



# Combined Actions

Last Update: 7 July 2017



CODE	MEETING	NOTES*
D14-XX	Delegates 2014 Meeting	ACTIONS STILL OUTSTANDING
EX15-XX	EXCOM 2015 Meeting	ACTIONS STILL OUTSTANDING
D16-XX	Delegates 2016 Meeting	ACTIONS STILL OUTSTANDING
EX16_10-XX	EXCOM October 2016 Online Meeting	ACTIONS STILL OUTSTANDING
COMNAP16-XX	Joint SCAR/COMNAP ExCom Meeting 2016	ACTIONS STILL OUTSTANDING
EX16_12-XX	EXCOM Dec 2016 Online Meeting	ACTIONS STILL OUTSTANDING
CB16_12-XX	CBET Committee Dec 2016 Online Meeting	ACTIONS STILL OUTSTANDING
EX17_02-XX	EXCOM Feb 2017 Online Meeting	ACTIONS STILL OUTSTANDING

\*For all other meetings since 2007 all Actions have been completed or designated no longer relevant if not listed above. Completed items are removed on a quarterly basis.

Items highlighted in PINK = Actions finalised between July-September 2015

Items highlighted in BLUE = Actions finalised between October-December 2015

Items highlighted in LIME GREEN = Actions finalised between January-March 2016

Items highlighted in ORANGE = Actions finalised between April-June 2016

Items highlighted in PURPLE = Actions finalised between July-September 2016

Items highlighted in RED = Actions finalised between October-December 2016

Items highlighted in Lt Cornflower Blue = Actions finalised between January-March 2017

Items highlighted in Lt Red Berry = Actions finalised between April-June 2017

No.	Action	Whom	By When	Progress	Priority
	<b>LIFE SCIENCES</b>				
D16-19	Review EG-BAMM	ED/LS CO	January 2017 (due Jul 17)	Process approved and has begun Sent reminder for report due 3 Apr Report received and sent to reviewers. 1 review received thus far. Eoghan to remind reviewers and invite additional ones because of declines.	Medium

	<b>PHYSICAL SCIENCES</b>				
EX15-6	ISMASS should be asked to produce a plan for activities for the duration of its EG lifetime.	ED, PS CO, co-sponsor s		<p>Asked chairs to create plan for discussion in Kuala Lumpur</p> <p>Sent reminder on 6-Sept</p> <p>ED sent reminder on 26 Oct</p> <p>ED sent reminder on 30 Jan</p> <p>ISMASS to have a meeting in Davos, similar to the Portland meeting. Such a plan is to be developed there.</p>	
	<b>GEOSCIENCES</b>				
	<b>SRP ACTIONS</b>				
D16-23	Clarify SRP desired outcomes	EXCOM	January 2017		Medium
	<b>DATA AND INFORMATION MGMT (SCADM &amp; SCAGI)</b>				
EX15-17	Develop data white paper for use in Horizon Scan follow-up activities	SCADM, Secretariat		<p>ED asked CO to provide update - they are working on it</p> <p>Draft is being circulated and will be published as part of ICSU Data's special issue on the Polar Data Forum2</p> <p>This will be discussed at the Data meeting in Frascati in Nov</p>	

	<b>SCIENCE - GENERAL</b>				
D14-3	President to draft a letter to national representatives to iterate that (1) SCAR requests that national programs which operate shipping in the sea ice zone participate, where possible, in the underway sea ice data collection according to the ASPeCt protocols, (2) SCAR encourages national programs to continue to make their meteorological data available in near real time to global weather forecast centres and to make observations from ships and aircraft where possible	President, ED, All NAPs	End 2014	Waiting for update on new data collection system from ASPeCt ASPeCt to present information directly to COMNAP ED Sent reminder on 6-Sept Petra Heil to send ED update asap	Medium
D16-15	Develop plan for group sunsets	EXCOM	January 2017		Medium
D16-16	Develop template for starting an expert/action group	ED	December 2016	Draft sent to ExCom for comment	Medium
D16-24	Work with Humanities and Social Sciences Expert Group on developing a proposal for an SG	ED	Delegates 2018	Ongoing The groups will be having a discussion on their plans forward at their conference in early July.	Medium
D16-26	Database for SCAR publications	AA/EO/ED	January 2017	In progress – will be part of the SCAR Library on the new website. Pdfs of publications are included in the new SCAR online Library. A list of peer reviewed literature would also be nice, but not a priority at the moment.	Medium
D16-62	Further discuss allocations to SGs; AGs and EGs for future budget requests	EXCOM	January 2017		Medium

	<b>CAPACITY BUILDING, EDUCATION AND TRAINING</b>				
EX15-25	Work with APECS to develop SCAR mentor programme for early career researchers	EO , Karin Lochte, ED	End 2015	Discussions between ED and APECS ED have begun This will be part of the task for the APECS CBET rep when they are in place	
EX15-39	Work towards SCAR membership mentor programme	ED, CBET		initial discussions have begun	
EX15-30	SCAR and APECS should review early career opportunities within SCAR and highlight areas where more effective engagement might be more beneficial to both groups.	EO, ED, CBET Committee		To be combined with change to specific tasks within CBET committee ED and APECS President are drafting a plan for SCAR Junior Officers, similar to the IASC Fellows program This will be part of the task for the APECS CBET rep when they are in place	
EX16_10-03	The ExCom agreed to request Karin Lochte, in her capacity as Vice-President for this area within SCAR, to work with the President to approach Springer about such possibilities.	Karin/ Steven	Dec '16	Springer has been very positive and it appears they will have an award for an early career female polar scientist (both poles) with the hope to have the first award given at POLAR 2018 around the level of 5,000 euro Karin has followed up and Springer is proposing a book prize. She will discuss things further with Springer and report back on what they envision the prize to be. After that, Jenny to draft a procedure for how the prize would work if requested.	medium

EX16_10-05 EX17_03_08	Jefferson to follow up with M. Leppe on how SCAR can help provide such training and engagement opportunity information at the Latin American Antarctic Meeting in October 2017. Terry to be engaged in planning and execution.	Jefferson/ Terry	Jan '17	Jefferson got a grant recently and hopes to support a European/North American to the Latin American meeting. May be possible to use part of that grant for SCAR visiting prof or fellow.  Jefferson has followed up with Marcello on planning of the conference  Terry to follow up on capacity building plan.	medium
EX16_10-06	Jefferson and Azizan to sketch out ideas for discussion on fundraising opportunities for capacity development and plan for action.	Jefferson/ Azizan	Dec '16		high
D16-29	Establish SCAR Junior Officers	AA/EO/ED/ APECS	November 2017	Tabled until office restructure is complete/known.	Medium
D16-35	Develop 'how to contribute to the fellowships' prospectus	Dev Council/Ed	November 2016		High
D16-36	Develop 'how to contribute to the visiting professors' prospectus	Dev Council/Ed	November 2016		High
D16-39	Establish procedures for SCAR Medal for Education, Capacity Building and Outreach	CBET/ EXCOM	December 2017		Medium
EX16_12-09 EX17_03_07	Discuss Muse Prize renewal process	ExCom	Feb '17	Steven to follow up with Renate	Medium
CB16_12-03	Organise sending reminder letters to national committees after Easter 2017	KL	Apr 17		Medium
CB16_12-04	Potential members for Education Team to be contacted for online meeting, resource list developed	LP/EO	Feb 17		Medium

CB16_12-05	Education group to prepare short paragraph on how they intend to work together and report to Committee	LP	Feb 17		Medium
CB16_12-06	Follow up with RM and SI on Group outreach activities and provide any assistance required	EO	Jan 17		Medium
CB16_12-07	Paragraph on liaison with Development Council	KL	Feb 17		Medium
CB16_12-08	Continue development of IAATO brochure	KL	Mar 17		Medium
CB16_12-10	Short letters to be sent to newer member countries inviting participation in capacity building development plan.	KL	Feb 17		Medium
	<b>SCAR DEVELOPMENT COUNCIL (SDC)</b>				
D16-63	Develop SCAR Booklet for Tourist ships	DevCouncil	March 2017	Karin developed outline in KL	Medium
D16-64	Develop prospectus for donating to SCAR	DevCouncil	May 2017		Medium
D16-65	Hire consultant to advise on funding strategy	DevCouncil /ED	May 2017	Tabled until office restructure is complete	Medium
COMNAP16-05	Joint SCAR and COMNAP approach to IAATO to support advertising for Fellowship funding donations.	Dev Council / MRF/JB	End 2017	MRF discussed this with new IAATO ED at ATCM. There is interest and he will discuss with Board and come back to us.	High
	<b>STAFF, LEGAL &amp; OTHER FINANCIAL MATTERS</b>				

EX15-47	Develop plan for staff bonuses based on additional funds raised; to be given in addition to annual raises.	ED, EXCOM			Low
EX16_10-02	The ExCom requested the President and Executive Director to draft a new job description for ExCom discussion that would be in the best interests of the organization, particularly keeping in mind the increased need for more support in both science and policy.	Steven/Jenny	Nov 15 '16	Jenny sent Steven draft on 15 Nov. Steven to send comments to Jenny and then to ExCom Steven is working on new job descriptions for all current positions.	high
D16-45	Update rules of procedure based on Delegates meeting	EO/TW	September 2016	In progress Changes need to be approved by Terry and then excom	High
D16-46	Update website/documents based on rules of procedure changes from Delegates meeting (Eg. SSG to SG)	EO	September 2016	In progress Done to the level that can be – additional work may be needed after final updates from ExCom	High
D16-52	Develop intern programme	AA/ED	October 2016	Delayed until office restructure completed Opportunity arose to have an intern for 2 weeks the end of July, recommended by Pete Convey. She agreed to also help us develop an official programme based on her experiences. There are many projects that interns could do to help the Secretariat catch up on things.	Medium
D16-56	External review of SCAR Secretariat salary levels, workloads, duties.	EXCOM	2017	Steven to start conversation with ExCom and move this forward independently of the Staff ExCom had a meeting, Steven to update ExCom in due course	Medium
EX16_12-05	Correct errors in past Financial Statement reporting of external funds	Steven/Excom	Feb '17	Corrected budgets sent to ExCom. Steven to come up with a plan on how	Medium

				to officially accept these revised budgets.	
EX16_12-10	Archive SCAR office documents	Jenny/Rose mary	June '17	In Process - see above under funding Archivist has been hired and will start on 18 July. Iqra Choudhry was selected to start as the PhD student at the University of Manchester in October.	Medium
	<b>POLICY ADVICE</b>				
D16-31	Look for funding for Antarctic Environments Portal	ED/SCATS/ NZ	Delegates 2018		High
<del>D16-32</del>	<del>Create policy maker friendly ACCE update and SCAR Science update for ATCM</del>	ED/SCATS	ATCM 2017	done	High
COMNAP16-12	SCAR and COMNAP to continue to investigate ways to cooperate more closely with CCAMLR.	ExComs/ SCATS	May 2017		Medium
EX17_03_06	Steven and Aleks to put together summary on SCAR's interaction with CCAMLR.	Steven/Aleks	May 2017		
	<b>PARTNERSHIPS</b>				
EX15-65	SCAR, together with IASC, should continue to engage with FE and develop an outlook for Polar activities	ED, IASC ES		ICSU is to set up a meeting with IASC, SCAR, FE, and the new ICSU ED	



D16-25	Write a response to ICSU's review of SCAR	ED/EXCOM	January 2017	ED waiting for response from ICSU on what format should be used	High
D16-28	Implement Polar Priorities project	ED/CK/VR/AP	November 2016	Initial discussions with Chuck have begun Progressing slowly - still not much clarity on what the desired outcome is to be. Steven to come back to group with thoughts after ATCM	High
EX17_02-4	Steven will write down more detailed thoughts on polar priorities and discuss with Jenny tomorrow (17 Feb) so a unified SCAR vision can be discussed with IASC's Executive Secretary who will be visiting the SCAR office next week.	Steven	17 Feb	Nothing received from Steven, but Karin provided input.	high
	<b>GENERAL</b>				
D14-2	SCAR to explore how to increase involvement of African Countries in SCAR Research	ED, EXCOM, SA Delegation	Delegates 2016	Action required - a short plan should be developed, and include ICSU Regional office	Low
EX15-74	Explore contact with Arab Academy of Sciences	Azizan/ED			
EX15-76	Look into developing database of scientists that can have lists by country displayed on website.	Secretariat		Early discussions have begun Have asked web consultant to present a few options.	

				The SCAR CRM will have this capability once it's developed	
EX15-80	Make application process and membership level expectations/benefits clearer on SCAR website.	Secretariat	Spring 2017	Draft sent to ExCom on 13 Mar, comments due 31 Mar Membership Guide out for comment to Delegates/ NatComs Done	medium
D16-27	Marketing material for SCAR products	All	March 2017	Short summaries of groups developed as well as description of products. Intern will work on an Intro to SCAR Presentation for anyone to use. Waiting until new website is finished to develop more marketing materials. Short descriptions for products developed - and to review with SCADM and SCAGI	Medium
D16-30	Add IPY info to SCAR website	AA/ED/ JLM	November 2016	Rosemary has asked Jeronimo for suggestions on what he wanted added, waiting for his comments	Medium
D16-40	Establish ad hoc group to develop SCAR Communication strategy	ED/AA	October 2016	Tabled until office restructure finished	High
D16-48	Set up ad hoc group to consider election procedures for next SCAR meeting	EXCOM	2017		Low
D16-66	Develop funding opportunity database	AA/ED/ DevCouncil	December 2016	Will be part of new website Eoghan has started reformatting list	Medium
EX17_03_01	Steven will lead a discussion on SCAR's Anniversary activities via email.	Steven	ASAP	Message sent to SCAR list, as well as added to Newsletter. Comments slowly coming in. More discussion to happen at ExCom meeting.	
EX17_03_03	Steven will send information on potential agenda items to the ExCom	Steven	ASAP	done	

EX17_03_04	Steven to send Jenny a copy of the IAATO proposal for the SCAR records.	Steven	ASAP	done	
EX17_03_05	Secretariat to post Strategic Plans to National Committees and Delegates with a letter on where the PDF can be downloaded.	Secretariat	ASAP	Done	
	<b>MEMBERSHIP</b>				
D16-03	Send letter to Belarus following up on ATCM comment and letter read by B Story about desire to become an associate member. Send Guide when contacting (see D16-04)	ED/ExCom	March 2017	Steven followed up with discussion at ATCM	Medium
D16-04	Develop Guide for joining SCAR and a new member packet	AA/ED	March 2017	Draft sent to ExCom on 13 Mar, comments due 31 Mar Membership Guide out for comment to Delegates/ NatComs Done	High
D16-41	Establish ad hoc group to help with national committee communication and reporting	ED/AA	October 2016	Request for volunteers sent to delegates and national committees.	High
	<b>CONFERENCES / MEETINGS</b>				
D16-44	Archive abstract book, presentations and posters from OSC 2016	AA/EO	October 2016	Abstract Book and Delegates meetings - done Added to the list for an intern to take on in the future.	Medium



