A. Executive Director (Mike Sparrow)

1.1 Implementing the vision for SCAR and Antarctic science;
- Chaired Modena meeting to discuss a strategic approach to the next generation of SCAR SRPs; finalised Modena report and chased up Actions arising;
- Reminded proponents of next generation of SRPs of deadlines, need for referees etc.;
- Provided input into AG on SCAR meetings;
- Revised and updated Combined Actions list;

1.2 Overseeing the development and implementation of SCAR’s activities by:
(i) working with the SCAR bodies to achieve appropriate objectives and goals;
- Worked with Open Science Conference (OSC) Local Organising Committee (LOC) with regards to room allocations etc;
- Worked with EO and LOC on OSC registration issues;
- Finalised invitations to Plenary Keynotes;
- Worked with chairs on OSC Symposia;
- Worked with 2014 LOC with regards to dates of conference and other issues;
- Drafted templates for Delegates’ meeting papers;
- Drafted templates for SRP, AG and EG papers as well as application for major meeting funds;
- Worked with CO of AAA with regards to internal review;
- Worked with AWI reps to ensure continuation of IBCSO project;
- Oversight of SCAR Medal applications (now being passed on to EO);
- Worked with WCRP/CliC and IASC on ISMASS workshop on 14th of July;
- Worked with SOOS Secretariat on SOOS press release, launch and presentation;
- Drafted OSC 3rd circular with LOC;
- Drafted plenary agenda for SSG meetings in Portland

(ii) links between SCAR and international research activities;
- Participated in WCRP Climate and Cryosphere (CliC) steering meeting, including working towards partnerships in the cryosphere between SCAR, IASC and other bodies;
- Ensured the Southern Ocean Observing System endorsed by CLIVAR and CliC;
- Provided feedback on SCAR Conservation Strategy Science paper;
- Worked on drafts of “polar decadal initiative” on behalf of SCAR;
- Participated in several conference calls as part of IPY Montreal Steering Committee;
- Participated in conference calls to discuss panel discussions at IPY Montreal conference;
- Worked with APECS reps on various CBET initiatives (webinars, online posters etc.);
- Convened session at Planet under Pressure Conference with IASC on behalf of ICSU;
- Worked with SCAR VP for Science on Abstract to IUA meeting;
- Provided SCAR report to WMO PORS group;
- Agreed to be SCAR contact for MoU on Cryospheric Sciences;
- Arranged date/time for joint EXCOM meeting in Portland

(iii) links with COMNAP, agencies, and international policy community.
- Worked with COMNAP on joint Tsunami Paper;
- Worked on drafts of Marine Noise paper for ATCM;
- Worked with ACCE members on ACCE update and with Polar Record to ensure updates are published in peer reviewed literature;
- Collated input for SCAR Products paper;
- Worked with SC-ATS to finalise topic and speaker for ATCM;
Provided Antarctic Treaty Secretariat details of progress with SCAR-relevant ATME recommendations on climate;
Worked on draft of Yesou Declaration

2. Raising additional funding:
- Worked on CAML-SCAR proposal to CoML Cosmos Prize Fund for biogeographic atlas project;
- Contacted various countries who had expressed an interest e.g. Columbia; Turkey in SCAR Associate Membership; forwarded application from Venezuela to EXCOM;
- Held initial discussions with Paul Morin and Google representatives to explore potential areas of collaboration with SCAR (Google are already co-sponsoring SCAR OSC);

3. Improving SCAR’s communications internally and outside.
- Circulated report to EXCOM on website redesign;
- Worked with secretariat and consultant on website redesign;
- Wrote articles for EBA Newsletter;
- Produced various SCAR News items for website/Facebook and Newsletter;

4. Representing SCAR at meetings.
- Next Generation of SCAR SRPs (Modena, Italy; 15-17th Jan. 2012);
- Meeting with ASOC representative (Cambridge, UK; 27th Jan.);
- Planet under Pressure Conference: Convened ICSU cryosphere session and SOOS poster (London, UK; 26th March);
- Note that conference calls with IASC Executive Secretary held every 2-3 weeks to discuss bipolar issues; regular conference calls with IASC and CliC re ISMASS workshop; monthly conference calls held for IPY Montreal Conference; Cryo Group first conference call end of March

5. Managing the SCAR Secretariat efficiently and effectively.
- Carried out staff appraisals;
- Modified EO’s job description to more accurately reflect her current role;
- Assisted and advised EO on finance and other matters as appropriate;
- Monthly staff meetings; weekly meetings with EO;
- Managed AA’s time as needed;
- Managed Project Officer’s time as required

6. Other
- Provided annual report to SPRI;
- Finalised issues for Atlantic WOCE atlas

B. Executive Officer (Renuka Badhe)

1.1 Managing SCAR Finances
- Disbursing funds, paying invoices as they arise (Major activity);
- Updating of online accounts for individual SSG/SRP/subsidiary groups; providing quarterly financial summaries to SCAR groups;

1.2 Preparing yearly budgets, statements and other overarching financial documents
- Preparing yearly statement, budgets and other overarching financial documents for SCAR meetings (Major activity);
- Preparing financial documents as required by all SCAR Grantees – (Yearly accounts prepared in this period for the Martha Muse, Total-SCARMarBIN, amongst others) further details in 2.0;

1.3 Liaising with SCAR accountants and auditors
- Preparation of “Management accounts” (to be submitted to UK Companies House) (Major activity);
- Providing all documents, answering all queries that arise from the accountants regarding Management accounts
2. Managing external projects and grants (in particular the Martha T Muse Prize), including preparation of financial reports

**MARTHA MUSE PRIZE:**
- Provided 2011 yearly finance account to the Tinker Foundation;
- Provided 2011 yearly activity report, and other paperwork required Tinker Foundation;
- Negotiated with the Tinker Foundation for use of ≈19kUSD from 2011, to be rolled over from 2011 into 2012;
- Assimilated feedback from Selection Committee, and opened nomination process for the 2012 Prize;
- Negotiated advertising the Prize as a banner on the ICSU website, and on other online media and list-servers;
- Negotiated for free online listing in their list of Grants/Prizes in both *Science* and *Nature*;
- Finalised Montreal as hosts for the 2012 Selection Committee meeting, organising meeting venue, travel, etc, (On-going);
- Finalising and inviting the 6th member of the 2012 Selection Committee (with input from ED, President SCAR);
- Main contact for Martha Muse Prize on all press releases, and any other aspects; providing feedback to potential nominators, as requested;
- Web-editor for the Martha Muse Prize website;

**TOTAL FOUNDATION AND SCARMarBIN:**
- Provided 2011 yearly finance account; separation of Minigrant account and SCARMarBIN account, which have until now been held together, at request of Project manager;
- Paying the SCARMarBIN minigrants as they are allocated; payment of other expense claims raised on the SCARMarBIN/Total account;

**GBIF Grant:**
- Managed account for project; processed payments as required;
- Worked with GBIF project manager for payment processing of grant due to change of personnel in GBIF;

**FEEDBACK PROVIDED ON NEW PROJECT PROPOSALS (if any):**
- Worked with ANTABIF team for the Antarctic Biodiversity Connections project (ABC) proposal for the JRS Biodiversity Foundation;

3.1 Coordinating SCAR’s Capacity Building, Education and Training activities including running existing SCAR schemes such as the SCAR Fellowships and Medals, and planning and implementing new schemes as necessary:

**SCAR Fellowships:**
- Opened the 2012 Fellowship program with COMNAP (with AA);
- Provided feedback to COMNAP on their Fellowships;
- Point of contact (with AA) for Fellowship scheme;

**SCAR Medals:**
- Negotiated with ICSU for advertising the SCAR Medals on their main banner page

3.2 Liaising with both internal (e.g. CBET committee) and external (e.g. APECS) groups and organisations:
- With ED, worked with APECS for provision of virtual poster sessions related to the SCAR OSC;
- Working with APECS for Early career workshop at SCAR OSC;
- Invited for co-convening session at APECS workshop at IPY Montreal;
- Invited by PolarTREC for co-convening session at IPY Montreal;
3.3 Communications, including news articles, updates, etc., as appropriate:

- Initialised social media policy for SCAR;
- Worked with ICSU for provision of “super-user” status on their website, which includes ability to post news articles, events, etc. directly on the ICSU website;
- Worked with ED and consultant, AA and PO, towards new SCAR website;
- Provided feedback to EBA for their newsletter;
- Provided news articles for the SCAR website, posts on SCAR Facebook page, LinkedIn, Twitter, and other social media as appropriate;
- Maintain SCAR news list server as required;

4. Working with SCAR bodies to achieve appropriate objectives and goals, including arranging meetings, preparing meeting reports and working with the Executive Director on the SCAR OSC, Delegates’ and other meetings

**SCAR OSC 2012:**

- With PO, maintenance of live abstract submission process, answer questions, provide feedback as necessary as PO works part time;
- With PO, completed process of abstract submissions, record number of abstracts submitted;
- Feedback provided to PO as needed for abstract submission process, and setup of SCAR Subsidiary business meetings;
- Worked with PO, and LOC with regards to room allocations for Subsidiary Business meetings;
- Providing feedback on registration, circulars, CBET and other matters to LOC and the Scientific Committee as required;
- Working with IGSoC to ensure smooth progression of registration, mainly for the provision of free Student registrations (with PO), and other Conference participants (on-going);
- Answering queries regarding Conference abstract submission, funding, etc;
- Advertising and generating interest in the OSC as required on various media (News lists/servers, Facebook, etc);

**AGMRA:**

- Setup the SCAR AGMRA meeting at Kings College, Cambridge (with AA);
- Responsible for getting feedback for planning the next 10 years of meetings, either with a Polar focus, or with components within having polar focus;
- Feedback received from more than 40 sources, collated feedback and presented to Committee; represented Secretariat at meeting;
- Preparation of meeting report underway;

5. Coordinating activities with other organisations in both the science and policy arenas – such as the ATCM, CCAMLR, COMNAP and other ICSU bodies

(Work with other organisations has been dealt within the topics above)

6. Representing SCAR at meetings

- SCAR representative at SPRI events, 17th January, 23rd March;
- Meeting with ASOC representative, with ED (Cambridge, UK; 27th Jan.);
- AGMRA meeting, Kings College, Cambridge, 13,14th March;
- With ED, President SCAR, meeting with 2014 LOC, Bryan Storey, Cambridge, 14th March;
- Meeting with IGSoC (Magnus Magnusson) regarding registration system, Cambridge, 15th March;
- Meeting with AWI representative (Stefan Hain), Cambridge, 20th March;
- Science Communication workshop, Exeter, 22 March;
- Meeting with SPRI accountant, Cambridge, 28th March;
- Many Skype and telephone meetings held with Tinker Foundation and Martha T Muse Committee; with LOC representatives; and with SCAR accountants.

7. Other duties as required

- Assist in managing PO’s time;
- Assist with managing AA’s time;
C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:
   • Formatted SCAR Newsletter Issue 28.

2. Updating and maintaining:
   a. Address database:
      • Updated and added contact details to the database (on-going).
   b. Website:
      • Formatted and posted National Annual Reports (9 received this quarter);
      • Amended Fellowships page with details of 2012-13 scheme;
      • Posted one Fellowship report;
      • Created new web page for SCAR Medal Nominations and uploaded the relevant documents received;
      • Updated SSG Officers and Members pages with details of current delegates taken from the most recent National Annual Reports (ongoing);
      • Edited and posted various news items/articles on the News pages, and created archive pages for 2011 items;
      • Edited and posted events on the Events page, posted President’s Notes 45 and 46;
      • Added new sections/pages to the website as needed.
   c. E-mail circulation lists
      • 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:
   • Using InDesign SCAR Letterhead template and membership category information, formatted and sent out invoices for National Contributions (36 in all);
   • Formatted and sent receipts for remaining National Contributions received for 2010 (2 members), 2011 (2 members) and 2012 (11 received so far);
   • Produced letters using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (about 10);
   • Packaged and mailed copies of publications purchased via the website (2 copies of ACCE Report);
   • Packaged and mailed copies of the SOOS Report to National Committees and Delegates (approx. 100 copies mailed);
   • Sent reminder to National Committees to send outstanding National Annual Reports for 2011-12 season;
   • Received and acknowledged nominations for SCAR Medals (7 nominations in total).
   • Processed expense claims for payment by EO (20 in all);
   • Responded to (or forwarded, if appropriate) emails sent to ‘info@scar’ mailbox;
   • Distributed Secretariat mail and packed/posted mail (daily);
   • Photocopied/Scanned documents (approx 10 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:
   • Arranged flights and/or accommodation for Secretariat, EXCOM, ATCM delegation.

5. Assisting Institute staff in the General Office:
   • Transferred calls, dealt with queries, ‘signed-in’ visitors at Reception, distributed incoming mail, received parcel deliveries, franked outgoing mail, tested fire alarms (weekly), provided general help and support.

6. Preparing camera-ready copy of approved texts for desk-top publication and liaising with printing companies, including obtaining quotations, registering ISBNs:
• Contacted science journals (Nature, Science and Antarctic Science) to obtain quotes for advertising Martha Muse prize, liaised regarding proofs, then confirmed orders;
• Liaised with Agency for Legal Deposit Libraries to deposit required number of copies of recent publications (ACCE, Science in the Snow and SOOS Report);

7. Other duties appropriate to the grade of the post:
• Booked hotel rooms and meals in Cambridge for the meeting of the AG on Meetings and Related Activities (AGMRA), 13-14 March;
• Liaised with King’s College, venue for the AGMRA meeting;
• Prepared ‘meeting logistics’ document for the AGMRA meeting containing maps, travel information, hotel and meeting venue details;
• Liaised with Ernex regarding quotes for new SCAR/COMNAP scarves/pashminas.

D. Project Officer (Eoghan Griffin) – 40% time (half funded by external funds)

1. Assist in preparation for SCAR’s next Open Science Conference, including being responsible for the new abstract submission system
• Managed the operation of the OSC abstract system through to final submissions
• Replied to author and convenor queries throughout abstract submission process
• Produced reports based on submissions for SCAR executive and LOC
• Improved abstract submission system by modifying in response to feedback
• Planning longer term improvements to abstract system to be implemented before OSC 2014
• Organised student abstracts to identify first 200 eligible for free registration at OSC
• Managed room booking requests for satellite group meetings before OSC
• Coordinated with LOC on resource and timing of satellite group meetings before OSC

2. To work on improving SCAR’s communication with the general public, media and educators, in particular with respect to SCAR’s climate change work
• Preparing draft communications plan, to be finalised and delivered next quarter, including through consultation with other scientific communications professionals (e.g. Science Media Centre and at Planet Under Pressure conference)
• Consulted with media professionals and science communicators on effective formats for delivery.
• Delivered final proposal to IAATO/Cheeseman Safaris for public lecture on Antarctic climate science.
• Poster on communicating Antarctic climate change science in preparation for presentation at IPY Montreal meeting, April 2012.

3. Other
• Participation in internal SCAR meetings on future website changes.