

## **SCHEDULE**

### **RULES OF PROCEDURE FOR WORKING GROUPS**

*The Rules of Procedure for SCAR Working Groups are supplementary to and subordinate to the SCAR Rules of Procedure. The SCAR Rules of Procedure will take precedence in questions of interpretation of the Rules of Procedure for SCAR Working Groups*

#### **1. Decision making powers**

Except in the case of an election or where otherwise specified, decisions taken by SCAR Working Groups shall be by consensus of voting members present and taking part in a meeting.

#### **2. Delegate Committees**

- 2.1 Delegates' Committees are established during and for the duration of the Meetings of Delegates to deal with matters originating from the Standing Scientific Groups and the Standing Committees.
- 2.2 The Delegates' Committee on Scientific Affairs will be composed of a single representative, either the Delegate or Alternate Delegate, designated by each National Member in attendance at the Meeting of Delegates.
- 2.3 The Delegates' Committee on Outreach and Administration will be composed of the representatives of National Members, either the Delegate or Alternate Delegate, not appointed to the Delegate Committee on Scientific Affairs.
- 2.4 The Delegate Committees will review the reports and matters arising from the Standing Scientific Groups or Standing Committees reporting to them and will make recommendations for action to the Meeting of Delegates.

#### **3. Standing Committees**

- 3.1 Standing Committees are: the Standing Committee on the Antarctic Treaty System, the Standing Committee on Finance, and the Standing Committee on Antarctic Geographical Information.
- 3.2 The Standing Committee on the Antarctic Treaty System will provide advice and information to SCAR regarding the Antarctic Treaty System.
  - 3.2.1 The Standing Committee will consist of a Chief Officer, and four other members, appointed for terms of 4 years that may be renewable for up to a total of 8 years, as well as, where necessary, a Chief Officer elect, and, where appropriate, a past Chief Officer, recommended by the Directors and approved by the Meeting of Delegates.
  - 3.2.2 The Standing Committee will work closely with the ATS Secretariat, the ATCM, the CEP, COMNAP and CCAMLR as appropriate.
  - 3.2.3 With the approval of the SCAR Directors, additional members may be co-opted from the Standing Scientific Groups, in consultation with the

Chief Officers of those groups, for short periods when special expertise is required by the Standing Committee.

3.2.4 The Chief Officer will be an *ex officio* member of the Delegates' Committee on Outreach and Administration, and may be invited to attend meetings of the SCAR Directors as appropriate.

3.2.5 The Terms of Reference for the Standing Committee on the Antarctic Treaty System are to:

- a. Identify issues likely to be of importance to ATCM and CEP and other Antarctic Treaty bodies and recommend appropriate action by SCAR;
- b. Respond to upcoming issues on the agendas of the ATCM and other ATS bodies and, at the request of the Directors and working with COMNAP, CCAMLR and other organizations as appropriate, prepare documents or technical reports on scientific and technical matters for submission to the SCAR Directors for approval prior to submission by SCAR to the ATCM;
- c. Provide scientific information and advice to SCAR on matters relevant to the implementation of the Madrid Protocol, such as:
  - CEP environmental issues (conservation, environmental management including monitoring, protected species, protected and managed areas, review of the Protocol Annexes, etc.);
  - Scientific and environmental research;
- d. With the approval of the Directors, the committee shall co-opt additional members as necessary to participate in Inter-sessional Contact Groups (ICGs) established by CEP/ATCM;
- e. Report to the SCAR Delegates or the Directors as appropriate;
- f. Consult SCAR's Standing Scientific Groups, other SCAR subsidiary bodies, and specialists as appropriate.
- g. With the approval of the Directors, hold workshops or other meetings to include invited experts to address specific matters referred to SCAR.
- h. Conduct the business of the committee electronically unless otherwise agreed by the Directors.
- i. At least one member of the SC-ATS will attend the CEP/ATCM meetings to represent SCAR.

3.3 The Standing Committee on Finance is established to advise the SCAR Directors and the SCAR Meeting of Delegates on all financial matters.

3.3.1 The Standing Committee will consist of one of the Vice Presidents of SCAR, two members elected by the Meeting of Delegates, and the Executive Director *ex officio*. The two elected members will be elected for a period of four (4) years but one of them may be elected for an initial period of two (2) years to ensure that the term of office of at least one of them does not coincide with the term of office of the Vice President chairing the Committee. These two members will be eligible for election to a second term of office of four (4) years. Two additional members will be co-opted from the members of the Meeting of Delegates by the Chief Officer, in consultation with the Directors, to

- serve as temporary members of the Committee for that Meeting of Delegates. Volunteers are welcome.
- 3.3.2 The Chief Officer will be the incumbent Vice President (see 3.3.1) and will serve as an *ex officio* member of the Delegates' Committee on Outreach and Administration.
- 3.3.3 The Terms of Reference for the Standing Committee on Finance are:
- a. To examine the proposed annual budgets of SCAR prepared by the Executive Director and to recommend the annual budget to the Meeting of Delegates.
  - b. To review the annual audit of SCAR's income and expenditure records.
  - c. To provide advice to the Meeting of Delegates and inter-sessionally to the Meetings of Directors on all budget matters and potential external funding sources.
- 3.4 The Standing Committee on the Antarctic Geographical Information will deliver a range of up to date Geographic Information products through its various projects and provide advice and information to SCAR regarding Geographical Information.
- 3.4.1 The Standing Committee will consist of a Chief Officer appointed by the Meeting of Delegates for a term of 4 years that may be renewable for up to a total of 8 years, as well as national representatives designated by National Committees and able to provide advice on issues relating to geographical information (e.g. place names) and standards.
- 3.4.2 The Standing Committee will work closely with the Joint Committee on Antarctic Data Management (JCADM) and will report to the Delegates Committee on Outreach and Administration.
- 3.4.3 The SC-AGI will create an Antarctic Spatial Data Infrastructure;
- 3.4.4 The Standing Committee will maintain and/or further develop the Antarctic Topographic Database, the Composite Gazetteer of Antarctica, the Antarctic Map Catalogue, the King George Island Geographical Information System, the Cybercartographic Atlas of Antarctica, and the Feature Catalogue, and such other elements as Delegates request.
- 3.5 Other Standing Committees may be established by the Meeting of Delegates, for instance for the purposes of data and information management, and for education, training and capacity building.

#### **4. Standing Scientific Groups**

- 4.1 Standing Scientific Groups are permanent bodies representing the main Antarctic scientific disciplines.
- 4.1.1 Standing Scientific Groups will assist SCAR in the implementation of SCAR's mission and objectives,
- 4.2 Terms of Reference for Standing Scientific Groups will be to:

- share information on disciplinary scientific research being conducted by national Antarctic programmes;
- keep under review scientific matters dealing with the Antarctic environment;
- identify research areas where current research is lacking with particular attention to where interdisciplinary approaches may be useful;
- coordinate proposals for future research by Full and Associate Members to achieve maximum scientific and logistic effectiveness;
- ensure appropriate cross-disciplinary awareness and linkages with the other SCAR Standing Scientific Groups, developing interdisciplinary proposals with them where appropriate;
- establish links and/or partnerships with other relevant international organizations having an interest in Antarctic science;
- identify research areas or fields that might be best investigated by a SCAR Scientific Research Programme and to establish a Scientific Programme Planning Group to develop a formal proposal to the appropriate Standing Scientific Group(s);
- establish Action Groups and Expert Groups, either individually or jointly with either or both other Standing Scientific Groups to address specific scientific topics;
- make funding requests where appropriate for SCAR support of Standing Scientific Group activities (symposia, workshops, etc);
- provide scientific advice to the Meetings of Directors, Secretariat, or Standing Committees as required;
- keep other SCAR Subsidiary Bodies and the SCAR Secretariat aware of their actions and plans.

#### 4.3 Membership of Standing Scientific Groups

- 4.3.1 Each Full or Associate Member may nominate up to four representatives to each Standing Scientific Group. Nominees should be active scientists in their field, ideally with an international reputation, and from different scientific disciplines so that the full range of Antarctic research is represented in the Standing Scientific Group. When nominating representatives, Members should give due consideration to a mix of gender and enthusiastic young scientists.
- 4.3.2 One representative from each Full or Associate Member will be designated as the official national representative. Another representative will be designated as the alternate official representative. Both will be eligible for election to office but only one may be proposed at one election.
- 4.3.3 Each Union Member of SCAR may send one representative to the relevant Standing Scientific Group meeting.

#### 4.4 Functioning of Standing Scientific Groups

- 4.4.1 Each Standing Scientific Group must elect one Chief Officer, one Deputy Chief Officer and one Secretary from three different Full or

Associate Members. The three officers should be from different scientific disciplines within the overall discipline of the Standing Scientific Group, and from different regions. The Chief Officer will be the exclusive liaison point with SCAR.

- 4.4.2 Chief Officers should be elected for a term of four (4) years with an additional four-year term possible. In no case may a Chief Officer hold that position for more than eight (8) consecutive years. That individual will be eligible for re-election after a four (4) year term held by another member of the Standing Scientific Group has been completed.
  - 4.4.3 Standing Scientific Groups conduct their work by correspondence as well as at meetings.
  - 4.4.4 Only the official national representatives have voting rights in meetings of the Standing Scientific Groups.
  - 4.4.6 At each formal meeting Standing Scientific Groups will review any recommendations adopted at their preceding meetings. All such recommendations regarded as having achieved their purpose shall be allowed to lapse unless they are revised or re-adopted.
  - 4.4.7 Standing Scientific Groups may develop collaborative programmes appropriate to their specific interests.
  - 4.4.8 Copies of numbered circulars issued by Chief Officers must be sent to the SCAR Secretariat.
  - 4.4.9 Links between appropriate Standing Scientific Groups and the relevant Unions, Committees, and Associations of ICSU are encouraged.
  - 4.4.10 Standing Scientific Groups are encouraged to seek outside funding with the approval of the Directors.
  - 4.4.11 Standing Scientific Groups must develop and maintain a web page to inform others about their activities.
- 4.5 Meetings
- 4.5.1 Standing Scientific Groups may hold both formal and informal meetings.
  - 4.5.2 Formal meetings of Standing Scientific Groups are usually convened at times of SCAR Science Meetings.
  - 4.5.4 Three months prior to each SCAR Science Meeting, Full, Associate and Union Members will confirm their nominees to each Standing Scientific Group and confirm their attendance at the meeting.
  - 4.5.5 Formal meetings of Standing Scientific Groups of SCAR that do not have a quorum of at least 75 percent of their voting members whose attendance has been confirmed in advance to the SCAR Secretariat will be regarded as informal Meetings (exception see 4.5.7).
  - 4.5.6 The Chief Officers, following consultation with their members, will inform their members and the SCAR Secretariat at least two months before the SCAR Science Meeting on which days it will be necessary for their groups to meet and will provide an agenda for the meeting to the SCAR Secretariat for distribution to Full, Associate and Union Members prior to the meeting.

- 4.5.7 Formal meetings of Standing Scientific Groups may be convened at times other than a SCAR Meeting.
- a) The Chief Officer of a Standing Scientific Group may foresee that a quorum of its voting members is unlikely to be present at a given meeting. Provided that at least 2 months advance notice is given to the members, and subject to the approval of the Directors, the meeting of the Standing Scientific Group may be considered to be a formal meeting.
  - b) Recommendations put forward at such meetings can be accepted by correspondence
- 4.5.8 If a scheduled meeting ceases to be required, the Chief Officer must inform the SCAR Secretariat and members of the group, preferably at least two months before the meeting was due to be held.
- 4.5.9 If, in the opinion of the Chief Officer of a Standing Scientific Group, important questions arise that warrant a formal meeting of the group that has not previously been approved, the Chief Officer may, after corresponding with the members, submit a proposal to the Directors for a meeting, including a suggested place and date.
- a) Usually, at least 3 months notice should be given.
  - b) The Chief Officer will be informed of the decision of the Directors and, if the meeting is approved, the SCAR Secretariat will promptly inform National Committees.
- 4.5.10 Agendas for such meetings will be arranged by the Chief Officers of the Standing Scientific Groups in consultation with their members, and copies will be provided to the SCAR Secretariat for distribution to Full, Associate and Union Members prior to the meeting. The Chief Officers are responsible for informing the members of the arrangements for the meeting.
- 4.5.11 Informal meetings of the Standing Scientific Groups are encouraged as opportunities arise.
- 4.6 Recommendations and requests of Standing Scientific Groups
- 4.6.1 Each recommendation to be addressed outside of SCAR will be drafted in the form of a "Recommendation of SCAR" and must indicate to whom it is addressed.
  - 4.6.2 Recommendations and requests to the Meeting of Delegates or the Executive Committee must be numbered for convenience.
  - 4.6.3 Recommendations will be prepared in accordance with procedures established by SCAR. The SCAR Executive Director will communicate these procedures to the Standing Scientific Groups on the first day of their scheduled meeting.
- 4.7 Functioning of sub-groups of Standing Scientific Groups
- 4.7.1 Sub-groups are subsidiary bodies of Standing Scientific Groups formed to examine specific questions within the competence of the respective Standing Scientific Group(s).

- 4.7.2 Membership of sub-groups is decided by the parent Standing Scientific Group(s). Members should be active scientists in their field of interest, ideally with an international reputation.
- 4.7.3 Membership should be based on the twin principles of both scientific excellence and geographical representation, to ensure that SCAR's activities are inclusive.
- 4.7.4 Reports of sub-groups have no official status until they are adopted by the parent Standing Scientific Group(s) either at a formal meeting or by correspondence and annexed to the report(s) of the Standing Scientific Group(s).
- 4.7.5 Reports of meetings of sub-groups will not normally be printed or distributed by SCAR but will be available on the web page of the appropriate Standing Scientific Group that is accessible via the SCAR web site.
- 4.7.6 Sub-groups should develop and maintain a web page linked to their parent Standing Scientific Group web page to inform others about their activities

## **5. Action Groups**

- 5.1 Action Groups may be established by the Standing Scientific Groups, either individually or jointly to address specific scientific topics of interest to SCAR.
- 5.2 Action Groups should be established with terms of reference, a chairperson appointed by the Standing Scientific Group(s), and membership that is open to any interested Members of the Standing Scientific Group(s) or, at the invitation of the Chief Officer of the SSG, to others with no affiliation with SCAR.
- 5.3 An Action Group will normally have a lifetime of two (2) but not more than four (4) years.
- 5.4 Action Groups may meet during the SCAR Science Week or at other venues when the majority of members are in attendance. Reports of such meeting should be filed with the appropriate Standing Scientific Group(s). Action Group work by correspondence is encouraged.
- 5.5 Action Groups may also be established by the Meeting of Delegates for purposes ancillary to science (e.g. History)

## **6. Expert Groups**

- 6.1 An Expert Group may be established by a Standing Scientific Group for a pre-determined period, normally 6 years, to address a specific scientific issue. Following a review at the end of that period there is an option for renewal.
- 6.2 An Expert Group will be established with terms of reference that include the lifetime of the Group, normally six years, and a provision for a regular review.
- 6.3 The chairperson of the Expert Group will be appointed by the Chief Officer of the appropriate Standing Scientific Group.

- 6.4 Members of Expert Groups may be selected by the Chief Officer of the Standing Scientific Group, and may be from a SCAR Member country or have no affiliation to SCAR.
- 6.5 Membership is in addition open to any interested SCAR Members.

## **7. Scientific Programme Planning Groups**

- 7.1 Scientific Programme Planning Groups may be established by Standing Scientific Groups either singly or jointly to develop plans for new SCAR Research Programmes. Such plans will be submitted to the appropriate Standing Scientific Group(s) for evaluation and recommendation.
- 7.2 The appropriate Chief Officer(s) will appoint the chairperson of the Scientific Programme Planning Group.
- 7.3 Membership of a Scientific Programme Planning Group:
- will be open to any scientist active in a relevant field with an interest in the Antarctic who wishes to join such a group;
  - will be fostered by one or more of the Standing Scientific groups;
  - may include suitably qualified scientists from non-SCAR countries and other organizations; and
  - will be for the duration of the planning process;.
- 7.4 The terms of reference for a Scientific Programme Planning Group will be:
- to formulate a science plan with explicit, clear, and feasible aims and outcomes;
  - to formulate an implementation plan indicating the activities, equipment, infrastructure, logistics, and national involvement required, showing clearly the contributions of each nation to the successful achievement of the scientific outcomes;
  - to indicate clearly the value added by the proposed programme being coordinated by SCAR;
  - to indicate clearly the scientific quality, importance, and relevance of the proposed research plan in the context of Earth System Science generally and Antarctic science specifically.
- 7.5 Preliminary plans approved by the Standing Scientific Group(s) will be returned to the Scientific Program Planning Group for further development and possible subsequent submission by the Standing Scientific Group to the Delegates' Committee on Scientific Affairs.
- 7.6 In the year when the Standing Scientific Group(s) do not meet, proposals for new Scientific Research Programmes will be reviewed by the SCAR Directors augmented by the Chief Officers of the Standing Scientific Groups. Those proposals accepted will be returned to the appropriate Standing Scientific Group(s) for further development prior to submission to the Delegates' Committee on Scientific Affairs.
- 7.7 Proposals for new Scientific Research Programs accepted by the Delegates' Committee on Scientific Affairs will be submitted to the Meeting of Delegates for final approval.



- 7.8 Proposals accepted by the Meeting of Delegates will become SCAR Scientific Research Programmes.

## **8. Scientific Research Programme Groups**

- 8.1 Scientific Research Programme Groups will be appointed by the SCAR Directors, in consultation with the appropriate Standing Scientific Groups and with the approval of the Meeting of Delegates to implement and direct the approved Scientific Research Programmes.
- 8.2 Scientific Research Programme Groups will be responsible for all aspects of their research programme including reporting to the SCAR Directors and the Meeting of Delegates on progress, assuring fiscal responsibility, and the delivery of agreed scientific outcomes.
- 8.3 The Terms of reference for a Scientific Research Programme Group will be:
- to oversee and guide the development and execution of the programme's implementation activities, adjusting and optimizing the science and implementation plans in light of events and progress;
  - to actively seek support of the programme's implementation through national and international mechanisms;
  - to ensure the delivery of agreed/approved scientific outcomes, including synthesis activities and public/policy outreach;
  - to respond to requests for expert advice from the SCAR Executive in a timely and effective manner;
  - to ensure appropriate exchange and archival of data generated as a result of the programme;
  - to establish scientific liaison and logistic cooperation with other Antarctic activities as appropriate;
  - to advise the SCAR Executive and the Delegates on progress and on the use of funds.
- 8.4 Membership of a Scientific Research Programme Group will be:
- Explicit;
  - Appointed by the SCAR Directors in consultation with the Meeting of Delegates;
  - Based primarily on internationally recognized scientific expertise fulfilling the required mix of skills and experience with geographical and gender mix taken fully into consideration;
  - For a 4-year term with the possibility of extension depending on contribution and performance;
  - Governed by a phased rotation scheme.

## **9. Reporting Procedures**

- 9.1 Reports of Standing Scientific Groups
- 9.1.1 Reports will summarize progress and activities of the Standing Scientific Groups and of their sub-groups since the previous SCAR

- Meeting, provide statements of future plans, reports of expenditure, future budgets and lists of any recommendations put forward by the Standing Scientific Group.
- 9.1.2 Reports of informal meetings of Standing Scientific Groups may, at the discretion of the Chief Officers, be submitted for adoption by SCAR.
  - 9.1.3 Proposals by Delegates for further action on any item of a report of a Standing Scientific Group will be included in the report of the Meeting of Delegates.
- 9.2 Reports of Standing Scientific Groups held at SCAR Science Meetings
- 9.2.1 Reports of meetings held at the time of a SCAR Science Meeting will include not only the report of the Standing Scientific Group but also the reports of the sub-groups reporting to that Standing Scientific Group.
  - 9.2.2 Reports of such meetings will include lists of actions indicting who is responsible for what action in which time frame, as the basis for inter-sessional work plans;
  - 9.2.3 Draft Reports from the Standing Scientific Groups normally will be filed with the SCAR Secretariat immediately following the completion of the SCAR Science Meeting, with final reports following within 30 days.
  - 9.2.4 The SCAR Secretariat will transmit reports from the Standing Scientific Groups to the SCAR Executive Committee, Delegates, and Alternate Delegates prior to the Meeting of Delegates, and make the reports available on the SCAR web site for National Committees and others.
  - 9.2.5 The Chief Officer of each Standing Scientific Group or a delegated representative shall attend the Meeting of Delegates to present and discuss the report and modifications to the text that may be required by the Delegates.
- 9.3 Reports of meetings not held at SCAR Science Meetings
- 9.3.1 Reports of formal meetings of Standing Scientific Groups held at other times than the Science Meetings will be filed with the SCAR Secretariat no more than 30 days following the completion of the meeting of the Standing Scientific Group.
  - 9.3.2 The SCAR Secretariat will transmit these reports to the SCAR Directors, National Committees, Delegates, and Alternate Delegates not more than 30 days after receipt of the reports. If actions are required, the Executive Committee will take such actions and will submit their actions for final approval as an agenda item to the next Meeting of Delegates.