SCAR Directors Special Meeting
COVID-19

11th March 9am GMT
https://global.gotomeeting.com/join/673369477

Agenda

1. SCAR-COMNAP 2020 arrangements and preferred dates for decisions

2. Delegates Meeting Arrangements and Legal Position
   a. Charities Commission Advice
   b. Birketts Legal Advice

3. Delegates Meeting Alternative Arrangement Proposals
   a. Limited meeting in 2020 by videoconference
      i. Budget and audited statements
      ii. SRPs
      iii. Subsidiary body approvals
      iv. Director arrangements
      v. In-person meeting 2021
      vi. OSC 2022
   b. Special in-person meeting in 2021
      i. Articles of Association and Rules of Procedure Amendments
      ii. Full Agenda

4. OSC Meeting in India 2022 and OSC 2024

5. Legal position and decisions about SCAR Directors

6. Subsidiary Group Arrangements

7. Budget Implications and Actions

8. Secretariat Staff and Chief Officer Travel Options
   a. ATCM May-June 2020
   b. OSC and Delegates Meeting 2020
   c. Subsidiary Group Meetings

9. Secretariat Staff Arrangements
Summary record of the meeting

1. The Directors held a special online meeting to discuss the arrangements with regard to SCAR’s operations given the COVID-19 situation.
2. All Directors were present for the online meeting.
3. The President provided a short overview of the COVID-19 situation based on discussions held in another context with public health and travel medicine physicians from Monash University and elsewhere.
4. The Directors agreed that the fundamental principles guiding actions are to enable SCAR to continue its business, while at the same time taking all steps feasible to ensure the wellbeing of SCAR’s community of members.
5. The Directors noted that country and organisational arrangements, and the decisions of SCAR’s individual community members, will dictate what is possible over the period during which the COVID-19 situation remains current, and that this period is at present not foreseeable.
6. The Directors unanimously agreed to a set of proposals, set out below, based on their discussions of each of the Agenda items.
7. The Directors agreed that some complexity with Subsidiary Groups and their Chief Officers would arise were the SCAR Science Groups and Delegates meetings not to be held in person in 2020 and that these complexities would be managed on a group-by-group and individual-by-individual basis.
8. [Information Limited to the Delegates].
9. The Directors agreed to communicate, as soon as possible, the outcomes of the special meeting to the SCAR Members’ Delegates. The Directors also agreed to communicate relevant aspects of the outcomes to the organisers of SCAR-COMNAP 2020 meeting, to the Chief Officers of SCAR’s subsidiary groups, and to the broader SCAR community.
10. The Directors agreed that the dynamic situation would require further meetings to be held at relatively short notice.
Proposals Agreed Unanimously by the Directors

Proposal 1 (Agenda Item 1)
[Superseded by events.]

Proposal 2 (Agenda Item 2)
[Information Limited to Delegates.]

Proposal 3 (Agenda Item 2)
[Information Limited to Delegates.]

Proposal 4 (Agenda Item 3)
The limited electronic meeting for which approval will be sought will ask Members to:
(i) approve audited statements and budgets,
(ii) advise on the three currently proposed SRPs,
(iii) advise on any Subsidiary Body changes which require Members’ approval,
(iv) approve interim arrangements for Directors,
(v) decide on whether an in-person meeting of Delegates will be scheduled in 2021,
(vi) take advice from India on progress on the SCAR 2022 OSC and Delegates meeting in light of the current circumstances.

Proposal 5 (Agenda Item 3)
Should the SCAR-COMNAP 2020 Delegates meeting not proceed in person, a full SCAR Delegates meeting will be proposed to be held out of cycle in 2021 to transact SCAR’s business, with the 2022 Delegates meeting still going ahead.

Proposal 6 (Agenda Item 4)
The Directors to take advice from India on SCAR 2022 on a more regular basis and to seek out, through online discussions, potential hosts for 2024.

Proposal 7 (Agenda Item 5)
The SCAR Directors advise Members, in the event of the cancellation of SCAR-COMNAP 2020, that a change to the SCAR Directors, given Clause 13.1 of the Articles of Association, and the fact that the current Rules of Procedure for electing new Directors cannot actually be adhered to in an electronic meeting format without substantial change which is itself not feasible given the timing (Rules of Procedure Clause 2, Clause 8), does not seem feasible without an in-person meeting.

Proposal 8 (Agenda Item 6)
Subsidiary groups be given maximum flexibility on delivery and budget expenditure wherever activities are hampered by the COVID-19 situation.

Proposal 9 (Agenda Item 7)
The Directors request the VP for Finance to work with the SCAR Secretariat to develop a contingency budget to give effect to alternative plans once it becomes clear whether these will need to be implemented. Such alternative plans will only be required if the SCAR-COMNAP 2020 Delegates meeting is called off by the Directors for the reasons outlined under Proposals 1 to 3 above.
Proposal 10 (Agenda Item 8)
The Directors agree that decisions by any SCAR volunteer to attend meetings on behalf of SCAR over the period in which COVID-19 is a concern (that decision at the discretion of the volunteer) is at the discretion of the volunteer and that this will not affect the position or standing of that volunteer within SCAR.

Proposal 11 (Agenda Item 8)
The Directors agree that decisions by any SCAR Secretariat staff member to attend meetings on behalf of SCAR over the period in which COVID-19 is a concern (that decision to be discussed by the staff member and the President) is at the discretion of the staff member and that this will not affect the performance adjudication, standing, contract arrangements, remuneration, annual leave or any other matter to do with that staff member.

Proposal 12 (Agenda Item 9)
The Directors agree that Secretariat Staff will be enabled to work flexibly, including from home as required, where they have carer responsibilities that change as a consequence of developments to do with the COVID-19 situation. The management of these arrangements will be the responsibility of the Executive Director in the case of other Secretariat staff, and the President, and in his absence the VP Administration, for the Executive Director. Where staff are compelled to take leave or to be away from the office, staff will record the number of days set aside for this purpose and provide the record to the Executive Director. The Directors will discuss the matter with the Secretariat Staff once the COVID-19 situation is over. The Executive Director will make sure that arrangements are in place for the Secretariat to work from home should this be required.