



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

Agenda Item: 12.2
Person Responsible: M Sparrow

SCAR Combined Actions

Executive Summary

Title: SCAR Combined Actions

Authors: M Sparrow

Introduction/ Background: Actions from all of SCAR's major meetings are combined into a single document. Each Quarter the Secretariat provides EXCOM with an update to this combined Action list (along with its Quarterly Report and forward job plan). Progress with Actions that have not been completed are noted.



COMBINED ACTION LIST



Last update: 29.6.2012

CODE	MEETING	NOTES
EX-XX	2009 EXCOM meeting	ONE ACTION STILL OUTSTANDING
PR-XX	2009 Performance Review recommendations	TWO ACTIONS STILL OUTSTANDING
D10-XX	Delegates 2010 Meeting	SOME ACTIONS STILL OUTSTANDING
CL11-XX	Cross Linkages 2011	ONE ACTION STILL OUTSTANDING
EX11-XX	EXCOM 2011 Meeting	SOME ACTIONS STILL OUTSTANDING
BAG11 - XX	Bipolar Action Group II	SOME ACTIONS STILL OUTSTANDING
PPG12 -XX	PPG cross linkages meeting 2012	ONE ACTION STILL OUTSTANDING

(For all other meetings since 2008 all actions have been completed if not listed above)

No.	Action	Whom	By When	Progress	Priority
	LIFE SCIENCES				
BAG11-10	(i) Relevant representatives of biological research in IASC and SCAR should actively consider developing bipolar initiatives, particularly utilising molecular tools to address issues of evolution, adaptation and biogeography. (ii) Interested IASC and SCAR groups should be encouraged to collaborate to develop agreed ways	SOG-LS COs/IASC	Delegates 2012	Cynan Ellis-Evans organised the CAREX workshop when these issues were discussed. V Rachold to ask for update from C Ellis-Evans and from Warwick Vincent. Actions sent to SOG-LS for	Low

	to tag molecular data for archive in international molecular databases. This would include geotagging of all polar genomic data.			consideration.	
BAG11-11	IASC and SCAR should consider collaborating on biological observatories and discuss the possibility of holding a joint workshop.	SSG-LS COs/IASC	Delegates 2012	Under investigation by V Rachold.	Low
	PHYSICAL SCIENCES				
	GEOSCIENCES				
	SSG GENERAL REQUIREMENTS				
D10-2	For future Delegates meetings the Finance Committee will be assembled two months prior to the meeting to allow time for preparation of financial summaries and development of budgetary scenarios for Delegate consideration. This will require that all requests for funds from subsidiary bodies be available at least 2 months in advance of the Delegates meetings.	Executive Officer/VP for Finance	SCAR XXXII	Ongoing. SSG COs have been reminded of this by President and ED.	Ongoing (High)
D10-6	SSG Chief Officers are to provide written notification, once the biennium budget is approved by the Delegates, to proponents for each budgeted activity within 2 months or less of the end of the Delegates meeting indicating budgets. This correspondence is to be copied to the Secretariat.	SSG COs	End October	Ongoing - SSG COs.	Ongoing (Medium)
D10-7	The Secretariat and EXCOM will explore mechanisms to provide funds for cross-SSG activities external to SSGs budgets to encourage cross-linkages and to be awarded on a competitive basis.	Secretariat/ EXCOM	EXCOM 2011	This will be sent to the Development Council, but there are currently no additional funds available.	Low
D10-8	All SSGs are to provide comprehensive reports using a new template designed by the Secretariat, 2 months in advance of the SCAR meeting. The SSG business meetings at the SCAR biennial meetings should be used to refine these reports,	Secretariat/ SSG COs	Ongoing	Templates were developed and sent out.	Ongoing (Medium)

	consider last minute items, and develop final budgets and information for the Delegates. These reports are to provide a budget analysis including reasons for under spending. The “no carry forward beyond biennial budgets” will be strictly enforced. If actions are incomplete, funds must be re-applied for and will be considered with all other budget requests in the following biennium budget discussions. Chronic under spending may result in reduced future budgets.				
EX11-4	Secretariat to write to cross-SSG groups clarifying reporting structure (i.e. to each SSG that funds them)	Executive Director	By end 2011	Was done on ad hoc basis. Needs to be carried out and clarified after SSG business meetings.	Low
BAG11-8	SSGs to consider ocean-atmosphere CO2 exchange and CO2 budgets as a priority area for research in both polar regions - should be discussed by the relevant SCAR and IASC SSGs/WGs.	Executive Director and V Rachold of IASC	End 2012	IASC Marine and Atmospheric WGs are discussing this. Will be discussed by SCAR SSGs	Low
	SRP/PPG GENERAL REQUIREMENTS				
PPG12-6	The new SCAR website should have a section for the new SRPs laid out in a similar manner; the website should include information for the general public etc. and be reasonably easy to edit.	Secretariat in consultation with SRP proponents)	ASAP	Joomla has been selected for the CMS system. Design etc. is underway and will have a specific section for SRPs with similar templates etc.	Medium
	DATA AND INFORMATION MGMT (SCADM & SCAGI)				
	SCIENCE - GENERAL				
	CAPACITY BUILDING, EDUCATION AND TRAINING				
EX-46	Initiate a Visiting Scholar Programme, starting with US\$4k seed money, seeking matching funds, and looking to find an external donor(s).	Executive Officer & CBET Ctte	Spring 2010	Will be launched end of 2012.	Medium

EX11-14	CBET Plan to be updated and refined based on experience since 2006.	Executive Officer, R Ravindra, CBET Committee	Before Portland 2012	Action required – may be delayed to 2013.	Medium
	COMMUNICATIONS				
PR-10	Extend open access approach to all information handled by SCAR including all aspects of its budget and financing. [Papers made available for Delegates and Executive Committee meetings should continue to be posted on a Members Only page until after their approval.]	Secretariat	XXXI SCAR	Will be done when SCAR website is redesigned.	Low
PR-11	Develop the web site for use by SCAR members and its committees as a collaborative work-space for the scientific community working in Antarctic, and for the public interested in Antarctica.	Secretariat	ASAP	Underway.	High
D10-33	The SCAR President will issue a letter encouraging Delegates and National Committees to apply the SCAR Communications Plan at the national level and ask that they inform the Secretariat about their communications plans regarding SCAR activities by the end of 2010.	President	End 2010	Postponed until Communications plan updated.	Low
D10-34	During the redesign of the SCAR web site, the Secretariat is to make links to the web pages of SCAR Members prominent and easily accessible via the web site.	Secretariat	On hold	Will be done as part of redesign of website.	Medium
EX11-16	SCAR Communications Plan to be reviewed and updated	Secretariat, CBET Committee	Before Portland 2012 if possible	Likely to be delayed to 2013	Medium
BAG11-14	IASC and SCAR Secretariats, with the support of APECS, to produce short videos introducing the two organisations, specifically addressing how early career scientists can become engaged with their activities.	Secretariat	Delegates 2012	To be discussed with IASC and APECS. For SCAR this will be most useful as new website is brought online.	Low
	STAFF & LEGAL & FINANCIAL MATTERS				

EX11-20	Executive Officer to set up new SCAR Claims (online and per diem) system	Executive Officer	ASAP	DONE, though needs to be made available online.	Medium
	STRATEGIC PLANNING				
EX-71	Produce a paper on SCAR's Carbon Footprint, for the Delegates meeting.	Exec Officer	XXXI SCAR	Moved to 2013.	Low
EX11-17	Form an Action Group group to look into the Horizon Scanning Activity	President, Secretariat	By end of year	Action needed.	High
	GENERAL				