

SCAR Executive Committee Meeting

Sofia, Bulgaria, 11–13 July 2005

Annotated Agenda Revision 1

Opening formalities

1. Adoption of the Agenda

The final draft Agenda (*Paper 01*) and final draft Annotated Agenda (*Paper 02*) will be tabled for adoption.

2. Membership of SCAR

A draft application for Associate Membership of SCAR is anticipated from the Czech Republic (*Paper 03*)

The Executive Director will present a table showing the membership of SCAR, COMNAP and the Antarctic Treaty, indicating the potential for new SCAR members (*Paper 38*). The Executive Committee will decide on the priorities for the efforts of the Secretariat in attracting new members.

Denmark has been invited to submit an application for Associate Membership of SCAR.

At XXVIII ATCM Bulgaria and Ukraine indicated their intention to apply to transfer to Full Membership of SCAR at the XXIX SCAR Meeting in Hobart. C Pimpirev and G Milinevsky were both given information for applying for Full Membership and advised that the deadline for receipt of the application for it to be considered at XXIX SCAR would be 9 January 2006.

At XXVIII ATCM Romania and Greece indicated their interest in applying for Associate Membership of SCAR, possibly at the XXIX SCAR Meeting in Hobart. Dr Teodor Gheorghe Negoita and Colonel Georgios Makridis were given the information for applying for Associate Membership and advised that the deadline for receipt of the application for it to be considered at XXIX SCAR would be 9 January 2006.

3. Antarctic Master Directory (AMD)

A report on progress by the GCMD with population of the AMD with metadata entries will be tabled. The topic will also be discussed at Item 5.5 and in the Joint Meeting with the COMNAP Executive Committee (*Paper 04*). The Executive will be asked to approve payment to GCMD for its work in 2003, and 2004.

4. COMNAP

The agenda for the Joint Meeting with the COMNAP Executive Committee will be tabled for discussion (*Paper 05*).

5. Reports of SCAR Standing Scientific Groups

The reports of the SSGs will be tabled by the Chief Officers for discussion by the Executive Committee. These reports should include scientific relations with ICSU bodies and other international bodies as appropriate. The SSG Chief Officers will report on the results of their first cooperative meeting, on 10 July 2005, in Sofia, regarding interdisciplinary cross-linkages and related matters. The Executive will be asked to note progress and, if necessary, to provide advice to the SSGs on their operation.

The Chief Officer of JCADM will report on JCADM activities and the Executive Director will report on the results of the review of JCADM that took place in The Netherlands on 31 March – 1 April 2005. The Executive will be asked to note progress with JCADM, to endorse the recommendations of the Review Team, and to provide the Chief Officer of JCADM with advice on the future development of JCADM, and on the future development of Antarctic data and information management within SCAR in general.

- 5.1 *SSG on Geosciences (Paper 06).*
- 5.2 *SSG on Life Sciences (Paper 07).*
- 5.3 *SSG on Physical Sciences (Paper 08).*
- 5.4 *Links between the SSGs.*
- 5.5 *JCADM (Paper 09).*
- 5.6 *JCADM Review (Paper 10)*

6. SCAR Scientific Research Programmes

The reports of the SRPs will be tabled by the Chief Officers of the SSGs for discussion by the Executive Committee (*Papers 11a, 12a, 13a, 14a, and 15a*). These will include the full or draft Implementation Plans (*Papers 11b, 12b, 13b, 14b, and 15b*) and revised proposals for Steering Committees (*paper 39*). The Executive Committee will be expected to provide advice on the contents of the Implementation Plans and the compositions of the membership of the Steering Committees, and to approve final versions.

- 6.1 *Antarctic Climate Evolution (ACE) (Paper 11a,b).*
- 6.2 *Antarctica and the Global Climate System (AGCS) (Paper 12a,b).*
- 6.3 *Evolution and Biodiversity in the Antarctic (EBA) (Paper 13a,b).*
- 6.4 *Interhemispheric Conjugacy Effects in Solar-Terrestrial and Aeronomy Research (ICESTAR) (Paper 14a,b).*
- 6.5 *Subglacial Antarctic Lake Environments (SALE) (Paper 15a,b).*
- 6.6 *SRP Performance Review (Paper 16)*

The Executive Director will report on what has been done to develop the Next Steps for SRPs, including the drafting of a proposed Performance Review (*Paper 16*). The Executive will be asked to comment on and approve a final version of the Performance Review.

7. SCAR Meetings

The Executive Secretary will table a new version of the “Guidelines for Hosting a SCAR Meeting”, revised in the light of experience from XXVIII SCAR in Bremen and

Bremerhaven (*Paper 17*). This should be discussed and an approved version sent immediately to the Australia and Russian National Committees for preparation of the XXIX and XXX SCAR meetings.

The Executive Committee will need to consider who should be invited to attend XXIX SCAR (for example, the Presidents of ICSU, SCOR and IASC).

7.1 XXIX SCAR, Hobart

The Australian National Committee will provide a progress report on arrangements for XXIX SCAR (*Papers 18a and 18b*). The Executive needs to advise the Australian National Committee of any changes to the programme, and on a timetable for announcements. The Chief Officers need to advise the Executive Committee of the suggestions of the SSGs and JCADM for scientific sessions during the Open Science Conference.

7.2 XXX SCAR, St Petersburg and Moscow

The Executive needs to consider what advice, if any, is needed at this time for XXX SCAR.

8. Antarctic Treaty

The Executive Committee should decide on who should be appointed as the new Chief Officer of the SC-ATS in succession to Professor Walton, who will stand down after XXIX ATCM. The new appointee will be expected to attend that meeting as a “hand-over” period. The SCAR Executive Committee should also consider whether any changes to the membership of the SC-ATS are required. The Executive Committee should also consider and provide advice on the possible future development of the ATS committee (*Paper 19b*).

8.1 XXVIII ATCM, Stockholm

The Report of the SC-ATS will be tabled by the Chief Officer for discussion (*Paper 19a*).

8.2 XXIX ATCM, Edinburgh

The Chief Officer of the SC-ATS will introduce those topics that will require papers from SCAR to XXIX ATCM. The SCAR Executive Committee should consider the appropriateness of the list and whether or not additions should be made to it. The Executive Committee should also decide on the topic and presenter of the SCAR presentation at XXIX ATCM.

9. Relations with ICSU organizations

The Executive Director will report on organizational relations with ICSU and relevant ICSU bodies, providing details of his plans to attend the 28th General Assembly of ICSU in China 17–21 October 2005. The Executive will be asked to advise the Director on particular messages that SCAR should convey to the General Assembly.

He will also report on interactions with SCOR, notably the formation of the SCAR/SCOR Oceanography Expert Group. The Executive will be asked to note and approve developments.

J López-Martínez will report on IPY developments. The Executive will be asked to note and approve the developments.

- 9.1 ICSU (*Executive Director*)
- 9.2 SCOR (*Executive Director*)
- 9.3 IPY (*Vice-President J López-Martínez*)
- 9.4 IASC (*Executive Director*)

The Executive Director will report on discussions on the “Relationship between SCAR and IASC” (*Paper 37*), including a proposal for a draft agreement between SCAR and IASC, for consideration by the Executive Committee. The Executive Committee will advise the Executive Director on the way forward in developing this linkage.

9.5 *OTHERS*

(Note that reports on scientific relations with other ICSU bodies will be included in the reports of the SSG Chief Officers as appropriate.)

10. Relations with other organizations

The Executive Director will report on organizational relations with other international organizations. The Executive Committee will be asked to note progress, and to advise on future actions. (Note that reports on scientific relations with other international organizations will be included in the reports of the SSG Chief Officers as appropriate.)

- 10.1 *CCAMLR (Executive Director)*
- 10.2 *IGOS-P (Executive Director)*
- 10.3 *OTHERS*

11. Finance

11.1 *Financial statements for 2004*

The Financial statements for 2004 will be tabled for discussion and adoption for recommendation to the Delegates at XXIX SCAR (*Papers 20, 21, 22*).

11.2 *Budgets for 2005 and 2006*

The Executive Committee will be asked to approve proposed changes to the budgets for 2005 and 2006, particularly in the light of additional funds being received from national organizations and from the Sloan Foundation (*Papers 23, 24*).

11.3 *Procedure for Management of the Accounts*

A procedure will be tabled for the management of the accounts following the departure of the Executive Secretary. (*Paper 25*)

This will be accompanied by a procedure for Chief Officers to manage their SSG budgets (*Paper 26*).

The Executive Committee will be asked to approve these proposals.

11.4 *Other matters*

The Executive Committee will note the additional funds already raised (additional contributions from national organizations, grant from the Sloan Foundation to CAML, private anonymous donation to ACE) and will consider and provide advice on how and where further additional funding might be raised (eg the Tinker Foundation).

12. SCAR Constitution and Rules of Procedure*12.1 Rules of Procedure for SCAR Subsidiary Groups*

The new draft Rules of Procedure for SCAR Subsidiary Groups will be tabled. The Executive Committee will be expected to approve these and recommend them for adoption by the Delegates at XXIX SCAR (*Paper 27*).

12.2 Rules for SCAR Programme Proposals

The new draft Rules for SCAR Programme Proposals are included in *Paper 27* (*see agenda 12.1*). This replaces the original *Paper 28*. The Executive Committee will be expected to approve these and to recommend them for adoption by the Delegates at XXIX SCAR.

13. Appointment of Executive Officer

The newly appointed Executive Officer, Dr Marzena Kaczmarek, to succeed the retiring Executive Secretary will be introduced to the Executive Committee and Chief Officers. The Executive Committee will be asked to review the job description for the post and to revise it if necessary (*Paper 29*).

14. SCAR Fellowship Programme

The Executive Director will outline the current status and financial situation for the SCAR Fellowship Programme. The Executive Committee will be asked to note progress, and to decide what changes, if any, are needed to the programme (*Paper 30*).

15. Any other business*15.1 Subgroup on History of Antarctic Research*

A progress report from the Convenor will be tabled (*Paper 31*). The Committee will be asked to note progress and, if appropriate, to provide advice.

15.2 Additional meeting of the SCAR Executive Committee

The Executive Committee will need to decide if there needs to be an additional meeting or meetings of the Executive Committee prior to XXIX SCAR. The Executive Committee should also decide when it proposes to meet during XXIX SCAR.

15.3 SCAR Awards

A paper will be tabled containing the proposals that have been made for providing awards, such as medals, to outstanding SCAR scientists. The Executive Committee needs to consider these proposals. If it is decided to proceed, action will need to be taken on the terms and conditions of the awards, the form of the awards, the nomination procedures and their publication, and the production of the actual awards (eg casting medals and drafting the certificates) (*Paper 32*)

15.4 Communication

The Executive Director will table the revised SCAR Communications Plan for discussion (*Paper 33*). He will also provide an update on progress towards the preparation of a joint SCAR-COMNAP Brochure, and progress in other areas of Communications. The Executive Committee will be asked to note progress, to

provide advice on any possible changes in direction or emphasis, and to approve the publication of the Plan and the Brochure.

15.5 Capacity Building

The Executive Director will table “A Strategy for Capacity Building and Education” (*Paper 35*). He will also report on plans for his proposed visits to the National Committees of Malaysia, China, Korea and Japan, which are scheduled to take place around the time of his participation in the ICSU General Assembly (Shanghai, 17–19 October 2005). The Executive Committee will be asked to approve the plans and to provide advice on the message for National Committees.

15.6 National reporting

The Executive Director will table a paper “Template for national reporting to SCAR” (*Paper 36*) proposing a new format for National Reports to SCAR. The Executive Committee will be asked to provide advice on the nature of the contacts with National Committees, and on the form and content of future national reports, and to approve the template for distribution.

15.7 Legal Status and Liability

The Executive Director will provide a report on the current situation regarding the legal status and liability of SCAR. (*Paper 34*), The Executive Committee will be asked to note developments.

15.8 Actions Arising

The Committee will review actions arising from previous meetings, to ascertain and prioritise what still remains to be done (*Papers 40a, b, c, and d*).

15.9 Progress with SCAR XXVIII Recommendations

The Executive Director will table national responses to the Recommendations made by the Delegates at XXVIII SCAR. The Committee will be asked to consider the value of the recommendations and the nature of the process, with a view to possibly changing the way this matter is handled during XXIX SCAR.

15.10 Appointment of a new Vice President

The Executive Director will report on progress in finding a replacement for Professor Shimamura, who has unfortunately resigned as the Japanese Delegate and who, as a consequence, is no longer eligible to be a SCAR officer. The Executive Committee will decide what actions to take.

16. Closure of the meeting

A preliminary draft report of the meeting will be tabled.

Acronyms

ACE	Antarctic Climate Evolution
AGCS	Antarctica and the Global Climate System
AMD	Antarctic Master Directory
ATCM	Antarctic Treaty Consultative Meeting

CAML	Census of Antarctic Marine Life
CCAMLR	Commission for the Conservation of Antarctic Marine Living Resources
COMNAP	Council of Managers of National Antarctic Programmes
EBA	Evolutionary Biology of Antarctica
GCMD	Global Change Master Directory
IASC	International Arctic Science Committee
ICESTAR	Interhemispheric Conjugacy Effects in Solar-Terrestrial and Aeronomy Research
ICSU	International Council for Science
IGOS-P	Integrated Global Observing Strategy Partnership
IPY	International Polar Year
JCADM	Joint Committee on Antarctic Data Management
SALE	Subglacial Antarctic Lake Environments
SCAR	Scientific Committee on Antarctic Research
SC-ATS	Standing Committee on Antarctic Treaty System
SCOR	Scientific Committee on Oceanic Research
SRP	Scientific Research Programme
SSG	Scientific Standing Group

Provisional list of potential papers for the Meeting

<i>Paper No</i>	<i>Agenda Item</i>	<i>Title</i>
01	1.	Agenda
02	1.	Annotated Agenda
03	2.	Draft application for Associate Membership from Czech Republic
04	3.	Report on progress by GCMD with AMD
05	4.	Draft agenda for the Joint Meeting with the COMNAP Executive Committee
06	5.1	Report by SSG on Geosciences
07	5.2	Report by SSG on Life Sciences
08	5.3	Report by SSG on Physical Sciences
09	5.5	Report by JCADM
10	5.6	Review of JCADM
11a	6.1	Antarctic Climate Evolution (ACE)
11b	6.1	ACE Implementation Plan
12a	6.2	Antarctica and the Global Climate System (AGCS)
12b	6.2	AGCS Implementation Plan
13a	6.3	Evolutionary Biology of Antarctica (EBA)
13b	6.3	EBA Implementation Plan
14a	6.4	Interhemispheric Conjugacy Effects in Solar-Terrestrial and Aeronomy Research (ICESTAR)
14b	6.4	ICESTAR Implementation Plan
15a	6.5	Subglacial Antarctic Lake Environments (SALE)
15b	6.5	SALE Implementation Plan
16	6.6	SRP Performance Review
17	7.	Revised "Guidelines for Hosting a SCAR Meeting"
18a	7.1	Arrangements for XXIX SCAR
18b	7.1	ditto excel spreadsheet (time-plan)
19a	8.1	Report of the SSC-ATS on XXVIII ATCM, Stockholm
19b	8.2	Development of the ATS Committee
20	11.1	Statement of Income and Expenditure for 2004
21	11.1	Bank accounts at 31 December 2004
22	11.1	National contributions for 2004
23	11.2	Budget for 2005
24	11.2	Budget for 2006
25	11.3	Management procedure for SCAR bank accounts
26	11.3	Procedure for COs to manage SSG budgets
27	12.1	Draft Rules of Procedure for SCAR Subsidiary Groups
28	12.2	Draft Rules for SCAR Programme Proposals
29	13.	Executive Officer job description
30	14.	SCAR Fellowship Programme
31	15.1	Progress report from the Subgroup on History of Antarctic Research
32	15.3	Proposed SCAR Awards
33	15.4	Revised SCAR Communications Plan
34	15.7	Report on the current legal status and liability of SCAR
35	15.5	A Strategy for Capacity Building and Education
36	15.6	National Reports to SCAR

37	9.4	Agreement with IASC
38	2.	Potential for New Members
39	6.	Proposed Steering Committees for Scientific Research Programmes
40a	15.8	Actions arising from the SCAR Executive Meeting 25–30 July 2004
40b	15.8	Actions arising from the joint SCAR-COMNAP Executive meeting 29 July 2004
40c	15.8	Actions arising from the SCAR Delegates meeting October 2004
40d	15.8	Actions arising from the SCAR Executive meeting 9 October 2004