

Rules of Procedure for SCAR Subsidiary Groups

The Rules of Procedure for SCAR Subsidiary Groups are supplementary to and subordinate to the SCAR Rules of Procedure. The SCAR Rules of Procedure will take precedence in questions of interpretation of the Rules of Procedure for SCAR Subsidiary Groups

1. Delegate Committees

- 1.1 Delegates' Committees are established to deal with matters originating from the Standing Scientific Groups and the Standing Committees.
- 1.2 The Delegate Committee on Scientific Affairs will be composed of a single representative, either the Delegate or Alternate Delegate, designated by each National Member in attendance at the Meeting of Delegates.
- 1.3 The Delegate Committee on Standing Committees will be composed of the representatives of National Members, either the Delegate or Alternate Delegate, not appointed to the Delegate Committee on Scientific Affairs.
- 1.4 The Delegate Committees will review the reports and matters arising from the Standing Scientific Groups or Standing Committees reporting to them and will make recommendations for action to the Meeting of Delegates.

2. Standing Committees

- 2.1 Standing Committees are: the Standing Committee on the Antarctic Treaty System and the Standing Committee on Finance.
- 2.2 The Standing Committee on the Antarctic Treaty System will provide advice and information to SCAR regarding the Antarctic Treaty System.
 - 2.2.1 The Standing Committee will consist of three members, one of whom will be designated as Chief Officer, recommended by the Executive Committee and approved by the Meeting of Delegates.
 - 2.2.2 The Standing Committee will work closely with COMNAP and CCAMLR as appropriate.
 - 2.2.3 With the approval of the SCAR Executive Committee, additional members may be co-opted when special expertise is required by the Standing Committee.
 - 2.2.4 The Chief Officer will be an *ex officio* member of the Delegate Committee on Standing Committees, and may be invited to attend meetings of the SCAR Executive Committee as appropriate.
 - 2.2.5 The Terms of Reference for the Standing Committee on the Antarctic Treaty System are to:
 - a. Identify issues likely to be of importance to ATCM and CEP and other Antarctic Treaty bodies and recommend appropriate action by SCAR;
 - b. Respond to upcoming issues on the agendas of the ATCM and other ATS bodies and, at the request of the Executive Committee

- and working with COMNAP, CCAMLR and other organizations as appropriate, prepare documents or technical reports on scientific and technical matters for submission to the SCAR Executive for approval prior to submission by SCAR to the ATCM;
- c. Provide scientific information and advice to SCAR on matters relevant to the implementation of the Madrid Protocol, such as:
 - CEP environmental issues (conservation, environmental management including monitoring, protected species, protected and managed areas, review of the Protocol Annexes, etc.);
 - Scientific and environmental research;
 - d. With the approval of the Executive Committee, the committee shall co-opt additional members as necessary to participate in Intersessional Contact Groups (ICGs) established by CEP/ATCM;
 - e. Report to the SCAR Delegates or the Executive Committee as appropriate;
 - f. Consult SCAR's Standing Scientific Groups, other SCAR subsidiary bodies, and specialists as appropriate.
 - g. With the approval of the Executive Committee hold workshops or other meetings to include invited experts to address specific matters referred to SCAR.
 - h. Conduct the business of the committee electronically unless otherwise agreed by the Executive Committee.
 - i. At least one member of the ATSC will attend the CEP/ATCM meetings to represent SCAR.
- 2.3 The Standing Committee on Finance is established to advise the SCAR Executive Committee and the SCAR Meeting of Delegates on all financial matters.
- 2.3.1 The Standing Committee will consist of one of the Vice Presidents of SCAR, two members elected by the Meeting of Delegates, and the Executive Director *ex officio*. The two elected members will be elected for a period of four (4) years but the one of them may be elected for an initial period of two (2) years to ensure that the term of office of at least one of them does not coincide with the term of office of the Vice President chairing the Committee. These two members will be eligible for election to a second term of office of four (4) years. Two additional members will be co-opted from the members of the Meeting of Delegates by the Chief Officer, in consultation with the Executive Committee, to serve as temporary members of the Committee for that Meeting of Delegates.
 - 2.3.2 The Chief Officer will be elected by the members of the committee and will serve as an *ex officio* member of the Delegates Committee on Standing Committees.
 - 2.3.3 The Terms of Reference for the Standing Committee on the Finance are:
 - a. To examine the proposed annual budgets of SCAR prepared by the Executive Director and to recommend the annual budget to the Meeting of Delegates.

- b. To review the annual audit of SCAR's income and expenditure records.
 - c. To provide advice to the Meeting of Delegates and inter-sessionally to the Executive Committee on all budget matters and potential external funding sources.
- 2.4 Other Standing Committees may be established by the Meeting of Delegates.

3. Standing Scientific Groups

3.1 Standing Scientific Groups are permanent bodies representing the main Antarctic scientific disciplines.

3.1.1 Standing Scientific Groups will assist SCAR in the initiation, development, and coordination of international scientific activity in the Antarctic region, and on the role of the Antarctic region in the Earth system, paying particular attention, where possible, to scientific problems that require interdisciplinary research for their solution. They will:

- keep under review matters dealing with the Antarctic environment;
- provide scientific and technical advice upon request from SCAR;
- establish links with other relevant international organizations having an interest in Antarctic science;
- encourage the freedom of exchange of data and information;
- foster cooperation among national Antarctic programmes helping, where appropriate, to build the capacity of less developed Members, to promote the incorporation of Antarctic science in education, and to communicate scientific information to the public; and
- keep other SCAR Subsidiary Bodies and the SCAR Secretariat aware of their actions and plans.

3.2 Terms of Reference for Standing Scientific Groups will be:

- to share information on disciplinary scientific research being conducted by national Antarctic programmes;
- to identify research areas where current research is lacking with particular attention to where interdisciplinary approaches may be useful;
- to coordinate proposals for future research by National Members to achieve maximum scientific and logistic effectiveness;
- to ensure appropriate cross-disciplinary awareness and linkages with the other SCAR Standing Scientific Groups, developing interdisciplinary proposals with them where appropriate;
- to identify research areas or fields that might be best investigated by a SCAR Scientific Research Programme and to establish a Scientific Programme Planning Group to develop a formal proposal to the appropriate Standing Scientific Group(s);
- to establish Action Groups and Expert Groups, either individually or jointly with either or both other Standing Scientific Groups to address specific scientific topics;

- to make funding requests where appropriate for SCAR support of Standing Scientific Group activities (symposia, workshops, etc);
- to provide scientific advice to the Executive Committee or other Standing Committees as required.

3.3 Membership of Standing Scientific Groups

- 3.3.1 Each National Member may nominate up to four representatives to each Standing Scientific Group. Nominees should be active scientists in their field, ideally with an international reputation, and from different scientific disciplines so that the full range of Antarctic research is represented in the Standing Scientific Group. When nominating representatives, National Members should give due consideration to a mix of gender and enthusiastic young scientists.
- 3.3.2 One representative from each National Member will be designated as the official representative and will hold the vote of that National Member. Another representative will be designated as the alternate official representative. Both will be eligible for election to office but the provision that Officers must be from different countries shall prevail; only one may be proposed at one election.
- 3.3.3 Each Union Member of SCAR may send one representative to the relevant Standing Scientific Group meeting.

3.4 Functioning of Standing Scientific Groups

- 3.4.1 Each Standing Scientific Group must elect one Chief Officer, one Deputy Chief Officer and one Secretary from three different National Members. The three officers should be from different scientific disciplines within the overall discipline of the Standing Scientific Group. The Chief Officer will be the exclusive liaison point with SCAR.
- 3.4.2 Chief Officers should be elected by the members of the Standing Scientific Group for a term of four (4) years with an additional four-year term possible. In no case may a Chief Officer hold that position for more than eight (8) consecutive years. That individual will be eligible for re-election after a four (4) year term held by another member of the Standing Scientific Group has been completed.
- 3.4.3 Standing Scientific Groups conduct their work by correspondence as well as at meetings.
- 3.4.4 Only the representative designated in advance as leader by the National Member has voting rights in meetings of the Standing Scientific Groups.
- 3.4.5 Except in the case of an election or where otherwise specified, decisions by SCAR Subsidiary Bodies shall be by consensus of voting members present and taking part in a meeting.
- 3.4.6 At each formal meeting Standing Scientific Groups will review any recommendations adopted at their preceding meetings. All such recommendations will be regarded as having achieved their purpose and be allowed to lapse unless they are revised or re-adopted.
- 3.4.7 Standing Scientific Groups may develop collaborative programmes appropriate to their specific interests.

- 3.4.8 Copies of numbered circulars issued by Chief Officers must be sent to the SCAR Secretariat.
 - 3.4.9 Links between appropriate Standing Scientific Groups and the relevant Unions, Committees, and Associations of ICSU are encouraged.
 - 3.4.10 Standing Scientific Groups are encouraged to seek outside funding with the approval of the Executive Committee.
 - 3.4.11 Standing Scientific Groups must develop and maintain a web page to inform others about their activities.
- 3.5 Meetings
- 3.5.1 Standing Scientific Groups may hold both formal and informal meetings.
 - 3.5.2 Formal meetings of Standing Scientific Groups are usually convened at times of SCAR Science Meetings.
 - 3.5.4 Three months prior to each SCAR Science Meeting, National and Union Members will confirm their nominees to each Standing Scientific Group and confirm their attendance at the scheduled meeting.
 - 3.5.5 Formal meetings of Standing Scientific Groups of SCAR that do not have a quorum of at least 75 percent of their voting members whose attendance has been confirmed in advance to the SCAR Secretariat will be regarded as informal Meetings.
 - 3.5.7 The Chief Officers, following consultation with their members, will inform their members and the SCAR Secretariat at least two months before the SCAR Science Meeting on which days it will be necessary for their groups to meet and will provide an agenda for the meeting to the SCAR Secretariat for distribution to National and Union Members prior to the meeting.
 - 3.5.8 Formal meetings of Standing Scientific Groups may be convened at times other than a SCAR Meeting.
 - a) The Chief Officer of a Standing Scientific Group may foresee that a quorum of its voting members is likely to be present at a given meeting (see 3.5.5). Provided that at least 2 months advance notice is given to the members, and subject to the approval of the Executive Committee, the meeting of the Standing Scientific Group may be considered to be a formal meeting.
 - b) Recommendations put forward at such meetings can be accepted by correspondence according to Section 10.2 of the SCAR Rules of Procedure.
 - 3.5.9 If a scheduled meeting ceases to be required, the Chief Officer must inform the SCAR Secretariat and members of the group, preferably at least two months before the meeting was due to be held.
 - 3.5.10 If, in the opinion of the Chief Officer of a Standing Scientific Group, important questions arise that warrant a formal meeting of the group that has not previously been approved, the Chief Officer may, after corresponding with the members, submit a proposal to the Executive Committee for a meeting, including a suggested place and date.
 - a) Usually, at least 3 months notice should be given.

- b) The Chief Officer will be informed of the decision of the Executive Committee and, if the meeting is approved, the SCAR Secretariat will promptly inform National Committees.
- 3.5.11 Agendas for such meetings will be arranged by the Chief Officers of the Standing Scientific Groups in consultation with their members, and copies will be provided to the SCAR Secretariat for distribution to National and Union Members prior to the meeting. The Chief Officers are responsible for informing the members of the arrangements for the meeting.
- 3.5.12 Informal meetings of the Standing Scientific Groups are encouraged as opportunities arise.
- 3.6 Recommendations and requests of Standing Scientific Groups
 - 3.6.1 Each recommendation to be addressed outside of SCAR will be drafted in the form of a “Recommendation of SCAR” and must indicate to whom it is addressed.
 - 3.6.2 Recommendations and requests to the Meeting of Delegates or the Executive Committee must be numbered for convenience.
 - 3.6.3 Recommendations will be prepared in accordance with procedures established by the SCAR Executive for that SCAR Science Meeting. The SCAR Executive will communicate these procedures to the Standing Scientific Groups on the first day of their scheduled meeting.
- 3.7 Functioning of sub-groups of Standing Scientific Groups
 - 3.7.1 Sub-groups are subsidiary bodies of Standing Scientific Groups formed to examine specific questions within the competence of the respective Standing Scientific Group(s).
 - 3.7.2 Membership of sub-groups is decided by the parent Standing Scientific Group(s). Members should be active scientists in their field of interest, ideally with an international reputation.
 - 3.7.3 Reports of sub-groups have no official status until they are adopted by the parent Standing Scientific Group(s) either at a formal meeting or by correspondence and annexed to the report(s) of the Standing Scientific Group(s).
 - 3.7.4 Reports of meetings of sub-groups will not normally be printed or distributed by SCAR but will be available on the web page of the appropriate Standing Scientific Group that is accessible via the SCAR web site.

4. Action Groups

- 4.1 Action Groups may be established by the Standing Scientific Groups, either individually or jointly to address specific scientific topics of interest to SCAR.
- 4.2 Action Groups should be established with terms of reference, a chairperson appointed by the Standing Scientific Group(s), and membership that is open to any interested members of the Standing Scientific Group(s).

- 4.3 An Action Group will normally have a lifetime of two (2) but not more than four (4) years.
- 4.4 Action Groups may meet during the SCAR Science Week or at other venues when the majority of members are in attendance. Reports of such meeting should be filed with the appropriate Standing Scientific Group(s). Action Group work by correspondence is encouraged.

5. Expert Groups

- 5.1 An Expert Group may be established by a Standing Scientific Group for a pre-determined period, normally 6 years, to address a specific scientific issue. Following a review at the end of that period there is an option for renewal.
- 5.2 An Expert Group will be established with terms of reference that include the lifetime of the Group, normally six years, and a provision for a regular review.
- 5.3 The chairperson of the Expert Group will be appointed by the Chief Officer of the appropriate Standing Scientific Group, and the membership will also be appointed by the Chief Officer based on the expertise of individuals.
- 5.4 Members of Expert Groups are not national representatives and may have no other affiliation to SCAR (they may come from countries that are not SCAR members).

6. Scientific Programme Planning Groups

- 6.1 Scientific Programme Planning Groups may be established by Standing Scientific Groups either singly or jointly to develop plans for new SCAR Research Programmes. Such plans will be submitted to the appropriate Standing Scientific Group(s) for evaluation and recommendation.
- 6.2 The appropriate Chief Officer(s) will appoint the chairperson of the Scientific Programme Planning Group.
- 6.3 Membership of a Scientific Programme Planning Group:
 - will be open to any scientist active in a relevant field with an interest in the Antarctic who wishes to join such a group;
 - will be fostered by one or more of the Standing Scientific groups;
 - may include suitably qualified scientists from non-SCAR countries and other organizations; and
 - will be for the duration of the planning process.
- 6.4 The terms of reference for a Scientific Programme Planning Group will be:
 - to formulate a science plan with explicit, clear, and feasible aims and outcomes;
 - to formulate an implementation plan indicating the activities, equipment, infrastructure, logistics, and national involvement required, showing clearly the contributions of each nation to the successful achievement of the scientific outcomes;

- to indicate clearly the value added by the proposed programme being coordinated by SCAR;
 - to indicate clearly the scientific quality, importance, and relevance of the proposed research plan in the context of Earth System Science generally and Antarctic science specifically.
- 6.5 Preliminary plans approved by the Standing Scientific Group(s) will be returned to the Scientific Program Planning Group for further development and possible subsequent submission by the Standing Scientific Group to the Delegate Committee on Scientific Affairs.
- 6.6 In the year when the Standing Scientific Group(s) do not meet, proposals for new Scientific Research Programmes will be reviewed by the SCAR Executive Committee augmented by the Chief Officers of the Standing Scientific Groups. Those proposals accepted will be returned to the appropriate Standing Scientific group(s) for further development prior to submission to the Delegates Committee on Scientific Affairs.
- 6.7 Proposals for new Scientific Research Programs accepted by the Delegate Committee on Scientific Affairs will be submitted to the Meeting of Delegates for final approval.
- 6.8 Proposals accepted by the Meeting of Delegates will become SCAR Scientific Research Programmes.

7. Scientific Programme Groups

- 7.1 Scientific Programme Groups will be appointed by the SCAR Executive Committee, in consultation with the appropriate Standing Scientific Groups and with the approval of the Meeting of Delegates to implement and direct the approved Scientific Research Programmes.
- 7.2 Scientific Programme Groups will be responsible for all aspects of their research programme including reporting to the SCAR Executive Committee and the Meeting of Delegates on progress, assuring fiscal responsibility, and the delivery of agreed scientific outcomes.
- 7.3 The Terms of reference for a Scientific Programme Group will be:
- to oversee and guide the development and execution of the programme's implementation activities, adjusting and optimizing the science and implementation plans in light of events and progress;
 - to actively seek support of the programme's implementation through national and international mechanisms;
 - to ensure the delivery of agreed/approved scientific outcomes, including synthesis activities and public/policy outreach;
 - to respond to requests for expert advice from the SCAR Executive in a timely and effective manner;
 - to ensure appropriate exchange and archival of data generated as a result of the programme;
 - to establish scientific liaison and logistic cooperation with other Antarctic activities as appropriate;

- to advise the SCAR Executive and the Delegates on progress and on the use of funds.
- 7.4 Membership of a Scientific Programme Group will be:
- Explicit;
 - Appointed by the SCAR Executive Committee in consultation with the appropriate Standing Scientific Group(s) with the approval of the Delegates;
 - Based primarily on internationally recognized scientific expertise fulfilling the required mix of skills and experience with national and gender mix taken fully into consideration;
 - For a 3-year term with the possibility of extension depending on contribution and performance;
 - Governed by a phased rotation scheme.

8. Reporting Procedures

8.1 Reports of Standing Scientific Groups

- 8.1.1 Reports will summarize progress and activities of the Standing Scientific Groups and of its sub-groups since the previous SCAR Meeting, provide statements of future plans, and list any recommendations put forward by the Standing Scientific Group.
- 8.1.2 Reports of informal meetings of Standing Scientific Groups may, at the discretion of the Chief Officers, be submitted for adoption by SCAR. In this case, procedures in 8.2.4 should be followed.
- 8.1.3 Proposals by Delegates for further action on any item of a report of a Standing Scientific Group will be included in the report of the Meeting of Delegates.

8.2 Reports of Standing Scientific Groups held at SCAR Science Meetings

- 8.2.1 Reports of meetings held at the time of a SCAR Science Meeting will include not only the report of the Standing Scientific Group but also the reports of the sub-groups reporting to that Standing Scientific Group.
- 8.2.2 Reports from the Standing Scientific Groups normally will be filed with the SCAR Secretariat not more than 30 days following the completion of the SCAR Science Meeting.
- 8.2.3 The SCAR Secretariat will normally transmit reports from the Standing Scientific Groups to the SCAR Executive Committee, National Committees, Delegates, and Alternate Delegates, 45 days prior to the Meeting of Delegates. Required actions will be included as part of the regular agenda of the Meeting.
- 8.2.4 The Chief Officer of each subsidiary group is expected to attend the Meeting of Delegates to present and discuss the report and modifications to the text that may be required by the Delegates.

8.3 Reports of meetings not held at SCAR Science Meetings

- 8.3.1 Reports of formal meetings of Standing Scientific Groups held at other times than the Science Meetings will be filed with the SCAR Secretariat

no more than 30 days following the completion of the meeting of the Standing Scientific Group.

- 8.3.2 The SCAR Secretariat will transmit these reports to the SCAR Executive Committee, National Committees, Delegates, and Alternate Delegates not more than 30 days after receipt of the reports. If actions are required, the Executive Committee will take such actions and will submit their actions for final approval as an agenda item to the next Meeting of Delegates.

Annex 1

The SCAR Science Research Programme

Approval Process

1. **Basic concept for a new SCAR Scientific Programme developed, and supported by one or more of the three SCAR Scientific Standing Groups**
 - Can occur at any time
 - Delegates approval not required
 - No SCAR resources available for this work
 - Requires preparation of a 1-2 page Outline Bid for consideration by SCAR Executive at mid-cycle meeting or by the Delegate's Committee on Scientific Affairs (DCSA) at a SCAR Delegates meeting. This should include nomination of a chair and key members of an SPPG if the Bid is successful.
 - In each case, the proposal is required 6 weeks prior to the meeting
2. **SCAR Exec or DCSA approve/reject Outline Bid**
 - Executive or DCSA prioritise Outline Bids, decide which ones to approve and determine appropriate SCAR resourcing
 - Selected programmes given "approved" status, an SPPG is established and given a budget
 - Executive or DCSA inform Delegates of merits of proposals, which ones approved and resources allocated
 - Over the next 10 months (following approval at mid cycle) or 1 year and ten months (following approval at Delegate's meeting) with a deadline of 8 weeks prior to the biennial SCAR sessions, the SPPG develops the programme and produces a Science and Implementation Plan, normally no more than 15 pages in length, and a list of nominations for membership of the Scientific Programme Group
 - The Scientific Research Programme should be time-limited, with a maximum duration of ten years
3. **SCAR Delegates approval**
 - DCSA reviews full proposals, prioritises, and decides whether to approve / reject, membership of the SPG and resource allocation
 - DCSA recommends course of action to plenary
 - Delegates plenary decides on DCSA recommendations

- SPG established

4. SCAR Delegates Oversight

- At subsequent SCAR Delegates meetings, the Chair of the SPG to report on progress (report required 8 weeks prior to sessions)
- DCSA to review progress and advise SPG and Delegates body accordingly

Establishing a SCAR Scientific Research Programme

Scientific Research Programmes (SRPs) are major, ~10 year international scientific initiatives coordinated by SCAR, either alone or jointly with other international research bodies. SRPs must address major, priority scientific issues of global or fundamental importance requiring field work and/or observations in the Antarctic.

The Scientific Programme Planning Group

The SRPs will be developed and proposed by **Scientific Programme Planning Groups** (SPPGs) fostered by one or more of SCAR's **Standing Scientific Groups**.

Before an SPPG is established, the fostering body or bodies will submit a title and brief outline of the proposed Scientific Research Programme (1-2 pages only), plus a suggested chief officer and initial core membership for the SPPG, for consideration by **the SCAR Executive or the SCAR Delegates Committee on Scientific Affairs**. The Executive or DCSA will review Outline Bids for Scientific Research Programmes, decide on priorities, and agree which ones to approve for further development. They will inform the SCAR Delegates of their decisions.

A **Scientific Programme Planning Group** will be established for those bids approved, and the level of any SCAR funding needed to support the work of the SPPG will be set.

The SPPG will produce a Science and Implementation plan for the proposed SRP. This plan will be subject to a review and selection process managed by the Delegates Committee on Scientific Affairs. The plan should be no longer than 15 pages and must follow the structure and provide the information outlined in Appendix B

The draft science and implementation plan will be submitted to the Executive Committee meeting (in a non-delegate body year) at least 6 weeks prior to the meeting. The Executive Committee and Chief Officers of Standing Scientific Groups and Scientific Programme Groups will review and recommend improvements and changes to the draft as appropriate. The review process will obtain additional expert comments and advice as deemed necessary. The SPPG will then refine the science and implementation plan with consideration of review comments. The final Plan must be submitted to the SCAR Executive Officer at least 8 weeks prior to the biennial SCAR meeting.

Selection of Scientific Research Programmes

The final SRP plans will be distributed to the Executive Committee, Chief Officers of Standing Scientific Groups and Scientific Programme Groups, and members of the Delegates Committee on Scientific Affairs. These will consider and comment on the merit of the plans using the following criteria:

- science quality/proposal quality
- science importance/relevance/timeliness

- “fit” to current SCAR science strategy as determined by the SCAR Delegates
- operational and technical feasibility
- degree of international involvement/likely commitment
- public/policy profile
- value added by SCAR involvement

Written comments on the plans should be provided to the SCAR Executive Officer at least 2 weeks prior to the SCAR biennial meeting.

At the biennial SCAR meeting the DCSA will discuss each proposed science and implementation plan and any comments received. The DCSA will advise the SCAR Delegates’ Meeting of the merit and relative priority of the SRP plans, and recommend an initial level of SCAR funding.

Delegates will recommend/reject implementation of the Science Research Plan.

The Scientific Programme Group

If the proposal for a Scientific Research Programme is approved by the Delegates a Scientific Programme Group (SPG) will be appointed to implement, manage, and direct the programme. Members of the SPG will be appointed by the SCAR Executive Committee, in consultation with DCSA and the relevant SSG(s), and with the approval of Delegates. Members will include some members of the Scientific Programme Planning Group. The Scientific Programme Groups will be responsible for all aspects of their research programme including reporting to the Executive on progress, and the delivery of agreed scientific outcomes.

Content and structure of the Science and Implementation Plan for a proposed SCAR Scientific Research Programme.

The Science and Implementation Plan is prepared by the Science Programme Planning Group for the activity. The plan should be no longer than 15 pages in total (including diagrams, and at no smaller than 10 pt font). The draft plan must be submitted at least 6 weeks prior to the Executive Committee meeting (in a non-delegate body year). The final plan must be submitted at least 8 weeks prior to biennial SCAR meeting

Title Page (1 page)

- A1 TITLE OF PROPOSED RESEARCH PROGRAMME
- A2 Submitted by SSG(s) for:
- A3 Expected duration of program (years):
- A4 Estimated SCAR funding required over the total program lifetime (in present-day USD):
- A5 Program Summary

Proposal details (maximum of 12 pages of text)

Percentage numbers are indicative of the weight that you should give to each section of this proposal

B1	What are the objectives of the program?	[5%]
B2	Scientific background to the program	[30%]
B3	Program rationale/justification (So What? Why now?)	[15%]
B4	Methodology and preliminary implementation plan	[15%]
B5	Program management and governance	[10%]
B6	Deliverable outcomes from the program including public awareness	[5%]
B7	Biennial milestones against which progress can be evaluated	[10%]
B8	Success factors (what can we use to judge success?)	[5%]
B9	References cited	[5%]

Supporting information (2 pages)

- C1 Names of proposed chief officer and 3 other lead investigators (include 1 para bio, but not publications)
- C2 Why is SCAR support needed for this program (what is the value added)?
- C3 Anticipated degree of national and international involvement
- C4 Indicative budget for the first 4-years (2 SCAR cycles)

Reports to SCAR from SCAR Standing Scientific Groups and SCAR Programme Groups

Chief Officers of SCAR **Standing Scientific Groups (SSGs)** and of SCAR **Scientific Programme Groups (SPGs)** will present a written report of scientific activities and progress to the SCAR Executive Officer at least 6 weeks before each biennial SCAR meeting. These reports will be distributed to the Executive Committee and to the Delegates Committee on Scientific Affairs (DCSA) for evaluation. Chief Officers will make a presentation of their report before the DCSA at the Delegates meeting.

Reports of Standing Scientific Groups

Reports of SSGs should provide an overview of activities and progress for the prior two years and clearly indicate how each of the **Scientific Programme Planning Groups, Expert Groups, and Action Groups** that are core to the SSG interacted and contributed to the overall outcomes.

Five scientific highlights from the SSG activities for the cycle should be listed.

Each **existing** task group (SPPG, EG, AG) of the SSG will individually report to the sponsoring SSG against the following line items in a maximum of 4 pages:

(a) *Progress against prior work plan:*

- *What were the planned milestones and deliverables?*
- *What were the achievements against these during the 2-year cycle?*
- *What deviations were made to the work plan, and why?*
- *What SCAR funds were allocated to the activity?*
- *What SCAR funds were spent, and how?*

(b) *Proposed work plan for the next 2 years:*

- *What are the planned milestones and deliverables?*
- *What SCAR funds are required to support the activity and how will they be used?*

Proposed **new** Expert Groups, and Action Groups of the SSG should provide a brief statement on the overall objective of the Group, and report against those items listed in part (b) above.

Reports of Scientific Programme Groups

Reports of SPGs should provide an overview of activities and progress for the prior two years, and list **five highlights, preferably scientific**, from the work of the SPG. The SPG as a whole should report against the same past and future work plan line items as listed for SSGs (above). The report should be no more than 6 pages.

SCAR has a separate process for the review and selection of proposed new Scientific Programme Groups.

Principles of Evaluation of Proposed Work Plans of SSGs and SPGs

The proposed work plans and funding requests of both SSGs and SPGs for the next 2 year cycle will be assessed on the basis of:

- science excellence
- SCAR added value/relevance to SCAR
- links/synergies to other international or national research activities.

Annex 2

The SCAR Science Research Programme

Selection criteria

Members of the Delegates Committee on Scientific Affairs (DCSA) will consider and comment on the merit of the proposed “Science and Implementation Plan” using nine criteria. These are listed below in order of importance together with notes on implementation of the criteria where appropriate and some guideline questions to assist in the interpretation of the criteria.

The approval process for a successful proposal is as follows: The Standing Scientific Groups will recommend the proposals to the Executive Committee. The Executive Committee will recommend that the proposal be forwarded to the DCSA who will recommend, on the basis of the criteria below, that the proposal be considered at the Delegates plenary session.

1. Science quality/proposal quality.

Implementation notes: Two external international reviewers will be requested to provide comment specifically on the novelty, science quality and on the relevance and timeliness (see next section) of the proposal before the Delegates meeting so that these reviews can be made available at the DCSA discussion. The reviewers may not necessarily be part

of the Antarctic science community. The Scientific Programme Planning Group that submits the plan may suggest reviewers, and may suggest names of those they do not wish to review the plan.

2. Science importance/relevance/timeliness.

Implementation notes: see above regarding external review.

Guideline questions: The issues to be considered here are the importance of the work in advancing global science. Among the questions to consider *inter alia* are: What are the major advances in science that will be significantly enhanced by this programme?

Will a significant delay in implementing this programme result in SCAR science falling behind in the area?

3. “Fit” to current SCAR Strategic Plan as determined by the SCAR Delegates.

Guideline questions: How closely does the research match the mission and vision of SCAR?

Does the research contribute to SCAR’s Goals as listed in the Strategic plan?

Does the research programme fit within, and strengthen SCAR’s structure?

How significant and practical are its proposed inter-disciplinary elements?

What will be the consequences to SCAR if this research is not funded?

4. Operational and Technical feasibility.

Implementation notes: It is recommended that COMNAP be asked to comment on the operational and logistic feasibility of the programme in advance of the Delegates’ Meeting so that these reviews can be made available at the DCSA discussion.

5. Degree of international involvement/likely commitment.

Guideline questions: Does the programme involve a wide array of SCAR nations?

Are less technically advantaged nations able to participate and contribute?

How does it aim to contribute to capacity building?

What are its links to international programmes outside of Antarctica?

6. Data archival and access

Guideline questions: Does the proposal adequately address the issues of data archiving and data access?

7. Public/policy profile

Guideline questions: Will this programme enhance the profile of SCAR?

8. Value added by SCAR involvement

Guideline questions: How will SCAR’s support for the programme add to the likely success of the research?

9. Education and outreach (E&O)

Guideline questions: Is the work contributing to education about Antarctic science? Is communication about the programme significantly raising SCAR’s public profile?