

# Rules of Procedure for Scar 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.*

*Note: Agendas for meetings of standing committees and standing scientific groups and their subsidiary bodies will be arranged by their Chief Officers in consultation with their members. Invitations to meetings, arrangements for such meetings, and annotated agendas indicating expected outcomes from such meetings will be distributed by the Chief Officers at least three months prior to each meeting. Within one month of formal or informal meetings, the Chief Officer will circulate meeting reports (minutes), for confirmation by participants, and post the confirmed reports on the appropriate part of the SCAR web site. 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. Formal meeting reports will also be forwarded to the SCAR Secretariat. Faster delivery of meeting reports is required where the working group meets immediately prior to the Delegates meeting at which the group must present its report.*

## **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. Delegates' Committees**

- 2.1 Delegates' Committees are established during or for the duration of the Meetings of Delegates to deal with matters originating from the Standing Scientific Groups and the Standing Committees.
- 2.2 Members of the **Delegates' Committee on Scientific Affairs** will comprise either the Delegate or Alternate Delegate designated by each National Member in attendance at the Meeting of Delegates, and be chaired by the vice president responsible for this portfolio.
- 2.3 Members of the **Delegates' Committee on Outreach and Administration** will comprise either the Delegates or Alternate Delegates not appointed to the Delegates' Committee on Scientific Affairs, and be chaired by the vice president responsible for this portfolio.
- 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 may be formed to handle ongoing business of a permanent nature not dealt with by the science committees.
- 3.2 **The Standing Committee on the Antarctic Treaty System (SC-ATS)** will provide advice and information to SCAR regarding the Antarctic Treaty System.
  - 3.2.1 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;
- 3.2.2 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.
- 3.2.3 The Committee will also include representatives of the three Standing Scientific 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.
- 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 Standing Committee will work closely with the ATS Secretariat, the ATCM, the CEP, COMNAP and CCAMLR as appropriate.
- 3.2.6 SC-ATS will develop Working Papers and Information 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.
- 3.2.7 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.
- 3.2.8 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.
- 3.2.9 SC-ATS will report directly to the Executive Committee and during SCAR Meetings to the Delegates via the SCAR Executive.
- 3.2.10 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.
- 3.2.13 The SC-ATS Chief Officer, the SCAR Executive Director, and the SCAR President comprise the SCAR Delegation to the ATCM. 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 presents other reports.
- 3.2.14 The SC-ATS Chief Officer and the Executive Director 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 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.

3.2.15 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.

3.2.16 SC-ATS will conduct its business electronically unless otherwise agreed by the Directors.

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 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.

3.3.2 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 Director (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.

3.3.3 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.

3.4 **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 Geographical 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).

3.4.1 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 ADD and SCAR 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 SCADM, to work with SCAR SSGs, COMNAP, CEP, ATCMs and the IHO to continue to develop the SCAR ADD and SCAR CGA, Feature Catalogue and related symbology;
- g. To create an Antarctic Spatial Data Infrastructure;
- h. To maintain and/or further develop the Antarctic Topographic Database, Composite Gazetteer of Antarctica, Antarctic Map Catalogue, King George

Island Geographical Information System and the Feature Catalogue and such other products as Delegates request.

- 3.4.2 SC-AGI will comprise one representative from each 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, toponomy 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 toponomy community to maximise the effectiveness of SC-AGI and the subsequent influence of its activities. Experts on geographic information, satellite imagery, toponomy 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.
- 3.4.3 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.
- 3.4.4 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 Scientific Group has been completed.
- 3.4.5 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 SCAGI 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.
- 3.4.6 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.
- 3.4.7 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.
- 3.4.8 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".
- 3.4.9 SC-AGI is encouraged to seek outside funding with the approval of the SCAR Directors.
- 3.4.10 SC-AGI will develop and maintain a web page to inform others about its activities.

- 3.5 **The Standing Committee on Antarctic Data Management (SCADM)** is responsible for fostering the development and maintenance of an Antarctic Data Management System (ADMS).
- 3.5.1 The Terms of Reference for SCADM 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, 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 SCAGI, to work with SSGs, COMNAP, CEP and the Antarctic Treaty Secretariat to identify and develop fundamental datasets of value to the Antarctic Community.
- 3.5.2 SCADM will comprise one representative from each 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 SCADM and the influence of its activities.
- 3.5.3 SCADM will elect one Chief Officer and two Deputy Chief Officers to comprise the SCADM 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.
- 3.5.4 SCADM 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 SCADM meeting. Informal meetings of SCADM are encouraged as opportunities arise.
- 3.5.5 The Chief Officer of SCADM will report to EXCOM and the Meeting of Delegates.
- 3.5.6 SCADM 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".
- 3.5.7 SCADM is encouraged to seek outside funding with the approval of the SCAR Directors.
- 3.5.8 SCADM will develop and maintain a web page to inform others about its activities.
- 3.6 Other Standing Committees may be established by the Meeting of Delegates, for instance for the purposes of education, training and capacity building.

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

- 4.1 Standing Scientific Groups (SSGs) 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:

- 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 Standing Scientific 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 Standing Scientific Groups to address specific scientific topics;
- i. make funding requests where appropriate for SCAR support of Standing Scientific 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.

4.3 Membership of Standing Scientific Groups

4.3.1 All SCAR Members may nominate up to four representatives to each SSG. 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 SSG. When nominating representatives, Members should give due consideration to a mix of gender, experience and youth.

4.3.2 One representative from each 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 SSG meeting.

4.4 Functioning of SSGs

4.4.1 Each SSG must elect one Chief Officer, one Deputy Chief Officer and one Secretary from three different Members. The three officers should be from different scientific disciplines within the overall discipline of the SSG, and from different regions. Nominations must be approved by the Meeting of Delegates.

4.4.2 Chief Officers should be elected for a term of four (4) years that may be renewable for up to 4 more years.

4.4.3 SSGs will 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 SSGs.

- 4.4.6 At each formal meeting SSGs 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 SSGs may develop collaborative programmes appropriate to their specific interests.
- 4.4.8 Links are encouraged between SSGs and the relevant Unions, Committees, and Associations of ICSU.
- 4.4.10 SSGs are encouraged to seek outside funding with the approval of the Directors.
- 4.4.11 SSGs must develop and maintain a web page to inform others about their activities.

#### 4.5 Meetings

- 4.5.1 SSGs may hold both formal and informal meetings.
- 4.5.2 Formal meetings of SSGs are biennial during SCAR Science Meetings.
- 4.5.4 Three months prior to each SSG meeting, Members will confirm their nominees to each SSG and their attendance at the meeting.
- 4.5.5 Formal meetings of SSGs 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 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.
- 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 on 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 (e-mail).
- 5.5 Action Groups may also be established by the Meeting of Delegates for purposes ancillary to science (e.g. History)
- 5.6 Action Groups should report annually to the appropriate SSG(s) on plans, progress and outcomes.

## **6. Expert Groups**

- 6.1 Expert Groups may be established by the Standing Scientific Groups, either individually or jointly to address specific scientific topics of interest to SCAR.



- 6.2 Expert 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.
- 6.3 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.
- 6.4 Expert 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). Expert Group work by correspondence (e-mail) is encouraged.
- 6.5 Expert Groups should report annually to the appropriate SSG(s) on plans, progress and outcomes.

## **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 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.
- 7.5 Preliminary plans approved by the Standing Scientific Group(s) will be returned to the Scientific Programme 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 Programmes 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, 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.
- 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 strategic views, 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 Reports from the Standing Scientific Groups normally will be filed with the SCAR Secretariat immediately following the completion of the SCAR Science Meeting.
  - 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 immediately 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.