A. Executive Director (Colin Summerhayes)

1.1 Forming a new vision for SCAR and Antarctic science;
   • Worked with Treaty Parties to draft ATCM Resolution on observing systems;
   • Invited remaining participants to October ’07 workshop to plan a Southern Ocean Observing System (SOOS)
   • Submitted (with CliC) final draft of the Cryosphere Observing System (CryOS) document for the IGOS Partners May 30 meeting
   • Contributed ideas to Joint SCAR/IASC Scientific Organising Committee for 2008 Open Science Conference;
   • Drafted letter with SCOR on collecting bathymetric data from Southern Ocean;

1.2 Guiding development and implementation of the SCAR programme through:
   (i) working with the SCAR bodies to achieve appropriate integration;
   • Worked with SC-AGI on membership issues, chairmanship issue, web site and organisation of October SC-AGI meeting in BA;
   • Worked with ISMASS on ice dynamics and sea-level issues; drafting proposal for 2008 ISMASS workshop;
   • Helped arrange Chief Officers’ Meeting, Washington;
   • Held discussions with SC-ATS (in Delhi) on replacement for Birds and Seals Groups;
   • Finalised several documents for July EXCOM meeting, for posting on web;

   (ii) links between SCAR and international research activities;
   • Attended meeting with IASC and SCAR Presidents (June 6, Stockholm);
   • Launched Fellowship Programme (2007-8), including IPY 6th Continent Initiative;
   • Participated in review of Fellowships and finalised paper for EXCOM;
   • Met Indian scientists during ATCM to discuss their engagement with SCAR;
   • Attended Nat. Hist. Mus. Antarctic Exhibition Launch (London May 25);
   • Attended UK Polar Network Day (IPY Youth); gave talk on SCAR (BAS, June 15)

   (iii) links with COMNAP, agencies, and international policy community.
   • Led SCAR Delegation to XXX ATCM Delhi; made presentation on climate change;
   • Held discussions with CEP Chairman in Delhi on future links with SCAR; also with COMNAP and CCAMLR Directors;
   • Arranged joint SCAR-COMNAP Executive Committee’s meeting with COMNAP;

2. Raising additional funding;
   • Worked with SCOR to obtain extra $35k for Bremen SOOS meeting (October 2007);
   • Developed Finance Implementation document for EXCOM;

3. Improving SCAR’s communications internally and outside.
   • Continued providing ideas to improve SCAR web site, and news items, and compiling them into quarterly newsletter;
   • Finalised Report 29 (SCAR Achievements);
   • Assisted with design and text for SCAR Brochure (for EXCOM);
   • Finalised with AGCS draft of paper on Antarctic climate for Reviews of Geophysics;
   • Submitted article on Climate Change to Geol.Soc. Newsletter (for July issue);
   • Contributed to draft report of ATCM/CEP (with Steve Chown);
   • Lectured on SCAR at meetings (i) with Indian scientists (Delhi); (ii) with IPY young scientists (BAS, June 15);
   • Gave interview on SCAR to Chinese Meteorological Agency TV Service (June 14)

4. Representing SCAR at international meetings.
   • ATCM and CEP Meetings (Delhi 30 April-11May); IASC (Stockholm, June 6);
5. Managing the SCAR Secretariat efficiently and effectively.
   • Arranged recruitment process for replacement for Marzena, and interviews May 25;
   • Held staff meetings to prioritise staff activities;
   • Assisted Executive Officer in finalisation of financial papers for EXCOM.

6. Other
   • Attended IMarEST Science Advisory Committee meeting (London, 27 Apr)
   • Promoting development of new IMarEST Oceanography Journal (27 Apr)
   • Continued work on book on Third German Antarctic Expedition

B. Executive Officer
Marzena Kaczmarska (to March 9)
Peter Clarkson (Acting, from March 5)

1. to assist the Executive Director in the day-to-day operation of the Secretariat;
   • Provided advice on and assistance with daily matters to both the Executive Director
     and the Administrative Assistant;
   • Coordinated travel and accommodation arrangements for the Chief Officers and
     Executive Committee meetings in Washington DC in liaison with COMNAP and
     NSF;
   • Assisted in the interviews for the new Executive Officer;

2. to maintain contact with SCAR Members and other bodies;
   • Maintained contact with SCAR Members, representatives and others in relation to
     queries, etc., as they arose;
   • Reminded Members to submit national reports using SCAR template;
   • Sent guidance papers to potential new Members to assist their applications, and to
     Malaysia for its proposed upgrade to Full Membership.

3. to arrange meetings, prepare agendas and reports of meetings, and circulate
   documents;
   • Circulated SCAR documents and other information to SCAR Members and Chief
     Officers;
   • Arranged SCAR Reception for ATCM;
   • Finalised Working Paper for the Executive Committee meeting on the draft of the
     new SCAR brochure and on the costings for the SCAR 50th Anniversary volume;
   • Prepared financial reports for 2006 and revised budgets for 2007 and 2008 as
     Working Papers for the Executive Committee meeting

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;
   • Finalised SCAR financial statement for 2006;
   • Processed travel claims, arranged reimbursement of funds and helped with travel
     arrangements as appropriate;
   • Managed and updated financial records and bank accounts;
   • Managed CAML account;
   • Sent reminders to Members with contribution arrears.

6. to prepare activity reports and financial reports as required;
   • Prepared monthly reports on the CAML finances for the Project Manager and
     prepared the final 2006 financial report for CAML for the Sloan Foundation;
   • Prepared statements for Chief Officers on SSGs and SRPs finances

7. to represent SCAR at meetings as directed by the Executive Director.
   • No activity

C. Administrative Assistant (Karen Smith)
Working hours extended to 30 hours/week from 12 March 2007 to act as web master
1. Preparing and editing reports from contributed texts
   - ATCM: posted further 5 SCAR papers on the SCAR website.
   - Executive Committee Meeting: prepared 45 papers & posted them on the SCAR website.

2. Updating and maintaining:
   a. Address database
      - Updated & added contact details to the database (on-going).
   b. Website
      - Edited and posted news items/articles on the SCAR website (approx 65 items).
      - Added new section/pages to SCAR website and made major updates to 2 existing web pages (Antarctic Information; Antarctic Treaty).
      - Updated contact details on the SCAR website (on-going).

3. Routine office duties: Communicating within SCAR, answering general enquiries, correspondence, receiving visitors, posting and packing, ordering and purchasing office supplies (stationary), filing, photocopying, scanning documents etc
   - Produced letters using Indesign letterhead template & emailed/posted/faxed (items of correspondence - approx 25).
   - SCAR Fellowship scheme: collected/collated applications & dealt with queries from applicants.
   - Recruitment of new Executive Officer: (i) collected applications & dealt with correspondence as part of recruitment process; (ii) Assisted in arrangements for arrival of new EO (Mike Sparrow) e.g. arranging for IT account to be set-up.
   - Responded to (or forwarding if appropriate) emails sent to ‘info@scar mailbox (approx 30 emails).
   - Opening & distributing Secretariat mail & packing/posting mail (daily).
   - Photocopied/Scanned documents (3 articles).

4. Organising travel for the SCAR Secretariat staff and/or Chief Officers and maintaining the Secretariat during the Executive Director and Executive Officer absence, typically 3-4 weeks per year
   - ATCM: Liaised with ATCM organisers & hotel re: travel arrangements for SCAR delegates.
   - EO interviews: Arranged hotel accommodation in Cambridge & investigated travel arrangements to/from airport for member of interview panel.

5. Assisting Institute staff in the General Office
   - Transferred calls, ‘signed-in’ visitors at Reception, received & recorded parcel deliveries (mainly when the SPRI Receptionist was unavailable); fire alarm testing (weekly).

6. Preparing camera-ready copy of approved texts for desk-top publication and leasing with printers, including obtaining quotations
   - No activity this period.

7. Other duties appropriate to the grade of the post