



XXXII SCAR Delegates' Meeting
Portland, USA, 23-25 July 2012

Agenda Item: 12.1
Person Responsible: M Sparrow

Secretariat Report

Executive Summary

Title: Secretariat Report

Authors: M Sparrow, R Badhe

Introduction/ Background:

With less than 2.5 full time staff the Secretariat has a full workload, particularly during Open Science Conference/Business Meeting/ Delegates' Meeting years. Quarterly reports are produced for EXCOM and are available from: <http://www.scar.org/members/activityreports/>. Temporary/ voluntary staff are used when necessary (see paper).

Important Issues or Factors:

Budget Implications: \$8,000 additional in salaries for 2014 to hire temporary staff to help run the abstract submission system/ deal with queries, liaise with conveners, chairs and local organizing committee and run SCAR business meetings. This would be for 2-3 days a week for the 5 months previous to the meeting itself.

Secretariat Report

Secretariat Staff

The permanent Secretariat of SCAR consist 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 SCAR activities, with the Tinker Foundation covering an additional 10% (0.5 day) to bring her to 50% full time.

Dr Badhe works 80% of her time on 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 was hired 20% time (1 day a week) for a period of 1 year with funds from the UK and Norwegian Foreign Offices to work on a Climate Communications Plan. He has also been working an additional 20% (1 day a week) on the abstract submission procedure for the SCAR Open Science Conference, though because of the intense workload this was increased to 80% during peak weeks (see below for details).

Two interns also worked in the Secretariat for relatively short periods of time to assist the Executive Officer with various tasks such as drafting a Social Media policy, working on the electronic claim form etc. Hired temporary help was also used when the Admin Assistant required general assistance and to work on the update to the SCAR Website (IP 17).

Secretariat Activity

With less than 2.5 full time staff the Secretariat has a full workload, particularly during Open Science Conference/Business Meeting/ Delegates' Meeting years. Quarterly reports are produced for EXCOM and are available from: <http://www.scar.org/members/activityreports/>. As stated above temporary staff are used when necessary.

A particular issue is the increased involvement of the Secretariat with the abstract submission procedure. The Executive Officer spent a significant amount of time setting this up, along with Dr Griffin. Dr Griffin has had to spend significantly more time than had been envisaged dealing with queries (a great deal of which were received every day), manipulating the databases, liaising with the conveners, chairs and local organizing committee. For example, although past procedure had been to ask each convener to notify the people in their session as to oral/poster allocations this did not work well this time and a procedure for this to be carried out directly from the Secretariat had to be developed.

Having a consistent procedure for submitting abstracts for SCAR conferences is of great benefit, but managing this procedure does involve significant staff time, particularly in the weeks leading up the conference. The abstract submission procedure has now been set up, but realistically someone will need to be hired for the 2014 meeting 5 months previously to the conference itself for about 3 days a week. Estimated cost will be about \$8,000.

It should also be noted that the Executive Officer had to take almost a month of unexpected leave in June because of a serious family illness, resulting in a backlog of work.