



**SCAR Executive Committee Meeting
Plovdiv, Bulgaria
29 – 31 July 2019**

Actions and Decisions

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Actions

Agenda point	Action	Responsible party	Deadline	Status
4	Produce a template for SRP Final reports. Should include: <ul style="list-style-type: none"> • What were the outcomes? • What were the benefits to the community? • What were the benefits to the broader decision-making community? 	Secretariat	February 2020	
4	CBET Committee to assist with identification of opportunities in Education and Outreach with respect to final products, to ensure no excessive additional burden is placed on SRP leadership.	CBET Committee, Secretariat	May 2020	Ongoing
4	HASS to advise on best practice on what happens to information / data / resources groups or SRPs don't include in their final reports.	Secretariat, SC-HASS leadership		Ongoing
5	AntClimNow to provide SCADM with a list of data that will be collected through their work and relevant projects like the Year of Polar Prediction.	Tom Bracegirdle	End 2019	
5	All Group leaders to be informed that further PPGs can be proposed at the Hobart Delegates Meeting in 2020, but that relevant SG Chief Officers and ExCom need to be informed of plans well in advance.	Secretariat	September 2019	Done
6	Email Catherine Ritz, cc Chandrika Nath, with suggestions for names and institutions that could give plenary lectures at Hobart.	All	Before start of Antarctic field season (Nov 2019)	Done

6	Consider potential nominees for SCAR medals, and get the message out that SCAR is actively seeking a diverse range of candidates.	ExCom, Secretariat	Mid-October 2019	Done
6	Anyone with experience of or links to people with experience of giving TED talks/TED-style talks to contact Catherine Ritz in relation to SRP TED-style talk at Hobart.	All	May 2020	Ongoing
6	Draft an email to IASC about bipolar sessions at Hobart.	Catherine Ritz and Chandrika Nath	September 2019	Done
6	Send a message to all Chairs notifying them that SCADM will be available to discuss data management at the OSC.	Secretariat	March/April 2020	
7	Get updates from remote sensing and earth observation groups.	All SG group leaders (SCAR ED to remind)	October 2019	Done
7	Physical sciences to inform Executive Committee which groups are ending in 2020.	PS group leader	January 2020	
7	Executive Committee to work with National Committees to improve gender balance in their representatives to the SGs, with goal of diversifying SG leadership.	ExCom, supported by Secretariat	February 2020	
7	Gather testimonials on the benefits of being group leaders.	Communications & Information Officer	February 2020	
7	Identify options for translating static documents like Rules of Procedure into other languages.	Secretariat, with ExCom support	Ongoing	Ongoing
8	SCADM to write a clear statement on what the future of data management might hold, including changes to GCDM, and what action, if any, they recommend.	SCADM	Delegates Meeting 2020	

8	Add basic details of SC-HASS action groups to SCAR website.	Daniela Liggett / Secretariat	October 2019	In progress
8	SCADM to update SCATS/ExCom on SCAR data policy to take to the ATCM via SCATS.	SCADM / SCATS	End 2019	
10	Write a brief for PPGs to assist them in considering policy questions from the start of the proposed SRP programmes, following on from SCATS work on mapping CEP goals to SCAR's research priorities.	Aleks Terauds	January 2020	
10	SCAR to aim for a two-yearly update to the ACCE report, starting in 2020 as a major update was already planned. ExCom to discuss further with Chief Officers.	ExCom discuss with Leaders	Treaty Meeting 2020	
11	Change Rules of Procedure to allow anyone to attend business meetings, instead of allowing just four national representatives. Note: there should still be a single voting member.	Secretariat to draft, ExCom to check text	Delegates Meeting 2020	
11	Structural Review to recommend that ExCom, via the VP Admin, has a greater role in overseeing how well SCAR groups are working.	ExCom	Delegates Meeting 2020	
11	Structural review to recommend that Rules of Procedure should be modified to make language more inclusive.	ExCom	Delegates Meeting 2020	
11	Remind National Committees that they need to have a national data manager.	Secretariat	End 2019	
12	SCAR community to be encouraged to send suggestions for future capacity building activities to VP CBET.	Secretariat to include in communications	tbc	
15	Secretariat to inform BEDMAP 3 that they can use the SCAR logo.	Secretariat	August 2019	Done

Decisions

Agenda point	Question	Decision
4	What should happen to PRAMSO after PAIS ends?	PRAMSO Action Group approved by Executive Committee
4	How to support SRPs in making TED-style presentations at Hobart.	Resources will be found to do this. May have a practice session either prior to Hobart or in Hobart.
4	Can SERCE use their budget to co-sponsor a meeting in September after the official end of the SRP?	Yes
6	How to communicate work of SRPs at Hobart	Static display on SRPs to be kept up throughout the OSC. SRPs can provide posters, and include digital elements like videos if enough notice is provided. Language should be kept plain or explanations provided if use of specific technical language is necessary.
6	Mini-symposia on Antarctic conservation challenges – is this still joint with COMNAP?	Yes. SCAR President will work with Michelle Rogan-Finnemore on the detail of this.
6	How to make it possible at OSC 2020 for people to have spin off meetings if something comes up last minute.	Provide meeting space in parallel with the poster sessions at end of each day.
6	Allow people to submit speed talk abstracts as well as main talks?	Have a series of options on the abstract submission form to allow logical choices and preferences.
6	Provide video reportage on a daily basis.	Use end-of-day plenary round-ups to display footage, with ISOC to investigate provision details and GDPR implications.

6	Timing of OSC parallel sessions.	<ul style="list-style-type: none"> • ‘Normal’ timing: 12-minute presentation, 3-minute discussion, 15-minute discussion at end of session. • ‘Speed’ sessions to be organised at alternative times so that at any given time sessions happening in parallel have the same timing, allowing people to move between them. • Final decisions about flexible timing outside of this template will rest on interest from the community. • Speakers should have a ‘take home’ message at the end of their presentations which convenors can use to organise the discussion.
7	Are there ways of overcoming the language barrier to parts of SCAR community understanding how SCAR works?	SCAR’s operating language is English and we don’t have the resources to work in multiple languages. However important, static documents like the Rules of Procedure could be translated into member country languages.
8	Do Standing Committees need to prepare proposals for Hobart re. structural review?	No. The Structural Review report will be presented by ExCom, although Delegates may have questions for specific SCs afterwards.
8	Succession planning for SCADM.	New leadership for SCADM approved.
9	Question of AAA proposing again to become a Science Group.	Astronomy community need to communicate their needs. SCAR will try to meet those needs while avoiding excessive expansion from an organisational standpoint.
9	Will AAA be included in TED-style talks at Hobart despite having finished earlier than the other SRPS?	Yes
10	Could an intern be found to support foundational work as SCATS is overstretched?	Look at wrapping into existing CBET budget for Secondment or finding external funding streams.

10	Consistency of policy advice from SCAR	It is important to ensure that the SCAR community talks to the Antarctic Treaty System through SCATS, enabling SCAR to provide consistent, authoritative advice to the Treaty.
11	There is science communication expertise within SC-HASS but it is relevant to the broader community. Could there be a pan-SCAR group on this?	Raise the question of the appropriate form for this group at Delegates Meeting 2020.
11	Science Group Business Meeting attendance	From now the three Science Groups' business should be transacted in plenary for the first half of the day, to cover joint matters.

Thanks and acknowledgements:

- Executive Director thanked for her work over the last year.
- Executive Director thanked attendees for their support.
- Secretariat thanked for giving time to do work on ensuring there is a modern business model (e.g. on HR issues), ensuring we have a Secretariat that works well for an International NGO and charity under UK law. External companies have also been helpful.
- Thanks conveyed to SCADM group. They do important work and it's important it's brought to these meetings.
- Thanks conveyed to AAA community for their work.
- Yan Ropert-Coudert thanked by SCATS for his work on finalising Use of Animals Code of Conduct.
- Leadership of Chuck Kennicutt acknowledged by SCATS with regard to a major update on anthropogenic noise.
- Regarding change in SCATS leadership, Executive Director thanked Aleks Terauds for his excellent work; echoed by the wider group.
- Thanks to Aleks Terauds for organising the CEP Workshop and reaching out to the community to make it inclusive.
- Thanks to the Secretariat/CIO for doing administrative work for the CEP workshop, managing website and registration.
- Ravi was thanked and asked to convey thanks to CBET for their work.
- Executive Director thanked for renewal of agreement with SPRI.
- VP Finance Jefferson Simões and Executive Officer thanked for their time and effort on finance.