

Rules of Procedure for SCAR Subsidiary Bodies

The Rules of Procedure for SCAR Subsidiary Bodies 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 Subsidiary Bodies.

1. Decision making powers

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

2. Standing Committees

2.1 Standing Committees may be formed to handle ongoing business of a permanent nature not dealt with by the science committees.

2.2 **The Standing Committee on the Antarctic Treaty System (SC-ATS)** will provide advice and information to SCAR regarding the Antarctic Treaty System.

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

- a. Develop and provide independent scientific advice to the Antarctic Treaty System (ATS);
- b. Respond to requests for advice from the Antarctic Treaty System;
- c. Coordinate these tasks across SCAR's subsidiary groups, the Executive Committee, and, where required, National Committees and the SCAR Delegates;
- d. Co-represent SCAR at the various meetings of bodies that make up the ATS, and primarily the Committee for Environmental Protection (CEP) and the formal meeting of the Antarctic Treaty Consultative Parties;
- e. Adhere to a set of guiding principles as follows:
 - Ensure that its advice is accurate, independent, current, and traceable to source.
 - Rely on peer-reviewed, publicly available science.
 - Formulate advice on a broad, inclusive, open-consultation basis to provide the most appropriate advice no matter where the expertise on which it rests resides.
 - Provide timely advice with the proviso that accuracy takes priority.
- f. Report to the SCAR Delegates or the Directors as appropriate.

2.2.2 The Standing Committee will be led by a Chief Officer, and Deputy Chief Officer appointed for terms of 4 years that may be renewable for up to a total of 8 years, as recommended by the Directors and approved by the Meeting of Delegates.

2.2.3 The Committee will also include representatives of the three Science Groups, the Chief Officer of SCADM, the SCAR representative to CCAMLR, a representative of the Expert Group on Birds and Marine Mammals, the Executive Director, and ad hoc members recruited as required depending on the business at hand – on an informal basis these may include any or all of the SCAR Directors.

- 2.2.4 The Chief Officer may be invited to attend meetings of the SCAR Directors as appropriate.
- 2.2.5 The Standing Committee will work closely with the ATS Secretariat, the ATCM, the CEP, COMNAP, CCAMLR and others as appropriate.
- 2.2.6 SC-ATS will develop Papers for the Antarctic Treaty Consultative Meetings (or appropriate documents for other meetings) based on information coming to it from SCAR subsidiary bodies and based on requests from the ATS, replies to which are developed within SCAR.
- 2.2.7 The budget for these activities will be developed at the conclusion of the Antarctic Treaty Consultative Meetings on the basis of the report from SC-ATS to the SCAR Executive, and then presented to the SCAR Delegates via the usual procedures.
- 2.2.8 All SC-ATS papers will be reviewed by SCAR Management for content, responsiveness to requests where this is the case, and compliance with the principles SCAR follows for engagement with the ATS.
- 2.2.9 SC-ATS will report directly to the Executive Committee and during SCAR Meetings to the Delegates via the SCAR Executive.
- 2.2.10 The Chief Officer of SC-ATS is responsible for close liaison with the Chair of the Committee for Environmental Protection, especially in the period immediately prior to the CEP meeting.
- 2.2.11 The SC-ATS Chief Officer, the SCAR Executive Director, and the SCAR President comprise the SCAR Delegation to the ATCM. The President is the Head of Delegation. The CO of SC-ATS presents the papers approved by SCAR to the CEP, the SCAR President delivers the SCAR Report, and the Executive Director, the SC-ATS CO or the President present other reports.
- 2.2.12 The SC-ATS Chief Officer and the Executive Director, as well as the President, are empowered to answer questions that may arise concerning submissions by SCAR, and are authorized to comment for SCAR in its role as an observer to the ATCM. The CO of SC-ATS and the Executive Director, as well as the President, are empowered to accept or decline requests of SCAR that may be made during the ATCM and CEP meetings, and to negotiate the terms for any such requests.
- 2.2.13 With the approval of the Directors, SC-ATS will hold workshops or other meetings to include invited experts to address specific matters referred to SCAR.
- 2.2.14 SC-ATS will conduct its business electronically unless otherwise agreed by the Directors.

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

- 2.3.1 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.

- 2.3.2 The Standing Committee will comprise the Vice President of SCAR holding the finance portfolio, two members elected by the Meeting of Delegates, and the Executive Officer (or another representative of the Secretariat) 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, in consultation with the Directors, to serve as temporary members of the Committee for that Meeting of Delegates. Volunteers are welcome.
- 2.3.3 The Chief Officer will be the incumbent Vice President holding the finance portfolio (see 3.3.1).

2.4 **The Standing Committee on the Antarctic Geographical Information (SC-AGI)** will deliver a range of up to date Geographic Information products through its various projects and provide advice and information to SCAR regarding Geographic Information. The role of this system is to facilitate the free and open exchange of geographic data (pursuant to Article III(1)(c) of the Antarctic Treaty).

2.4.1 The terms of reference for SC-AGI are:

- a. To promote long-term preservation and accessibility of geographic information relating to Antarctica and the Southern Ocean in sustainable repositories;
- b. To assist in establishing Antarctic geographic information management policies, priorities and best practices;
- c. To encourage submission of geographic information and names information to the SCAR Antarctic Digital Database (ADD) and SCAR Composite Gazetteer of Antarctica (CGA);
- d. To distribute maps of Antarctica to SCAR members;
- e. To provide linkages to national mapping agencies and national names committees for Antarctica;
- f. In partnership with the Standing Committee on Antarctic Data Management (SC-ADM), to work with SCAR Science Groups, COMNAP, CEP, ATCMs and the IHO to continue to develop the SCAR ADD and SCAR CGA, Feature Catalogue and related symbology;
- g. To maintain and/or further develop products as Delegates request and community needs arise.

2.4.2 SC-AGI will comprise one representative from each SCAR Full or Associate Member who will be designated as the official national representative for that Member. Nominees should be professional geographic information experts, managers of mapping agencies, surveyors, toponymy experts or those with expertise in related fields. When nominating representatives, Members should give due consideration to the representative's expertise and standing within the national mapping, geographic information and toponymy community to maximise the effectiveness of SC-AGI and the subsequent influence of its activities. Experts on geographic information, satellite imagery, toponymy and international standards such as ISO and OGC may also be invited to be members but will not have voting rights unless they are also the designated official national representative to SC-AGI.

- 2.4.3 SC-AGI will elect one Chief Officer and two Deputy Chief Officers. These three officials will represent the SC-AGI Executive. The Chief Officer will be the exclusive liaison point with SCAR, unless the Deputy Chief Officers are delegated a specific liaison role by the Chief Officer. Appointments will be subject to approval by the meeting of Delegates.
- 2.4.4 The Chief Officer 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 Committee has been completed.
- 2.4.5 SC-AGI will work by electronic communication as well as via face-to-face meetings. Formal meetings will occur, as a minimum, in conjunction with SCAR Science Meetings (every two years). Prior to each SCAR Science Meeting, Members will confirm their attendance at the SC-AGI meeting. Agendas for such meetings will be arranged by the SC-AGI Executive in consultation with Members. Agendas and invitations will be distributed to Members, by the Chief Officer, at least three months prior to such meetings. The Chief Officer is responsible for informing the members of the arrangements for the meeting. Informal meetings of SC-AGI are encouraged as opportunities arise.
- 2.4.6 Within one month of formal or informal meetings, the Chief Officer will circulate meeting minutes, for confirmation by participating Members and post these minutes on the SC-AGI web site. Reports of formal meetings will include lists of actions indicating who is responsible for what action in which time frame, as the basis for inter-sessional work plans. Formal meeting reports will also be forwarded to the SCAR Secretariat.
- 2.4.7 The Chief Officer of SC-AGI will attend if possible the Meeting of Delegates to present and discuss formal SC-AGI reports. The Chief Officer will inform SC-AGI Members of any decisions made by the Executive Committee or Delegates in relation to SC-AGI recommendations within one month of decisions being made. Any recommendations made by SC-AGI, 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 and be cleared by the SCAR Executive Committee.
- 2.4.8 SC-AGI may, on occasion, form sub-groups or subsidiary bodies to examine specific questions within its competence and which fall within its ToRs. These sub-groups would follow the rules of procedure for SCAR Action Groups.
- 2.4.9 SC-AGI is encouraged to seek outside funding with the approval of the SCAR Directors.
- 2.4.10 SC-AGI will develop and maintain a web page to inform others about its activities.
- 2.5 **The Standing Committee on Antarctic Data Management (SC-ADM)** is responsible for fostering the development and maintenance of an Antarctic Data Management System (ADMS).
- 2.5.1 The Terms of Reference for SC-ADM are:
- a. To promote long-term preservation and accessibility of data relating to Antarctica and the Southern Ocean in sustainable repositories,
 - b. To assist in establishing Antarctic data management policies, priorities and best practices,

- c. To support the establishment and ongoing work of National Antarctic Data Centres (NADC), in accordance with ATCM XXII Resolution 4.1 (1998),
 - d. To encourage submission of metadata and data to the Antarctic Data Management System,
 - e. To further improve and populate the AMD and provide guidance to the AMD host,
 - f. To provide linkages to other relevant data management systems and thereby enhance the ADMS,
 - g. In partnership with SC-AGI, to work with Science Groups, COMNAP, CEP, and the Antarctic Treaty Secretariat and other non-NADC groups to identify and develop fundamental datasets of value to the Antarctic Community.
- 2.5.2 SC-ADM will comprise one representative from each SCAR Full or Associate Member as the official national representative for that Member. Nominees should be professional data managers or scientists with expertise in data management, who are closely affiliated with either the Member's National Antarctic Data Centre (NADC), or in the absence of an NADC, another national scientific data repository. When nominating representatives, Members should give due consideration to the representative's expertise and standing within the national scientific and data management community to maximise the effectiveness of SC-ADM and the influence of its activities.
- 2.5.3 SC-ADM will elect one Chief Officer and two Deputy Chief Officers to comprise the SC-ADM Executive. The Chief Officer should be appointed for a term of four (4) years that may be renewable for up to 4 more years. Appointment will be subject to approval by the meeting of Delegates.
- 2.5.4 SC-ADM will work by electronic communication and through formal meetings occurring, as a minimum, biennially in conjunction with SCAR Meetings. Prior to each SCAR Meeting, Members will confirm their attendance at the SC-ADM meeting. Informal meetings of SC-ADM are encouraged as opportunities arise.
- 2.5.5 The Chief Officer of SC-ADM will report to EXCOM and the Meeting of Delegates.
- 2.5.6 SC-ADM may form sub-groups or subsidiary bodies to examine specific questions within its competence. These sub-groups would follow the rules of procedure for SCAR Action Groups.
- 2.5.7 SC-ADM is encouraged to seek outside funding with the approval of the SCAR Directors.
- 2.5.8 SC-ADM will develop and maintain a web page to inform others about its activities.
- 2.6 Other Standing Committees or Advisory Bodies may be established by the Meeting of Delegates, as needed to deliver the mission of the Charity.

3. Science Groups

- 3.1 Science Groups (SGs) are permanent bodies representing the main Antarctic scientific disciplines.
- 3.1.1 Science Groups will assist SCAR in the implementation of SCAR's mission and objectives.

3.2 Terms of Reference for Science Groups will be to:

- a. take a strategic view of scientific research requirements in the Antarctic, keeping under review scientific matters dealing with the Antarctic environment;
- b. share information on disciplinary scientific research being conducted by national Antarctic programmes, and identify research areas where current research is lacking;
- c. ensure appropriate cross-disciplinary awareness and linkages with the other SCAR Science Groups, developing interdisciplinary proposals with them where appropriate;
- d. coordinate proposals for future research to achieve maximum scientific and logistic effectiveness;
- e. establish links and/or partnerships with other relevant international organizations having an interest in Antarctic science;
- g. identify research areas or fields that might be best investigated by a SCAR Scientific Research Programme and where appropriate establish a Scientific Programme Planning Group to develop a formal proposal for consideration by the Delegates;
- h. establish Action Groups and Expert Groups, either individually or jointly with either or both other Science Groups to address specific scientific topics;
- i. make funding requests where appropriate for SCAR support of Science Group activities (symposia, workshops, etc);
- j. provide scientific advice to the Meetings of Directors, Secretariat, or Standing Committees as required;
- k. keep other SCAR Subsidiary Bodies and the SCAR Secretariat aware of their actions and plans.
- l. encourage submission of data and metadata to the Antarctic Data Management System.

3.3 Membership of Science Groups (SGs)

- 3.3.1 All SCAR Members may nominate up to four representatives to each SG. 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 SG. When nominating representatives, Members should give due consideration to a mix of gender, experience and youth.
- 3.3.2 One representative from each Member will be designated as the official national representative for voting purposes.
- 3.3.3 Each ISC Union Member of SCAR may send one representative to the relevant SG meeting.

3.4 Functioning of SGs

- 3.4.1 Each SG must elect one Chief Officer, one Deputy Chief Officer and one Secretary from the national representatives of three different Members for that SG. The three officers should be from different scientific disciplines within the overall discipline of the SG, and from different regions. Appointments must be approved by the Meeting of Delegates.
- 3.4.2 Chief Officers should be elected for a term of four (4) years that may be renewable for up to 4 more years.
- 3.4.3 SGs will conduct their work by correspondence as well as at meetings.

- 3.4.4 Only one national representative from each member will have voting rights in meetings of the SGs.
- 3.4.6 At each formal meeting SGs 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.
- 3.4.7 SGs may develop collaborative programmes appropriate to their specific interests.
- 3.4.8 Links are encouraged between SGs and the relevant Unions, Committees, and Associations of ISC.
- 3.4.10 SGs are encouraged to seek outside funding with the approval of the Directors.
- 3.4.11 SGs must maintain a web page to inform others about their activities.
- 3.4.12 The Chief Officers of the SGs will report to EXCOM and the Meeting of Delegates. The Chief Officers of the SGs will attend the Meeting of Delegates to present and discuss formal SG reports.

3.5 Meetings

- 3.5.1 SGs may hold both formal and informal meetings.
- 3.5.2 Formal meetings of SGs are biennial during SCAR Meetings.
- 3.5.4 Three months prior to each SG meeting, Members will confirm their nominees to each SG and their attendance at the meeting.
- 3.5.5 Formal meetings of SGs that do not have a quorum of at least 75 percent of the voting members whose attendance has been confirmed in advance to the Secretariat will be regarded as informal Meetings (exception see 3.5.7).
- 3.5.6 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.
- 3.5.7 Formal meetings of Science Groups may be convened at times other than a SCAR Meeting.
 - a. The Chief Officer of a Science 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 Science Group may be considered to be a formal meeting.
 - b. Recommendations put forward at such meetings can be accepted by correspondence
- 3.5.8 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.
- 3.5.9 If, in the opinion of the Chief Officer of a Science 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.
- 3.5.10 Agendas for such meetings will be arranged by the Chief Officers of the Science 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.
- 3.5.11 Informal meetings of the Science Groups are encouraged as opportunities arise.
- 3.6 Recommendations and requests of Science Groups
 - 3.6.1 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.
 - 3.6.2 Recommendations and requests to the Meeting of Delegates or the Executive Committee must be numbered for convenience.
 - 3.6.3 Recommendations will be prepared in accordance with procedures established by SCAR.

4. Action Groups

- 4.1 Action Groups may be established by the Science Groups, Standing Committees, or the Executive Committee, either individually or jointly to address specific scientific topics of interest to SCAR.
- 4.2 Action Groups should be established with terms of reference, a chairperson approved by the Science Group(s)/Parent Group, a vice or co-chair, and membership that is open to any interested Members of the Science Group(s) or, at the invitation of the chairperson or Chief Officer of the SG, to others with no affiliation with SCAR.
- 4.3 An Action Group will normally have a lifetime of two (2) but not more than four (4) years.
- 4.4 Action Groups may meet during the biannual SCAR meetings or at other venues when the majority of members are in attendance. Agendas for meetings will be arranged by their Chief Officers in consultation with their members and distributed prior to the meeting. Reports of such meetings should be filed within one month of the meeting with the appropriate Science / Parent Group(s). Reports of meetings will include lists of actions indicating who is responsible for what action in which time frame, as the basis for inter-sessional work plans. Action Group work by correspondence is encouraged (e-mail, online meetings, etc).
- 4.5 Action Groups may also be established by the Meeting of Delegates for purposes ancillary to science (e.g. History)
- 4.6 Action Groups should report annually to the appropriate Science /Parent Group(s) on plans, progress and outcomes.

5. Expert Groups

- 5.1 Expert Groups may be established by the Science Groups, either individually or jointly to address specific scientific topics of interest to SCAR.
- 5.2 Expert Groups should be established with terms of reference, a chairperson approved by the Science Group(s), and membership that is open to any interested

Members of the Science Group(s) or, at the invitation of the Chief Officer of the SG, to others with no affiliation with SCAR.

- 5.3 An Expert Group will normally have a lifetime of around 6 years. Following a review at the end of that period there is an option for renewal.
- 5.4 Expert Groups may meet during the biannual SCAR meetings or at other venues when the majority of members are in attendance. Agendas for meetings will be arranged by their Chief Officers in consultation with their members and distributed prior to the meeting. Reports of such meetings should be filed within one month of the meeting with the appropriate Science / Parent Group(s). Reports of meetings will include lists of actions indicating who is responsible for what action in which time frame, as the basis for inter-sessional work plans. Expert Group work by correspondence (e-mail, online meetings, etc.) is encouraged.
- 5.5 Expert Groups should report annually to the appropriate SG(s) on plans, progress and outcomes.

6. Scientific Programme Planning Groups

- 6.1 Scientific Programme Planning Groups may be established by Science Groups either singly or jointly to develop plans for new SCAR Scientific Research Programmes. Such plans will be submitted to the appropriate Science Group(s) for evaluation and recommendation.
- 6.2 The appropriate Chief Officer(s) will approve the chairperson of the Scientific Programme Planning Group.
- 6.3 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 Science Groups;
 - may include suitably qualified scientists from non-SCAR countries and other organizations; and
 - will be for the duration of the planning process;
- 6.4 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 scientific and data management 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.
- 6.5 Preliminary plans approved by the Science Group(s) will be returned to the Scientific Programme Planning Group for further development and possible subsequent submission by the Science Group to the Delegates Meeting.
- 6.6 In the year when the Science 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 Science Groups.

- 6.7 Proposals for new Scientific Research Programmes will be submitted to the Meeting of Delegates for final approval. At this point the term of the relevant Scientific Programme Planning Group will end.
- 6.8 Proposals accepted by the Meeting of Delegates will become SCAR Scientific Research Programmes.

7. Scientific Research Programmes

- 7.1 Scientific Research Programme Steering Committees will be approved by the SCAR Directors, in consultation with the appropriate Science Groups and with the approval of the Meeting of Delegates, to implement and direct the approved Scientific Research Programmes.
- 7.2 Scientific Research Programme Steering Committees will be responsible for all aspects of their research programme including reporting to the SCAR Directors and the Meeting of Delegates on progress and responding to mid-term External reviews, assuring fiscal responsibility, and the delivery of agreed scientific outcomes.
- 7.3 The Terms of Reference for a Scientific Research Programme Steering Committees 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, in accordance with the SCAR data policy;
 - 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.
- 7.4 Membership of a Scientific Research Programme Steering Committee will be:
- Explicit;
 - 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.

8. Reporting Procedures

8.1 Reports of Science Groups

- 8.1.1 Reports will summarize progress and activities of the Science Groups and of their sub-groups since the previous SCAR Meeting, provide statements of strategic views, achievements, future plans, reports of expenditure, future budgets and lists of any recommendations put forward by the Science Group.

- 8.1.2 Reports of informal meetings of Science Groups may, at the discretion of the Chief Officers, be submitted for adoption by SCAR.
 - 8.1.3 Proposals by Delegates for further action on any item of a report of a Science Group will be included in the report of the Meeting of Delegates.
- 8.2 Reports of Science Groups held at biannual SCAR Meetings
- 8.2.1 Reports of meetings held at the time of a SCAR Meeting will include not only the report of the Science Group but also the reports of the sub-groups reporting to that Science Group.
 - 8.2.2 Reports of such meetings will include lists of actions indicating who is responsible for what action in which time frame, as the basis for inter-sessional work plans;
 - 8.2.3 Reports from the Science Group normally will be filed with the SCAR Secretariat immediately following the completion of the biannual SCAR Meeting.
 - 8.2.4 The SCAR Secretariat will transmit reports from the Science 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.
 - 8.2.5 The Chief Officer of each Science 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.
- 8.3 Reports of meetings not held at biannual SCAR Meetings
- 8.3.1 Reports of formal meetings of Science Groups held at other times than the biannual Meetings will be filed with the SCAR Secretariat immediately following the completion of the meeting of the Science Group.
 - 8.3.2 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.

LIST of ACRONYMS

SCAR	Scientific Committee on Antarctic Research
ATS	Antarctic Treaty System
ATCM	Antarctic Treaty Consultative Meeting
CEP	Committee for Environmental Protection
ADD	Antarctic Digital Database
CGA	Composite Gazetteer of Antarctica
COMNAP	Council of Managers of National Antarctic Programs
IHO	International Hydrographic Organisation
AMD	Antarctic Master Database
ADMS	Antarctic Data Management System
ISO	International Organisation for Standardization
OGC	Open Geospatial Consortium
ISC	International Science Council