

INSTRUCTIONS ON SCAR SSG REPORTS TO THE DELEGATES

Chief Officers of SCAR Standing Scientific Groups (SSGs) are responsible for the production of a written report of activities and progress following the biennial business meetings. That report is required for the Delegates meeting, at which the Chief Officer will present a summary of that report orally to the Delegates Committee on Scientific Affairs. It is essential that these reports be concise and accurate. SSG reports provide an overview of major scientific findings, activities and progress during the prior two years. Reports should indicate how SSG subsidiary bodies (i.e., Action Groups, Expert Groups, Scientific Programme Planning Groups, and Scientific Programme Groups) contributed to SSG outcomes. Reports should highlight interactions with other SSGs on interdisciplinary activities. SSG Chief Officers do not need to summarize SRP activities, as each SRP Leader will provide separate reports, unless there are specific items involving the SRPs that are critical to the SSGs.

Short reports are mandatory and must be no longer than 10 pages. To facilitate development of the SSG report, Chief Officers should require leaders of their subsidiary groups to prepare reports in the same format to be available prior to the SSG meeting. Reports must be translated into an informative PowerPoint Presentation (by AG and EG leaders for SSG meetings, and by SSG leaders for Delegates meetings).

Supporting information can be supplied in Appendix 1, but should be limited and will not necessarily be read or considered by Delegates – the main report must be stand-alone. Finances should be details in Appendix 2, which will be for the consideration of the Delegates Finance Committee.

The written SSG report should NOT include a report of the joint SSG session that will in future be held prior to individual SSG meetings, and at which matters common to the SSGs will be addressed (to avoid the duplication of message that has wasted time and space at previous business meetings). Writing up that joint session will be the responsibility of the Secretariat.

Reports of subsidiary groups should be made available via the SSG web page, not in the appendices to the SSG report.

It is clear that some of the preparatory work for the SSG reports can be completed by the SSG Officers working as a team prior to the actual SSG meetings; this will save time in finalising the reports for the Delegates meeting.

Use Times New Roman 12.

**REPORT OF STANDING SCIENTIFIC GROUP ONSCIENCES
TO DELEGATES AT SCAR MEETING, 200...**

Prepared by:-

Chief Officer:

Deputy Chief Officer:

Secretary:

Summary (not to exceed one page).

- Highlight major scientific findings
- Summarize major activities and significant progress (issuing of reports, staging of meetings, significant subsidiary bodies outcomes, etc.)
- Summarize internal actions by the SSG (creation/dissolution of groups, elections/appointments)
- Specify non-financial external recommendations you wish the Delegates to consider
- Summarize major future initiatives and actions
- Strategic consideration of issues, concerns, problems

**REPORT OF STANDING SCIENTIFIC GROUP ONSCIENCES
(not to exceed 9 pages)**

- Major Scientific Findings (1 page or less)
- Major Activities (2 to 4 pages)
 - Progress on Work Plan Actions
 - Reports of Subsidiary Bodies, (AGs, EGs, PPGs)
 - Elections
 - Partnerships and interactions with other organizations
 - IPY Contributions
 - ATCM related work (if relevant)
- Internal Decisions (1 to 2 pages)
 - Dissolution and formation of subsidiary bodies
 - Other Issues
- External Recommendations (2 to 3 pages)
 - Actions requested of the Delegates - recommendations should be in the format - “the SSG recommends that X be requested to do Y because Z”.
- Future Initiatives and Actions (1-2 pages)

APPENDICES

Appendix 1. Supporting information (not included in 10 page limit)

- Summary of Subsidiary Groups
 - Names and affiliations of officers and members
- Important references/publications

Appendix 2. Budget for the biennium (not included in 10 page limit)

- Separate template to be provided