Quarterly Report

April 1 – June 30 2005

A. Executive Director (Colin Summerhayes)

1.1 Forming a new vision for SCAR and Antarctic science;

- Completed second draft of SCAR Capacity Building strategy.
- Launched SCAR Fellowship Programme and evaluated candidates

1.2 Guiding development and implementation of the SCAR programme through:

(i) working with the SCAR bodies to achieve appropriate integration;

- Attended meetings of Steering Committees of ACE (Vienna, Apr 25), SALE (Vienna, Apr 22-23), and AGCS (BAS, June 30)

(ii) links between SCAR and international research activities;

- Attended SCAR/SCOR co-sponsored launch meeting for ICCED (Integrated Analysis of Circumpolar Climate Interactions and Ecosystem Dynamics) (BAS, May 24-25)
- Helped to organise the CLIVAR/CliC/SCAR Southern Ocean Implementation Panel meeting at SPRI (June 27-29)
- Helped to organise and run first (informal) meeting of SCAR/SCOR Oceanography Expert Group (SPRI, June 28)
- Drafted paper on links with IASC

(iii) links with COMNAP, agencies, and international policy community.

- Attended ATCM, Stockholm (June 6-17)
- Finalised JCADM Review Report (with Chair) and circulated it
- Discussed CCAMLR-SCAR links with Exec Dir CCAMLR and with SCAR rep to CCAMLR

2. Raising additional funding;

- Reminded Members of need for raised contributions for 2006
- Discussed managing the $525k Sloan budget for CAML, with Stoddart and Vicki Wadley (June 1-2)

3. Improving SCAR’s communications internally and outside.

- Completed second draft of SCAR Communication Strategy.
- Drafted SCAR-COMNAP brochure
- Published 2nd Issue of SCAR Newsletter
- Submitted Press Release on the SCAR Lecture in Stockholm
- Submitted article to EOS on ATCM and SCAR lecture
- Continued improvements to SCAR web site
- Continued editing Bremen Keynotes for Antarctic Science Journal
4. Representing SCAR at international meetings.
   - See (ii) and (iii) above

5. Managing the SCAR Secretariat efficiently and effectively.
   - Continued regular Secretariat meetings
   - Interviewed candidates for Exec officer, and made appointment of MK
   - Arranged training session for MK (during ATCM)
   - (with PDC) Finalised arrangements and papers for Sofia Executive meeting

6. Other
   - Editor of Jl of Marine Science and Environment (attend Board mtg May 10).
   - Preparing report on UK Global Ocean Observing System, and attend UK GOOS Mtg (May 5)
   - Wrote paper on Southern Ocean observing systems, for Encyclopedia of Antarctic Science
   - Reviewed papers for Encyclopedia of Ocean Science

B. Executive Secretary (Peter Clarkson) (to June 18)

1. Day-to-day operation of the Secretariat
   - Assisted Executive Director with preparation of various documents
   - Training Executive Officer (in Stockholm)

2. Maintaining contact with the SCAR Officers and Members
   - As necessary in connection with other items below

3. Maintaining contact with ICSU, COMNAP and other organizations
   - As necessary in connection with other items below

4. Arranging meetings, preparation of agendas for and reports of meetings
   - Finalised various papers for SCAR Exec mtg (Sofia) for the web site
   - Finalised preparations and documents for ATCM meeting in Stockholm

5. Preparing materials for publication
   - nothing major

6. Maintenance of SCAR finances
   - Prepared finance reports for Sofia meeting

7. Preparation of activity reports and financial reports as required.
   - nothing major
8. Representing SCAR at Meetings

- ATCM Stockholm

C. Executive Officer (Marzena Kaczmarska) (from June 1)

1. to assist the Executive Director in the day-to-day operation of the Secretariat;
   - Training with Peter Clarkson in Stockholm (in margins of ATCM)

2. to maintain administrative contact with SCAR Members and other bodies;
   - Was introduced to key players in SCAR, COMNAP, CCAMLR and ATCM (in Stockholm)

3. to arrange meetings, prepare agendas and reports of meetings, and circulate documents;
   - Began to take over from PDC the management of the documents list for Sofia

4. to edit and prepare reports of meetings for publication;
   - No activity

5. to manage SCAR’s bank accounts and financial records, and to disburse funds as approved;
   - Began to take over from PDC the payment of expense claims and electronic funds transfers

6. to prepare activity reports and financial reports as required;
   - No activity

7. to represent SCAR at meetings as directed by the Executive Director.
   - Attended parts of ATCM

D. Administrative Assistant (Mandy Dalton)

1. Preparing and developing reports of scientific meetings
   - Finished Report 23, started Report 24
   - Formatted 4 major documents
   - Prepared camera ready copy of Strategic Plan for printing

2. Updating and developing the SCAR website
   - Put Executive meeting papers on website, updated various web pages and organigram, formatted Newsletter, Quarterly Report, Report 23 and Circular 762 for web; administered web site (with Martin Lucas-Smith)
   - Learned CSS and designed Birds website; www.birds.scar.org
3. Accounts and Travel and subsistence claims

- Updated accounts; made payments; sent invoice (WOCE Atlas); acknowledged receipt of contributions (Australia and Poland); filed subsistence claims

4. Organizing travel

- Arranged Secretariat travel overseas
- Organised travel and itineraries for EO Interviewees and interviewers
- Renewed travel insurance for PDC and CPS

8. Packing and posting Circulars, Bulletins and Reports

- Mailed Circular 762 (increased contributions)

9. Answering enquiries and general correspondence

- Handling the mail; writing letters; sending formal letters (e.g. Oceanography Group invitation letters; correspondence with SCAR Fellow applicants and Asturias Fellows)

10. Ordering and purchase of office supplies

- Ordered 500 copies each of Report 23 and Strategic Plan
- Ordered IT equipment and stationery for new EO and Wi Fi for CPS

11. General office duties SCAR

- Provided all local organisation for Southern Ocean Panel Meeting At SPRI (June 27-30)
- Provided all local organisation and correspondence for EO interviews
- Assisted with files, filing, faxes, emails, enquiries, scanning, photocopying, organising computing services, updating address database
- Organised Peter Clarkson’s farewell party

12. Services to SPRI

For SPRI:

i. Maintained First Aid skills;
ii. covered reception, museum and visitor; post, and refreshments as needed;
iii. assisted with food prep and clearance for 8 June Seago Exhibition;
iv. assisted SPRI staff with Adobe PDF’s