A. Executive Director (Colin Summerhayes)

1.1 Forming a new vision for SCAR and Antarctic science;
- SCAR as Charity: Reprocessed papers for submission on new charity commission forms; liaised with Royal Society re Member signature; submitted final signatures;
- Began considering in-house model for the management of future Open Science Conferences;
- Discussed plans for new IASC/SCAR Bipolar Action Group, with chairman and IASC;

1.2 Guiding development and implementation of the SCAR programme through:
(i) working with the SCAR bodies to achieve appropriate integration;
- Began drafting background paper for a review of King George Island coordination;
- Contributed to discussions on membership and budget of SCAR/SCOR ocean group;
- Continued inviting external reviewers for 2008 review of progress of SRPs;
(ii) links between SCAR and international research activities;
- XXX SCAR: (i) with Scientific Organising Committee (SOC), finalised session details; (ii) with Local Organising Committee, SOC, and EO, finalised plans for abstract processing, drafted second circular etc; (iii) invited observers/unions to attend Delegates meeting; (iv) put annotated agenda and related documents on Dels mtg web site; (v) processed abstracts for selected sessions; (vi) developed draft programme;
- Revised text of Fellowship programme for 2008-2009 with partners (IPF, IAI, UNEP);
- Agreed plan for signing MoU with WCRP, IASC and SCAR for joint management of CliC;
- Organised review of JCADM by external group, for Delegates;
- Began working with Igor Krupnik (IPY-JC) on a plan for documenting the history of development of the IPY (Cambridge meetings March 5/6);
- Attended 4 Cambridge ‘Linnet’ Lectures on Climate and Ozone by Susan Solomon (Feb)
(iii) links with COMNAP, agencies, and international policy community.
- Discussions on liaison, with COMNAP (Feb 6);
- Organised with Clive Howard-Williams meeting (May 2008) of the new Action Group to review SC-ATS advice to ATCM and CEP;
- Organised with S. Chown a SC-ATS meeting on Southern Giant Petrels (May 2008);
- Planned development of ATCM papers for 2008, with S.Chown;
- Met with UK ATCM/CEP Committee to discuss SCAR’s ATCM/CEP papers (March 4);
- Assisted on plan for distributing Code of Conduct for feedback for ATCM;
- Attended meeting of 2009 Antarctic Treaty Summit committee (Cambridge, March 11)

2. Raising additional funding:
- Worked with IASC, IACS, WCRP-CliC and ISMASS on proposal to ICSU to fund summer school in 2009;
- Worked with Claude De Broyer on proposal for funding from Fondation TOTAL for MarBIN for 2010;
- Worked with European Polar Board on joint proposal for EU funding for use of polar infrastructure;
- Worked with Ed Urban (SCOR) on getting funds from NOAA for SOOS meeting in July.

3. Improving SCAR’s communications internally and outside.
- Completed and submitted paper on scientific collaboration in relation to SCAR 50th Anniversary and IPY (to Polar Record);
- Completed and submitted chapter on SCAR and international cooperation for David Walton book on “Antarctic – Global Science From A Frozen Continent”;
- Continued providing ideas to improve SCAR web site, and news items;
- Circulated SCAR medal nominations and supporting papers to Awards Committee, and advised EXCOM on the outcome;
- As member of editorial board, contributed to chapters of Antarctic Climate Change and Environment (the SCAR 2008 review of Antarctic Climate);
- Edited the SCAR-AGCS 2007 paper on Antarctic Climate, for Reviews in Geophysics;

4. Representing SCAR at international meetings.
- Attended Geol. Soc. Mtg (London) on Marine Climate Change, Past and Future (Feb 20)
- Attended Roy Soc Leverhulme meeting (London) on Climate Change (March 13)
5. Managing the SCAR Secretariat efficiently and effectively.
   - Held staff meetings for planning priorities;

6. Other (Non-SCAR)
   - Continued work on book on Third German Antarctic Expedition;
   - Assisted IMarEST with launch of new scientific journal (of Operational Oceanography)
   - Acted as Internal PhD Examiner for Cambridge (SPRI) PhD thesis (March 26)

B. Executive Officer (Mike Sparrow)

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;
   - Added SCAR News items as appropriate and answered queries sent to SCAR website as needed;

2. to maintain contact with SCAR Members and other bodies (particular responsibilities for the Ocean Expert Group/SCOR Oceanography Expert Group);
   - Worked on revising membership and TORs of the SCAR/SCOR Oceanography Expert Group;
   - Arranged co-sponsorship of Southern Ocean Observing System (SOOS) by WCRP;
   - Submitted SOOS abstract for the SCAR OSC;
   - Worked with APECS directors and IASC Executive Secretary on SCAR-IASC-APECS MoU;
   - Launched SCAR Fellowship programme as required by the Executive Director;

3. to arrange meetings, prepare agendas and reports of meetings, and circulate documents;
   - Prepared Planning Outline and Key Science Questions documents for the SOOS and sent to members of the Expert Group for comment;
   - Liaised with relevant SCAR subsidiary bodies and IPY and XXX SCAR Local Organising Committee on the room requirements for SCAR business meetings in St Petersburg;

4. to edit and prepare reports of meetings for publication;
   - Published SOOS report as an internal SCAR document;

5. to manage SCAR’s bank accounts and financial records, and to disburse funds as approved;
   - Sent out requests for 2008 SCAR membership contributions and chased up missing 2007 contributions;
   - Worked on SOOS budget for 2008 meeting;
   - Obtained list of SCAR subsidised individuals from countries with less well developed Antarctic Programmes for the SCAR OSC;
   - Processed travel claims and arranged reimbursement of funds;
   - Managed and updated financial records and bank accounts;
   - Managed CAML accounts;

6. to prepare activity reports and financial reports as required;
   - Worked on SCAR end of year financial report and revision of 2008 budget;
   - Prepared end of year report on CAML finances for the Project Manager;
   - Prepared end of year statements for SCAR SRPs, SSGs etc.;

7. to represent SCAR at meetings as directed by the Executive Director.
   - Attended Geol. Soc. Meeting on Marine Climate Change, Past and Future (London, Feb. 20);
   - Attended two ‘Linnet’ Lectures on Climate and Ozone by Susan Solomon (Cambridge, Feb);
   - Attended first day of Oceanology International (London, 12th March);
   - Participated in WWF workshop on The Impacts of the Oceans on Climate Change, including preparation of documents on the Southern Ocean and climate and a presentation on the SOOS. Chaired two of the workshop sessions (London, 13-14 March);

8. Other
   - Finalised SCAR Antarctic Climate Change and the Environment (ACCE) section on in situ oceanographic observations, for the AGCS-SCAR report on climate change; revised section on Southern Ocean and Climate;
   - Finalised SCAR Brochure and sent to printers after obtained quotes for printing;
   - Set up SCAR SciSpace group and maintained Facebook group;
   - Worked on WOCE atlas matters.
C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:
   • Formatted and posted Bulletin 165 (SCAGI report) on the website.
   • Prepared and posted issue 14 of SCAR Newsletter on the web site.

2. Updating and maintaining:
   a. Address database:
      • Updated and added contact details to the database (on-going).
   b. Website:
      • Added a section for the XXX SCAR Delegates Meeting (Moscow) and posted working papers (8) and information papers (7).
      • Formatted and posted Circulars 774 and 775 in the members’ section.
      • Edited and posted various news items/articles on the News pages, posted vacancies on the Jobs page, edited and posted events on the Events page.
      • Reorganised Partnerships page and partnerships sections on SSG pages.
      • Added new sections/pages to the website.
      • Updated contact details on the officers’ pages (on-going).
      • Updated organisation chart.
   c. E-mail circulation list
      • Updated (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 and emailed/posted/faxed several items of correspondence (about 30).
   • Sent out invoices and receipts for national contributions.
   • Collated session descriptions for OSC and liaised with Russian organisers.
   • Responded to (or forwarded, if appropriate) emails sent to ‘info@scar’ mailbox.
   • Distributed Secretariat mail and packed/posted mail (daily).
   • Photocopied/Scanned documents (about 4 items).

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:
   • Arranged flights for the Executive Director and Executive Officer to Russia for OSC and Delegates Meeting, registered them for meetings and arranged hotels and transfers.
   • Began Russian visa application process for Executive Director and Executive Officer.
   • Arranged flights for the Executive Director and Prof Steven Chown to Kiev for ATCM.
   • Arranged hotel accommodation for SCAR attendees at ATCM (Kiev).
   • Arranged hotel accommodation for attendees of SGP Workshop and SATC Action Group meetings in Cambridge (two meetings in May).

5. Assisting Institute staff in the General Office:
   • Transferred calls, ‘signed-in’ visitors at Reception, received and recorded parcel deliveries, franked mail (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. Training (out of the Office):
   • 3 half day training courses: Photoshop (7 February), Adobe InDesign (13 February), Filemaker Pro (15 February).

8. Other duties appropriate to the grade of the post:
   • None