

International Union of Pure and Applied Chemistry

154th MEETING OF EXECUTIVE COMMITTEE

Research Triangle Park, North Carolina, 31 October - 1 November 2015

MINUTES

Attendees: Dr. Mark Cesa (MC, Chair), Prof. John Corish (JC), Mr. Colin Humphris (CH), Prof. Kazuyuki Tatsumi (KT), Prof. Qi-Feng Zhou (QFZ), Prof. Natalia Tarasova (NT), Prof. Richard Hartshorn (RH) Prof. Mei-Hung Chiu (MHC), Prof. Chris Brett (CB), and Prof. Kaoru Yamanouchi (KY)

Absentees: Prof. Ram Lamba (RL)

Guest: Dr. Lynn Soby (LMS), Dr. Fabienne Meyers (FM, secretary)

1. INTRODUCTORY REMARKS AND FINALIZATION OF AGENDA

Mark Cesa welcomed all participants including all current and incoming members of the Executive Committee; incoming members are Mei-Hung Chiu (China/Taipei), Chris Brett (Portugal), and Kaoru Yamanouchi (Japan). Retiring member Ram Lamba was unable to attend.

For all matters requiring voting, only the current members will be asked to vote.

Mark Cesa thanked Lynn Soby and the staff for the arrangements and indicated that a visit of the new office will be arranged for the following day.

Additional agenda items include:

- Item regarding removal of one or more NAOs (see item 7.5 of the Agenda)
- Item regarding Associate National Adhering Organizations (ANAOs) standing (item 7.6)
- Item regarding Associated Organizations (AOs) (item 7.7)
- Update of the terms of reference for the Finance Committee (item 7)
- Review of the TOR for the ICSU committee (item 9)
- Review of the terms related to InChI Trust (item 26)

2. MINUTES OF 153RD (RTP, NOV 2014) AND NOTING INFORMAL DISCUSSION IN BUSAN AUGUST 2015 MEETING OF EXECUTIVE COMMITTEE

The minutes of the 153rd Executive Committee meeting were included in the Agenda Book for reference.

The minutes had been approved by email in March 2015 and posted online in October 2015.

2.1 MATTERS ARISING FROM MINUTES (NOT COVERED BY ITEMS ON AGENDA)

There were no questions or comments.

3. MINUTES OF 97TH MEETING OF THE BUREAU (BUSAN, AUGUST 2015)

3.1 RECEIPT OF MINUTES BY EC

The minutes of the 97th Bureau meeting held in Busan, Korea, in August 2015 were circulated by email on 19 October 2015 with comments and corrections requested by 30 November 2015. The minutes will be submitted for approval at the next Bureau meeting.

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3.2 MATTERS ARISING (NOT COVERED BY ITEMS ON AGENDA)

There were no question or comment.

4. ACTION ITEMS FROM PREVIOUS MEETINGS

The EC reviewed the Action Items in the Agenda Book (p. 62) and the following updated were noted:

[93BU03] Establish alternative NAOs contacts list (on going)

[93BU16] Review speaker pack – all/Secretariat, (in progress)

[93BU17] Review Past President ppt IUPAC hint-inspired presentation – all (in progress)

> All 3 Actions to be reviewed under item 20, Membership Relations Committee

[151EC06] Notify the CAs about the PhosAgro project; the office is to work with COCI to ensure that a notice is sent out > closed

[95BU19] To review General Assembly/Congress schedules for iupac2017 and later (Workgroup General Assembly) > Completed – see update under item 12

* *[153EC04] IUPAC as a Corporate entity in USA to be finalised as necessary (LMS, in progress)*

[153EC08] Develop portal for new members for website > in progress – see update under item 17.4

[153EC09] Evaluate payment route/alternatives for Cuba. Checking with US Treasury and North Carolina Department of Commerce (LMS, in progress/State Department and Treasury contacted)

[153EC18] CAs to receive notice drawing their attention to webpage for next PhosAgro award (CH to contact Bernard West, in progress) > closed

[153EC24] Invite Regional chemistry bodies (e.g. EuCheMS etc.) to consider centenary activities NT and Centenary team > in progress – see update under item 15

* *[153EC25] CH to contact ICCA to open dialogue about Centenary (in progress – Cefic Secretary General attending the General Assembly)*

[153EC29] Reports on new elements 113, 115, 117, 118 will go first to Division II and then Council/Bureau for review following the established procedure > Completed – see update under item 19

[153EC30] Develop a value proposition for IUPAC as tool to retain existing NAOs. What is IUPAC worth to different countries - general and country specific elements; supporting existing NAOs action for MRC, Secretariat to provide ideas for development of the value proposition and a template. EC members to seek out past presentations/relevant information. Initiate a project on NAO relationships > in progress – see update under item 20

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[153EC31] Review the status of AMP and sponsored AMP programmes with a view to upgrading the programmes CH/FM/LMS > in progress – see update under item 20

[153EC32] Information gathering on ON and OF representatives with regards related to organizations (on-going FM with LMS/SC) > Completed – see update under item 10

[153EC33] EC members to identify other possible stakeholder organizations with which relationships should be nurtured. – see update under item 10

[153EC35] CH to continue to manage the relationships in NPU on behalf of IUPAC. (Ongoing activity) see update under item 27

[153EC36] Set up a Bureau Committee to evaluate value that we get from ICSU, how to get best value from membership and the justification of remaining member > Completed – see update under item 9

[153EC39] Upgrade AIS process and implement move to "endorsement" – Completed

[153EC45] IUPAC Africa fund for new members - Sinopec need invitation from IUPAC to comply with Chinese state laws. Also consider the possibility for other countries/donors to join fund. Action CH/MC to craft response (Outstanding) – to be revised under item 8

* [153EC46] Sinopec proposal on collaborative research into clean energy/ green chemistry building on the PhosAgro model MC/CH to respond. (Outstanding)

[96BU03] To lead a review of the basis of subscription calculations for future biennia; Treasurer elect after Busan (Revised proposal pending) > in progress – see update under item 8

[96BU06] On completion of the 2015 election process, to audit the process so that the Union can build on the experience for 2017; Executive Director (pending) > in progress – see update under item 12

[97BU01] To prepare a whitepaper clarifying the objectives and goals of the IUPAC Centenary celebration and to share various stakeholders, including NAOs; Centenary Planning Steering Group (CPSG), chaired by Natalia Tarasova > in progress – see update under item 15

[97BU02] CPCDS to make recommendations on the future of CI, bearing in mind that any changes to the 2017 plan will need to be confirmed by Q1/2016. Bonnie Lawlor > completed – see update under item 18

* [97BU03] The Project Committee to consider alternative metrics to reach of definition of “Scientifically Emerging Region”. (The OECD list does not apply to the criteria of ‘emerging region’ when specifically applied to development on chemistry, and many developed countries are not OECD members by choice.) Doug Templeton > in progress

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[97BU04] To establish a task force that will lead a review of the basis of subscription calculations; the task force should include the Executive Director (chair), the Treasurer, the incoming Treasurer, a member of the Finance Committee (suggested by FC chair), plus two or three members from NAOs, preferably one from small NAO, one from medium, one from large NAO. Mark Cesa > completed – see update under item 8

* [97BU05] The WCLM project task group to form a Sustainable Development Goals working group and invite all 2015 YOs; to review YOs proposal and prepare emerging projects into a larger proposal to be submitted to ICSU (deadline Dec 1). WCLM 2015 task group

[97BU06] To invite the 2017 IUPAC Congress organizers to complete the regular Application for Endorsement and finalized details of the International Advisory Board agreed. Executive Director > in progress – see update under item 14

[97BU07] To invite a representative of the 2017 IUPAC Congress to attend the 2016 Bureau meeting in Montreal. Executive Director > in progress – see update under item 14

* [97BU08] To invite NAOs to formulate proposals for future Congresses six years in advance. Proposals shall be considered in Brazil (July 2017) for IUPAC 2021 and 2023 and then in Paris (in July 2019) for IUPAC 2025. Executive Director/Secretary General

[97BU09] To consider the implications of Paris proposal using venues separate venues for the GA and Congress, given the positive experience of integration of the GA and Congress in Busan. Executive Director > in progress – see update under item 16

* [97BU11] For IUPAC to endorse the San Francisco “Declaration on Research Assessment” (DORA; <http://www.ascb.org/dora/>). Secretary General (with PAC EAB)

All actions except those marked * were discussed as part of the current meeting and updated in the resulting list of Actions.

5. IUPAC STRATEGIC PLAN

Mark Cesa (MC) reviewed the status of the plans to implement the new IUPAC Strategic Plan following the plan approval by Council at Busan in August.

He explained that members of the strategic review task group have been asked to make suggestions and recommendations on implementation within the Divisions and Standing Committees, on publishing the Strategic Plan on the Web site and in volunteer presentations about IUPAC, and in recruitment and retention of new National Adhering Organizations. A more specific plan will be derived from that input.

The Divisions and Standing Committees will be asked to review their own activities in light of the new Plan. The project proposal application form shall be reviewed to afford a specific reference pointing to a specific goal. The plan shall be disseminate more broadly to NAOs, via CI and the web,

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and integrated in the speaker pack. The Members Relations Committee (MRC) will be tasked to develop a value proposition and statement for IUPAC various stakeholders.

EC members echo the need to involve the MRC. It was also noted that the Evaluation Committee should consider the goals listed in the Strategic Plan as a criteria of evaluation; i.e. did this specific project address one of the IUPAC goals?

The Vice President indicated that the recent release of the UN Sustainable Development Goals was timely and that IUPAC and its Divisions should review their activities in light of both strategic documents.

The Secretary General indicated that it will be important to highlight benefits for both our organizational members and individual members; not only the former should have a voice. Individuals from non NAO countries can also take part in IUPAC activities, but few are likely to be aware of that. MC would like to see developed a simple process for the easy adhesion of individual members worldwide, allowing for a broad diversity and including chemists from both developed and developing countries, young chemists, women scientists and minority.

ACTION 01 To review Strategic Plan task group input and follow-up with a conference call focused on Strategic Plan implementation (Mark Cesa).

6. VICE PRESIDENT'S CRITICAL ASSESSMENT

Natalia Tarasova (NT) updated the Executive Committee on the status and progress of the Critical Assessment and focused her update on the need to better engage with young chemists and support women participation.

NT indicated that after Busan a group of young chemists essentially emerging from EuChemS has expressed the wish to extend their reach and were looking for IUPAC support. She wants to encourage their initiative and will continue that contact. RH supported the idea of involving young chemists as this is coherent with the strategic plan. LMS pointed to the fact that there is no formal program to engage Young Observers during the GA and the EC concurred that there is an opportunity to better definite these activities. (this topic is discussed under item 12.4)

JC pointed out that the group of young chemists from the PhosAgro Green Chemistry for Life Programme constitutes another pool of young scientists that IUPAC should reach out to. It was noticed that IUPAC has Poster prize program available for IUPAC-endorsed conferences and for NAOs; under that program NAOs can identify one national event per year where such a poster prize can be presented. NT would like that this program to be better advertized since it does provide a mechanism for the NAOs or the Divisions to reach out to young chemists. The cost can be kept minimal and the awardees simply receive a certificate.

MC suggested that one EC member should work with the Secretariat to gather ideas and work to develop a coherent program that clarifies the engagements with young chemists. RH and KY volunteered.

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LMS also pointed out that the future website will integrate social media capabilities to help to reach this audience. She noted that there is a current project on social media and she offered to establish a contact with that task group.

Mei-Hung Chiu (MHC) indicated that the WCLM involved the participation of Young Observers and asked what contact is maintained with that group. (see later item specific to WCLM) A suggestion was made to circulate electronic copy of CI to all YOs.

Kaz Tatsumi (KT) recognized that there is prestige to be involved with IUPAC, and that for the young people as well. It is important that IUPAC retain that recognition of being prestigious.

NT pointed out that gender representation was also an issue and that involvement of women in IUPAC-endorsed events shall be encouraged, be as lecturer or member of the International Advisory Board. It was suggested that the Application for IUPAC Endorsement (AIE) be revised to suggest such participation (one criteria for the granting of endorsement already makes reference to the need for gender diversity but the form does not call for a specific entry listing such participation).

MHC pointed out that during the WCLM, Professor Yuan-Tseh Lee highlighted the importance of fully engaging women in the scientific enterprise.

The EC recalled that while the Women awards as presented in Busan were successful, the initiative deserved far more visibility. The suggestions were made to engage as a priority with the iupac2017 to make that event more visible at the Congress in Brazil.

ACTION 02 To remind the NAOs about the IUPAC poster award that can be offered to one national conference per year. (Secretariat-LMS)

ACTION 03 To circulate eCI (electronic copy of the content) to all young chemists in IUPAC network (including former YO). (Secretariat-FM)

ACTION 04 To review the Application for IUPAC Endorsement (AIE) and include a criteria that addresses gender equity in the composition of the various committees and presenters. (Secretariat-LMS)

ACTION 05 To ensure that in Brazil (IUPAC2017) the Women Award and symposium have a suitable placement. (LMS with organizers and Carolyn Ribes and Angela Wilson)

7. FINANCE AND BUDGETS

7.1 AUDITED FINANCIAL STATEMENT FOR 2014

Lynn Soby (LMS) referred to the 2014 audited Financial Statement included in the Agenda book (p. 74). She suggested that questions be “taken offline”.

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7.2 REPORT ON CURRENT FINANCIAL SITUATION

LMS described the current financial situation through three major indicators: Cash Flow management; the balance sheet; and the Profit and Loss statement.

The most challenging component is management of inflows versus outflows given our current invoicing policies for National Adhering Organizations (i.e. invoice in October of 2015 for 2016 with a 31 December 2016 deadline). Thus, IUPAC may receive payments from the NAO's throughout the year, many in the last quarter of the year. LMS mentioned for example to Australia, France, or Germany who have traditionally paid later in the year.

Since the General Assembly, cash outflows have been managed from the current bank accounts without a need to "sweep" investment cash. However, given the processing of Claim Forms until the end of the year, and in order to balance our cash flow, the Secretariat was actively pursuing NAO's for unpaid 2015 subscriptions. A chart of Inflows/Outflows was included in the Agenda Book.

The balance sheet with notes and profit and loss statements were included in the Agenda Book. A line item for sales tax recovery for state taxes was noted in the Balance Sheet. IUPAC was currently recording all sales tax payments so that a refund could be requested. This was the first year for IUPAC recovering the North Carolina sales tax.

On the P&L statement, LMS pointed to the increase in net assets relative to 2014 and 2013. The publication revenue is also noteworthy relative to 2014, but does reflect 2014 payments made in 2015 from DeGruyter for PAC less CI costs.

During the discussion, it was noted that National Subscription Task Force will need to consider incentives for the NAOs to encourage early payment.

LMS also pointed to the new system to track budget vs. actual that prevents overspend. She also indicated that IUPAC has agreed a line of credit to help manage cash flow.

7.3 PERFORMANCE OF INVESTMENT PORTFOLIO

The following summary was presented with the Agenda. The investment performance of IUPAC's portfolio since inception with BB&T/Scott&Stringfellow as of 20 October 2015 has yielded 3.63% with an estimated annual income of \$146,600. Overall market value of the portfolio was currently \$4,034,288. The quarterly investment review with the Finance Committee (20 Oct 2015) information was included in the Agenda Book. As of 29 September 2015, the asset allocations were as follows and have slightly changed in the past month. The asset allocation is relatively stable for the 2015 time period.

ALLOCATION	AMOUNT	PERCENTAGE
Bonds	\$1,094,776.14	27.84%
Mutual Funds	\$1,309,296.59	33.29%
Equities	\$1,372,017.12	34.89%
Cash Sweeps	\$156,822.63	3.99%
	3,932,912.48	100.00%

The asset allocation is relatively stable for the 2015 time period, and reported below:

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	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15
Equities	\$1,329,467	\$1,397,022	\$1,347,885	\$1,365,498	\$1,378,443	\$1,360,300	\$1,396,409	\$1,384,900	\$1,372,017
Bonds	\$1,105,876	\$1,111,938	\$1,118,662	\$1,146,379	\$1,092,784	\$1,094,123	\$1,092,981	\$1,089,211	\$1,094,776
Mutual Funds	\$1,333,949	\$1,349,071	\$1,347,872	\$1,350,496	\$1,344,302	\$1,327,893	\$1,339,565	\$1,315,030	\$1,309,297
Cash Sweeps	\$190,265	\$164,371	\$205,358	\$165,964	\$222,113	\$205,512	\$214,875	\$150,207	\$156,823
Total	\$3,959,558	\$4,022,401	\$4,019,778	\$4,028,337	\$4,037,642	\$3,987,827	\$4,043,830	\$3,939,348	\$3,932,912
		Delta	(\$2,624)	\$8,559	\$9,305	(\$49,815)	\$56,003	(\$104,482)	(\$6,436)

During the ensuing discussion, LMS indicated that in 2015, the Secretariat processed approximately 1000 claims and that each costs \$45 of bank processing fee.

In 2015, the GA budget was set to \$325k. The actual cost in Istanbul was \$428k vs. \$250k in Busan.

Because of the recent move to actively manage the accounts with BB&T, LMS pointed that the investment policy needed review.

The Finance Committee holds a conference call every quarter and reviews BB&T recommendations. The task of FC is now therefore different, and changes of the FC Terms of Reference were discussed. A draft was shared in print during the meeting. The proposed changes, including suggestions made in the meeting, are underlined below:

Composition and Terms of Office

(i) There shall be a standing Finance Committee, composed of a Chair and ~~three~~ other up to four other Titular Members. In addition, the Treasurer and Executive Director (to act as Secretary) shall be *ex officio* Members, but without voting power.

(ii) The President, in consultation with the Executive Committee, shall appoint the Chair. The Finance Committee may propose candidates.

(iii) The period of service of the Chair shall not exceed eight years. The sum of the years of service as a Titular Member and as the Chair shall not exceed ten years.

(iv) The President, in consultation with the Executive Committee, shall appoint the Titular Members. The Finance Committee may propose names of persons suitably qualified for appointment.

(v) The period of service of the Titular Members shall be normally be four years, renewable for a further term of four years.

(vi) The Membership shall be reviewed every two years by the incoming President,

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in consultation with the Executive Committee.

Terms of Reference

- (i) To advise the President and the Executive Committee on financial matters.
- (ii) To make financial recommendations for decision by the President and/or the Executive Committee.
- (iii) To review the IUPAC securities at least annually and to make such changes as appear appropriate.
- (iv) The Finance Committee shall not have executive functions, except with respect to dealings in securities. The Finance Committee shall have executive authority with respect to selection, purchases, and sales of securities held by IUPAC, provided that the Treasurer concurs with the decisions of the Finance Committee. The Finance Committee may delegate certain responsibilities to professional experts.

The EC voted all in favor of the proposed changes.

ACTION 06 To review and update the investment policy document (*FC 8 February*)

ACTION 07 To record the revised Terms of Reference for the FC: (adding one last sentence under ToR (iv) that reads "The Finance Committee may delegate certain responsibility to professional experts"; and under Composition: (i) ... composed of a Chair and *up to 4* other Titular Members; and (v) The period of service of the TM shall *normally* be 4 years,...")

7.4 BUDGET UPDATE FOR 2016-2017

The Budget approved by Council for the 2016-17 biennium was shown in the Agenda Book (p. 106) as were the resulting National Subscriptions for each of the two years. Also shown were the budgets allocated to the Divisions and Standing Committees. (The allocations to Division and Standing Committees are identical to the 2014-15)

John Corish (JC) explained that the method used to produce this biennium budget was an interim measure adopted to deal with a difficult situation that arose from the failure of the usual method to produce a reasonable set of allocations of the National subscriptions. This in turn was caused by extensive changes in the data drawn from Cefic on which the allocations had traditionally been based. The use of outdated exchange rates for the calculation of subscriptions paid in National currencies had also given rise to a material shortfall in the USD value of this income stream in the current biennium and the interim budget shows anticipated manageable deficits for each of its two years to allow a gradual return to a stable balanced situation. Whereas it is not possible to know what the future will bring in terms of currency exchange rates it was perhaps worth noting that the situation has thankfully stabilized over the past months.

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Council has also set-up a Task Force under the chairmanship of the Executive Director to determine a new method for calculating National Subscriptions. Consultation with the NAOs on this work has already begun with its recommendation due for the next Council meeting in 2017. (see below item 8)

The EC had no questions.

7.5 NATIONAL ADHERING ORGANIZATIONS (NAOs) NATIONAL SUBSCRIPTIONS: STATUS AND ISSUES

Lynn Soby pointed to the summary of the status of the NAO National Subscriptions for 2014-2015-2016 included in the Agenda Book (p. 111, Status as of 16 Oct 2015). IUPAC has received \$644,681 of the 2015-budgeted amount of \$940,500. We anticipate the total 2015 receivables estimate of \$895,892 with the difference due to exchange rates (\$44,789 to date). As exchange rates have stabilized in the recent months, the loss on currency may taper down, but will be most affected by the EURO/USD rate, given France and Germany (and Belgium) represent the largest outstanding 2015 invoices to be paid.

LMS pointed that the amounts in arrears (listed in red) and for the 2014 dues, the NAOs in arrears are Belgium, Colombia, Costa Rica, Jordan, and Tunisia. It should also include Ethiopia.

Colombia and Costa Rica were 'provisional' members and the 2015 invoices were their first. See more under item 7.5.4 below.

Natalia Tarasova suggested that if email contact failed, a follow-up telephone call might be preferable to help IUPAC understand the reasons for non payment.

7.5.1 Cuba

LMS indicated that the Cuban NAO has not paid IUPAC's National Subscription since becoming an NAO, due to the difficulties in transferring funds to the US. Their current balance for National Subscriptions is \$7,235.00 including 2015. Communication from Cuba regarding their subscription was received in late April 2015 stating that they were pursuing the Cuban government to facilitate the payment.

She has been in direct contact with the Cuban NAO to assist in the resolution to the Cuba NAO status and payments but she added that because the NAO is not a government entity it makes the matter complicated.

7.5.2 Nepal

LMS explained the communications are in process with IUPAC current NAO, Nepal Polymer Institute (NPI, Prof. Ram Adhikari) and also with Nepal Chemical Society in order to clarify the interaction of the two and their relationship with IUPAC.

The EC concurred that the two entities should resolve this problem internally and that it is for them to articulate how they would like to be represented in IUPAC. LMS was awaiting their responses.

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Meanwhile, it was indicated that IUPAC has received an informal (email) request to waive NPI's National Subscriptions for 2016-2017.

7.5.3 Pakistan

Invoices for 2015 and 2016 were sent to Pakistan with a reminder regarding their 2015 payment. Pakistan has requested that IUPAC reduce their 2015 and future NS amounts as they state they have been experiencing significant changes in leadership and find themselves unable to find funds to pay their NS.

Communication was sent 29 September 2015 informing them that IUPAC could not alter their national subscription since it was approved by Council in 2013. LMS was awaiting for their response/payment.

7.5.4 NAO's approaching 24 months in arrears

NAO's approaching 24 months in arrears, subject to Statue 9.2 were notified by the Executive Director along with their 2014 Invoices and 2015 Invoices. The letter to Belgium was included in the Agenda Book as reference.

The following NAO countries were notified 8 September 2015 of their situation regarding maintaining NAO status; they have until 31 December 2015 to remit their 2014 payments: Argentina, Belgium, Ethiopia, Jordan, and Tunisia.

On 21 September 2015, payment from Argentina was received for their 2014 NS. LMS informed the EC that no communication has been received so far from Belgium, Ethiopia, Jordan, or Tunisia.

[On 12 January 2016, the Bureau was informed that payments have been received for the 2014 National Subscription from Argentina, Belgium, and Jordan. Therefore Tunisia, Ethiopia were automatically removed from NAO status, due to being 24 months]

7.6 ASSOCIATE NAOs (ANAOs)

ANAOs status is limited to four years.

There are currently 3 ANAOs: Ghana, Indonesia, and Venezuela

Ghana was approved by Council in August 2015.

ANAO status for Indonesia and Venezuela will expire at the end of 2015.

The EC approved the termination of the ANAOs status of Indonesia and Venezuela.

7.7 ASSOCIATED ORGANIZATIONS

In August 2015, Council approved the termination of AO status for the following:

- Federation of Asian Polymer Societies (FAPS),
- International Society of Heterocyclic Chemistry (ISHC),
- International Zeolite Association, and
- International Confederation for Thermal Analysis & Calorimetry (ICTAC).

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Since last August the Federation of Asian Polymer Societies (FAPS) and the International Zeolite Association have paid their dues. The EC was asked to approve the restitution of their AO status.

EC approved.

8. NATIONAL SUBSCRIPTION TASK FORCE

Council approved the formation of the National Subscription task force in Busan. A letter informing the National Adhering Organizations of the status and seeking their inputs and suggestions was sent in September; copy of the letter is included in the Agenda Book (p. 113).

LMS indicated that to date, we have received input from Austria regarding some benchmarks from their perspective.

After consideration, the EC concurred that more background information might be needed to trigger reactions and input from members at large. Colin Humphris offered to draft an overview for publication in *Chem Int*.

The EC also considered the membership of the task force and proposed Chris Brett as a representative of smaller NAOs country and Kew-Ho Lee (Korea) as a representative of the larger NAOs.

ACTION 08 Colin Humphris to draft a background piece for CI explaining the current model and rationale for change.

9. ROSTERS FOR BUREAU COMMITTEES FOR 2016/17

Rosters for those Division Committees (Division I to VIII) and the (operational) Standing Committees, including CCE, COCI, CHEMRAWN, CPCDS, and ICTNS, were included in the Agenda book for approval by the Executive Committee.

The EC had no questions and the rosters were approved. The NAOs will be informed of the memberships. The listings should be reviewed for consistency of format and title (Prof./Dr).

Mark Cesa outlined the proposed membership of the (advisory) committees and other task forces of the Bureau, including the Project Committee (PC) and Evaluation Committee (EvC), the Membership Relations Committee (MRC), Committee on Chemistry Research Funding, the IUPAC-Solvay Award, and the new committee for ICSU. The final rosters were presented for review and prior approval by the President.

There was no questions relating to the PC and EvC, and Mark Cesa agreed to contact each member and inform them of their task.

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Mei-Hung Chiu pointed out that having two members with similar background in the Award committee might not be desirable. MC concurred and proposed that revisions be shared offline and that a later iteration will be shared with the EC for input.

The EC considered a draft of the Composition and Terms of Office and Terms of Reference for the new proposed Committee for ICSU with the objective of adding value to our membership.

The discussion led to the following:

Composition and Terms of Office

(i) There shall be an IUPAC Committee for the International Council for Science, composed of five Members of the Bureau.

(ii) The Past-President or his/her designee shall chair of this Committee and appoint the members in consultation with the Executive Committee.

(iii) The membership shall be reviewed every 2 years. The period of service of the members shall be 2 years and can be renewed.

(iv) The Executive Director shall act as *ex officio* voting Member and Secretary for the Committee. The Executive Director may delegate Secretary responsibility if desired.

(v) The President shall be an *ex officio* Member of the Committee. He/she is also the formal IUPAC representative on ICSU.

Terms of Reference

(i) To evaluate the value and effectiveness of IUPAC membership in ICSU and recommend actions as needed to the Bureau.

(ii) To assist the Secretariat, through the Executive Director, in responses to requests from ICSU for information, nominations, and other matters.

(iii) To promote and coordinate applications from IUPAC volunteers for ICSU projects.

(iv) To report to the Bureau, in writing, annually on activities for the Committee and on assessment of the value and effectiveness of IUPAC's interactions with ICSU.

The EC supported the proposal to include the President as *ex officio* of that committee and also supported the idea that a task of the committee will be to also make ICSU better known within IUPAC; the task of "promoting" was added under ToR(iii).

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Mark Cesa agreed to revise the document and recirculate for approval.

ACTION 09 To inform NAOs of EC action having approved all Division committees and Standing committees membership (Secretariat-LMS)

ACTION 10 To share an electronic copy of the Bureau Committee Membership (draft 29 Oct 2015) or later revised version (LMS)

ACTION 11 To review the proposed composition of the Award Committee to avoid that two members with similar background and coming from CCE be represented. (Mark Cesa)

ACTION 12 To inform Bureau Members of their role in 2016 (including PC, EvC, MRC, CCRF, Solvay Awards, and new ICSU) (Mark Cesa)

ACTION 13 To revise proposed ToR for the IUPAC committee for ICSU updating to include (iii) To promote and coordinate ... and to add a statement to reflect that while being the official representative on ICSU, the IUPAC President should also be an *ex officio* on the new committee. [MC]

10. REPRESENTATIVES “ON” ORGANIZATIONS

Following the Bureau meeting in Busan, the Divisions Presidents and EC were surveyed in September and asked to recommend individuals as well as other organizations that they believe IUPAC should play an active role. As LMS discussed in Busan, the biennium 2016-17 has a budget of \$20,000 and the EC was asked to review the recommendation and consider a way forward. John Corish explained that much more clarity and transparency is needed to better manage and operate this program.

The result of that survey, a listing of volunteers and staff members to serve as IUPAC representatives ON other organizations whose work complements IUPAC's activities was presented to the Executive Committee and included in the Agenda book (p. 129).

The EC discussed the level of involvement and recognized that some Divisions also contribute to supporting their members representation on other organizations. The first question was to identify which organizations should IUPAC be involved with and at what cost.

As a proposal, the Divisions and Standing Committees could be asked to submit the equivalent of a project proposal to send a representative, requesting a justification and explanation of the value and return for IUPAC. Such proposal could then be assessed by the officers.

Mark Cesa asked about the current responsibilities of the representative besides returning a written report. Are these representatives representing the Division, and/or representing IUPAC? There were no simple answers and some of these representations are more strategic than others.

The EC agreed that going forward there is a need to develop a process. The list of representatives should clearly identify who is representative on what organization and on what level (e.g. there are

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several proposed rep on EuCheMS, but these are clearly on specific sections/divisions). Ultimately a list should be shared and made public so that anyone in and out IUPAC knows who to turn to.

For the remaining time in 2015, limited allocations to the already filed request will be managed.

Colin Humphris agreed to outline a draft process. Lynn Soby, John Corish, Colin Humphris will sort out the list offline and involve Richard Hartshorn in the review.

ACTION 14 To develop and establish a process to propose, assess, and approve specific nominations as requests are put forth by Divisions [MC/NT/CH/LMS]

ACTION 15 To review the current list and include strategic bodies [LMS/CH/JC/NT & RH]

11. THE FUTURE OF GREEN CHEMISTRY AND SUSTAINABLE DEVELOPMENT IN IUPAC

John Corish reviewed the information he provided for the agenda.

One of the themes of the Congress at Busan was that of Green Chemistry and the PhosAgro/UNESCO/IUPAC project organized two of the sessions of this symposium. A follow-up meeting to which all interested were invited was scheduled for Tuesday August 11th. Those who attended were: John Corish (who in the unavoidable absence of the appointed chairman chaired the meeting), Christopher Brett, Bernard West, Laura McConnell, Nicole Moreau, Michael Droescher, Pietro Tundo and Kenneth Seddon.

In the main and in the light of the success of and direction indicated by discussion at the two sessions of the symposium the meeting discussed ways of finding a focus for sustainable development/green chemistry within the Union that might lead to a better way forward for IUPAC in these areas. Very briefly the idea that emerged was that the sustainable development/green chemistry efforts in the Union should be coordinated and developed in line with our new strategy which, in turn, is aligned with the Sustainable Development Goals adopted by the UN General Assembly on the 25th of September last.

Currently the relevant activities that are supported include the Sub-Committee on Green Chemistry (with Division III), the PhosAgro/UNESCO/IUPAC project, the CHEMRAWN VII Prize for Green Chemistry, and the activities of CHEMRAWN. An Interdivisional Committee for Sustainable Development through Green Chemistry was seen as possibly a first step, but it was felt that this should go further and could in time subsume the functions of the CHEMRAWN Committee thereby obtaining an operational budget. In the current financial conditions there does not appear to any other way of developing the new organizational unit. It is necessary for the Union to show willing to initiate and move forward and to highlight the policies that it wishes to promote.

The view was expressed at the meeting that CHEMRAWN had become less relevant and active than when it was originally set up. The CHEMRAWN budget is currently spent exclusively on meetings of the Committee to plan conferences in the CHEMRAWN series but it could be more effectively used if these meeting were given a broader and more varied and more strategic program of activities

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on which to operate. The new grouping was seen also as an opportunity for outreach and would seek representatives from the UN, UNESCO, the International Council for Science (ICSU), the Strategic Approach to International Chemicals Management (SAICM), the European Chemical Industry Council (Cefic), the International Council of Chemical Associations (ICCA), etc. as well as representation from each interested Division and Standing Committee.

John Corish invited discussion. He added that unfortunately the CEO of PhosAgro had been unable to attend the meeting in Busan and that the senior representative from UNESCO did not stay for the entire meeting. He also indicated that the current President of the Organic and Biomolecular Chemistry Division (Division III), Mary Garson, was supportive of the idea that the Subcommittee on Green Chemistry could eventually shift out of the Div III, but that so far CHEMRAWN involvement in the consideration has been limited.

Qi-Feng Zhou asked if the idea was to simply result in a change the name?

The EC recognized that CHEMRAWN name was not well-known. Also CHEMRAWN currently has a single mode of operation, the EC questioned if CHEMRAWN mission could be broadened.

Richard Hartshorn pointed out that CHEMRAWN Terms of reference are set by Council and therefore, the EC should encourage them now to review their mission. Kaz Tatsumi indicated the CHEMRAWN appears to be OK but that the Committee might just need to be reenergized. John Corish supported the idea that they could do more. The view was expressed that Green Chemistry and Sustainable Development were more recognisable keywords than CHEMRAWN. Mark Cesa emphasized that IUPAC has an international perspective broader than that of national societies.

The EC agreed that the incoming President should reach out to CHEMRAWN and the Subcommittee on Green Chemistry to encourage them to develop a new IUPAC strategy for Green Chemistry. This could be reviewed at the next Bureau meeting.

ACTION 16 To encourage CHEMRAWN and the Sub-Committee on Green Chemistry to develop an integrated strategy for Green chemistry. (Natalia Tarasova)

12. 2015 GA/CONGRESS, BUSAN, KOREA

12.1 LESSONS LEARNED FROM THE ELECTION PROCESS

The 2015 election process resulted in all Divisional Officers and detailed draft Titular Members being in place at the time of Council meeting. Many Standing Committee Officers were also determined for final approval by the President during the Executive Committee meeting. An electronic ballot in the election was used that worked well and had positive feedback. This Election Timetable was based upon the template approved by the Bureau (April 2014). The elimination of a Secretariat staff member in August 2014, who was responsible for the election process in past years, led to the use of a team approach to accomplish the elections:

LMS/FM: NAO Communications: Letters and emails/Website

EW/LMS/Temp: Receipt of Nominations/Collections/Files/Summary/PDF/CVs

FM: Elections via SurveyMonkey

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FM/LT: Rosters/database entry for 2016-2017/membership

In general, the timetable and estimates of time should be reviewed in the light of the initial experience. There are some steps that could be improved and/or are redundant or could be combined. The key lessons were:

- Start earlier in the process with a clear communication schedule and supporting document(s) for the NAOs (perhaps on-line);
- determine eligibility and communicate eligibility and DPs and STCs;
- work on clarity of the Statutes and Bylaws (develop an election process guideline document);
- clarify the rules regarding what constitutes the “electorate”;
- develop a flexible ballot template (not done this time);
- communicate the results to NAO’s after approval of full rosters of Divisions and Standing Committees (after the EC).

The EC acknowledged that the Secretariat team now has a clearer understanding and knowledge regarding the election process and is well positioned for more improvement in the 2016-2017 process.

Lynn Soby reviewed her summary included in the agenda (above) and pointed out that for the election process, her future goal will be to simplify the process and reduce paper as much as possible. Clarity of the tasks of the nomination committees is needed.

Natalia Tarasova indicated that we need to be cautious and aware of cultural expectations. For example, the implication of being a nominee should be clarified and the candidates should understand the election process steps and when/how a decision will be conveyed.

LMS confirmed that the document detailing the process will be reviewed and updated. Such a document exists for the Divisions and Nominating Committee, but additional guidelines should be outlined for other audiences, including NAOs and nominees. LMS also indicated that for the Standing Committees, the processes are different and specific to each committee. There would be a gain from bringing these into a single process.

LMS also reported that overall, the feedback from the Divisions was positive regarding the election and process. There were some key items, noted above, that need clarity. A better communication plan and timeline will assist them in managing their work as well as the nominating committee’s work. One key problem was that the nominating committee can place people on the ballot without notifying the secretariat prior to the ballot. Three instances of TM/AM/NR candidates being on the roster from countries that did not have NAO status could have been avoided. This was unique in this election cycle. (Spain, Bangladesh). It is worth noting that the NAO nominations and subsequent elections differed among the Divisions.

ACTION 17 To update the existing information document related to the election process for review at the next Bureau. (LMS)

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12.2 FEEDBACK ON GA SCHEDULE

Lynn Soby pointed to the document in the Agenda book p. 130, and provided the following review:

In mid September 2015, just a month after the end of the GA, a survey was sent to all current and incoming officers and current and next Bureau members, to seek feedback on the GA schedule. For 2015 the schedule was new and the survey focused on these new features. 19 responses have been received on the survey (out of 63 invites) and the detailed replies are enclosed in the Agenda Book:

- Overall, the Busan schedule is a suitable blueprint:
- The joint opening reception as coordinated at the Congress was well attended.
- The interdivisional meetings should be retained but better coordinated with more advanced planning and agenda outline.
- The options for earlier task group meetings should be preserved if possible.
- The scheduling of a split Bureau, ½ before Council and ½ after was well perceived.
- The scheduling of the Council as it was in Busan should be continued, but the time during the actual elections should be used to continue business, even if these are 'minor' items or can be the presentation of service awards.
- The model of the WCLM has been evolving every GAs, but the last 2, involving YOs are well perceived.
- It has been suggested that The Distinguished Women in Chemistry awards should be highlighted at the opening Ceremony of the Congress. Also, an idea to run project poster at the congress has been proposed.

LMS asked if there were any additional questions.

Kaz Tatsumi pointed that the efficiency of the host in Busan has contributed to the success of the General Assembly. Fabienne Meyers indicated that a major help was in their seamless handling of the GA registration which for the very first time, was set along with the Congress registration.

LMS will share the outcomes of the survey and continue to plan for IUPAC2017 with the organizers in Brazil.

ACTION 18 To share findings and plan with IUPAC2017 organizers (LMS)

12.3 WCLM

The following summary was included with the Agenda.

The WCLM in Busan was coordinated under project 2015-004-1-020, <http://www.iupac.org/project/2015-004-1-020>. The theme was to review IUPAC's role in achieving the environmental/socio-economic issues related to the UN Sustainable Development Goals, and the process was to engage the Young Observers (YOs) in a way

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similar to what had been done in Istanbul. It was designed to address the new IUPAC Strategic Plan and to develop a framework for young scientists who want to get engaged and who can take on leadership roles.

During the GA, 1-hour briefing and working sessions were organized for the YOs in advance of the plenary session. The YOs were divided into 5 groups and asked to develop an idea and draft a proposal and slides for a presentation at the plenary. On the day prior the plenary, the YOs worked for 3 hours to complete their project proposals.

The WCLM itself included a welcome message by Mark Cesa, IUPAC President, followed by a plenary session with important perspectives provided by Prof. Yuan-Tseh Lee, Dr. Hubert Mandery (CEFIC), and Prof. Javier Garcia Martinez. The YOs provided their reports and project proposals and the meeting was concluded with a discussion facilitated by Prof Natalia Tarasova, IUPAC Vice President.

As follow-up to the meeting, the WCLM project task group will form a Sustainable Development Goals working group and will invite all YOs to participate and to continue working on their proposal. The SDG working group will provide feedback and support to the YO teams. The ultimate goal might be to package the emerging project proposals into a larger proposal to be submitted to ICSU.

The EC had nothing to add. An outline and plan shall be drawn as early as possible for discussion at the next Bureau. Better visibility of the event during the GA/Congress would be beneficial. The idea that holding a strategic meeting for the leaders of Chemical Societies was a separate option and different than the WCLM model as held in Busan; a separate forum might be considered.

ACTION 19 To make early plan in advance of Brazil 2017 to bring better visibility to the event; the format of the event must be clearly defined; plan for discussion at Bureau April 2016 [RH/Others]. *Identify Chair at Bureau 2016 April.*

12.4 YOS ENGAGEMENT

Referring to the summary included in the Agenda and to the earlier discussion held along with the VPCA (item 6 above), Lynn Soby reminded EC that IUPAC does not currently have an active, formal program for Young Observers and handling the Young Observers from our NAO's became a little confusing.

The Young Observers were engaged via the WCLM program in Busan. From Istanbul, there has been little follow-up with the Young Observers, except the engagement from Mark Cesa regarding the Strategy Review.

The Congress, independent of the GA, had a Young Scientist Travel Assistance program to support early-career scientists to attend the Congress. It was mentioned that this Young Scientist travel program is not unique to Busan: it is a matching grant that IUPAC provides to the Congress Organizers. In Brazil, a support up to USD 15k will be similarly granted on the

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basis that the local organizers raise at least that amount from other sponsors. The program is to provide funding for young and early-career chemists and chemists from under-represented countries to travel to and participate in the Congress.

EC agreed that IUPAC would benefit through a consolidated program to enable young chemists to become more familiar with IUPAC and encourage early-career scientists to engage with IUPAC. Richard Hartshorn proposed to work with the Secretariat to review the current programs and to better define these activities that relate to the engagement of young chemists, especially during the GA.

ACTION 20 To outline a program that consolidates all the YOs activities into a coherent program proposal for IUPAC 2017 and beyond (RH & LMS)

13. POSSIBLE OUTSOURCING OF THE ORGANISATION OF FUTURE GAS/CONFERENCES

John Corish referred to the Agenda which contains a copy of a proposal that was sent in September by Mr. Cem Tuncel on behalf of the BROS Group. JC explained that the BROS Group was retained by the Turkish Chemical Society to organize the Congress at Istanbul in 2013. At that time, IUPAC also used the company for certain aspects of the organization and provision of services at the 2013 General Assembly. After the meeting in Istanbul, Mr. Tuncel broached the possibility with the officers of making a proposal to provide services to IUPAC in the future. He attended the 2015 Congress and General Assembly at Busan where he again raised the matter and subsequently sent the proposal to us.

The EC concurred that IUPAC has no input into the planning and management of IUPAC-endorsed conferences and therefore it was therefore not suitable for the Union to pursue such proposed agreement.

14. 2017 GENERAL ASSEMBLY & CONGRESS, SAO PAULO BRAZIL

Lynn Soby explained that she met with the IUPAC-2017 Brazilian delegation during the General Assembly in Busan. The brief minutes are in the Agenda Book (p. 146).

Following their presentation at Council, the 2017 organizers have reached out to IUPAC members to seek suggestions and ideas for the scientific program. As pointed in their letter (copy in Agenda book p. 148) *Sustainability & Diversity through Chemistry* will be the central theme of the Congress.

A one-page advertisement for *Chemistry International* has been provided and published on the outside back cover of the Sep 2015 issue. Their website has been launched just before the 2015 Congress: <http://www.iupac2017.org/>.

LMS indicated that discussions were on-going and she planned for an early on-site visit early December. Already, the lessons learned from Busan have been invaluable for planning 2017 General Assembly. The financial and logistics components are clearly understood and will assist both our organizations to plan well and execute exceptionally. LMS confirmed that a discussion

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regarding the financial commitment of the Brazilian Organizing Committee is planned for the December site visit.

(Ultimately LMS visit of December has been postponed to February 2016)

ACTION 21 To obtain clarification on the composition of the IUPAC2017 International Advisory Board and Application for IUPAC Endorsement (including plans for coverage in PAC) (LMS)

15. IUPAC 100 - CENTENARY PLANNING STEERING GROUP

Natalia Tarasova reported that the Centenary Planning Steering Group (CPSG) had made limited progress since the Busan meeting. A draft timeline of proposed activities has been developed resulting and was included in the Agenda book with the minutes of the meeting. (Agenda book page 150).

NT stated that the next task of the CPSG was to prepare a short 2 to 4-page white paper that will layout out the Goals of the celebration and provide initial ideas for engaging with NAOs and the community. An outline of the white paper is being worked on; meanwhile, via Danielle Fauque (a French historian involved with the French delegation in the planning of the IUPAC 2019 congress) an intro of the historical background has been shared with CPSG. FM will circulate that draft to the EC; it is reproduced below for reference.

NT expressed concerns about relying on volunteers only and recognized that they have their own professional priorities. She has reservation about her own involvement with CPSG while her primary role in the coming biennium will be as President. She will discuss this separately with Mark Cesa.

Colin Humphris asked how big will the celebrations be? NT replied that after the soon-to-be-disclosed new elements, there will be likely no foreseeable occasion in our own lifetime to celebrate IUPAC. Qi-Feng Zhou supported the idea to engage the NAOs in a way that they can too valorize their association with the Union. Chris Brett indicated that he too had met the history group and their plan for the history section at the Congress 2019 is well advanced. John Corish reminded that similarly as to what has been done during IYC, endorsed conferences can carry a iupac100 label. Colin Humphris suggest that ideas be focused on small activities with high impact.

NT will report next at the Bureau.

DRAFT intro referred to above and provided by Danielle Fauque:

Less than a century ago, IUPAC was born, aiming especially at enabling communication between chemists worldwide. Emphasis was thus put on calibration, normalization and nomenclature to facilitate comparison and discussions inside the community, as different regions of the world were sometimes using different standards or terminologies, which made collective progress cumbersome and difficult. Furthermore, as chemical instrumentation continuously evolved towards more precision and more tools to assess the chemical and physical properties of any given substance, the need for negotiating and

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building consensus on these new techniques and the related processes of calibration kept growing. Last but not least, conceived as an international organization, IUPAC was born in the aftermath of the First World War that deeply shook the belief in the universalism of science in general and chemistry in particular, and the peaceful use thereof for the benefit of the whole of mankind. By holding regular meetings all over the world, IUPAC contributed to create and sustain an international community that dealt with all aspects of chemistry, pure as well as applied.

A hundred years later, IUPAC and chemistry jointly are facing world challenges such as globalization, energy crisis, climate change and environmental issues. The IUPAC Centennial is thus a suitable time to commemorate the centennial organization, but also evaluate the impact of IUPAC on the shaping of the chemical sciences, broadly construed. It is timely to have a critical and thorough look back with the purpose of equipping the community for the future.

The legacy is a very rich one indeed; over a century of activity and growth, IUPAC has influenced a very reactive field of knowledge, since chemistry has reinvented itself several times since 1919, reorganizing its structure through the creation of new sub-disciplines, fostering new topics at the crossroads of well rooted specialties, and forging multidisciplinary communities tackling contemporary problems, like the creation of new materials, or the environmental studies. Along with its constant effort to regulate and adjust the language of chemistry to the new developments, IUPAC has also been instrumental in supporting teaching, and the growth of chemistry in less wealthy countries.

16. 2019 GENERAL ASSEMBLY & CONGRESS, PARIS

Lynn Soby reported that the presentation in Busan of IUPAC 2019 Paris has led to some concerns, due to the proposal to use separate venues for the Congress and GA. The presentation of their scientific program was well advanced and it was unclear how input from within IUPAC has been sought.

After consultation with the officers, it was decided that she and Colin Humphris should visit Paris at the time of the Finance Committee in February 2016, to review the proposed premises and meet with the organizing committee.

ACTION 22 To review with the organizers of IUPAC 2019 the logistics, venues, and program; LMS & CH to visit at the same time than the next Finance Committee (Feb 2016).

17. STATUS REPORT ON IUPAC SECRETARIAT

17.1 MANAGEMENT ACCOUNTING INFORMATION

Lynn Soby recalled that beginning in October 2014, the financial accounting system and process were being redesigned and updated to enable a transition to the 2015 GAPP-compliant, cost accounting basis. This transition has been completed along with the hiring of a Financial

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Controller as a staff member. She stressed that there was a continuing effort being made to complete the general ledger alignment with the 2014 Audited Financial statement. The fourth quarter efforts are focused on completion of the IRS990 Form (non-profit tax report), year-end closing of accounts and pre-audit work for 2015 accounts. The 2015 Audit will be performed by BT&R and IUPAC directly.

The former accountant, Leslie Davis, has retired and provided IUPAC with her historical records and files.

17.2 STAFF AND THEIR RESPONSIBILITIES

LMS explained that since Jay Lucido started to work for IUPAC in July as financial controller, Linda Tapp's role has gradually shifted; Linda now manages all the Membership programs, including National Adhering Organizations, Company Associates, Affiliate Membership Programs, and Associated Organizations.

LMS planned to support the staff by adding professional training in IT. A goal will be to streamline and simplify the various processes that the office is currently handling.

17.3 NEW PROPOSALS FOR CLAIM FORM PROCESS

The processing of IUPAC's claim forms was reported as labor-intensive and the work has increased since a receipted reimbursement policy was put in place. The length of time for reimbursement of claims has been a difficult issue for some of our volunteers, as we no longer pay on a per diem basis. The General Assembly in Busan was the first GA where receipts were required. While we optimized the claim forms to enable a better tracking process, it remains a process that needs improvements if IUPAC is to manage cash flow more effectively. AT the time of the EC meeting, the Secretariat had handled 249 claim forms with an estimated 50 in process. Approximately 100 claim forms for the General Assembly were settled (19 August to 20 October 2015). The stretch target for this effort was ideally a 4-week (20 working days) turn-around time. Difficulties continue in obtaining clear, concise and accurate claim forms with proper receipts. Thus, a formal Travel Policy is currently being drafted for future efforts. (Executive Director and Treasurer). A goal going forward will be an entirely digital process with an online submission form and claim.

ACTION 23 To draft a formal Travel Policy to provide more transparency and specific guidance for the claimant and ease the overall process (JC & CH)

ACTION 24 To plan to develop and implement an online submission form to streamline to process (LMS)

17.4 STATUS OF WEBSITE AND OTHER INFORMATION SYSTEMS

INFORMATION SYSTEMS

LMS briefly reviewed the status of the IT structure. The Secretariat office and remote office at Boston University have been upgraded and have compatible IT access to enable workflow optimization and improved backup capabilities.

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The current website and parents sites are running on different operating systems, on six virtual machines, and hosted offsite at Tranquil hosting. This will all be discontinued once the new website is released and the transfer of the information is completed with suitable back-up.

NEW IUPAC.ORG UPDATE

LMS gave a virtual tour and review of the new website front and back-end. There has been a lot of work done since Busan and the feedback received from the site mock-up presented at the GA has been very helpful. She indicated that content is currently being uploaded and that Bonnie Lawlor (CPCDS chair) has been a very active contributor to the process.

The current soft launch is planned for first quarter 2016 and preferred date of launch as 1 January 2016.

18. PUBLICATIONS

18.1 STATUS REPORT *CHEMISTRY INTERNATIONAL*

Colin Humphris referred the committee to the Agenda and presented the CPCDS recommendations in some detail.

At the request of the IUPAC Executive Committee, the Committee on Publications and Cheminformatics Data Standards (CPCDS) developed recommendations for the future production and dissemination of the IUPAC news magazine, *Chemistry International* (CI). The recommendations were based upon a detailed review of the results of a survey sent earlier this year to an estimated 2000 CI readers and focused on such issues as:

- content, format, and mode of presentation;
- what CI content should be on IUPAC.org
- what might available and sold in the public domain;
- how the IUPAC web site can be used to engage members and others with CI;
- how CI can be used to engage members and others with IUPAC.

In summary, CPCDS believed that moving forward, CI, in conjunction with the new IUPAC website, should serve as a key promotion and communication tool to increase awareness and visibility of IUPAC; both internally to members and externally to other Chemical Societies, students, researchers, and interested members of the general public. Its current editorial perspective can and should serve a broader audience to IUPAC's advantage. At present, CI is underutilized. The full CPCDS report is in the Agenda Book p. 163

Colin Humphris commented that CI has somewhat suffered from misunderstandings by both parties -IUPAC and DeGruyter (DG)- which resulted in some tension during the production process. Also, DG had questions about the future of CI and asked where/how IUPAC sees the magazine evolving.

CH outlined CPCDS recommendations and in particular the following points: CI is currently under-utilized; it should continue as an internal promotion/communication tool and expand its

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role as a voice of chemistry. CI should move forward with a focus on digital, but continue with a seasonal print with issues published 4 times per year by 2017. CI's presence on the website should evolve in a transition to digital-only and leverage publishing opportunities offered by the new IUPAC website. A new business model is needed in view of the impact on member benefits. An Editorial Advisory Board (EAB) should be established and volunteers will be sought for help with CI production. The feedback received on content as part of the CI survey could serve as a pool for consideration by the CI Editorial Advisory Board. A production schedule for 2017 will be developed by mid-2016 for use by the publisher and for possible recruitment of advertisers.

CH mentioned that if the EC was satisfied with the CPCDS recommendations, a discussion with DeGruyter will follow shortly. He indicated that in 2015, CI cost was about \$80k and the goal was to reach a zero net cost in 2017.

Mei-Hung Chiu supported the idea the producing an e-journal; she gave the example of one with which she is involved and that has a simple production based on thematic issues: after the themes are outlined, special editors are identified and writers invited. Social media initiatives are also used to broaden the reach.

With 4 issues per year, the value of CI as a suitable medium to publish news was questioned; it would no longer be a 'news magazine'. In response, it was pointed out that news might better be relayed via the new website; CI can support the new website by referring readers to the online content. The view was expressed that may be "it is time to reconnect CI to IUPAC the website".

Mark Cesa asked who will be part of the EAB and how will it work?

CH explained that the EAB composition was not set. The EAB will probably focus on different needs as the project of transformation evolves: initially it might be very hands-on and while ultimately it might be a sounding board.

The EC voted unanimously in support of the CPCDS recommendations.

ACTION 25 To follow-up with CPCDS and share with the chair EC support of the committee recommendations and establish an CI-EAB (CH)

18.2 STATUS REPORT *PURE AND APPLIED CHEMISTRY*

Colin Humphris reported that DG has ambitious marketing plan for PAC, despite the decline in subscribers and that the recent sale were down. He echoed Hugh Burrows (PAC scientific editor, conference and special topic) concern regarding the quantity of content that was in decline recently. Hugh's plan includes a special topic issues that should make-up an entire issues. CH indicated that the Advisory Board met in Busan and the revival of the committee should positively impact PAC future (see more under items 18.4)

The EC asked if more detailed numbers could be obtained from DG, including revenue and status of the print and online distribution. There was discussion about the impact factor and the question as to how can PAC improve and remain open.

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ACTION 26 To request from De Gruyter more detailed numbers of revenue and analytics of PAC online distribution (LMS)

18.3 VIRTUAL PUBLISHING AND DATABASES

18.3.1 IUPAC Standards OnLine with DeGruyter

Colin Humphris briefly commented on the development by DeGruyter of the “IUPAC Standards online” database. The development carried out entirely by DeGruyter with input of CPCDS that was consulted on the structure and on future development. CH indicated that DeGruyter’s plan was to launch the database online in January 2016 and he referred to DG promotional material in the Agenda book (p. 197), CH commented that this was a very interesting project for IUPAC to gauge DeGruyter’s capacity in developing new database products.

18.3.2 Solubility Data Series with NIST

Lynn Soby informed the EC that she had been in touch with NIST regarding the digitalization of the earlier Solubility Data Series (SDS) book. She recalled IUPAC’s long history of working with NIST on the SDS data series to digitize the printed volumes. Recently, there has been an update from NIST regarding their work (Dave Martinsen/Clara Magalhães). IUPAC’s current agreement is to allow NIST copyright protection for digital versions of the SDS so they can feature on the NIST public websites. This is a non-exclusive agreement and covers Volumes 1-65. The JPCRD publishes Vol. 66-102 and are available to purchase.

18.3.3 Solubility Data Series with Springer

Lynn Soby commented that Springer-Nature had expressed interest in developing a digital database of the SDS and that an initial proposal for acquiring rights to the SDS content for database development as part of their STM offerings had been reviewed in Busan with D. Brynn Hibbert, Earl Wagnhorne, and Clara Magalhães (SSED Chair). A follow-up conference call has been held on 13 October 2015 with Springer-Nature Director of Springer Materials (Germany) and Sharon George, Director of Springer Materials Content Acquisition.

Two action items were agreed: (1) IUPAC will send Springer some sample chapters or volumes. Springer will access the work involved in digitizing the data and building a database out of this book series. (2) IUPAC will evaluate and propose possible business models for collaboration with Springer.

LMS indicated that she was in favor of having multiple partners and especially with partners as prestigious as Nature. Conversations are on-going and a follow-up call is set for December 2015.

18.4 PAC EDITORIAL ADVISORY BOARD

Colin Humphris commented that the PAC-EAB met in Busan and that, after several GA without meetings or records. The meeting purpose was to review the objectives, functions,

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modus operandi and make-up of the Board to ensure it can continue add value to PAC and IUPAC. CH chaired that meeting which was well-received and well-attended.

CH referred to the minutes of the EAB meeting that are included in the Agenda Book (p.199). Briefly he commented that the EAB seemed reenergized and willing to step up for example to broaden the scope and increase the featuring of special topics. The Divisions will work with the Hugh Burrows to scope these options. CH indicated that PAC-EAB was also interested in metrics and some data had been reported since Busan.

CH commented that the chair of the PAC-EAB is the Secretary General and that he will work with Richard Hartshorn on that transition. In addition of meeting during the GA, the PAC EAB will held a virtual meeting in the interim year.

18.5 BOOK PUBLICATION AND BOOK SALES

This item was not discussed.

19. THE NAMING OF NEW ELEMENTS – TASK GROUP REPORT

John Corish updated the EC on the status of the naming of new elements and confirmed that the Joint working party reports were in preparation; there will be 2 reports assessing the verification of the claims for 4 elements: one report covering elements 113, 115, and 117 and a second report covering 118. The exact time when these reports will be available will depend on the final preparation and that could be as early as December 2015 or early 2016. JC indicated that he had reviewed the detailed actions that shall take place simultaneously and in anticipation with the releases with Lynn Soby. The laboratories will know first, along with the EC of both IUPAC and IUPAP. Division II can initiate the task of inviting the laboratories to proposed name only after these reports are published. JC indicated that IUPAC should recognize the commitment of Professor Paul Karol who is leading the JWP.

Mark Cesa thanked John Corish for keeping the EC informed.

20. MEMBERSHIP RELATIONS COMMITTEE

Kaz Tatsumi noted that the MRC met in Busan. MRC stressed the importance of retaining updated contact information for all NAOs. The MRC recommended that communication about IUPAC activities should regularly be shared with NAOs, such as approval of recent projects and support of conferences.

The EC discussed specific countries that IUPAC might like to approach as prospective members; e.g. Caribbean countries, Columbia, Costa Rica, Mexico, Vietnam, Singapore, Lithuania, Guatemala, or Kenya. All have uniqueness, potentially bringing diversity to IUPAC. Some have experience working with IUPAC but there are challenges due to complex national structures. KT stressed that in all cases, IUPAC needs to be patient.

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Mark Cesa stated again the importance to develop a clear value proposition for both existing members and potential new members in line with the new strategic plan. May NAOs don't really know what they value from IUPAC. Colin Humphris suggested that NAOs who have members involved in current activities should see clear benefits. 'Developed' and 'emerging' NAOs constitute two very different groups and benefits for each categories will be different. Richard Hartshorn commented that we need to be specific in claiming what we do and then a more tailored presentation can be developed for each NAO categories.

Lynn Soby offered to circulate the 2015 presentation as a starting point for revisions.

Mei-Hung Chiu echoed the feeling that non NAO members have difficulty seeing the value of membership based on her experience with the CCE flying chemists in Croatia, Panama, or Mexico. They often consider the alternatives becoming an IUPAC member versus that of becoming international chapter ACS. In China many individuals are ACS members, but not IUPAC affiliates. MC stressed that we must state clearly how IUPAC is unique and how we can enable these organizations to build themselves up. IUPAC is also an important link to international bodies such as UNESCO or ICSU.

CH suggested we consider the value seen by existing members; we should ask them. In addition let's ask why did Spain come back? What have we learned from the situation in Belgium?. CH suggested that everybody have that conversation within his/her country and to report. RH commented that for New Zealand, the key benefit is international connectivity.

Individual benefits are a different issue, but IUPAC similar challenge is to articulate these clearly, including the opportunity to be part of a global network, access shared knowledge (e.g. in education/safety). CH commented that the AMP fee of USD 35 has not been reconsidered for at least 15 years; the MRC should review this aspect of the program as well. A current list of AMP membership was in the Agenda Book. We currently have 814 Paid and Sponsored (complimentary). IUPAC has 2178 Fellows in our database.

Lynn Soby commented that AMP has 2 categories: sponsored (i.e. free for under 35 sponsored) and regular (paid) AMP. While a few years ago there were approximately 5000 affiliates, today that number is less than 1000 (not including US).

It was noted that Romania runs an AMP program but is not an NAO.

Mark Cesa thanked everyone for the lively discussion and asked that everyone reports what values their NAO sees in IUPAC membership. The MRC will meet next at the time of Bureau and the discussions will continue.

ACTION 27 To initiate a survey among EC (and later Bureau) members to assess what values their NAO see in IUPAC (MC)

21. REVIEW OF COMPANY ASSOCIATES PROGRAMME (UPDATE)

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This item was not discussed; it referred to a project initiated by the Committee on Chemistry and Industry (COCI), project 2014-018-2-022 in progress.

22. PROJECTS REVIEW

The latest commitments report and projects expenditures (30 Sep 2015), and proposals under review were included in the Agenda book.

Lynn Soby explained that the financial and project expenses reports have been reengineered in an attempt to provide ease of use for all stakeholders, transparency of information and reduce time and labor associated with this task.

This report was generated with updated information triggered by the approval of new projects and in conjunctions with the financial record from QuickBooks.

LMS recognized that there are still areas of improvement needed regarding the consistency and quality of the data to insure minimal mistakes in the report, which are being addressed. Work will continue on improving the workflow between the financial and project systems.

The second report is a simple list of proposals under review.

Lynn Soby pointed out to the 'SWEEP' amounts in the report (highlighted in blue) and recognized that these projects are overdue, some more than a year overdue, and showing no sign of activity. She stressed that this is not look good and that it will be important to obtain updates in order to get a realistic picture of what the pool of current project actually is.

Richard Hartshorn indicated that he expected that the new website will improve the tracking of these projects by providing more visibility and ability for the task group chair to provide input directly.

23. COMMITTEE ON CHEMISTRY RESEARCH FUNDING

Kaz Tatsumi reminded EC of his report on CCRF to Bureau in Busan. Markus Behnke (German Research Foundation) had stepped down as secretary but fortunately Laura McConnell stepped in. The committee agreed to coordinate an initiative with CS3, the Chemical Sciences and Society program hosted by US, Germany, China, Japan and UK, and have the subject of the CCRF call in line with CS3 priorities which include water, health and the environment; detection; treatment; and recovery of materials from wastewater. CS3 will meet in September 2015 in Leipzig, Germany, and a draft report of this meeting will be available by the end of the year.

Kaz Tatsumi indicated that he has had no specific updates since Busan and that July 2017 was still the target date to review proposals selection for a ultimate presentation in Paris. The timeline for proposal solicitation shall therefore be mid 2016.

Mark Cesa asked if a decision has been made about the specific topic for the next call? And/or if first the agencies shall be invited to take part and also make suggestion for a topic.

KT will follow-up with the funding agencies and later provide clarification to the EC.

MINUTES

ACTION 28 To obtain clarification from funding agencies re their future involvement and about CS3 plan/report following their recent meeting in September (Kaz Tatsumi)

24. IUPAC/SOLVAY AWARD

Lynn Soby indicated that the 2016 IUPAC-Solvay prize call for nominations has been posted on the website and that an online application was being prepared to collect the nominations and supporting documents. Following a suggestion made by Kaoru Yamanouchi, LMS confirmed that a request to submit a brief abstract in addition to the essay will be included in the submission form.

John Corish confirmed that Solvay support is in place. It was also confirmed that the prize money will be awarded the year of the announcement and not at the time of the award presentation at the Congress (i.e. the prizes awarded in 2016 will receive their cash award in 2016 and not in 2017).

As Past President in 2016, Mark Cesa will chair the award committee.

ACTION 29 To add a request for a brief abstract in the IUPAC/Solvay award submission form (LMS)

25. THE PHOSAGRO PROJECT

John Corish commented that the PhosAgro/UNESCO/IUPAC project initiated the 3rd call with proposals due early 2016. He confirmed that 6 awards of USD 30,000 each were made in 2014 and in 2015. The program has been successful in attracting more than 100 applications from around the world in each year.

The award winners in 2015 presented their projects at Busan at a symposium that contributed to the theme of Green Chemistry at the Congress. The formal presentation of their awards will take place in a ceremony to be held in the framework of the Discussion Panel being organized in conjunction with the meeting of the UN Secretary-General's Scientific Advisory Board (SAB), in St Petersburg on 15 December 2015.

The project is scheduled to continue for a total of five years.

Members asked if these presentations made in Busan will result in a PAC publications. This will be raised with the scientific editor.

To ensure contact and continuity, John Corish suggested that the EC name a Bureau member for the task. Also, to better highlight these activities, he offered to write an article for *Chem Int.*

ACTION 30 To review with Hugh Burrows (PAC scientific editor) the option of publishing papers from the Busan Symposium, especially from the 2014 winners whose projects are either completed or nearing completion. (J. Corish)

ACTION 31 To prepare an article for *Chemistry International* outlining the scope of the proposals awarded (J. Corish)

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ACTION 32 The EC to name a new contact with PhosAgro from within the Bureau to succeed to John Corish.

26. INCHI TRUST

Richard Hartshorn reported that he attended both the Annual General Meeting and the Board Meeting last August in Boston. The latest dealt with the various aspects of the development of the InChI and the plans for the future.

RH stressed that new developments such as those relevant H&S and inventory management could prove important for InChI and in turn could translate into an opportunity for IUPAC to promote its activities and contribution.

RH indicated the Trust noted the recent changes in terms of reference for the CPCDS and that has led to a proposal to change some details of the relationship between the InChI Trust and IUPAC, specifically to allow for both Division VIII and CPCDS to be involved in evaluation and endorsement of InChI developments. The new document was prepared in consultation with Bonnie Lawlor, Chair CPCDS, and presented for consideration by the Executive Committee and subsequent signature.

The comment was made that InChI has reached 15 years and the belief is that it provide good visibility for IUPAC. Division VIII has continuously provided the scientific expertise through specific projects. LMS indicated that DeGruyter was interested in including InChI in the standards database.

The EC was asked to approve the revised InChI Trust-IUPAC relationship.

The EC approved the revised InChI Trust-IUPAC relationship, and the current Secretary General will proceed.

27. NPU

Colin Humphris pointed out to the minutes from the most recent Scandinavian meeting on the NPU Terminology in Trondheim (1-2 September 2015) are included in the Agenda Book (p. 254). CH explained that the NPU (Nomenclature for Properties and Units) guidelines for clinical chemistry are currently being used in Denmark, Sweden and Norway. The IUPAC NPU subcommittee has initiated projects to support the integration of NPU terminology with the international health standard, SNOMED CT. The integration of NPU with the SNOMED CT still requires acceptance by the owner of SNOMED CT, and adoption by additional countries.

CH will continue to monitor progress and keep the EC informed. The EC approved CH role to act as IUPAC representative on NPU.

28. OPCW ETHICAL GUIDELINES WORKSHOP

Mark Cesa and Natalia Tarasova briefed the Executive Committee on the recent workshop (17-18 Sep 2015) at the headquarters of the Organization for the Prohibition of Chemical Weapons on

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development of ethical guidelines related to the Chemical Weapons Convention, for chemists and chemical practitioners.

The resulting ethical guidelines were included in the agenda book (p. 255); they are published on the OPCW website (<https://www.opcw.org/special-sections/science-technology/the-hague-ethical-guidelines>)

MC provided some background* and recalled that IUPAC has been involved with OPCW as early as 2007. OPCW goal is also to promote a culture of responsible conduct and guard against misuse of chemistry. As such OPCW supports education and outreach, which NT underlined are fundamental issues relating also to SDGs. MC indicated that IUPAC involvement in the future could involve periodic reviews of the technology and via a series of focused workshop. One of them could be organized by IUPAC. Richard Hartshorn asked how will IUPAC be engaged and involved to organizing such a workshop. MC indicated that OPCW scientific advisory board turns to IUPAC for scientific expertise. MC also mentioned that IUPAC will have a seat a new advisory board starting this coming December.

Colin Humphris asked what IUPAC proposes to do with OPCW guidelines? The EC might want to establish process to review the document and consider how IUPAC should/could endorse it. MC stated that the document is not today presented to the EC for endorsement, and RH agreed that it should be reviewed more broadly than EC. The EC could suggest how to proceed forward. The EC agreed that a follow-up discussion shall take place during the next Bureau and to and consider if the OPCW ethical guidelines deserve or not endorsement.

ACTION 33 To follow-up the discussion at the Bureau and consider if the OPCW ethical guidelines deserve or not endorsement. (all)

(* For a detailed account, see “IUPAC, OPCW, and the Chemical Weapons convention”, Leiv K. Sydnes, Chem Int July 2013, 35(4), pp. 48); <http://dx.doi.org/10.1515/ci.2013.35.4.4>)

29. CONFERENCE ENDORSEMENT/SPONSORSHIP PROGRAM

29.1 RATIFICATION OF ENDORSEMENT/SUPPORTED SYMPOSIA

The list provided in the Agenda book was not the list of all conferences endorsed since last Bureau (i.e. since July 2015); instead it was only the list of conferences having received financial support via the FSC program.

Natalia Tarasova pointed out that some events that she is aware of have been awaiting for communication after having submitted their application. She urged the Secretariat to review pending applications and provided update as necessary.

Lynn Soby indicated that a list will be generated and shared for later approval.

ACTION 34 To provide the EC with a list of the endorsed conferences for which endorsement was processed since last compilation (i.e. July 2015 in advance of the Bureau). (*Secretariat*)

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30. NEXT BUREAU MEETING MONTREAL 8 -10 APRIL 2016

The next Bureau meeting will be held at McGill University in Montreal, Canada, on April 8 to 10, 2016, and the EC will have a short meeting at the end of the Bureau.

Mark Cesa asked that if any item should be brought onto the Bureau Agenda that these be communicated as early as possible.

Richard Hartshorn would like to ask the Division Presidents to think hard about the Strategic Plan and suggested that a specific time slot be allocated to that only.

Mei-Hung Chiu suggested that during the meeting, the motions should be introduced more formally.

ACTION 35 To ask the new Division Presidents to consider the new Strategic Plan and have time to discuss in Montreal (RH)

31. DATES AND PLACE OF NEXT EXECUTIVE COMMITTEE MEETING

Mark Cesa confirmed that in this instance, the 'next' EC meeting refers to the full meeting similar to the present. He indicated that Professor Zhou has invited the EC in Beijing.

The EC is all in favor.

Dates will later be clarified but it shall be sometime early November.

32. ANY OTHER BUSINESS

There was no other business. The President thanked everyone for their participation and in particular thanked the retiring member, Kaz Tatsumi, John Corish, and Ram Lamba. He again welcomed the new members. Natalia Tarasova thanked Mark Cesa for his dedication and all the work done during his presidency.

ACTION 36 To complete a list of actions in one week or two.

Lynn Soby reminded everyone of the departure for a visit of the new Secretariat office.

[end]