



Scientific Committee on Antarctic Research

CBET Committee Online Meeting

6PM GMT, 13 Dec 2016

Draft Minutes

Attending : Karin Lochte (chair), Liz Pasteur, Jenny Baeseman, Eoghan Griffin

Apologies: Azizan Samah, Daniela Liggett, Rahul Mohan, Viviana Alder, Satoshi Imura, Gary Steel, Jose Xavier

1: Introduction and summary of current status

Karin opened the meeting and thanked those attending. She noted that regular online meetings of the CBET group were planned as an important way to keep everyone informed of what was being done and what was planned.

The next meeting will be planned for 3 months time, at the end of March 2017.

APECS have been asked to nominate a representative to the SCAR CBET group, neither Karin nor the Secretariat has been informed of a decision to date.

Action – Secretariat to send reminder to APECS on representative nomination and send doodle poll for next meeting, etc.

Karin noted that CBET funds to support the Polar Educators International Workshop in Trento, Italy, in 2017 have already been committed (\$1,000) and that the remaining funds are available to support relevant activities in 2017. She suggested that some could be made available to Science Groups to encourage them in their Outreach and Education work.

Jenny pointed out that these Groups are already encouraged to make use of their existing budget to support their own activities, including outreach, so that it might be more relevant to use the funds for extra activities suggested to or initiated by CBET.

Action – Secretariat to inform Chair of remaining CBET budget when presenting requests for funds.

2: Recent developments

- e.g. Additional funding for Visiting Professors Scheme, Fellowship Reviewers areas of expertise questionnaire

Karin reported that letters requesting additional contribution to support the Fellowships and Visiting Professor schemes had been sent to all national committees with some encouraging responses.

In particular both Switzerland and Norway have contributed funds for an extra Visiting Professorship in 2017.

It was noted that Rahul Mohan had encouraged follow up on the letters as in some instances they will have initiated discussions at the national level that would take some time to produce a result in terms of committed funds.

Jenny pointed out that there should be a consideration of the cost/benefit analysis relating to the letters and follow-up efforts.

Karin indicated that the follow up letters shall be sent within 2 to 3 months and that she was willing to help by making use of her own offices.

Jenny confirmed she had already sent the relevant contact lists.

Action – Eoghan to collate list of those who responded to the initial letters.

Action – Karin to organize sending the reminder letters after Easter 2017.

Eoghan reported on the results of the questionnaire sent to the list of Fellowship reviewers asking for their areas of expertise. This list is made up of the reviewers from 2014 to 2016 plus the volunteers nominated by the Groups as part of the reporting to the 2016 Delegates Meeting. To date, of the 84 reviewers on the list, 35 have replied with their selected areas.

Action – Eoghan to send reminders to those who have not replied in the week before the deadline (January 1st)

Karin noted the input from Jose Xavier that it would be helpful to have representatives of the Physical Sciences and Geosciences Groups to assist in the allocation of reviewers to applications.

Jenny suggested that invitations be sent first to the Chief Officers of the Groups, and that they could nominate alternates if necessary.

3: Discussion on draft actions and next steps for each task

(see updated Action Plan attached as an Appendix below)

a. Overseeing the review of our Fellowship applications and reporting

Karin noted that for the first role on Fellowship reviewing that adding support for reviewer identification from the Physical Science and Geoscience groups had already been actioned in the meeting.

Jenny reported that the Secretariat were in the process of developing updated guidance to Fellowship applicants that made a better match between the questions asked of applicants and the evaluation categories used by reviewers.

Eoghan noted that the updates needed to be in place for the launch of the 2017 Fellowships Scheme, which is planned for late January. It was also noted that COMNAP are in the process of reviewing their Scheme and there will likely be changes in review and evaluation that will require further modifications.

Jenny added that those changes were likely to reflect a greater emphasis on logistics support needs.

b. Liaise with representatives in the education field

Turning to the second role in coordinating the Education group, Liz Pasteur reported that no progress had been made to date and that a specific online startup meeting for the group was required. This would establish what the group is aiming to achieve.

She noted that there were extensive educational materials already available and that the group should avoid duplication. The initial meeting would need to establish where the group could best help.

Jenny noted that the task was created in response to the need for a managed list of educational resources and also that there was now an educational resources section in the SCAR Newsletter. The intent was not to create new resources but to report on best practice and new resources being available.

Action – Liz Pasteur to find team members from IAI and APECS for online meeting and to develop the resource list. The Secretariat is to send contact information to Liz and assist as needed.

Liz noted it was clearer now that the group would need to tap into channels of information to feed into the SCAR website and Newsletter and that this could also relate to funding resources.

Jenny noted that APECS already had a funding resources list for early career researchers. Liz noted that and would link to it.

Karin said the group should not be limited to just looking at listing funding resources.

Action – Short paragraph from the group to explain how they intend to work together

c. Liaison with the SSG, SRP and Task Group leadership to monitor the level of funding for Early Career Scientists (ECS) and effectiveness as network nodes, specifically addressing openness towards the whole community

The discussion moved to the third role, which had been assigned to Rahul Mohan and Satoshi Imura.

Karin noted that Rahul had reported he had not yet been able to make contact with Satoshi.

Eoghan reported that Rahul and Satoshi had been sent the collected Outreach activities of the SCAR Action and Expert Groups as well as the Scientific Research Programme reports, as delivered to the Delegates meeting in Kuala Lumpur. A template for recording the activities across the groups was provided with suggested categories. The aim was to highlight best practice in Outreach.

Action – Eoghan to follow up with Rahul and Satoshi and provide any required assistance.

Action – Rahul and Satoshi to provide a paragraph on how they intend to work and report back to the CBET Group.

Karin noted that Jose had already provided information on the AnT-ERA support of an education workshop which would be an upcoming highlight.

d. Liaison with the Development Council to investigate extra funding for the Fellowships and other programs through additional voluntary contributions and other means

Karin then introduced the fourth role, for which she has responsibility. She noted that letters had been sent to the National Delegates to request additional contributions and that as a result funding for 2 further Visiting Professorships had been received.

Work continues on a brochure to be used to go to cruise ships and contact with IAATO was needed. Input to the development of the brochure will come from the Development council, specifically Pete Convey and Jose Xavier but input from the Science groups will also be required. The brochure and its use should also become part of the Development Council strategy.

Action – Karin to produce a paragraph on how she intends to work in this role

Action – Karin to continue with development of the brochure

e. Organizing mentoring to investigate the best way to provide support for potential Fellowship applicants

Karin then started discussion on the fifth role by asking whether it would be sufficient to have the APECS representative working on the role.

Liz suggested that it would be helpful to have a previous Fellow assist the APECS rep. as they would have knowledge of the process from beginning to the end.

Action – Eoghan to provide Karin with list of potential previous Fellows to approach

As previously actioned, a reminder will be sent to APECS on the appointment of a representative for this role.

It was noted that the APECS rep. will need to identify the relevant contact points within the Science groups for mentoring. Karin volunteered to help with the tasks of developing the questionnaire and translating the FAQs but would require the assistance of both the APECS rep. and previous Fellow.

f. Develop a plan for improved capacity building for developing programmes

For the final role, the meeting noted the correspondence with Gary Steel that made it unlikely he would be able to lead the role.

Jenny suggested it would be a possible role to offer to representatives from one of the new member countries. Having recently joined SCAR they would likely have an active interest in capacity building.

Jenny has already sent a list of the relevant contacts to Karin.

Action – Karin to send short letters inviting participation to newer members contacts. Invitations can be widened dependent on initial responses.

4. Any Other Business:

Karin noted that the online meetings for the CBET Committee should be every 3 months rather than every 6 months.

Action – Karin to send a list to Secretariat of possible dates in late March.

Action – Eoghan to prepare and distribute minutes from the meeting including action items and those responsible.

Action – Eoghan to set up next doodle poll based on dates provided by Karin.

Karin thanked the participants and closed the meeting.

Appendix: Action plan for the CBET task team

During the CBET meeting, 26 August 2016, Kuala Lumpur a list of tasks and responsibilities was discussed. For each task we have added a plan for actions to be carried out until the next SCAR ExCom meeting. These are suggestions to be discussed, amended or changed during the next telephone conference of the CBET team in December 2016.

1) Overseeing the review of our Fellowship applications and reporting (suggestion: Jose Xavier)

Tasks: Efficiency of the process, update FAQs and applications based on feedback, updating the list of reviewers, overseeing final selection process

Actions: Establish a small group of ca.3 scientists that are responsible to select reviewers for applications and to oversee the evaluation process (Jose Xavier, January 2017); check efficiency of the process and update FAQ (secretariat by January 2017); checking and updating list of reviewers (Jose Xavier and group, prior to next call for applications).

Next Steps: Secretariat to include a list of Keywords in the Fellowship application form to be selected by applicants. The same Keyword list will be sent to the reviewers list for them to select areas of expertise, and potentially to wider community to expand the reviewers list. This should then allow an easier job of assigning an application to relevant reviewers.

2) Liaise with representatives in the education field (suggestion: Advisory Team lead by Liz Pasteur, with Viviana Alder, Louise Huffman and Emmanuelle Sultan supporting, including representatives from APECS and PEI and IAI)

Tasks: Collating information on relevant external resources and opportunities for young scientist and educators, advising SCAR on best practices to support CBET activities.

Actions: Establish the advisory team (Liz Pasteur, Viviana Alder, Louise Huffman, Emmanuelle Sultan plus APECS, PEI and IAI representatives (include some males?!) by January 2017); provide a concept how to link to PEI and IAI (Advis. Team, January 2017); develop a list of external funding opportunities for young scientists that can be extended with time (Advis. Team, first draft of list prior to next SCAR ExCom).

Next Steps: Secretariat to contact Liz and Viviana to suggest how to proceed with initial contacts and a potential start-up online meeting.

3) Liaison with the SSG, SRP and Task Group leadership to monitor the level of funding for Early Career Scientists (ECS) and effectiveness as network nodes, specifically addressing openness towards the whole community (suggestion: Rahul Mohan and Satoshi Imura)

Tasks: Examine the Group reports extracting information on support for both ECS and developing programmes, consult with groups on examples of best practice.

Actions: Make contacts to SG, SRP and Task Group leaders regards support given to ECS and developing SCAR programmes (Rahul Mohan and Satoshi Imura, January 2017); develop an overview of support given by the different groups (Rahul Mohan and Satoshi Imura, March 2017); provide examples of best practices (Rahul Mohan and Satoshi Imura, prior to next ExCom Meeting).

Next steps: Secretariat has contacted Rahul and Satoshi and provided materials to evaluate Outreach activities at present. Secretariat to follow up and provide support as necessary.

4) Liaison with the Development Council to investigate extra funding for the Fellowships and other programs through additional voluntary contributions and other means (suggestion: Karin Lochte)

Tasks: Produce a funding strategy to be used for directed fundraising, develop interaction with IAATO for targeted funding etc.

Actions: Working with national representatives to increase national support for fellowships or visiting professors programme (Karin Lochte and secretariat, first results by February 2017); contact to IATO to discuss potential fund raising actions on tourist ships (Karin Lochte and development council, February 2017), development of a SCAR brochure for tourist ships (Karin Lochte with development council, April 2017).

Next Steps: Secretariat to send letter. Development Council to continue development of SCAR brochure and engagement with IAATO.

5) Organizing mentoring to investigate the best way to provide support for potential Fellowship applicants (suggestion: APECS representative)

Tasks: Work with SGs and SRPs to facilitate support of potential applicants from new Antarctic programmes

Actions: Official APECS representative to be appointed for CBET team (December 2016); request contact points from SGs and SRPs to assist potential applicants with identifying hosts (APECS and secretariat, February 2017); develop questionnaire targeted at potential applicants from developing Antarctic programmes about their mentoring needs (APECS, March 2017); organize translation of FAQs and information material (APECS, until next ExCom meeting).

Next steps: Progress the appointment of junior officers as not yet established. Support APECS representative once appointed.

6) Develop a plan for improved capacity building for developing programmes (suggestion: Gary Steel assisted by Azizan and Daniela)

Tasks: Develop a concept for capacity building for developing programmes by SCAR groups.

Actions: Define “developing programme” (Gary Steel, Azizan and Daniela, January 2017); develop list of discipline specific points of contact in the SCAR groups (Gary Steel, Azizan and Daniela, March 2017); develop check list which activities of SGs, SRPs and Task Groups support capacity building for developing programmes (Gary Steel, Azizan and Daniela, prior to next ExCom meeting); 2017).

Next Steps: Confirm Gary Steel as leader of team. Secretariat to follow up with support as requested.

In order to move forward with these tasks online meetings will be conducted at least every 6 months for the committee, with the small groups supporting each role interacting more frequently.