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SCAR Executive Committee (EXCOM) Meeting

Tromsø, Norway, 26-28 August 2015



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SCAR Executive Committee (EXCOM) Meeting Tromsø, Norway, 26-28 August 2015

Attendees: J López-Martínez (President); B Storey, K Lochte, A Samah, T Wilson (Vice-Presidents); J Galindo (Deputy Chief Officer SSG-GS); Y Ropert-Coudert (Secretary SSG-LS); A Terauds (Chief Officer SCATS); J Storey (Chief Officer AAA); H Griffiths (Co-Chief Officer AntEco); C Escutia (Chief Officer PAIS); D Liggett (Co-Chair Humanities and Social Sciences Expert Group); J Gutt (Chief Officer AnT-ERA); J Baeseman (SCAR Executive Director); E Griffin (SCAR Executive Officer); Anton Van de Putte (Chief Officer SCADM).

Observers/Local Host: G Hamon (CliC).

WP refers to Working Papers; IP refers to Information papers; WPs and IPs are available from <http://www.scar.org/meetings/ec15-papers> or directly from the Secretariat (info@scar.org).

1. Opening Business (Lead: SCAR President)

1.1 Welcome

The SCAR President, J López-Martínez, opened the meeting and welcomed attendees. He thanked the local hosts and COMNAP for their assistance with the organisation of the meeting. The President welcomed both the new Executive Director, Jenny Baeseman, and new Executive Officer, Eoghan Griffin, to their first EXCOM meeting and thanked the Secretariat staff for their work in preparation for the meeting.

The President apologised for having to leave the meeting for some time to attend the opening session of the COMNAP meeting to introduce the SCAR Report.

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

J Baeseman introduced the agenda and associated documents, which were accepted with changes to reflect availability of online participants. Apologies for not attending the meeting were sent by G Hosie (SSG-LS), B Lyons (SSG-GS), and A Fox and JY Pirlot (SCAGI).

1.3 Overview of Strategic Plan Framework (WP 5, IP 20)

The President outlined the framework for development of the Strategic Plan. The meeting would start with the science reports, but with the need to take into account ideas from the Structural Review and on the Strategic Plan. The President proposed capturing ideas from the SSG, SRP and Standing Committee presentations for the Strategic Plan. B Storey, T Wilson and D Liggett were proposed and agreed to take notes for this purpose throughout the Science presentations. The President also proposed a procedure to prepare a first draft during this meeting, with joint and separate discussions in four groups: (A) General structure and index of the Strategic Plan / Organization / Management / Resources; (B) Leadership in future Antarctic science; (C) Scientific Advice / Partnership; (D) SCAR Products / Data and

Information / Capacity Building / Education / Training / Communications and Visibility. After these breakout discussions, outline text would be drafted by each group and compiled for review by the full meeting participants. A tentative timeline was also suggested to ensure the draft of the new Strategic Plan would go through several consultation rounds with the various SCAR groups, partners, sponsors, and Delegates. More information on the drafting process can be found in Agenda item 10 below.

1.4 Overview of Structural Review Outcomes (WP 6)

T Wilson provided an overview for the outcomes of the Structural Review, developed at a meeting in Cambridge in April 2015. The Terms of Reference for the review and survey, used to provide feedback from the community, were discussed in the context of the April meeting. Overarching issues identified included complexity, participation, evaluation, linkages, and balancing evaluation with level of funding and voluntary service from busy people.

For the SSGs, issues discussed included their role, attendance, meetings purpose, responsibilities of officers, national reports and activity between meetings. The recommendations were to retain the groups but rename to remove “Standing” and “Scientific”. There was to be a restatement of the roles of COs and national representatives as well as elements of the biennial meetings.

At the biennial meetings, as before, there would be one vote per member country. Each country member should nominate more than one official representative and designate one as the ‘voting member’ for the group Business Meeting. There would be a one-day meeting mid-week during the OSC. This day would include an interdisciplinary plenary session for all groups, a disciplinary meeting and a business meeting, with conference participants encouraged to attend the plenary and disciplinary sessions, and the business meeting being only open to member representatives. National reporting is an important element of the group communications but should be completed online in advance rather than orally at the meetings. The provision for virtual participation will be investigated and COs are to direct Task Groups to coordinate, have clear work-plans and actively submit presentations, etc. to the OSC. New reporting procedures will be written into the amended Rules of Procedure.

For Expert Groups and Action Groups, issues identified included the need for multiple group types, duration, and how/when to propose and participate. The recommendation is to simplify to one type - Task Groups. Duration of any group would be appropriate to the task(s) and reviewed and approved at biennial meetings. If a group is to have a duration of more than six years, it should have an external review in the fourth year. New Scientific Research Programmes (SRPs) would be proposed through a Task Group.

The Review found that overall the SRPs were regarded as functioning well. However, the methodology for proposing new SRPs and participating in existing ones was not clear. Recommendations were to issue regular calls to participate and use the Secretariat and any other relevant agencies to help. Reporting for the SRPs is to be streamlined with templates provided.

On Standing Committees, the issues identified were that member countries often do not nominate representatives, and not all representatives fully participate. The recommendations were to retain the SC names, to remind national committees about responsibilities with regard to representation, and to investigate ways the Secretariat can help identify those who might serve on the SCs.

Advisory Groups were seen to be working well overall; no specific proposals were made.

In the area of Capacity Building Education and Training (CBET), issues identified were coordination with the SRPs, wider advertising for Fellowships and the Visiting Professor schemes, as well as helping improve wider participation from countries with less-developed Antarctic programmes by organising proposal workshops and webinars, mentor lists, etc.

No new SSG was proposed for Cryosphere or for Southern Ocean as it was felt both had homes across the existing SSGs. It was proposed that the Humanities should report to EXCOM and Delegates, rather than to the SSGs, and there would be no requirement for a Humanities national representative to be nominated. The Antarctic Climate Change and the Environment (ACCE) Expert Group will become a Task Group under SSG-PS.

A new group on Partnerships was not recommended. Science groups could suggest new partners, with MoUs to be developed if necessary. More visibility for existing partners should however be provided.

On the topic of meetings, it was felt the Open Science Conferences were generally working well. The involvement of subsidiary groups would be enhanced through improved clarity on meeting information provided in advance. The symposia for Earth sciences and biology were also seen to work well, as well as the cross-linkages workshops.

With respect to the Delegates' Meetings, the proposals were to build on the change to a single venue, shared with the OSC, by encouraging Delegates to come to the OSC, particularly the new streamlined SSG meetings. For the Delegates' Meeting itself, there would be a single 'all Delegates' meeting rather than separate Science and Administration sessions. Other recommendations related to clarity on voting, information and evaluation elements of the agenda so Delegates would be more interactively involved. A suggestion that a simple cover sheet on all agenda items was made whereby the format would force categorisation and specifically outline actions needed by Delegates.

In terms of the operation of the Secretariat, it was seen to be generally performing well but with the possibility of improving communications, chasing up missing information on the new website, and ensuring mailing lists were up-to-date. New, simplified SCAR organograms should be created. Where possible, language on the website should be simplified and should emphasise participation throughout. The Secretariat should provide suggestions through the website, and other communiqués, on how to improve recognition of SCAR contributions to other organisations and compile metrics to emphasise the impact of SCAR. The Secretariat should act as a repository of best practice in communicating SCAR activities and opportunities to national communities. The Secretariat will need to highlight the Rules of Procedure changes as a result of the Structural Review and these changes need to be sent to

national representatives six months before the Delegates' Meeting (by February 2016).

Action: Publish Structural Review Report as SCAR Bulletin. [Secretariat]

Action: Adjust Rules of Procedure to reflect changes. [EO]

Action: New simplified SCAR organogram should be created reflecting new structure. [ED, EXCOM]

Action: Website language should be reviewed to encourage participation and openness. [Secretariat]

Action: Delegates' 2016 meeting will not have separate sessions as in 2014. [ED]

Action: Template cover sheet for Delegates' papers to be tweaked forcing categorization and specifically outlining actions needed by Delegates. [Secretariat]

2. Science (Lead: VP for Science, A Samah)

2.1 SCAR SSGs: Highlights, Progress and Plans:

2.1.1 Report of SSG Physical Sciences (WP 7)

D Bromwich joined the meeting online via GoToMeeting and reported on progress and plans since the last Delegates' Meeting. He noted that in 2015 the ACCE group would receive funding through SSG-PS, and that PS was providing funds for the IPICS meetings. There was also a request for the 'Sun-Earth Relations in Antarctica' group to become an Expert Group, to be considered at the 2016 Delegates' Meeting in Kuala Lumpur. The main topic to report was the forthcoming Ocean Acidification report. The report's main author, Richard Bellerby, had asked for suggestions on where to launch the report. J Baeseman suggested the AGU Ocean Sciences meeting in February 2016. It was agreed that this be proposed to R Bellerby.

Action: Advise as to best platform for launch of Ocean Acidification report – suggestion of AGU Ocean Sciences meeting in spring. [ED, R Bellerby]

Action: SCAR should also consider where value could be added on Year of Polar Prediction (YOPP) engagement. [EXCOM, ED]

Action: SCAR should endorse the WCRP Polar Challenge. [ED]

Action: Given the change of ASPeCt to an EG, ASPeCt should develop terms of reference, and a plan for its activities as an EG [ED, COs (M Raphael, S Ackley)].

Action: ISMASS should be asked to produce a plan for activities for the duration of its EG lifetime. [ED]

Action: IPICS as an EG will need a review conducted prior to its expiration date. [ED]

2.1.2 Report of SSG Life Sciences (WP 8)

Y Ropert-Coudert reported on progress and plans since the last Delegates' Meeting. He summarised the work of the group, including upcoming new SCAR products in the Trophic database and Continuous Plankton Recorder (CPR). He spoke of the major contributors from CPR, EG-BAMM, EG-Antarctic Biodiversity and others to

the publication of the Biogeographic Atlas of the Southern Ocean and looked forward to the forthcoming cross-programme workshop. He also mentioned that the Action Groups ANTOS and ISSA were established in 2014 in Auckland at SCAR XXXIII. Both AGs have major planning workshops scheduled for August 2015 and January 2016 respectively.

Action: Activity within the COMNAP/SCAR JEGHBM group seems to be slowing. SCAR should work with the chairs to explore bringing in new energy via early-career scientists and other participants. Also more use of existing websites. [J Hall for COMNAP, J Ayton for SCAR, ED]

2.1.3 Report of SSG Geosciences (WPs 9 and 36)

J Galindo reported on progress and plans since the last Delegates' Meeting. The group was heavily involved in the recent ISAES meeting in Goa, with over 400 attendees from 27 countries. The ADMAP group held a workshop at the meeting and KOPRI has now funded Alexander Golynsky as data manager for ADMAP. The Bathymetric Map of the Drake Passage is a new compilation, which will become a SCAR product. ANTPAS also organized a session at the ISAES meeting and collaborated with the State of the Climate Report to contribute a section on Permafrost.

J Galindo sought EXCOM approval for the Action Group on Geological Heritage and Geo-conservation. It was decided to conditionally approve, but internally the group should consider how to address fossils and prepare a review of geo-heritage, including fossils, for the 2018 CEP and ATCM.

Action: AG on Geo-heritage should update proposed TOR. [COs, ED, chairs]

2.1.4 Structural Review Recommendations

T Wilson reiterated the recommendations of the Structural Review with regard to the SSGs. Changes to the names, clarifying participant roles, and changes to the numbers of national representatives were all agreed. On the last point, it was agreed that the voting representative for each nation should be designated for the purposes of the Business Meetings. The structure of the SSG day at the OSC, split into three elements, with two being open and one closed for SSG business, was agreed.

On national reporting, the low level of received reports was highlighted and the need to change the methodology was clear. An Action Group was proposed to look into ways to do so.

Action: Create Action Group to look into ways of increasing national reporting. [COs, Secretariat]

Action: Develop online repository for national reports for disciplinary groups. [Secretariat]

Action: Reporting structure within disciplinary groups to be established to reflect outcomes of Structure Review in relation to efficient use of Business Meetings at OSC. [Secretariat, COs]

Action: Change the names of SSGs to Groups. [Secretariat - after Delegates 2016 approval]

Action: Change SSG meeting structure for OSC 2016. [ED, COs, LOC OSC]

Action: Inform National Committees of new SSG structure for OSC 2016, including submission of national reports for groups to be done in advance of meeting. [COs, ED]

Action: Statements outlining the roles of COs and national members in SSGs should be drafted. [Secretariat, COs]

Action: COs to coordinate on SSG meeting day, well in advance of OSC, and inform groups accordingly. [COs, ED]

Action: Guidelines for establishment and application template for a Task Group, including justification of lifetime and milestones. [COs, ED, EO, EXCOM]

Action: Work-plan for moving current Expert and Action Groups to Task Groups should be developed. [COs, ED, EO, EXCOM]

Action: Reallocate funds from SSGs to have cross-linkages/Arctic meeting in spring. [EO]

Action: Move ACCE to a Task Group under PS. [COs, Secretariat]

2.2 SCAR Scientific Research Programmes

2.2.1 Astronomy and Astrophysics from Antarctica (AAA) (WP 10)

J Storey presented an update on AAA. The SRP underwent an external review in 2014. At this stage, AAA is functioning well, with no significant problems. They have recently replaced roughly half of their Steering Committee members as part of a planned rotation, and will replace the remainder in 2016. AAA is placing a greater emphasis on outreach and education, both to the general community and to SCAR member countries with less-developed astronomical programmes. The science highlight from the year was the possible identification of gravitational wave signatures from data acquired from Antarctica. A recent workshop was held in Hawaii, overlapping with the IAU meeting at which an AAA booth was occupied for two weeks, and plans for the coming two to three years, including a roadmap for high plateau astronomical research, were developed.

Action: SCADM should make sure data from AAA site-testing database is integrated into overall SCAR data plans. [SCADM, AAA CO]

Action: CBET to liaise with group on development of new materials to lay audiences [CBET, AAA]

2.2.2 State of the Antarctic Ecosystem (AntEco) (WP 11)

H Griffiths reported on progress and plans since the last Delegates' Meeting. He thanked A Terauds for his service as the previous CO of AntEco. He also highlighted the large appetite in the Antarctic community for the work AntEco engages in, as evidenced by the large session and number of submissions at the 2014 OSC. Recent science highlights have included the publication of the Biogeographic Atlas of the Southern Ocean, which was a major collaborative endeavour over several years, and the 2015 Monaco Assessment, which had considerable AntEco involvement.

Information and advice was also provided to the Antarctic Environments Portal.

2.2.3 Antarctic Thresholds - Ecosystem Resilience and Adaptation (AnT-ERA) (WP 12)

J Gutt reported on progress and plans since the last Delegates' Meeting. He made the point that AnT-ERA is more focused on ecology and climate impact rather than the evolutionary aspects that lead to biodiversity, which is more the remit of AntEco. With that in mind, many of their activities relate to how they can work with the climate modellers. They have produced joint AnT-ERA and AntClim²¹ publications to look at relationships between the environment and biology. Most impact is in the direction from physical to biological, but some go the other way. Another novel approach is to superimpose the physical impact from past changes and look at projected changes. In this context, Ocean Acidification is seen to become potentially very important in the future. This work will be continued at the 2015 SCAR Cross-Linkages workshop in Barcelona, and a specific contribution to the Antarctic Environments Portal on "Vulnerability of Southern Ocean biota" is in preparation.

2.2.4 Antarctic Climate Change in the 21st Century (AntClim²¹) (WP 13)

N Bertler joined the meeting online via GoToMeeting and reported on progress and plans since the last Delegates' Meeting. The group's intent is to improve predictions on changes to the Southern Ocean and Antarctica through three major activities: quantifying variability, model verification and climate projection to 2100 and beyond. Science highlights have included papers on the potential for Southern Hemisphere climate surprises and a paper addressing model inter-comparisons relating to CMIP6 and other communities from their December 2014 workshop. They requested that \$3000 be brought forward from their 2016 budget to cover publication costs, an arrangement which would be budget neutral across 2015 and 2016. They are working to finalise their implementation plan by November 2015 (two years late).

Action: Budget to be adjusted. [EO]

Action: Implementation plan delivery by November 2015. [N Bertler]

2.2.5 Past Antarctic Ice Sheet Dynamics (PAIS) (WP 14)

C Escutia reported on progress and plans since the last Delegates' Meeting. She explained that PAIS looks to the historical record of tens of millions of years for comparable high-CO₂ and temperature conditions, and ice sheet response. The group is developing a strategy for latitudinal drilling to obtain a range of data (i.e. ice sheet and ocean interactions). This would specifically target areas considered to be vulnerable such as the West Antarctic Ice Sheet and Amundsen Sea, but also now the marine-based sectors of the East Antarctic Ice Sheet where it is thought a response to the >400 ppm CO₂ level will be likely.

The leadership of PAIS will rotate off at the end of 2015 with C Escutia and R DeConto being replaced by L De Santis and T Naish. The number of sub-committees will also be reduced from six to four. There was a request to retain some current funds to be used for the 2017 PAIS Symposium.

Action: Budget to be adjusted to move funds from 2015 and 2016 to 2017. [EO]

2.2.6 Solid Earth Responses and influences on Cryospheric Evolution (SERCE) (WP 15)

T Wilson reported on progress and plans since the last Delegates' Meeting. She explained that the group's approach was to organise thematic sessions, expert workshops, facilitation of data exchange and coordinating with other funders to do things not possible otherwise. Major activities included the Alaska GIA Modelling Workshop, the ISAES-Goa Autonomous Instruments Workshop, and the GIA Training School coming up in September 2015 with 45 participants from 30 countries. Virtual participation was being provided and recordings from the workshop would be posted online. Work to complete their website and upload relevant materials was ongoing. The implementation plan is still being finished (two years late) and rotation from the steering committee is being planned.

Action: Implementation plan delivery by November 2015. [T Wilson]

2.2.7 Future SRP Review Process (WP 16)

J Baeseman introduced the topic of the External Review Process for the SRPs. After AAA had completed its External Review in 2014, the remaining five SRPs are required to be reviewed by 10 June 2016 so that the results can be reported to the Delegates. Forms from the SRP COs will need to be returned by the end of March 2016 to be sent out to reviewers. Suggestions for reviewers should come from the SRPs themselves. J Storey reflected on the process for AAA and found it clear and transparent. He did point out the amount of work involved and suggested a prompt start. It may not have been made clear to reviewers that the reports would be made public. Some suggestions were received for the details of the Review Process in terms of the confidentiality of reviews, inclusion of assessment of building capacity and the information provided to reviewers on the budgets received by SRPs.

Action: J Baeseman to send a new draft of the Review Process for consultation within two weeks of the close of the meeting and finalized forms should be sent to SRP leads as soon as possible. [ED]

Action: Review process to be updated based on discussions at EXCOM. Redraft section on capacity building in reporting requirements for SRPs. [ED, SRP COs, EXCOM]

2.2.8 Structural Review Recommendations

Issues relating to the SRPs as a result of the Structure Review had been dealt with in agenda item 1.4 above.

Action: Develop templates and guidelines reflecting outcomes of the Structural Review for SRP and subsidiary groups reporting to Delegates and to disciplinary groups, to allow greater coordination across SRPs; reporting to include metrics on early-career scientists' support, and expenditure breakdown by category. [Secretariat, COs]

Action: SRPs to send list of members (name, affiliation, email) to Secretariat. [SRP COs]

Action: Develop set of suggestions for SRP leadership on how to encourage broad participation. [ED, EO]

2.3 Other Science Topics

2.3.1 The Southern Ocean Observing System (SOOS) (WP 17)

J Baeseman presented the report on the activities of SOOS, a co-sponsored activity with SCOR. This included the request by SOOS for the SCAR ED to attend the SOOS SSC meeting in 2016. No SCAR ED has yet attended a SOOS SSC whereas the SCOR ED has attended three out of four. SOOS pointed out that participation is imperative for planning and implementation of SOOS objectives.

Action: After the New Year, EXCOM to consider ED participation in SOOS SSC meeting, May 2016 at Scripps Institute of Oceanography, San Diego, USA, taking into account proximity of dates to ATCM, other SCAR meetings and the OSC. [EXCOM]

2.3.2 The Southern Ocean Acidification Report (IP 12)

The topic had been covered in the SSG-PS report (agenda item 2.1.1 above).

Action: ED to discuss launch event with R Bellerby.

2.3.3 The Social Sciences and History Expert Groups (WPs 18 and 19)

D Liggett reported on progress and plans since the last Delegates' Meeting. The Social Sciences (HASSEG) and History groups have been growing, with membership having a younger demographic and a large South American contingent. The groups had a recent joint conference on the theme "Wilderness" with 80 people from 15 countries and 37 oral presenters. SCAR funds were used for travel of early-career researchers. The groups are planning for a joint conference in Hobart 2017 and target publications, exploration of linkages and collaborative efforts. The groups request that their budgets be increased to \$5000 per group to continue growth and capacity building. The point was made that since the groups are not an SSG or SRP, interested early-career researchers cannot apply for the SCAR Fellowships.

Action: EXCOM to consider increase in group budgets. [EXCOM]

Action: SCAR Fellowships application guidance to be altered to include applications relevant to the Humanities groups. [Secretariat]

2.3.4 SCAR Horizon Scan and COMNAP Antarctic Roadmap Challenges (IP 1)

J López-Martínez reported on progress in following up on the outcomes of the Horizon Scan, having participated, along with several other EXCOM meeting participants, in the ARC workshop in Tromsø directly before the EXCOM meeting. He highlighted how useful it was to have the interaction of SCAR representatives with COMNAP members. The outputs and consequences are expected to be highly relevant to SCAR and useful for considering in the SCAR Strategic Plan.

2.3.5 Other Science Topics (oral)

No discussion was required under this agenda item.

2.3.6 Structural Review Recommendations

T Wilson opened a discussion on the status of the Humanities groups in the context of the Structure Review. The intention was for it to have the same status as an SSG but without the need for national representatives. D Liggett said the alternative suggestion, for the groups to be contained within SSG-LS, was considered unattractive.

3. Data and Information: Highlights, Progress and Plans (Lead: VP for Science, A Samah)

3.1 Standing Committee on Antarctic Data Management (SCADM) (WP 20)

A Van De Putte reported on progress and plans since the last Delegates' Meeting. In 2014, SCADM updated its implementation plan. Priorities identified are (i) to provide data access through the Antarctic Data Management System; (ii) promote a distributed, interoperable network of accredited polar data centres; and (iii) manage data publication in line with the SCAR Data Policy. SCADM represents SCAR within a number of global data initiatives, is a network member for ICSU's World Data System and individual members participate in the Research Data Alliance. They are also liaising with Arctic counterparts at the second Polar Data Forum later in 2015. They have been asked to prepare a Horizon Scan Data White Paper. They have investigated the provision of a central online conference facility and would support central provision by SCAR for use by all groups.

Action: EXCOM to approve expenditure for Secretariat to purchase GoToMeeting subscription. [ED]

Action: Develop Data White Paper for use in Horizon Scan follow-up activities. [SCADM, Secretariat]

Action: Delegates should ensure that they are familiar with the work that SCADM does and encourage their national representatives to become involved with and contribute all new data to SCAR products. [Secretariat, Delegates]

Action: Delegates should ensure that retiring national representatives are replaced with a successor national representative and that the SCADM co-Chairs are informed of this change. [Secretariat, Delegates]

3.2 Standing Committee on Antarctic Geographic Information (SCAGI) (WP 21)

J López-Martínez reported on progress and plans since the last Delegates' Meeting. He noted that the group provides a series of important products for SCAR. The Committee was seen to be doing an excellent job, however the involvement of national representatives was identified as an area for improvement. A suggestion was made for the group to hold a meeting in South America or Asia to widen participation.

Action: Delegates should ensure that they are familiar with the work that SCAGI does and encourage their national representatives to become involved with and contribute all new relevant data to SCAGI products. [Secretariat, Delegates]

Action: Delegates should ensure that retiring national representatives are replaced with a successor national representative and that the SCAGI co-Chairs are informed of this change. [Secretariat, Delegates]

3.3 SCAR Products (IP 2)

E Griffin provided an update on the SCAR Products. Particular highlights were the publication of the Biogeographic Atlas of the Southern Ocean and a new release of the Quantarctica product. Several attendees noted the usefulness of the Quantarctica package.

4. Science Partnerships: Highlights, Progress and Plans (Lead: VP for Science, A Samah)

4.1 Arctic Linkages and ICARP III (IASC) (WP 25; IP 18)

J Baeseman introduced the relevant papers and noted the ongoing process of ICARP III, a similar activity in the Arctic to the Horizon Scan for the Antarctic and Southern Ocean. It was agreed that a joint SCAR/IASC EXCOM meeting / “Think Tank” should be held in spring 2016 to address the many common agenda items presented in the paper.

Action: Work with IASC to hold small retreat in spring 2016 to discuss polar matters. [ED, IASC ES]

Action: Begin renewal process for MoU with IASC. [ED, IASC ES]

4.2 Other SCAR Science Partnerships (e.g. APECS, COMNAP, WCRP) and Update on MoUs (WP 22; IPs 13, 14, 15, 16 and 17)

J Baeseman introduced the paper on other science partnerships. She pointed to the need to improve the relationship with ICSU, especially as there are new staff members in both the SCAR and ICSU Secretariats. J López-Martínez enquired about the current ICSU review of SCAR. The Secretariat had not had direct information from ICSU as yet but it was another reason to ensure the website was up-to-date. J Baeseman noted that the MoU with IASC needs to be renewed in 2016 and that APECS were creating Mentor awards, one each for the Arctic and Antarctic. A decision was required on SCAR involvement in the YOPP other than monitoring through the SSGs. The launch of the WCRP Polar Challenge was noted and it was agreed to endorse the activity but not to make a financial contribution. Informal contact had been made with the Asian Forum on Polar Sciences and a request for an MoU, possibly in conjunction with IASC, is expected.

Action: SCAR and COMNAP Secretariats should review current joint efforts and present potential improvements to facilitating collaborations, particularly in planning of meetings, to ensure maximum benefit. [ED, COMNAP ES]

Action: Send official letter of invitation to COMNAP to OSC 2016. Propose 21 August as day for joint EXCOM meeting. [President, ED]

Action: Advertise COMNAP symposium in Goa before OSC 2016 through SCAR channels. [Secretariat]

Action: Assist ICSU with review where necessary. [ED, AA]

Action: Secretariat to work with IASC and AFOPS to discuss if a trilateral MoU should be signed. [ED, IASC ES, A A Samah]

Action: SCAR, together with IASC, should continue to engage with Future Earth (FE) and develop an outlook for polar activities. [ED, IASC ES]

Action: SCAR should review its interactions with WMO and WCRP and identify areas where more effective engagement might be more beneficial to both groups. [ED, EXCOM]

Action: £500 request from COMNAP to help ship the photographic exhibit from Portland to next location. [EO]

Action: Ideas for increasing visibility of partnerships should be developed. [Secretariat, COs, EXCOM]

Action: Increase recognition of SCAR to other organizations. [all]

5. SCAR and Policy Advice (Lead: SCAR President)

5.1 Report of Standing Committee on ATS (SCATS) (WPs 23 and 24; IPs 3 and 4)

A Terauds reported on progress and plans since the last Delegates' Meeting. The SCAR delegation at the ATCM was active, informed and engaged, resulting in good outcomes and realistic expectations of outputs, as detailed in the delegation report (published as SCAR Bulletin 193 at <http://www.scar.org/outreach/scar-bulletin>). SCAR scientists provided feedback into the drafting of guidelines for activities in terrestrial geothermal areas and will maintain substantial involvement in the Antarctic Environments Portal. The Antarctic Conservation Strategy activities are being led by S Chown, with a first draft expected by the end of 2015 and a final version available by OSC 2016. A new model of engagement with CCAMLR was suggested, with SCATS to act as the primary filter to ensure SCAR science relevant to CCAMLR was communicated to CCAMLR scientists. A major activity in 2015 was the Monaco Assessment on Biodiversity and the provision of an overarching statement about outcomes. SCAR is a key partner but it is not a SCAR product. Follow-up outputs will be published with SCAR input over next few months. A recommendation was made that the previous CO, S Chown, be recognised for his service through a Certificate of Appreciation.

Action: Preparation of thermal areas code of conduct to be presented to ATCM – joint effort with COMNAP. [SCATS]

Action: SCATS work on UAV impacts and guidelines with COMNAP for CEP. Work with Arctic counterparts. [SCATS]

Action: Review of geo-conservation (including fossils) for ATCM/CEP. [SCATS, Geo-heritage AG]

Action: Liaise with COMNAP on papers to be submitted, in efforts to coordinate joint papers for ATCM. [A Terauds, ED]

Action: Continue dialogue with ICCI on possible participation in Paris COP meeting at side event (see below action under 5.2).

Action: UNFCCC engagement budget to be directed to supporting participation at Paris COP meeting. [EO]

Action: Draft of Antarctic Environments Portal to be produced by end of 2015. [SCATS, ED]

Action: Deliver Certificate of Appreciation to Steven Chown. [A Terauds, ED, President]

Action: Reach out to IPBES (Intergovernmental Platform on Biodiversity and Ecosystem Services), the new "IPCC for biodiversity issues", and find out who covers their Antarctic issues. IPBES office (secretariat@ipbes.net). We should not repeat the situation as it exists with IPCC, in that we know that it exists but relationships between SCAR and such an initiative/organisation are poorly developed. We should offer our advice. [ED, J Gutt, A Terauds]

5.2 Advice to other bodies such as IPCC, UNFCCC (WP 27)

J López-Martínez introduced the paper on advice to other bodies. He reported the interest from a number of Treaty countries on the presentation of relevant SCAR science at the upcoming UNFCCC COP21 meeting in Paris. He noted the previous support received by SCAR from the UK and Norway to engage with the UNFCCC in recent years. E Griffin reported on the possibility of engaging with previous partners on UNFCCC events to provide a platform for SCAR scientists at COP21. The process would depend on the outcome of bids for side events at the meeting, which will be reported back to EXCOM and the relevant science groups.

Action: To explore the possible participation of SCAR in COP21 side events with ICCI and other partners. [EO, ED, President]

6. Capacity Building, Education and Training: Progress and Plans (Lead: SCAR VP for Outreach and CBET, K Lochte)

6.1 The Martha T Muse Prize (IP 5)

The Executive Officer, E Griffin, reported on the Martha T Muse Prize. He noted that a review process had taken place in 2015 for the Prize itself, at the request of the Tinker Foundation. The review report was still awaited but a number of the issues discussed at the review, and at the 2015 Selection Committee meeting, were planned to be implemented in time for the 2016 opening of nominations. This would include a revised website.

6.2 The SCAR/COMNAP Fellowship Programme including Prince Albert II Fellowship (oral)

E Griffin reported on the SCAR/COMNAP Fellowship Scheme. In conjunction with COMNAP, a total of six Fellowships were to be awarded in 2015 (four SCAR, one COMNAP, one joint SCAR-COMNAP), including the first Prince Albert II Fellowship.

6.3 The Visiting Professor Scheme (oral)

E Griffin gave a brief update to EXCOM on the Visiting Professor Scheme, noting that there had been only seven applicants in 2015. Assessment forms would be sent to EXCOM.

6.4 SCAR Communications Prize (oral)

E Griffin reminded EXCOM of the first award of the SCAR Communications prize at the 2014 OSC and it was agreed that this should continue.

6.5 The CBET Committee and future plans (WP 26)

K Lochte reported on progress and plans since the last Delegates' Meeting. The new Terms of Reference for the CBET Committee have relevance for Fellowships, and SCAR should seek to move beyond simple coordination of announcements to work more closely with CCAMLR. A Terauds suggested he could make informal contact with CCAMLR on working more closely on Fellowships. All of the re-stated objectives for the CBET Committee were overviewed in turn and led to a number of suggestions. On mentoring, it was suggested that SCAR could play a wider role mentoring all scientists, not just those early in their careers, especially since APECS is doing such a good job in this area. Efforts to engage more mid-career scientists, particularly those from countries with developing Antarctic programmes were seen as important. Coordination with SRPs, as suggested by the Structure Review, should be aimed at enabling networking and collaboration opportunities for scientists from countries with emerging programmes. This would in turn broaden participation within the SRPs. Efforts would continue to extend the Fellowships and other programmes but the difficulty in sourcing external funding was noted. The APECS representative on the CBET Committee would be tasked with helping compile relevant resources for the SCAR website to assist early-career researchers. It was suggested that the Communications Award at the OSC could take the form of a gift of specific relevance to the host country.

6.6 Structural Review Recommendations

T Wilson reiterated the recommendations relating to the CBET Committee. The importance of mentoring had been discussed but there was also the issue of coordinating the way that SRPs, for instance, award travel grants. It was suggested that this should form part of the reporting that SRPs provided, and have a specific element relating to early-career researchers and capacity building.

Action: Change guidelines to Fellowship applications to allow History and Social Sciences related proposals. [EO, AA]

Action: Begin discussions with CCAMLR with regard to potential joint fellowship. [A Terauds, ED]

Action: Work with APECS to look at provision of webinars to assist proposal development/fellowship applications. [EO, K Lochte, ED]

Action: Work with APECS to develop SCAR mentor programme for early-career researchers. [EO, K Lochte, ED]

Action: Modifications to text of new CBET committee ToR. [EO]

Action: APECS representative to CBET committee to have specific role to gather relevant resources for linking from SCAR website [EO, K Lochte]

Action: Change to wording of email request to Fellowship reviewers, asking them to nominate alternative reviewers if they are unavailable. [EO]

Action: Work on further developing Communications Award at OSC. [EO, ED, CBET Committee]

Action: SCAR and APECS should review early-career opportunities within SCAR and highlight areas where more effective engagement might be more beneficial to both groups. [EO, ED, CBET Committee]

7. SCAR/Internal Communications: Progress and Plans (Lead: VP for Administration, T Wilson)

7.1 SCAR Communications activities (e.g. website, Climate Communications, Social Networking, publications including the SCAR Newsletter, videos, possible review) (WP27)

J Baeseman introduced the relevant paper and noted the continuing process of ensuring all of the relevant content was available through the new website. It was agreed that it would be positive to investigate an online method for publication of the Newsletter.

Action: Install metrics for SCAR website to collate hits on individual pages by country. [Secretariat]

Action: Work with various groups to make sure website information is updated. Perhaps involve early-career researchers to help. [Secretariat]

Action: Develop plan for more effective methods of communication with national committees. [Secretariat]

Action: Develop new ways of highlighting SCAR activities (e.g. active SRPs). [Secretariat]

Action: Develop SCAR Communication Strategy. [EO, ED, CBET Committee]

Action: Website security fixes need to be in place. [AA]

Action: Website menu structure should be revised to a simpler, more streamlined approach with attention to simple language. [Secretariat]

Action: Content of website needs updating. [Secretariat]

Action: Change Newsletter to online format. [Secretariat]

Action: Develop standard set of SCAR communication material (e.g. brochure, ppt, poster) and make available on the website, and in particular to the national committees. [Secretariat]

7.2 SCAR Development Council update (WP 35)

J López-Martínez reported that P Convey had prepared a letter for use in seeking external funds by the Development Council. K Lochte suggested that the letter was too long and a shorter, more concise version would be more useful. The SCAR brochure could also be revisited after the Strategic Plan was finalised. There was recognition that the Development Council should continue but that an information event about its purpose and activities at the OSC in 2016 would be helpful.

Action: OSC event on Development Council to be included in side meeting schedule. [ED]

Action: Modification of proposed letter from Development Council. [CO]

Action: Prepare prospectus for applying to foundations. Should contain basic info on SCAR, various activities that could receive funds, etc. [Development Council, ED]

8. Major Meetings (Lead: SCAR President)

8.1 Plans for OSC 2016 (IP 8)

A Samah provided an update on preparations for the OSC in Kuala Lumpur in 2016. In particular, room availability was discussed in relation to pre-OSC satellite group meetings and the availability of rooms already booked on the Saturday after the OSC. B Storey suggested a template for subsidiary groups to publicise whether meetings are open/closed, number of participants expected, configuration, etc.

8.2 Plans for XIIth SCAR Biology Symposium, Brussels in 2017 (IP 9)

A Van De Putte updated the meeting on preparations for the 2017 meeting. The meeting budget was being prepared based on between 300-400 attendees, with the intention of providing low registration fees.

8.3 Update on OSC 2018 – POLAR2018 (IP 10)

J López-Martínez noted the progress already made by the organisers of the 2018 OSC, which would be co-sponsored by IASC.

9. Finance (Lead: VP for Finance, B Storey)

9.1 Financial Statement for 2014 (WPs 28a and b)

E Griffin presented the Financial Statement for 2014, which after discussion was approved by EXCOM.

9.2 Revised Budgets for 2015 and 2016 (WPs 29 and 30)

E Griffin presented the Revised Budgets for 2015 and 2016. EXCOM noted the need for adjustments to reflect the costs of the Structure Review and changes in Secretariat staff in the budgets. EXCOM approved the revised budgets with the noted amendments.

9.3 Draft Budget for 2017 (WP 31)

E Griffin presented the draft budget for 2017, which was approved by EXCOM.

10. Strategic Plan Process (Lead: SCAR President) (WP 5; IP 20)

Following on from consideration of the development of the Strategic Plan introduced in agenda item 1.3 and WP 5, a skeleton framework for the Strategic Plan was outlined and agreed, using considerations from inputs such as the Horizon Scan, the Structure Review, the previous Strategic Plan and those strategy documents judged especially effective for similar organisations. The constituent elements of this framework were then allocated to a series of teams, tasked to produce content appropriate for each element and in keeping with the vision for the structure of the Plan. The groups then reconvened and the full meeting debated the content as it was added to the plan.

As a result of this process, a substantial document was produced by the end of the first day of development. While agenda items on internal business were dealt with (open only to EXCOM and the Secretariat), a parallel effort by the remaining meeting attendees further refined this initial version of the Plan. The intention is to have a well-developed version of the Strategic Plan circulated to Delegates well in advance of the OSC 2016. With that in mind, a timetable for further development was agreed. The draft is to be compiled by the Secretariat, guided by a small writing team, and circulated to Delegates and COs by October 15th. The original timetable is available in EXCOM Strategic Plan document WP5.

11. SCAR Internal Business (EXCOM only)

11.1 Budgetary Amendments (WPs 28a/b, 29, 30 and 31)

B Storey summarised the changes to be made to the budgets discussed under Finance. This would include an update, to be incorporated into annual statements, reporting the amount of national contribution arrears outstanding.

11.2 Other Finance items (eg. SCAR reserve, interest earning accounts, Secretariat salary scales) (WP 32)

Note was made that SCAR retains significant deposits in non-interest bearing accounts, potentially a source of income that could be directed to science activities. E Griffin explained that the situation had been investigated previously and the issue had been the lack of availability of investments with no capital risk. E Griffin explained that existing Secretariat salary scales had been established in relation to job descriptions that were no longer relevant. This currently restricted the AA from receiving the full pay award for 2015. EXCOM agreed that a full review of the Secretariat salary scales should be undertaken and reported to the next Delegates Meeting. In the interim, the full award for 2015 should be implemented for the AA.

Action: Review job descriptions versus pay scale for staff, to be reviewed by EXCOM before Delegates meeting. [EXCOM, ED]

11.3 Potential new membership (WP 33)

J Baeseman introduced the relevant paper on new membership and opened the discussion on further developments. New enquiries on membership had been received from Turkey, Kazakhstan and Thailand. J López-Martínez noted that further possibilities existed in Colombia and Austria, and with Belarus reactivating an old Antarctic station. B Storey suggested allocating individuals for follow-up activities in each case. J López-Martínez would make personal contact with representatives of Turkey, Colombia and Belarus. J Baeseman would follow up by email with Thailand and Kazakhstan, following input from J López-Martínez and A Samah.

K Lochte noted the issue of associate members failing to progress to full membership and asked whether it was possible to impose a time limit on associate membership. It was agreed the idea would need to be put to Delegates and an initial limit of five years was suggested. J López-Martínez noted there was a similar issue within the full members with a lack of progression, as well as an uneven distribution of level chosen compared to the sophistication of the Antarctic science programme. B Storey suggested a paper on the issue could be prepared for the next Delegates meeting. J Baeseman noted this should include the lack of incentive for members to move to higher levels.

Action: Prepare paper on new membership levels and progressing through the scales. [ED, EO, EXCOM]

11.4 Secretariat Report (WP 34)

B Storey introduced the Secretariat Report. J López-Martínez suggested that the priorities for the coming year for the Secretariat should be providing support for the OSC, the Delegates Meeting, the ATCM meeting, the Strategic Plan development and the implementation of the Structure Review.

Action: Develop plan for staff bonuses based on additional funds raised; to be given in addition to annual raises. [ED, EXCOM]

Action: SCAR should strategically develop ways to increase staff, perhaps through secondments, interns, junior officers or other means. [Secretariat, EXCOM]

Action: Sort out SCAR PayPal account and put Donate button on webpage. [EO, ED]

12. Actions Arising

12.1 Other Business

No other matters were suggested for further discussion. J López-Martínez took the opportunity to thank all those present for their work in making significant progress towards developing an excellent Strategic Plan.

13. Closure of the meeting

The SCAR President, J López-Martínez, closed the meeting.

Appendix: List of Acronyms

AA	Administrative Assistant
AAA	Astronomy and Astrophysics from Antarctica
ACCE	Antarctic Climate Change and the Environment
ADMAPP	Antarctic Digital Magnetic Anomaly Project
AFOPS	Asian Forum on Polar Sciences
AG	Action Group
AGU	American Geophysical Union
AntClim ²¹	Antarctic Climate Change in the 21st Century
AntEco	State of the Antarctic Ecosystem
AnT-ERA	Antarctic Thresholds - Ecosystem Resilience and Adaptation
ANTOS	Antarctic Near-shore and Terrestrial Observing System (Action Group)
ANTPAS	Antarctic and sub-Antarctic Permafrost, periglacial environments And Soils group
APECS	Association of Polar Early Career Scientists
ARC	Antarctic Roadmap Challenges project
ASPeCt	Antarctic Sea-Ice Processes and Climate
ATCM	Antarctic Treaty Consultative Meeting
CBET	Capacity Building, Education and Training
CCAMLR	Commission for the Conservation of Antarctic Marine Living Resources
CEP	Committee for Environmental Protection (Antarctic Treaty)
CliC	Climate and Cryosphere Project (a project of the WCRP)
CMIP6	Coupled Model Intercomparison Project – Phase 6 (WCRP)
CO	Chief Officer
CO ₂	carbon dioxide
COMNAP	Council of Managers of National Antarctic Programs
COP	Conference of the Parties (UNFCCC)
CPR	Continuous Plankton Recorder
DC	Development Council
ED	Executive Director
EG	Expert Group
e.g.	for example (from Latin: <i>exempli gratia</i>)
EG-BAMM	Expert Group on Birds and Marine Mammals
EO	Executive Officer
ES	Executive Secretary
EXCOM	Executive Committee
EXCOM 2015	Executive Committee Meeting, August 2015
FE	Future Earth (http://futureearth.org/)
GIA	glacial isostatic adjustment
GS	Geosciences
HASSEG	Humanities and Social Sciences Expert Group
IASC	International Arctic Science Committee
IAU	International Astronomical Union

ICARP	International Conferences on Arctic Research Planning
ICCI	International Cryosphere Climate Initiative
ICSU	International Council for Science
i.e.	that is (from Latin: id est)
IP	Information Paper
IPBES	Intergovernmental Platform on Biodiversity and Ecosystem Services
IPCC	Intergovernmental Panel on Climate Change
IPICS	International Partnership in Ice Core Science
ISAES	International Symposium on Antarctic Earth Sciences
ISMASS	Ice Sheet Mass Balance and Sea Level
ISSA	Integrated Science for the Sub-Antarctic
JEGHBM	Joint Expert Group on Human Biology and Medicine (with COMNAP)
KOPRI	Korea Polar Research Institute
LOC	Local Organising Committee
LS	Life Sciences
MoU	Memorandum of Understanding
OSC	Open Science Conference
PAIS	Past Antarctic Ice Sheet dynamics
ppm	parts per million
PS	Physical Sciences
SC	Standing Committee
SCADM	Standing Committee on Antarctic Data Management
SCAGI	Standing Committee on Antarctic Geographic Information
SCATS	Standing Committee on the Antarctic Treaty System
SCAR	Scientific Committee on Antarctic Research
SCOR	Scientific Committee on Oceanic Research
SERCE	Solid Earth Response and influence on Cryosphere Evolution
SOOS	Southern Ocean Observing System
SRP	Scientific Research Programme
SSC	Scientific Steering Committee
SSG	Standing Scientific Group
SSG-GS	Standing Scientific Group on GeoSciences
SSG-LS	Standing Scientific Group on Life Sciences
SSG-PS	Standing Scientific Group on Physical Sciences
TOR	Terms of Reference
UAV	Unmanned Aerial Vehicle
UK	United Kingdom
UNFCCC	United National Framework Convention on Climate Change
VP	Vice President
WCRP	World Climate Research Programme
WMO	World Meteorological Organisation
WP	Working Paper
YOPP	Year of Polar Prediction