportunities for improvement. The Secretariat will investigate ways to give the SCAR products a higher profile. The possibility of developing service-level agreements with product suppliers should be explored.

Delegates are asked to note progress and suggest ways of improving the use and usefulness of SCAR's products.

10.11 Status of National Reporting to SCAR (IP 22)

IP 22 shows the current status of national reporting to SCAR. In most cases the new SCAR Reporting Template is being used. National Committees are more cooperative and timely now in submitting to SCAR their annual reports on progress, which appear on the SCAR web site.

The Secretariat continues working to visit all national committees. In 2009 the President visited the national committee of Uruguay, as well as visiting various national operators' bases on KGI including Korea, China, Russia, and Chile. He also visited national groups in Argentina, Chile, Belgium, Korea and Japan. The Executive Officer (now Executive Director) visited the national committees of Peru and Ecuador, where he delivered a talk on SCAR in Spanish, and discussed relevant matters with the Brazilian SCAR Delegates in Brazil.

Delegates are asked to note progress.

10.12 Activities of the Executive Committee (oral)

The President will make a brief oral report outlining the activities of the members of EXCOM since XXX SCAR. This constitutes a supplement to the reports of the meetings of the Executive Committee and of Joint Meetings of the SCAR and COMNAP Executive Committees.

Delegates are asked to note progress.

10.13 Activities of the SCAR Secretariat (IP 23)

A Meloni will introduce this item (IP 23). On April 9, 2010, the previous Executive Director (C Summerhayes) retired. Following an extensive search, Dr. M. Sparrow (the Executive Officer) was appointed from an international field of 17 high calibre applicants to take over as ED on 1 April. A further recruiting exercise was then needed to replace the EO. Forty-five applications from 15 countries were received, and a short list of 3 candidates was interviewed on February 1. The successful candidate was Dr Renuka Badhe. Renuka is from India, and holds dual Indian (OCI) and British citizenship. She has a Masters degree in Environmental Policy and a PhD in Antarctic Marine Biology, and has recently been working with the IUCN on climate change and species in polar regions.

Delegates are asked to note progress.

11. Finance

In accordance with the rules of procedure, observers will leave the meeting during discussions on item 11

Ad Huiskes, the Chairman of the Finance Committee, will introduce these items.

11.1 Report of the XXXI SCAR Committee on Finance (WP 32)

The membership of the XXXI Finance Committee will be announced following the arrangements outlined in agenda items 3.2. and 3.3 above.

The draft report of the XXXI Finance Committee [WP32] will be tabled for discussion, and a final version circulated to Delegates after the meeting.

Delegates will be asked to endorse the report of the Finance Committee.

11.2 Financial Statements for 2008 and 2009 (WPs 33 and 34)

The SCAR Financial Statements of Income and Expenditure for 2008 (WP 33) and 2009 (WP 34) will be introduced. Notes on the finance sheets explain the various adjustments approved by the Delegates at XXX SCAR or by the Executive Committee at its meeting in Punta Arenas, and subsequent revisions approved by the Executive Committee at its meeting in Buenos Aires.

Delegates are asked to endorse the financial statements.

11.3 Revised Budget for 2010 (WPs 35 and 36)

The 2010 budget was revised by the Executive Committee at its meeting in Punta Arenas (WP 35). To balance the budget it was agreed to cut SSG and SRP allocations by \$4k each (noting that some groups had significant underspend,). Salary costs fell with the retirement of the former ED, but the fall was offset by allocating \$20,000 for recruiting replacements for the ED and EO. Income was augmented by external funds from the Sloan, TOTAL and Tinker Foundations, providing flexibility. With partners, two additional grants were also obtained from

ICSU of 30,000 Euros each for work on IPY Education legacy issues and the MicroPerm project. A \$30,000 grant for travel for Latin American scientists to the IPY Oslo conference was also obtained in partnership with Norway. The latter included a small management fee for SCAR.

The following additional allocations were made at the EXCOM meeting:

- (i) SCADM data implementation US\$5k;
- (ii) increase of US\$5k for SC-ATS; Should be a SCATS activity
- (iii) SCAR visiting scholar scheme, US\$4k;
- (iv) CBET meeting funds US\$2k;
- (v) SCAR Strategy meeting, US\$15k;
- (vi) costs associated with hire of new Executive Director, US\$20k;
- (vii) redesign of web site, US\$5k;
- (viii) in-house OSC management, US\$10k;
- (ix) Social Science Action Group, US\$6k;
- (x) CCAMLR representation, US\$3k;
- (xi) secondment, US\$5k;
- (xii) Action Group on SCAR/COMNAP interaction, US\$4k.

The Secretariat will note additional suggestions for modification.

WP 36 provides an end of June statement for 2010.

Delegates will be asked to approve the revised budget for 2010.

11.4 Budgets for 2011 and 2012 (WPs 37 and 38)

Financial projections show that full funding of SCAR activities would lead to a deficit in 2011, which would grow in the future. As forecast at the Delegates meeting in 2008, a reduction in spending will be necessary unless membership fees are increased. In 2008, the Delegates agreed in principle that fees needed to be raised in 2010. However, since the exchange rate has improved in SCAR's favour and several sources of external funding have been obtained to make up at least in part for the loss of the management fee from the CAML project (which comes to an end in 2010) an increase in 2010 was not judged necessary. However, based on financial projections (see Section 11.5) Delegates will need to agree to cuts in SCAR's activities or approve a future increase in membership fees to take balance the effects of inflation (note the last increase was in 2006).

Delegates will be asked to approve the budgets for 2011 and 2012.

11.5 Financial Strategy (WP 39)

As agreed by EXCOM at its meeting in 2009, SCAR now has a Reserve Policy to cover the costs of routine meetings and admin costs for a full year +10%. Delegates may approve accessing the Reserve for special one-off purposes. SCAR also has a Contingency Fund comprising funds left at year-end after committed funds and the Reserve have been taken into account. These may be used for one-off expenditures or investments, with EXCOM approval. In addition groups may carry forward unspent funds from one year to the next within a

biennium, but not from one biennium to the next unless there is compelling justification (e.g. savings for a future major meeting).

A Development Committee will be assembled to advise SCAR on potential sources of external funds. It should be noted that additional funding streams do not come at zero cost/effort and can have a significant effect on the Secretariat's workload. Proposed terms of reference are:

- to review the potential sources of funding for scientific research in the Antarctic;
- to advise EXCOM on preferred avenues and mechanisms for soliciting external funds, identifying specific prospects where feasible;
- to develop strategies to cultivate and expand SCAR's donor base of support;
- to act as advocates for and proponents of SCAR's scientific activities.

The strategy paper will make the case for future increase in dues, for which a full year's notice will be provided.

Delegates will be asked to approve the recommendations of the finance strategy, including any future increase in dues.

11.6 Ethics and Donations Policy (WP 40)

Delegates will be asked to approve the revised Ethics Policy.

11.7 SCAR's Carbon Footprint (IP 24)

This will be introduced by the Executive Director. Holding SCAR meetings in different parts of the world raises the question of the extent to which this can be avoided to minimise the organisation's carbon footprint. Some meetings, for example might be held in a central location (such as Cambridge) to minimise the costs of moving it (or them) around the world. Other (smaller) meetings might be held using telephone conferencing (as is done for the IPY-JC meetings) or video conferencing. The Executive Officer will prepare a paper for the meeting.

Delegates will be asked to comment on proposals for reducing SCAR's carbon footprint.

12. Future Meetings

12.1 SCAR Executive Committee Meeting 2011

The SCAR EXCOM meeting for 2011 will be held either (a) as usual, in association with COMNAP's annual meeting, or (b) in Cambridge, to save costs.

Delegates will be asked to advise on the meeting location.

12.2 XXXII SCAR (Portland, 2012)

The local organiser for the XXXII SCAR meeting (Portland, Oregon, 13-25 July 2012) will make a presentation on plans for the meeting.

Delegates will be invited to comment on and approve the plans.

12.3 XXXIII SCAR (WP 41)

As noted in WP 41, offers had been received initially from Spain, and subsequently from Malaysia and then from New Zealand.

Delegates will be asked to decide on the locations for the XXXIII and XXXIV SCAR meetings.

13. Actions Arising

13.1 Progress against past actions (IP 25)

13.2 Action list from XXXI SCAR.

13.3 Other Business

14. Closure of the meeting