A. Executive Director (Colin Summerhayes)

1.1 Forming a new vision for SCAR and Antarctic science;
   • Passed responsibility to Exec Officer for October ’07 workshop to plan a Southern Ocean Observing System (SOOS);
   • Arranged with WCRP for publication of Cryosphere Observing System (CryOS) document for the IGOS Partners;
   • Discussed with SCAR medallist Peter Barrett development of a pan-Antarctic approach to sub-ice geological drilling (Cambridge 27 Sept);
   • Contributed to Scientific Organising Committee plans for programme for 2008 Open Science Conference, and drafted letters for Keynote Speakers and Session Chairs;
   • Visited Russia to help plan the XXX SCAR meetings;
   • Continued working with the lawyers on SCAR’s legal status.

1.2 Guiding development and implementation of the SCAR programme through:
   (i) working with the SCAR bodies to achieve appropriate integration;
   • Phased out my involvement with the ongoing development of SC-AGI, and passed responsibility for SC-AGI to Executive Officer;
   • Continued working with ISMASS on plans for 2008 ISMASS workshop;
   • Participated in Chief Officers’ Meeting, Washington (7-8 July);
   • Provided continuing advice on merger of birds and seals group;
   • Acted as Technical Secretary for EXCOM Meeting in Washington (9-11 July);
   • Discussed science programme development with representatives of various SCAR programmes attending ISAES meeting in Sta Barbara (Aug 26-30), including IBCSO, EBA, POLENET, ACE, SSG-GS and ANDRILL.

   (ii) links between SCAR and international research activities;
   • Finalised Fellowship awards for 2007-2008;
   • Continued working with national committees to update national representation on all SCAR groups (especially working with under-represented nations);
   • Met with Swedish National Committee representative (Sept 18);
   • Gave talk on SCAR science at ISAES mtg, Sta Barbara (Aug 27);
   • Sponsored Women in Antarctic Earth Science mtg in the margins of ISAES mtg, Sta Barbara (28 Aug).

   (iii) links with COMNAP, agencies, and international policy community.
   • Participated in joint meeting of SCAR and COMNAP Executive Committees, Washington, 11 July;
   • Helped to draft discussion paper for EXCOM consideration on SC-ATS (September).

2. Raising additional funding:
   • Helped EO to draft proposal to Tinker Foundation for support for IPY Young Researchers Workshop in association with XXX SCAR (2008);

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 (next issue will be late owing to Karen retirement);
   • Finalised Bulletin 164 (report of EXCOM meeting);
   • Submitted article on Climate Change to Marine Scientist Newsletter (for Oct issue);

4. Representing SCAR at international meetings.
   • ISAES meeting, Santa Barbara, August 27-31
   • XXX SCAR Preparations: St Petersburg, Sept 6 and 7; Moscow, Sept 8

5. Managing the SCAR Secretariat efficiently and effectively.
   • Arranged recruitment process for replacement for Admin Assistant Karen Smith, and interviews Sept 28;
• Assisted Executive Officer in finalising EXCOM mtg report.

6. Other (Non-SCAR)
• Attended IMarEST Publications Supervisory Board meeting (London, 9 Aug and 20 Sept)
• Continued work on book on Third German Antarctic Expedition
• Climate Change Letter published in Daily Mail Sept 21.
• Climate Change article published in Geoscientist vol. 17, No 7 (July 2007)

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;
• Assisted with the advertising, selection and interviews for the new Administrative Assistant;

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;
• Sent guidance papers to Pakistan for its proposed upgrade to Full Membership;
• Along with Executive Director, met with Swedish National Committee member in September;
• Dealt with queries sent to info@scar.org;

3. to arrange meetings, prepare agendas and reports of meetings, and circulate documents;
• Finalised EXCOM 2007 report;
• Circulated new Environmental Code of Conduct for Land-based Scientific Field Research in Antarctica to SCAR and COMNAP parties for comment;
• Prepared revised budgets for 2007 and 2008 taking into account modifications from EXCOM 2007;
• Liaised with relevant SCAR bodies to prepare the list of SCAR business meetings, including room requirements, for the SCAR/IASC Open Science Conference in St Petersburg;
• took over coordination of SOOS meeting to be held in Bremen Oct 1-3;
• worked with SC-AGI Chairman on organisation of SC-AGI meeting planned for Buenos Aires (Oct 8-9);
• Working with the UKPN and Executive Director, submitted a proposal to the Tinker Foundation for funds for the proposed Workshop for Early Career Scientists in St Petersburg during the OSC;

4. to edit and prepare reports of meetings for publication;
• Prepared a pre-meeting report on the Southern Ocean Observing System (SOOS) for the GLOBEC and CLIVAR newsletters.

5. to manage SCAR’s bank accounts and financial records, and to disburse funds as approved;
• Processed travel claims, arranged reimbursement of funds (including for SCAR Fellows) and helped with travel arrangements as appropriate;
• Managed and updated financial records and bank accounts;
• Liaised with private company with regards to licensing issues with regards the ADD;
• Managed CAML accounts.

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 2007 financial report for CAML for the Sloan Foundation.

7. to represent SCAR at meetings as directed by the Executive Director.
• Represented SCAR at the first UK Polar Network meeting at BAS (15 June);
Attended meeting with ICED representatives in order to increase interactions with SCAR and to discuss data visualisation in the Southern Ocean region.

8. Other (non-SCAR)
   • Prepared Second WOCE Atlas (Pacific) for publication.

C. Administrative Assistant (Karen Smith)

Working hours extended to 30 hours/week from 12 March 2007 to act as web master in the absence of Marzena Kaczmarska

1. Preparing and editing reports from contributed texts
   • Bulletin 164 generated and posted on web site
   • Posted Report 29 on web site.

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.
      • Added a few section/pages to SCAR website.
      • Updated contact details on the SCAR website (on-going).

3. Routine office duties: Communicating within SCAR, answering general enquires, 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 several items of correspondence. Major contribution – letters to keynote speakers and session chairs for OSC;
   • Responded to (or forwarding if appropriate) emails sent to ‘info@scar mailbox.
   • Opening & distributing Secretariat mail & packing/posting mail (daily).
   • Photocopied/Scanned documents.

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
   • Assisted organising Buenos Aires travel for Executive Officer

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
   • Developing merchandising plans.