A. Executive Director (Colin Summerhayes)

1.1 Forming a new vision for SCAR and Antarctic science;
- Began planning the retreat for developing the next Strategic Plan for Jan 14-15;
- Completed the latest version of the Implementation Plan (2009-2010) for posting on web site;
- Encouraged SCAR community to provide names of possible keynote speakers for XXXI OSC, and for Oslo IPY conference.

1.2 Guiding development and implementation of the SCAR programme through:
(i) working with the SCAR bodies to achieve appropriate integration;
- Reviewed ACCE report; arranged publication with David Walton; began arranging press conference for November 30 launch;
- Contributed revisions to the ACCE paper now in press with Antarctic Science Journal (December issue);
- Attended SCADM-SCAGI meeting in Amsterdam (Sep. 09) to provide the SCAR perspective;
- Completed arrangements for, and provided technical secretary support for EXCOM and COs meetings in Punta Arenas (Aug. 2009), and provided reports for both;
- Compiled new combined actions sheet and implementation plan as basis for SCAR Work Programme;
- Arranged for Martin Siegert to represent SCAR at ACE meeting in September;
(ii) links between SCAR and international research activities;
- Finalised report for ICSU on ISMASS summer school on ice sheet modelling (3-13 August);
- Assisted drafting SCAR report on IMASS St Petersburg workshop;
- Continued arranging BipAG meeting for 15-16 October (Oslo) with IASC;
- Represented SCAR on 2nd IPY Conference Committee (by phone; 17 August);
- Arranged for SCAR representation on new WMO Executive Council Panel of Experts on Polar Observations, Research and Services (EC-PORS);
- Worked on developing policy request for secondments from operating agencies;
- Drafted letter to attract secondment for working on SCADM strategy implementation;
- Drafted letter to request Germany to input data to AMD and provide SCADM rep;
- Drafted letter to request Korea to manage KGI-GIS;
(iii) links with COMNAP, agencies, and international policy community.
- Attended joint SCAR/COMNAP EXCOMs meeting (Punta Arenas, August 6);
- With new COMNAP Secretary, wrote report on the joint EXCOM meeting (Bulletin 173);
- Started planning talks for next COMNAP Plenary;
- Continued planning process for XXXI SCAR with BA visit (August 10);
- Drafted letter for President to send to AAD thanking them for all their help to SCAR;
- Drafted letter for President to send to COMNAP, EXCOM and others in consultation on code of conduct for subglacial activities;
- Got SCAR accepted as observer to December UNFCCC Climate Conference;
- Wrote SCAR report for CCAMLR and submitted SCAR papers for CCAMLR meeting;
- Arranged for Mark Hindell and Viviana Alder to represent SCAR at CCAMLR mtg;
- Urged SCAR community to propose possible SCAR Lecturers for 2010 ATCM;

2. Raising additional funding;
- Drafted second letter for President to send to Prince Albert.

3. Improving SCAR’s communications internally and outside.
- Worked with authors to develop SCAR reports for this quarter on Data and Information Strategy and on POPs;
- Continued providing ideas to improve SCAR web site;
- Continued providing news items; drafted SCAR Newsletter for end 3rd quarter;
- Drafted letter thanking SPRI for hosting SCAR;
- Drafted letters thanking individuals for their service to SCAR (Graham, Roberto, Chiara);

4. Representing SCAR at international meetings.
- see 1.2.ii and iii above: Attended EXCOM and COs and joint SCAR/COMNAP EXCOMs meetings in Punta Arenas (August);
- see 1.2.ii above: Visited Argentine National Committee in Buenos Aires (August);
- see 1.2.i above: Attended Joint SCADM-SCAGI meeting in Amsterdam (September 6-9).

5. Managing the SCAR Secretariat efficiently and effectively.
• Interacting with Secretariat staff to improve efficiency;
• Visited IGS to examine their in-house system for conference organisation (July 8);

6. Other (Non-SCAR)
• Continued on editorial board of Journal of Operational Oceanography;
• Drafted paper on climate science for Science and Climate Advisory Group to IMarEST;
• Gave BBC TV and Radio interviews on climate change and sea-level (August 26);
• Gave German TV interview on 3rd German Antarctic Expedition (August 16)

B. Executive Officer (Mike Sparrow)

1. to maintain contact with SCAR Members and other bodies (particular responsibilities for the Ocean Expert Group/SOOS and Capacity building);
   • With Rasik Ravindra, drafted SCAR circular asking for nominations to CBET Committee
   • Wrote to SSGs/SRPs giving details of APECS observers to their meetings
   • Visited SCAR members in Argentina, Peru and Ecuador
   • Arranged to meet with Brazilian Delegates in November

2. to arrange meetings, prepare agendas and reports of meetings, and circulate documents;
   • Organisation of Oceanography Expert Group meeting in September 2009, including invitees, production of website, local logistics, agenda etc.
   • Worked with chairs on SOOS and SCAGI meeting reports

3. to manage SCAR’s bank accounts and financial records, and to disburse funds as approved;
   • Processed significant number of travel claims for CAML/SALE and arranged reimbursement of funds;
   • Processed many additional claims and invoices (e.g. ACE and ISMASS workshops, CAML grants etc.) with help of SCAR AA
   • Moved funds from USS to £ HSBC accounts after consultation with SCAR President and Finance VP

4. to prepare activity reports and financial reports as required;
   • Produced finance summary reports for all SCAR groups

5. to represent SCAR at meetings as directed by the Executive Director.
   • Attended EXCOM meeting (Chile, 3-7th August)
   • Visited site of next OSC with ED and President (Argentina, 8-10th August)
   • Visited Peruvian SCAR Delegates and gave talks on SCAR and Southern Ocean role in climate (Peru, 11-12th August)
   • Visited Ecuadorian SCAR Delegates and gave talks on SCAR and Southern Ocean role in climate (Ecuador, 13-17th August)
   • Meeting with Mike Meredith from BAS to discuss SOOS (25th August, UK)
   • Conference call with members of the Martha T Muse Committee (2nd September)
   • Attended SCADM and SCAGI meetings (6-10th September, Netherlands)
   • Meeting with Linda Capper and others to discuss ISAES meeting (18th September, UK)
   • Attended OceanObs09 meeting. Represented SCAR at WG meeting on ocean observations (21-25th September, Italy)
   • Co-chaired SOOS meeting (26th September, Venice, Italy)

6. Other
   • Worked on procedure for grading nominations for the Martha T Muse Prize
   • Worked on advertising Muse Prize
   • Discussed with Tinker Foundation various aspects of the prize, including where winner should give their speech, the design of the medals and a timeline for the next five years
   • Discussed forward plan to complete WOCE atlases with PIs at OceanObs09 meeting
   • Finalised selection of keynote speakers for AGU meeting in Feb. 2010. Advertised call for abstracts
   • Worked with SCAR AA and Toni Meloni on redesign of SCAR certificates of appreciation
   • Discussed with ICSU conditions for SCAR membership (i.e. new members do not have to be members of ICSU)
   • Renegotiated new Childcare voucher scheme for SCAR
   • Contributed to Chuck Kennicutt’s white paper on the next Strategic Plan;
   • Added news items and updated SCAR and Martha Muse Facebook groups
   • Worked on WOCE Atlas issues
   • Added to SCAR website as appropriate
   • Worked to finalise WWF report on Oceans and Climate
C. Administrative Assistant (Rosemary Nash)

1. Preparing and editing reports from contributed texts:
   - Formatted and posted Bulletin 173 (Report of the SCAR EXCOM Meeting, August 2009);
   - Formatted and posted SCAR Report 34 (Data and Information Management Strategy 2009-2013);
   - Formatted and prepared for publication the report on ‘Persistent Organic Pollutants (POPs) in the Antarctic Environment’ by the SCAR ECA group;
   - Prepared September Newsletter.

2. Updating and maintaining:
   a. Address database:
      - Updated and added contact details to the database (on-going).
   b. Website:
      - Posted working papers and information papers for Executive Committee meeting;
      - Formatted and posted SCAR Circular Letter 780 (Call for nominations for CBET Group);
      - Formatted and posted National Annual Reports received;
      - Updated SSG Officers and Members pages with details of current delegates (ongoing);
      - Edited and posted various news items/articles on the News pages, edited and posted events on the Events page, posted President’s Notes;
      - Posted applications, additional information and references for ED position;
      - Created a new page for 2009-2010 Fellowships;
      - Liaised with SPRI webmaster to create a Forum area in the members’ section for Strategic Planning documents and discussions;
      - 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 details from invoices, formatted and sent out receipts for National Contributions received (8 in all);
   - Produced letters using InDesign SCAR letterhead template and emailed/posted/faxed several items of correspondence (about 30);
   - Received and acknowledged applications for ED position;
   - Using InDesign SCAR letterhead template, produced letters to ED applicants and to referees of shortlisted candidates (36 in all);
   - Contacted wider polar community with call for nominations for Martha Muse award;
   - Processed expense claims received from SCAR meeting attendees for payment by EO;
   - Responded to (or forwarded, if appropriate) emails sent to ‘info@scar’ mailbox;
   - Distributed Secretariat mail and packed/posted mail (daily);
   - Photocopied/Scanned documents (about 5 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 airport transfers for EXCOM and CO meetings’ participants;
   - Liaised with travel agents to obtain quotes for Martha Muse Committee travel to Washington in November 2009;
   - Booked hotel in Amsterdam for ED and EO attending SCAGI/SCADM meeting.

5. Assisting Institute staff in the General Office:
   - Transferred calls, dealt with queries, ‘signed-in’ visitors at Reception, received and recorded parcel deliveries, tested fire alarms (weekly);
   - During SPRI building work in the general office, moved temporarily to the EO’s office.

6. Preparing camera-ready copy of approved texts for desk-top publication and liaising with printing companies, including obtaining quotations:
   - Allocated and registered ISBNs for both the POPs and ACCE (Antarctic Climate Change and the Environment) reports;

7. Other duties appropriate to the grade of the post:
   - Redesigned SCAR Certificate of Appreciation template;
• Created certificates for Roberto Cervellati and Chiara Ramorino for their work on the Composite Gazetteer of Antarctica;
• Booked meeting room at Pitt Building for SCAR Retreat, 14-15 January 2010.