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SCAR Executive Committee Meeting 2017
Brno, Czech Republic, 31 July - 2 Aug 2017

Antarctic Environments Portal **and SCAR**

Report Author(s): SL Chown

Summary (<150 words):

At the 2016 Delegates meeting, it was approved that SCAR would to explore cost-neutral options for SCAR to take over the operational management of the Portal after June 2018. Progress has been made on this effort and discussions have been had with the Portal Board and between the SCAR President and the Tinker Foundation, whom currently supports the majority of funding for the Portal activities.

Recommendations that EXCOM should consider (if any): *Please indicate if approval is necessary or if they are just asked to note information.*

The Executive Committee is asked to note the progress and to prepare for a discussion on moving forward.

Role Description

Antarctic Environments Portal – Project Manager / Editorial Assistant

Background

The Antarctic Environments Portal (www.environments.aq) has been designed as a resource to facilitate the availability of Antarctic scientific knowledge to Antarctic policy makers. A particular audience for the Portal is the Committee for Environmental Protection (CEP) – the primary advisory body to the Antarctic Treaty Parties on environmental management of Antarctica.

The Antarctic Environments Portal was launched in 2015 at the 38th Antarctic Treaty Consultative Meeting.

The Portal editorial process is rigorous so as to ensure that any content made available through the Portal is of the highest quality. The majority of the content is likely to take the form of information summaries, i.e. short but robust and well-referenced journal-like articles. These articles are envisioned to be supplemented by a suite of other contributions, generated by leading Antarctic researchers e.g. geospatial information or comments/responses to information summaries.

An Editor oversees the editorial process, which includes strategic planning regarding the future development of the Portal content and inviting new contributions. All contributions are peer-reviewed twice: once by researchers and once by the Portal editorial group to ensure all articles are balanced, apolitical and relevant to the interests of the CEP.

Once approved by the editorial group, all contributions are translated into the four Antarctic Treaty languages before being published in the Portal.

There is a pressing need to increase the flow of contributions through the Portal as well as to raise awareness of the Portal among the research community, and plan the move of the Portal from the University of Canterbury to the Scientific Committee on Antarctic Research (SCAR).

This role is being established to assist with these issues.

The role

Working with the Portal Editor, the Editorial Assistant will assist the editor in managing aspects of the editorial process and to help promote the Portal among the research community.

Furthermore, the role holder will also offer project management support to the Portal Board.

This position will be part-time and fixed-term.

Key tasks

The role holder is expected to undertake the following tasks:

- Facilitate the process of reviewing contributions that are already published through the Portal in consultation with existing authors and the Editor.
- Facilitate the translation of new and revised contributions into Russian, French and Spanish.
- Upload new and revised contributions to the Portal.
- Provide additional support to the Editor in processing new contributions through the editorial process as required.
- Review and update key Portal documentation, including the Editorial Handbook.
- Raise the profile of the Portal to the key user groups. Support, regularly update and implement the communications plan, including, for example, preparation of a webinar; drafting articles for the SCAR and other relevant newsletters; regularly updating the Portal Facebook page, and establishing and managing a Portal mailing list.

Qualifications and Experience

Essential:

At least a Masters degree in a social or physical science subject

Capable of working remotely

Self-motivated and capable of using time wisely

Good written and verbal communication skills

Experience of communicating scientific information

Ideal, but not essential:

Experience of editorial review processes

Knowledge of the Antarctic Treaty System

Familiarity with Antarctic science

Experience writing and posting information to websites and social media channels

Working Conditions

The role can be undertaken remotely, *i.e.* working from home and anywhere in the world with reliable Internet connectivity.

The role holder will report to the Portal Manager (Dr. Neil Gilbert, Christchurch, New Zealand).

The role holder will be contracted by the University of Canterbury for a period of 5 months (1 August to 31 December 2017).

It is expected that the role holder will undertake a minimum of [8 hours per week*] for the duration of the contract. However, some flexibility will be required due to the variability with which articles are developed for publication.

Some travel may be required to meet with members of the Portal Board or editorial team.

*to be finalised

DRAFT

Budget for Tinker July – November 2017 (spending the 2016/17 budget)

| Posting Range | | 2017 – current financial position | Planned budget for period July to November 2017 | Spend (NZD) | |
|--|------------------|-----------------------------------|---|-------------|---|
| Other Salaries and Salary Related Expenses | <i>Budget</i> | 43,221.43 | Editor | 28,000.00 | \$70/hr for 20 hours/week for 20 weeks |
| | <i>Actual</i> | | Editorial assistant | 22,000.00 | \$55/hr for 20 hours/week for 20 weeks |
| Direct Expenses | <i>Budget</i> | 57,628.58 | Translation of 8 articles (\$900 / article) | 7,200.00 | |
| | <i>Actual</i> | 5,000.00 | Web hosting and web content update | 3,500.00 | |
| Travel and Conference Costs | <i>Budget</i> | 0.00 | | | |
| | <i>Actual</i> | 0.00 | | | |
| Subcontract | <i>Budget</i> | 0.00 | | | |
| | <i>Actual</i> | 3,383.57 | | | |
| Total | <i>Budget</i> | 100,850.01 | <i>Planned spend</i> | 60,700.00 | |
| | <i>Actual</i> | 8,383.57 | | | |
| | <i>Remaining</i> | 92,466.44 | <i>Planned surplus</i> | 31,766.44 | For transfer to SCAR to facilitate transition |