

The International Council for Science

ISSN 1998-0337

SCAR **bulletin**

No. 180 AUGUST 2011

SCAR Executive Committee (EXCOM) Meeting Edinburgh, UK, 18-19th July 2011



Published by the

SCIENTIFIC COMMITTEE ON ANTARCTIC RESEARCH

at the

Scott Polar Research Institute, Cambridge, United Kingdom

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SCAR Executive Committee (EXCOM) Meeting Edinburgh, UK, 18-19th July 2011

Attendees: M Kennicutt II (President), S Marensi, YD Kim, A Huiskes, R Ravindra (Vice-Presidents), A Capra (Chief Officer SSG-GS), T Yamanouchi (Chief Officer SSG-PS), K Conlan (Chief Officer SSG-LS), K Hughes (deputy Chief Officer, SC-ATS), T deBruin (Acting Chief Officer, SCADM), A Fox (deputy Chief Officer, SCAGI), M Sparrow (SCAR Executive Director), R Badhe (SCAR Executive Officer)

Observers: Martin Siegert (UK SCAR Committee)

WP refers to Working Papers; IP refers to Information papers; WPs and IPs are available from <http://www.scar.org/members/scarmeetingreports/edinburgh11/> or direct from the Secretariat (info@scar.org)

1. Opening Business (M Kennicutt and M Sparrow)

The SCAR President, M Kennicutt, and SCAR Executive Director, M Sparrow, opened the meeting. The local hosts were thanked for the venue and assistance with the organisation. The President commented that the preceding ISAES XI was excellent, well attended and efficiently organised. It was noted that the Executive Committee (EXCOM) meeting had been shortened to two (rather than three) days and attendees were asked to keep reports brief, highlighting items that require action or may be of special interest to EXCOM. The final agenda (WP01), Annotated Agenda (WP02) and Timetable (WP03) were adopted, noting that certain items (item 9, SCAR Business, and item 10, Finance) were to be considered in closed sessions.

2. Science (YD Kim)

Attendees were asked to keep reports brief, emphasising science achievements, emerging programmes and special opportunities as well as highlighting issues that required EXCOM approval or action.

2.1 Report of the Chief Officers' Meeting (WP 5, IP 2)

M Sparrow reported on outcomes from the Chief Officers' Meeting held two days previously. Most of the Recommendations from the COs' meeting were discussed under the relevant agenda items and so are not listed here (see CO Meeting Report – WP5, IP2). The exceptions were the following:

The Committee noted the need to outline a consistent process for the election of new officers for the Standing Scientific Groups (SSGs), Scientific Research Programmes (SRPs) and Standing Committees (SCs).

ACTION: Publish guidelines for election procedures for SSG, SRP and Standing Committee COs (Secretariat; End 2011).

The COs felt that although both the Cross-Linkages meetings and COs' meetings were important, there was no need to have both. It was suggested that in future they be merged. EXCOM agreed. In future Cross-Linkages meetings will be held in conjunction with COs' meeting and allow for annual meetings. This will likely require a 2-day meeting prior to EXCOM.

2.2 Cross-Linkages Workshop, Ottawa, May 5-6 2011 (WP 6)

M Sparrow summarised recommendations arising from the Cross-Linkages meeting (Ottawa, Canada; 5-6 May 2011). For example with regards to the need for a review of the SCAR Products, production of supplements to the ACCE volume on different aspects of the climate system, synergies between the Programme Planning Groups (PPGs) etc. The recommendations were adopted by EXCOM (WP 6).

2.3 SCAR SSGs: Highlights, Progress and Plans

2.3.1 Report of SSG Geosciences (WP 7)

A Capra reported on progress and plans. He noted that Geosciences held a meeting during ISAES XI meeting. The GIANT Expert Group is once again active, with S Griffiths (Aus) as the new co-chair, along with A Matveev (Russia). A proposal for a new Expert Group is being developed to assist in coordination of planning and integration of scientific results amongst programmes such as ANDRILL, SHALDRILL, IODP etc.

The Geosciences community felt that classical geology is not well represented in GS at the moment. It was noted that all three SSG-GS COs will end their terms in 2012. M C Kennicutt pointed out that continuity in leadership for SSG-GS (as well as the other SSGs) is desirable and potential candidates should be encouraged to stand for election.

ACTION: Ensure that paleontologists and geologists are engaged in PPGs and are aware of procedures for forming Action and Expert Groups (SSG-GS COs and PPG leaders; ASAP)

2.3.2 Report of SSG Life Sciences (WP 8)

K Conlan reported on progress and plans. She summarised significant progress with the Continuous Plankton Recorder (CPR) EG. CPR is increasing global coverage, expanding into areas that have not formerly been covered. A SCAR Biogeographic Synthesis Atlas Workshop was held. Results will be submitted to the CCAMLR workshop on Marine Protected Areas in Brest (August 2011). The SCAR Human Biology and Medicine group is in the process of merging with COMNAP MEDNET. It was felt that this would benefit both organisations. Kathleen noted that the Chief Officer and Secretary will end their terms in 2012.

2.3.3 Report of SSG Physical Sciences (WP 9)

T Yamanouchi reported on progress and plans. ICESTAR became a new Expert Group and AAA was approved as an SRP. AGCS will end in 2012 and be replaced by "Antarctic Climate 21" or "AntClim21" (formally PACE (Past and Future Changes of the Antarctic Environment)) subject to Delegate approval. The Antarctic Clouds and Aerosols (ACA) group and the Southern Ocean Acidification Action Group have

been established. The GPS for Weather and Space Weather Forecasting (GWSWF) Action Group is discussing its Terms of Reference and will be jointly sponsored by PS and GS. T Yamanouchi updated EXCOM on progress with ISMASS, including co-sponsorship by IASC and discussions with IACS. An ISMASS workshop is being planned for 2012. SSG-PS interactions with SERCE/POLENET are being explored.

There was a discussion on interactions with programmes outside of SCAR (e.g. IPICS). Agreements with groups external to SCAR can take several forms (e.g. as a SCAR Expert Group or through a letter of agreement). These agreements are to be regularly reviewed to ensure partnerships are functioning and beneficial. These partnerships are important and leverage SCAR resources.

2.3.4 Functioning of the SSGs (WP 10)

M C Kennicutt introduced several recommendations to enhance SSG and Standing Committee operations and impact on Delegates decisions.

Firstly, following from the last Delegates' Meeting, SSG/SC draft reports and budget requests will be due two months prior to the Delegates' Meeting to allow more time for science and strategic discussions, preparation of budget scenarios by the finance committee, better prepare attendees for meetings, optimise use of the limited time together and encourage wide participation. It was recognised that pre-publication of draft meeting reports needs to be carefully managed so that people do not feel outcomes are pre-determined, possibly adversely affecting attendance. Draft reports should clearly identify topics for discussion, the need for making decisions and opportunities to develop recommendations.

Secondly, a future directions discussion should be a standing agenda item for SSG/SC agendas. These discussions will provide input to on-going planning and the "Horizon Scanning" event discussed below.

Thirdly, a review of SSG subsidiary groups should be a standing agenda item to ensure resources are efficiently allocated and being effectively utilised. SSG/SCs should also explicitly review SRP performance and provide recommendations to the Delegates. At the next meetings in 2012, it is particularly important that SSG/SCs provide explicit recommendations to the Delegates on proposed new SRPs, including any responses to pre-meeting external and Delegates review comments.

SSG/SC reports should provide explicit advice and recommendations to the Delegates in simple language. The above items and recommendations should be reported in the SSG/SC reports to the Delegates.

ACTION: Secretariat to develop a statement of procedure of submission of reports etc. for SSGs/SCs two months prior to the Delegates Meeting (Secretariat; by end of 2011)

ACTION: Secretariat to write to cross-SSG groups clarifying reporting requirements (i.e. to each SSG that funds them). (Executive Director; end of 2011)

2.4 SCAR Scientific Research Programmes:

2.4.1 Antarctic Climate Evolution (ACE) (WP 11)

A Capra reported on progress and plans. ACE held two meetings during ISAES XI to discuss progress and a possible future SRP to replace ACE. A meeting report will be made available soon.

2.4.2 Antarctica and the Global Climate System (AGCS) (WP12)

T Yamanouchi reported on progress and plans. A final AGCS publication describing many of the linkages between the atmosphere, ocean and ice at high southern latitudes will be produced. Planning for AntClim21 is a priority.

2.4.3 Evolution and Biodiversity in the Antarctic (EBA) (WP 13)

K Conlan reported on progress and plans. EBA has produced over 225 peer reviews publications (<http://www.scar.org/researchgroups/lifescience/eba/>). The final outputs from EBA will be summarised and highlighted at the 2012 Open Science Conference and the 2013 Biology Symposium in Barcelona. EBA is currently focussing on data management activities (e.g. an EBA portal in the Antarctic Master Directory) and the transition to the new SRPs.

2.4.4 Astronomy and Astrophysics from Antarctica (AAA) (WP 14)

T Yamanouchi reported on progress and plans. AAA held an inaugural meeting in Sydney in July 2011. Working group goals were defined as:

- WG A: Site testing, evaluation and data archiving
 - Web site linking to current data to be established, hosted by Caltech
- WG B: Arctic site testing
 - Plan to coordinate tests in Greenland and Ellesmere Island
- WG C: Science goals
 - Draft Science Plan document written
- WG D: Major new facilities
 - Proposal for International Ice Station (compare with International Space Station) on high plateau?

2.5 SCAR Programme Planning Groups:

2.5.1 State of the Antarctic Ecosystem (AntEco) (WP 15, IP 3)

K Conlan reported on progress. The subthemes within AntEco were outlined. Subtheme leadership is meeting during the year. Cross-linkages with others PPGs is being actively pursued, for example with AntClim21 (see Section 2.5.3). In order to improve linkages with partners and the policy issues CCAMLR has a representative on the PPG.

2.5.2 Antarctic Ecosystems: Adaptations, Thresholds and Resilience (AntETR) (WP 16, IP 3)

K Conlan reported on progress. A team of lead authors has been formed and drafting of the proposal has begun. A workshop is planned for October 2011. AntECO and AntETR data management is being led by Bruno Danis (SCADM Deputy CO).

2.5.3 Past and Future Change of the Antarctic Environment (PACE) / AntarcticClimate²¹ (WP 17, IP3)

T Yamanouchi reported on progress noting that PACE has been renamed AntarcticClimate²¹. Based on a meeting held in Melbourne the aims of the PPG were reviewed and a chair, N Bertler (New Zealand), elected.

AntClim21 will involve collaboration between many different communities including the paleo community, ice sheet modellers, marine scientists etc. A major deliverable will be an ACCE style synthesis report entitled “Antarctica 2100”.

2.5.4 Solid Earth Responses and influences on Cryospheric Evolution (SERCE) (WP 18, IP3)

A Capra reported on progress. A meeting was held during the ISAES XI to plan a way ahead. Connections to ISMASS were emphasised as an important element. Although EXCOM approved of progress there were concerns expressed that SERCE did not have the momentum of the other three PPGs. A Capra replied that another meeting would be held during the 2011 AGU and that they would select leaders to begin drafting the proposal.

2.5.5 Other Emerging SRPs?

There has been discussion amongst the ACE community about a post-ACE SRP. A PPG on the origin of present day biota was also discussed. K Conlan commented that this is already part of AntECco. A webpage for a forum on SRP proposals was suggested.

Several other actions came out of the discussions held during the COs meeting and during EXCOM:

A timeline for submission of the new SRP proposals was agreed by EXCOM and the Chief Officers (see Appendix).

ACTION: The new SRP proposal timeline should be widely circulated and posted to the SCAR website (Secretariat, ASAP)

ACTION: The guidelines for new SPRs are to be updated and the current template for PPGs modified to include a section on utilisation of existing SCAR products and a requirement for new SRPs to submit metadata to the AMD (Secretariat, ASAP)

ACTION: Encourage PPG interactions with SCADM, SCAGI, and SCATS in the planning stages by e.g. sending SCs copies of the draft proposals for comment; include representatives in PPG cross-linkages meeting to be held in early February (SSG/SC COs, PPG leaders)

ACTION: Participants, funding and dates for cross-PPG meeting to be finalised (SSG COs, Secretariat)

M C Kennicutt reminded attendees that managing the transition to the new SRPs will be challenging and a high priority for SCAR. It should be noted that not all PPGs have to be SRPs. Action and Expert Groups are an option. Also full budgets need not be claimed and not all SRPs need to have a duration of 8 years.

2.6 Other Science Topics

2.6.1 Observing Systems (SOOS, CryOS etc.) (IP 4)

M Sparrow reported on progress with the Southern Ocean Observing System (SOOS). The final version of the plan will be printed soon and a SOOS International Project Office (IPO) is being established in Australia, supported by the new Institute for Marine and Antarctic Studies at the University of Tasmania in Hobart (www.imas.utas.edu.au). The SOOS IPO will be co-located with Australia's Integrated Marine Observing System (IMOS) (www.imos.org.au) in the Institute for Marine and Antarctic Science (IMAS). An Executive Officer (Louise Newman) has been appointed and will start in August 2011. The SCAR/Scientific Committee on Oceanic Research (SCOR) Expert Group on Oceanography will act as a Scientific Steering Committee for SOOS with a revised membership.

There is a need for better coordination between observing systems, such as CryOS for the cryosphere, and international organisations involved with observing systems (SCAR, SCOR, GOOS, WCRP, WMO etc.). A plan to hold a workshop on this topic during the SCAR 2012 OSC is being discussed. The concept of an International Polar Decade (see next section) may also provide a way forward.

2.6.2 The concept of an International Polar Decade (IP 5)

M Sparrow introduced a discussion on the concept of an International Polar Decade, noting that both ICSU and the ATCM are looking to SCAR for guidance on this matter.

Discussions were wide ranging and reflected a diversity of opinions on the value of an IPD and the likelihood of success in achieving the stated objectives. It was decided the best way to approach this was to list the advantages and disadvantages to a concept of an IPD and to develop a letter to the proponents of the IPD laying out SCAR's position.

ACTION: Develop a letter to the proponents of the International Polar Decade laying out SCAR's position (President, Executive Director, EXCOM; ASAP)

2.6.3 The Social Sciences and Humanities within SCAR (WP 19)

M Sparrow presented the recommendations from the SCAR Action Group on the Human Element that was formed to consider the Social Sciences and Humanities within SCAR, including the future of the SCAR History and Social Sciences groups.

EXCOM approved continuation of the Social Sciences Action Group up to and including 2012, with revised Terms of Reference. It also approved the History Action Group as an Expert Group. EXCOM did not approve the formation of an official umbrella of "Social Sciences and Humanities" although noted that the Social Sciences AG and History EG should be free to work together as they wished. The consensus was this new direction in SCAR required further discussion by the Delegates and that formation of a pseudo-SSG was premature as it infers an additional level of

organization (e.g., Officers) and most likely involves the need for additional resources.

Some EXCOM members expressed concern about the remit and future (post 2012) direction of these groups. If the Social Sciences AG wishes to be approved for a post 2012 term it will need to clearly define goals which should be presented to the Delegates. Likewise the History Group should more clearly define the time period and aims of its future work. K Hughes noted that the work of the Social Sciences AG is potentially useful to the work of SC-ATS in terms of discussions on wilderness values, for example.

2.6.4 Other (e.g. KGI)

S Marensi reported on the lack of progress with the King George Island Action Group. A letter was sent to Delegates asking for commitment to the KGI group and only one reply was received. EXCOM agreed that the King George Island Action Group should be disbanded but that SCAR could support others' efforts in this area e.g. a possible workshop proposed by Uruguay and others. SCAR remains very supportive of efforts by National Antarctic Programmes to better coordinate activities, reduce redundancy, and create synergy and integration across complementary programmes located in the same region.

3. Data and Information: Highlights, Progress and Plans (M Sparrow)

3.1 Standing Committee on Antarctic Data Management (SCADM) (WP 20)

T DeBruin presented a progress report. He started by summarising three SCADM Projects:

- i. Interoperable Data Repository Network
- ii. Improving relevance and utility of SCAR Products
- iii. Polar Information Commons

He emphasised the need to upgrade the SCAR website in order to better promote SCAR Products. He discussed the problem that there are different levels of commitment, interest and resources amongst SCADM members. This highlights the need to work with a 'coalition of the willing' rather than trying to ensure engagement of all SCADM members, though all SCAR members are encouraged to contribute. There is a need to continue to work to improve linkages with the SSGs and SRPs and ensure SCADM is relevant to their work. The suggestion was made that EXCOM charge the SCAR Development council to work with SCADM in raising funds for data management activities.

ACTION: Once formed the Development Council should consider the possibility of fund raising activities for Data Management Activities (President, Executive Director)

3.2 Standing Committee on Antarctic Geographic Information (SCAGI) (WP 21)

A Fox presented a progress report on SCAGI. Excellent progress in many areas was reported and remaining issues that need to be resolved, for example the lack of a chief officer and a lack on engagement of many SCAR member countries, were highlighted. SCAGI projects or products include: the Antarctic Digital Database (ADD), the Composite Gazetteer of Antarctica (CGA), the Map Catalogue, and the Feature Catalogue plus international collaborations such as LIMA and an aerial photography project. These aspects of SCAGI work are progressing well, with a few countries taking the lead for each project/product. SCAGI will revisit and revise its Terms of Reference to focus on the SCAR Products that have community support and develop a model to engage interested parties.

SCAR Products need to be reviewed to establish if they are still viable, active, and have critical mass to continue. Efforts to engage national representatives over several years has not been fruitful and an alternative model will be proposed. SCAGI will meet in September to produce a forward work plan and to appoint a new Chief Officer. EXCOM approved the proposed way forward for the group and emphasised the need to complete relevant Actions e.g. a Product Review (see WP 6).

3.3 SCAR Products

M Sparrow led a discussion on the SCAR Products. He outlined a plan to review the products (initially by the Secretariat and then by engaging SCADM and SCAGI) as per the Action set out in the last cross-linkages meeting (see WP 6) and to present results to SCADM/SCAGI. SCAGI and SCADM to then discuss the outcomes with a view to a more comprehensive review if necessary.

4. Partnerships: Highlights, Progress and Plans (M Sparrow) (IP 6,7,8, 17)

M Sparrow reported on partnerships, with a particular focus on the SCAR/IASC Bipolar Action Group (BipAG II) and various Memoranda of Understanding (MoUs) and Letters of Agreements.

The focus of BipAG II is to identify opportunities for SCAR and IASC to undertake bipolar research and to make appropriate recommendations to both organisations. A series of recommendations was made by BiPAG II. EXCOM approved these recommendations and charged the Secretariat to implement them.

ACTION: Adopt the BiPAG II Recommendations as Actions and charge Secretariat to implement them. See IP 17 for further details. (Secretariat; Various)

SCAR partnerships are to be reviewed as MoUs or Letters of Agreement expire. Partnerships that are beneficial will be continued and those that are not will be revised or terminated. The Letter of Agreement with IASC has been revised and will be signed by the SCAR President in Siena in September 2011.

SCAR currently has two MoUs with the World Climate Research Programme (WCRP). The SCAR ED has initiated discussions as to how (and whether) SCAR

and WCRP should revise the older MoU with regards to the SO panel and the International Programme on Antarctic Buoys (IPAB).

A new MoU has been proposed with multiple organisations with interests in the cryosphere (see accompanying paper). EXCOM approved signing this MoU.

ACTION: Secretariat to continue to review partnership MoUs and LoAs (Secretariat, ongoing)

5. SCAR and Policy Advice (M Kennicutt and M Sparrow) (WP 22)

5.1 Report of Standing Committee on ATS, including the Antarctic Conservation in the 21st Century Meeting

K Hughes reported on the first Antarctic Conservation for the 21st Century workshop held in South Africa in April 2011. The purpose of the workshop was to:

1. Identify current and future conservation concerns for Antarctica and its associated and dependent ecosystems;
2. Identify how conservation science can help address these concerns (from explicit conservation planning to implementation).

Outputs from the workshop will be:

1. Peer-reviewed publication detailing the results of the horizon scanning exercise (threats to Antarctica over 0-10 and 10-50 year timeframes);
2. Report of the workshop for submission to the Antarctic Treaty Consultative Meeting's Committee for Environmental Protection in Hobart (June 2012).

Based on the issues raised at the workshop, SCAR will develop a framework for conservation and conservation planning for the Antarctic region through a series of consultative discussions with partners.

M Sparrow reported that SCAR's contributions to the XXXIV Antarctic Treaty Consultative Meeting (ATCM) were positively received. SCAR provided two Working Papers (WPs) and nine Information Papers (IPs). Several of these were joint with other Observers (COMNAP) and Parties (Australia).

The Antarctic Climate Change and the Environment (ACCE) report and updates support ongoing discussions of the Committee for Environmental Protection (CEP) and the ATCM. Two Parties (UK and Norway) and one Observer (ASOC) committed funds to enhance communication of SCAR's climate activities to a broader audience (see Section 7).

Many Parties expressed interest in progress with the Southern Ocean Observing System (presented both at CEP and at the ATCM). The subject of the environmental consequences of marine acoustics was again raised and SCAR agreed to provide an update to its last report on the issue.

The introduction of non-native species remains a major topic of discussion at the CEP. SCAR tabled several papers on the subject and agreed to moderate an Intersessional Contact Group.

In response to a request from the CEP in relation to the practicality of repair or remediation of environmental damage, SCAR agreed to provide advice to the CEP on

specific scientific questions. The CEP decided to allow a year for Parties to better define the issues involved and consider an ICG (Intersessional Contact Group) at CEP 15. SCAR agreed to participate. A useful paper was tabled by Australia that begins to establish a framework to better define the issues involved.

SCAR presented two final Codes of Conduct on the Exploration and Research of Subglacial Aquatic Environments and for the Use of Animals for Scientific Purposes in Antarctica.

The SCAR Lecture on "Detecting the Imprint of Humans on Antarctica: A Case Study", based on a U.S. long-term environmental monitoring programme at McMurdo station, was presented by the SCAR President. The lecture was well received.

Meetings with CCAMLR, COMNAP and other Parties were held in the margins of the meeting to continue discussions about improving SCAR's working relationship with other ATS advisory organisations.

ACTION: Plan next stages of Antarctic Conservation in the 21st Century, including publication of the results from the first workshop and organisation of a future workshop to more fully engage ATS partners (S Chown, K Hughes, M Sparrow, C Kennicutt; ASAP)

ACTION: Begin the process of identifying the next Antarctic Treaty Science Lecturer (Secretariat)

5.2 Advice to other bodies such as IPCC

M Sparrow updated EXCOM on policy advice beyond the ATS, which at the moment focuses on sending representatives to attend IPCC working group meetings that are particularly pertinent to SCAR e.g. on ice sheet mass balance.

6. Capacity Building, Education and Training: Progress and Plans (R Ravindra) (WP 23, WP 24)

6.1 Fellowship Programme (WP 24)

R Badhe summarised the recommendations of the Fellowship Review Committee regarding the Fellows for 2011-12, noting that the fellowships were run jointly with COMNAP this year. More than 40 applications were received. The application process has also been revised and is now online. Discussions continue with CCAMLR in regard to establishing a programme similar to the SCAR/COMNAP Fellowship scheme.

The Fellowships for 2011/12 were awarded to:

- R Antony, going from India to the US
- D Velazquez, going from Spain to the US
- N Tilinina, going from Russia to the UK

and for the COMNAP fellowship:

- A Marks, going from the UK to Italy (COMNAP Fellowship).

ACTION: Continue discussions with CCAMLR on joint advertisement of Fellowship schemes (Executive Officer, end 2011)

6.2 The Martha T Muse Prize

R Badhe updated EXCOM on progress with the Martha T Muse Prize. The 2011 Prize was awarded to Dr. José Xavier from the Institute of Marine Research of the University of Coimbra in Portugal and British Antarctic Survey. Administration of the Muse Prize is a high profile activity for SCAR and a notable legacy of the IPY. EXCOM noted the excellent performance to date and expressed appreciation for the on-going support of the Tinker Foundation.

ACTION: Ensure continued high profile of Martha T Muse Prize; entrain new committee members etc. (Executive Officer; ASAP)

6.3 APECS

SCAR is actively working with APECS on various items, including a ‘cool speakers’ database, Virtual Poster sessions, mentoring of young scientists through APECS mentor scheme etc. APECS have also been invited as an observer to the SCAR Delegates’ and Business meetings. Further opportunities will be discussed with APECS during their next EXCOM.

6.4 The CBET Committee and future plans for CBET, including update of the CBET plan (WP 23)

The Vice President for CBET, R Ravindra, presented an update of CBET activities, including a way forward to update the CBET plan which will be revised by the CBET Committee. SCAR was a partner of the ICSU project, “IPY Education and Outreach lessons learnt”. SCAR is actively using its website (regular posting of news items, and educational sites on the SCAR Education and Communication page as well as making use of Social networking such as Facebook, LinkedIn and Twitter). Outreach and Education will form a major part of the new SCAR website.

A ‘Visiting Scientist’ programme (renamed from visiting professor on the advice of EXCOM) will be initiated in 2011/12 thanks to a voluntary contribution from India. The scheme will involve sending one or more people to a country that is willing to host the scientist.

ACTION: CBET Plan to be updated and refined based on experience since 2006 (R Badhe, R Ravindra, CBET Committee; prior to Delegates meeting in 2012)

ACTION: Procedures for applications for and selection of Visiting Scientists to be developed and widely circulated (Executive Officer, CBET committee; end of year)

7. Communications: Progress and Plans (S Marensi) (WP 25)

7.1 SCAR Strategic Plan

M Sparrow noted final production and distribution of the SCAR Strategic Plan 2011-2016. Comments on the Strategic Plan have been very positive and the plan is being widely used and cited.

7.2 Website, Social Networking, publications, new SCAR Newsletter etc.

M Sparrow reported on SCAR's communications activities. He noted that the SCAR website needs to be updated to appeal to a much wider audience and to include more dynamic features (blogs, CMS for groups etc.). EXCOM agreed and approved the use of funds for this activity. M Sparrow also noted that ~\$19,000 had been committed by Norway, UK and ASOC to enhance communication of SCAR's climate work to a broader audience communications.

ACTION: Develop a climate communications plan (Secretariat, prior to 2012 ATCM)

7.3 Update of the Communications Plan

It was noted that the SCAR Communications plan (written in 2006) needed to be updated.

ACTION: SCAR Communications Plan to be reviewed and updated (Secretariat, CBET Committee; prior to Delegates' 2012 meeting)

8. Major Meetings (S Marensi) (IP 9, IP 10)

8.1 Plans for Portland 2012

M Sparrow briefed EXCOM on progress with the 2012 SCAR Open Science Conference, Business Meetings and Delegates' Meeting being held in July 2012. A website is now available at <http://scar2012.geol.pdx.edu/>. A Local Organising Committee (LOC) and an International Scientific Organising Committee (ISOC) were established and have been planning the meetings for several months. Initial OSC science theme and session titles have been agreed and selection of session chairs has begun. Three mini-symposia will be scheduled during the OSC with limited parallel sessions allowed to focus on timely and high impact topics and to encourage cross-disciplinary interactions. Preliminary mini-symposia topics and conveners have been agreed. A preliminary keynote and plenary programme has been agreed and invitations are in the process of being sent. A first circular will be completed and distributed soon. Many satellite meetings and workshops have been requested and are being accommodated.

COMNAP has decided to schedule their AGM in parallel with the OSC. COMNAP will also organize a Symposium on Sustainability on the Sunday prior to the OSC and will chair a similar science session in the OSC. The icebreaker will be a joint SCAR/COMNAP event and include ceremonial welcoming activities. The OSC dinner will once again be a recognition event introducing the SCAR Medals (three in 2012) and Muse Prize winners.

Efforts are being made to keep the cost of attendance at the OSC as reasonable as possible, especially the registration fee. SCAR OSC registration fees will be substantially lower than the IPY conferences. Free student registration for those presenting at the OSC is being discussed and if approved, SCAR will subsidize these efforts in lieu of a travel grant programme. The travel grant programme in 2010 was time consuming for the Secretariat and more efficient ways of reducing attendance cost are being considered. Creation of a revenue stream to fund these activities is being discussed. The hosts have arranged low-cost on-campus housing for students

(\$25/night). An extensive parallel, cultural programme is being developed and will more fully engage the local community and enhance education and outreach activities.

8.2 Horizon Scanning workshop 2014 (IP 9)

M C Kennicutt introduced the concept of a Horizon Scanning Workshop, possibly to be conducted in conjunction with the SCAR 2014 biennial meetings. He noted that the Tinker Foundation have expressed an interest in providing funding for such an activity, possibly linking it with the Martha T Muse Prize winners colloquium.

ACTION: Form an Action Group to develop a “Horizon Scanning Activity” (President, Secretariat; by end of year)

8.3 IPY 2012

M Sparrow noted that he is the SCAR representative on the IPY 2012 Conference Steering Committee and briefed EXCOM on progress. Concern was noted about the closeness in time of the IPY Conference and the SCAR OSC competing for the same audience. It was noted the IPY Conference appears to be Arctic and more policy focused and the SCAR OSC Antarctic and science focused (though with a policy theme as well). It was agreed that SCAR groups and those receiving SCAR funds should be encouraged to hold any planned meeting in conjunction with the SCAR OSC. All were encouraged to widely advertise the SCAR OSC and ensure people know they will have a choice of meetings in 2012.

ACTION: Ensure wide advertisement of the SCAR OSC (Secretariat; ASAP)

8.4 In-house management of abstracts

R Badhe updated EXCOM on progress on developing an on-line abstract submission system. A draft system is now in place and will be tested over the next few weeks. The new system will provide consistency between SCAR conferences, increased efficiencies and ensure Secretariat control of assembling OSC science programmes. This system may also be used for other SCAR Symposia, workshops, and meetings.

8.5 Action Group on Meetings (IP 10)

M Kennicutt gave a report on plans for an AG on Meetings. EXCOM approved the recommendation that an Action Group on meetings and related activities be formed to develop an integrated schedule for scientific, advisory and business meetings and related activities involving SCAR. The AG will be expected to develop a strategic framework that ensures a logical and effective progression of these meetings, reduces duplication, and best accomplishes the aims of the meetings while improving efficiencies. A particular focus will be the organization of SCAR biennial meetings and devising an optimal schedule.

ACTION: Form AG on Meetings (Secretariat, President; by end of year)

9. SCAR Business (EXCOM only; S Marensi) (WP 26, IP 11, IP 12, IP 13, IP 14)

9.1 Terms of Reference for SCAR President/Vice Presidents (IP 11)

M Sparrow introduced this item by reminding EXCOM that by UK Charity law all Trustees (President and VPs) of SCAR must have a set of guidelines or Terms of Reference for their positions. Experience has shown that being a SCAR President or VP involves a time commitment, in particular for the SCAR President. So that SCAR Members are aware of the duties and workload of becoming a SCAR President/VP, a set of draft ToRs were presented to EXCOM for comment. EXCOM approved the ToRs noting that a sentence should be added that was more explicit about what expenses related to these offices are covered by SCAR.

ACTION: Secretariat to modify ToRs for SCAR Officers and make available prior to next Delegates' Meeting (Secretariat; end of year)

9.2 Secretariat Report (WP 26)

M. Sparrow presented a summary of Secretariat activities, including an analysis of past and future workloads. He noted that in particular the amount of time that the EO and AA have spent on basic finances has increased in recent years. Suggestions were made to EXCOM as to how to both improve efficiency and target specific high priority activities, noting that with the staff available the Secretariat is not always able to complete all the tasks it would like to. He also noted that salary costs have decreased year-on-year since 2007, when the new Secretariat structure was fully implemented.

The following was agreed to by EXCOM:

- In order to increase the efficiency of the Finances, SCAR will adopt a *per diem* system. The claim form will be made available online in an interactive excel spreadsheet format to minimise transcription errors.
- The Secretariat will employ on a part-time, short-term contract (1 year) someone to manage the initial set up of the abstract system, including answering queries etc. EXCOM emphasised that this would only be approved for a single year. The same person would also be employed to work on SCAR's climate communication plan, the funds for which come from external sources (donations from Norway, the UK and the Antarctic Southern Ocean Coalition).

ACTION: Executive Officer to set up new SCAR Claims (online and per diem) system (Executive Officer, ASAP)

EXCOM also noted that Secretariat staff should ensure they take their annual leave and that they should make further efforts to prioritise tasks.

9.3 SCAR's Carbon Footprint (IP 12)

R Badhe presented a report on SCAR's carbon footprint. She noted that the use of video and tele-conferencing facilities should be encouraged, especially for meetings involving small numbers of people. There has also been discussion between the Secretariat and the Local Organising Committee about making the Portland OSC as

environmentally friendly as possible. Other options such as how to further reduce the carbon footprint of SCAR meetings (having some initial meetings via skype / telephone; having meeting papers available online or on a memory stick) were also discussed.

ACTION: Secretariat to (i) investigate greater use of video conferencing (ii) further reduce paper use within SCAR (Executive Officer, prior to Delegates 2012)

9.4 Ethics and Donations Policy (IP 13)

M Sparrow briefly presented the SCAR Ethics and Donations Policy, noting that it had been discussed at the previous EXCOM in 2009 and modified in light of those discussions. EXCOM noted the modifications and adopted the policy.

9.5 Potential new membership (IP 14)

S Marensi and M Sparrow described recent activities to attract new membership, noting that as well as those countries outlined in IP 14, Columbia had also expressed an interest in re-joining SCAR.

10. Finance (EXCOM only, A Huiskes) (WP 27a, WP 27b, WP 28, WP 29, WP 30, WP 31, WP 32, WP 33, IP 15)

As noted above, a change in procedure has been agreed requiring draft budget submissions from SSG/SCs two months prior to biennial meetings. The Finance Committee will be empanelled two months prior to the biennial meetings to consider draft budget requests. This will allow for development of alternative budget scenarios well in advance of the Delegates' Meeting.

10.1 Financial Statement for 2010 (WP 27a, WP 27b, WP 28)

A Huiskes and R Badhe presented the 2010 statement, which was approved.

10.2 Revised Budgets for 2011 and 2012 (WP 29, WP 30)

A Huiskes and R Badhe presented the revised 2011 and 2012 budgets. The 2011/12 budgets were approved with the addition of funds for the OSC assistant and for the cross-PPG meeting.

EXCOM thanked India and Monaco for their voluntary contributions for 2011 and expressed their gratitude to South Korea for increasing their membership level. They also noted that the income from the Tinker Foundation to manage to the Martha T Muse Prize had been increased.

10.3 Draft Budget for 2013 (WP 31)

A Huiskes and R Badhe presented a draft 2013 budget. This budget displayed various scenarios to show income and expenditure with and without fee increases that take into account inflation. EXCOM agreed that a fee increase was essential if SCAR is not to seriously curtail its activities.

ACTION: Executive Officer to modify 2011/12/13 budgets taking into account EXCOM recommendations (Executive Officer, ASAP)

10.4 SCAR Business Case and membership fee increases (IP 15)

Based on the 2010 Resolution approved by the SCAR Members ("Delegates agree the need for an increase in contributions of up to 20% in 2012 based on a business case that SCAR will provide for Delegates to take to their funding agencies"), a Business Case was sent to all SCAR Member countries for them to begin discussions with their funding agencies about membership fee increases. EXCOM noted that the case will need to be made in advance of the Delegates Meeting in 2012 if an increase is to take effect in 2013.

ACTION: Case for increase in membership fees to be further communicated to Delegates by: (i) Letter from President/ED reminding Members of need for an increase in fees (as agreed in 2012) including an updated business case and (ii) the President to informally contact individual members re proposed increase (Executive Director, President; by end of the year)

10.5 SCAR Development Council (WP 32)

M Kennicutt updated EXCOM on progress and future plans for a SCAR Development Council to assist the Secretariat and EXCOM in identifying potential sources of income. EXCOM endorsed the plan, noting that the Council should include a South American member to provide better geographic representation.

10.6 Finance Strategy update (WP 33)

This agenda item was covered by agenda items 10.1 to 10.5.

10.7 Policies related to members in arrears on fees

A Huiskes noted that a few members are in arrears on membership fee payments. He noted that the SCAR Articles of Association membership state that membership in SCAR may be terminated if the member "has not paid its contribution within two years of such contribution becoming due" and that any members who were in arrears with payments lose their right to vote at the Delegates' meeting. The Executive Director noted the Secretariat is in discussion with members in arrears.

11. Actions Arising (IP 16) (All meeting invitees)

11.1 Progress against previous Actions and new Actions from EXCOM 2011

M Sparrow summarised progress against Actions, including a draft list of Actions agreed at the meeting.

11.2 Other Business

There were no other business items.

12. Closure of the meeting

M Kennicutt thanked the EXCOM for their service and closed the meeting.

Appendix 1



Timeline for Submission of proposals for new SCAR Scientific Research Programmes



DEADLINE	ACTION
13th Feb. 2012 (T-23 weeks)	Submission of 'letter of intent' to SCAR Secretariat outlining intention to submit a SRP proposal to 2012 Delegates Meeting. This should include identification of possible external reviewers for consideration by EXCOM
April 16th 2012 (T-14 weeks)	Final SRP proposals to Secretariat
	The Secretariat will obtain external assessments of the Plan from two or more reviewers as agreed by the SCAR Executive Committee. SRP proposals are also forwarded to the SCAR Delegates at this time for initial comment.
May 28th (T-8 weeks)	External Reviews and Delegate Comments to be returned to Secretariat
	These reviews will be made available to the <i>Delegates/ SSGs /Standing Committees/ SRP proponents</i>
16th July (T- 1 week)	Proponents present to SSG plenary and provide oral responses to reviews
	SSGs to provide a recommendation to the Delegates on the SRP proposals in their report to the Delegates
23rd July	Final presentations to Delegates

Appendix 2

Alphabetical List of Acronyms

AA	Administrative Assistant
AAA	Astronomy and Astrophysics from Antarctica
ACA	Antarctic Clouds and Aerosols
ACE	Antarctic Climate Evolution
ACCE	Antarctic Climate Change and the Environment
ADD	Antarctic Digital Database
AG	Action Group
AGCS	Antarctica and the Global Climate System
AGU	American Geophysical Union
AMD	Antarctic Master Directory
ANDRILL	Antarctic Geological Drilling
AntClim21	Antarctic Climate in the 21 st Century
AntEco	State of the Antarctic Ecosystem
AntETR	Antarctic Ecosystems: Adaptations, Thresholds and Resilience
APECS	Association of Polar Early Career Scientists
ASOC	Antarctic and Southern Ocean Coalition
ATCM	Antarctic Treaty Consultative Meeting
ATS	Antarctic Treaty System
BipAG II	Bipolar Action Group
CBET	Capacity Building, Education and Training
CCAMLR	Convention on the Conservation of Antarctic Marine Living Resources
CEP	Committee for Environmental Protection
CGA	Composite Gazetteer of Antarctica
CMS	Content Management System
CO	Chief Officer
COMNAP	Council of Managers of National Antarctic Programs
CPR	Continuous Plankton Recorder
CryOS	Cryosphere Observing System
EBA	Evolution and Biodiversity in the Antarctic
ED	Executive Director
EG	Expert Group
EO	Executive Officer
EXCOM	Executive Committee
GIANT	Geodetic Infrastructure of Antarctica
GOOS	Global Ocean Observing System
GWSWF	GPS for Weather and Space Weather Forecasting Action Group
IACS	International Association of Cryospheric Sciences

IASC	International Arctic Science Committee
ICESTAR	Interhemispheric Conjugacy Effects in Solar Terrestrial and Aeronomy Research
ICG	Intersessional Contact Group
ICSU	International Council for Science
IMAS	Institute for Marine and Antarctic Science
IMOS	Australia's Integrated Marine Observing System
IODP	Integrated Ocean Drilling Program
IP	Information Paper
IPAB	International Programme on Antarctic Buoys
IPCC	Intergovernmental Panel on Climate Change
IPD	International Polar Decade
IPICS	International Partnerships in Ice Core Sciences
IPO	International Project Office
IPY	International Polar Year
ISAES XI	11 th International Symposium on Antarctic Earth Sciences
ISMASS	Expert Group on Ice Sheet Mass Balance and Sea Level
ISOC	International Scientific Organising Committee
KGI	King George Island
LIMA	Landsat Image Mosaic Of Antarctica
LoA	Letter of Agreement
LOC	Local Organising Committee
MoU	Memorandum of Understanding
OSC	Open Science Conference
PACE	Past and Future Changes of the Antarctic Environment
POLENET	Polar Earth Observing Network
PPG	Programme Planning Group
SC	Standing Committee
SCADM	Standing Committee on Antarctic Data Management
SCAGI	Standing Committee on Antarctic Geographic Information
SC-ATS	Standing Committee on the Antarctic Treaty System
SCOR	Scientific Committee on Oceanic Research
SERCE	Solid Earth Response and influences on Cryospheric Evolution
SHALDRIL	Drilling project of the US Antarctic Research Facility
SO Acid	Southern Ocean Acidification Action Group
SOOS	Southern Ocean Observing System
SRP	Scientific Research Programme
SSG	Standing Scientific Group
SSG-GS	Standing Scientific Group on GeoSciences
SSG-LS	Standing Scientific Group on Life Sciences
SSG-PS	Standing Scientific Group on Physical Sciences

ToR	Terms of Reference
VP	Vice President
WCRP	World Climate Research Programme
WG	Working Group
WMO	World Meteorological Organization
WP	Working Paper