



Chair Dr. Bernard West

COCI Annual General Meeting  
Royal Society of Chemistry  
Burlington House London England.  
October 26<sup>th</sup>. 2014  
**Minutes**

**SUNDAY OCTOBER 26<sup>TH</sup> 2014**

**08.30 Meeting room opens.**

**09.00 I ORIENTATION TO IUPAC AND COCI.**

**09.00 1. Introductions [BW] Round table member introductions.**

Participants to give a brief [ 1 minute ] summary of their background.

COCI: Bryan Hanley (UK) , Paul Baekelmans (Belgium), Bernard West (Canada), Janos Fischer (Hungary), Kazuhiko Ishikiriyama (Japan), Xie Zaiku (Sinopec), Anna Makarova (Russia),

Guests: Danlu Zhu, (Sinopec), Colin Humphris (IUPAC Secretary General), Hemda Garelick (UK),

Apologies: Khalida Al.Dalama (Kuwait), Lewis Whitehead (YO, US), Lene Hviid (NL).

The roster was passed around the room for corrections.

**09.30 2. The membership, structure and functions of COCI: 2014 – 2015 [BW]**

Although this information is on the IUPAC website it is important that we all understand the COCI charter and the roles (chair and secretary) and expectations of the TM, AM and NR members. Bernard circulated the descriptions of the roles from the Analytical Division which we can adapt for our committee. We are a standing committee of IUPAC. There are also divisions which are technically aligned. Committees and Divisions have different structures and rules.

*Terms of Reference- COCI*

- *(i) To advise the President and Executive Committee of the potential impact on IUPAC programs of trends and developments in the international chemical industries, including pharmaceutical, agrochemical and related industries. Also, to advise on options and actions by which IUPAC could become more attractive to increased participation by scientists in industry.*
- *(ii) In collaboration with National Adhering Organizations, to develop and maintain an active program to recruit, guide and inform Company Associates on IUPAC programs and policies. To convey to IUPAC management at all levels relevant information from Company Associates that may assist in developing IUPAC programs and projects.*
- *(iii) To develop liaisons with (a) national and international associations that represent industries based on the chemical sciences; (b) national and regional chemical societies; and (c) international bodies such as UNESCO and UNIDO.*
- *(iv) In cooperation with other IUPAC bodies, to initiate and maintain a portfolio of projects with implications for industry and to help develop good relations between IUPAC and industry. To advise IUPAC bodies on the potential for participation and/or funding of relevant projects by industry and to coordinate overtures to industry on such funding*

Role of TM. AM NR: it is useful to have clear expectations for these roles. Committee agrees we should draft the roles for COCI, based on the Analytical roles. The expectation is that COCI TM would be leading or actively working on a COCI project or objective. Titular members are elected, and have voting rights (when we have formal votes); travel expenses are paid for IUPAC for TM. For Associate members, elected and voting rights, but no travel. NR: nominated by country, no voting rights, no travel money. Most Divisions have limit to number of NR; COCI has no limit, but it can only have NR from countries with more than 2 CA. Of course, people can work on COCI projects for an infinite amount of time, even if they are not on COCI itself. Divisions have subcommittees that work on projects, do we have this for COCI? This would be analogous to the COCI project teams. Project system is open to everyone. People can serve for 8 years (2 4-year periods), and then as an officer. Officers are allowed another 2 years. Some people move between Divisions and Committees with facility. Voting rights: the election of new members is one of the items that we vote periodically.

The Divisions have a President, Past-President, and Vice-President positions. The VP and P-P split the 4 year term, 2 yr. each), this provides progression in the role. The COCI structure was established about 10 years ago from an appointment by President to a more democratic system with elections. The Chair of the Standing Committee is on the Bureau. The impact for COCI was that most of the members came on the committee at the same time, so they all timed-out at the same time. Having committee continuity is an issue. Should we have a VP-role and a Past-Chair role? Is that useful? If we want to do it, we would have to draft the terms of reference, then take it to the Bureau/Council for approval. Colin suggests we explore this with the President.

#### 10.00 **3. Approve minutes of 2013 AGM in Istanbul and TM Planning meeting in Coimbra [CR]**

*These notes will be reviewed and approved; emphasis will be on action items and follow up.*

The minutes from Istanbul were distributed. Motion and second, approved. Change from Draft/Change COCI chair. Approved 10/26/2014.

The minutes from Coimbra were distributed. Motion and second, approved 10/26/2014.

#### 10.30 **4. Budget and Finances [BW, CR]**

*The current situation will be reviewed up to date at the end of September. Comments on the financial needs for 2015 will be discussed.*

The budget for the biennium was reviewed. For 2014-2015, COCI has \$20,000 for commitments (projects); we have allocated \$3800. We have \$17,000 for Operations (travel, admin, etc), per the attachment (\$37,000 should be the total for projects + operations). We have spent \$3650 ytd on Operations.

Bureau encourages the Divisions and Committees to close projects when they are finished. The unspent funds would go into strategic opportunities fund.

Project budgets:

- Great Lakes meeting has \$3713 available, we could extend the deadline for another regional meeting.
- VOC project has \$7000, we spend some of that this weekend. The Ribes project (recognition for Women in Chemistry) has \$1222 which has been extended. The West project (STP workshop in Istanbul) will be extended and used for a revised project for workshop in Korea.

- COCI generally puts projects out to project committee for review; but we don't often ask project committee for central funds (we could do this). Sending COCI projects to Project Committee isn't required, but it does strengthen the project with their input. The CA project was supported by COCI as well as the Strategic Fund.
- The Basel fund should be closed and the \$159 returned to Strategic Fund.

Operations budget: covers AGM. Travel for TM to General Assembly comes from IUPAC.

Overall, COCI is in a tight financial situation. For reimbursement, receipts are needed for all expenses; per diem are no longer available. The IUPAC income from NAO is around \$900,000/yr. We earn around \$100,000 from publications (reduced from past income), \$150-200,000 from investments. We are now using our financial reserves. We have representatives to other bodies, which requires travel costs. Investment strategy and financial controls are under review by Finance Committee. For this biennium, most Division and Committee budget were reduced (COCI reduced from \$42000 to \$37000, for example). Secretariat expenses are being reviewed, more efficient practices are being put into place. IUPAC operates in multiple currencies. NAO dues are billed in January; many companies pay in autumn. Because of this, we may experience cash flow issues (delays the reimbursement process). Changes are being made in how finances are handled by Secretariat, stabilizing the situation (new Exec Director, web site updating, databases updating, etc). The Executive Director will work on funding opportunities, such as book publishing and royalties to IUPAC. There are now model contracts for projects that result in book publishing. For a biennium, spending is usually light in the first year (new people in roles, etc), second year (with GA) is heavier. For publishing, the idea of DeGruyter partnership was that they could market our publications; this benefit is not yet realized. A survey on Chemistry International will be done soon; this publication is targeted at the IUPAC community. This will probe paper vs electronic, content, etc.

Discussion on ILSI – International Life Sciences group – projects only go through if at least 4 industrial members support the project. IUPAC rules: science has to be objective; output has to be freely available. We should think about what we want to do and why and the value for industry first; then think about how we raise funds (not the reverse order). We need to think about how money can flow into IUPAC and then IUPAC decides how to spend the money.

COCI members are encouraged to seek alternate forms of financial support: employers, local chemical society, etc. ThalesNano prize and Solvay prize provide funding for the prizes that IUPAC awards.

##### **5. Review Election process for 2015 and solicit input on candidates.**

*We will discuss the new shorter time frame for the election process and the framework needs.*

*Also we need to review current committee performance against the roles and responsibilities and use that as a basis for discussing how to develop the membership.*

For 2015, we will need to elect several positions. Traditionally, we took about a year to do this (invite nominations, voting, etc) Proposal is that we would have a nominating committee (starting in January) and election will take place in May. Results will be clear by the GA in Korea. These are for the terms that expire in 2015 or anyone on the roster that cannot continue in their role. We will need to establish the intention of TM that have not replied, for example.

The IUPAC timetable for this has been sent to Divisions for comments. That will be approved soon, probably published in Chemistry International.

Nominating committee: Typically, TM who are not up for renewal. Good idea to include an external member, such as a Bureau member or ex-COCI member (Tom Perun, Michael Droescher, Hemda Garelick, for example). Janos Fischer's term is expiring. Nominating committee often selects from NR for open TM or AM slots, and from AM for TM slots. Election would be done electronically.

## **11.00 BREAK**

### **11.15 II REVIEW OF MAIN ACTIVITIES IN 2012-2013 BIENNIUM**

#### **11.15 5. Review of report and Presentation to BUREAU and Verbal Report on Bureau meeting and IUPAC [BW and CH]**

[Report will be in a separate email]

A copy of the report to the Bureau was included in the zip file for this meeting. The Bureau meeting in April in Coimbra has been discussed during other parts of this meeting. This included updating the website, election timetable, GA schedule, transformation of Secretariat processes. There will not be a spring Bureau meeting in 2015 (which saves approximately \$70,000 in travel costs). A Bureau conference call will be held during the spring, instead. Go-To Meeting is a tool that they like to use. Colin will look into this option; we may need to get an account for COCI.

IUPAC has a Council that meets every 2 years. This has reps from each member country. Multiple issues are reviewed and approved at Council meetings. The Bureau exists to handle issues between Council meetings. It consists of Division Presidents, Chairs of Standing Committees, 8 elected members. Bureau meets once a year in person, more often by conference call. Several committees exist under the Bureau (Project Committee, Project Evaluation Committee, Member Relations Committee). Executive Committee has Officers (President, VP, Past President, Secretary General, Treasurer) plus 3 Bureau members. They meet every 3 months via conference call and annually in person. These groups manage the affairs of IUPAC. The [Bureau](#) and [Executive Committee](#) meeting minutes are public and endorsed by Council. NAOs have 1 representative paid trip to the Council meeting (to ensure they have representation). There are additional calls for the Officers on a frequent basis. For Council, number of votes per NAO depends on the size of chemical industry (defined by ICCA, in dollars) – with a maximum of 6 votes. This also impacts the subscription fees for countries.

The rules are in bylaws and statutes. IUPAC moves by consensus, which can be slow, but provides for input and discussion from all parties.

What is difference between President and Secretary-General: President carries overall accountability for decisions made; represents IUPAC to other bodies and speaks on behalf of IUPAC; a science leadership position. S-G is more administrative and oversees processes. The Vice-President is expected to undertake a critical assessment of the Union to review what it does and how it does it. For example, President Cesa reviewed weaknesses in our strategy, and launched a strategy team as a result. The current VP is leading a project to celebrate the centenary of IUPAC in 2019.

Secretary-General and Treasurer: 4 year terms, could be re-elected for 4 years.

VP/President/Past-President: 2 year terms each for a total of 6 years.

The Secretariat will be moving to a system that allows Committees/Division to update their own webpage. We may need to identify someone to handle this for COCI.

### **11.45 III PLANS FOR COCI MEETINGS IN 2014-2015 BIENNIUM [BW, CR]**

#### **11.45 6. Objective: Discuss and agree on meeting times and places within resource available.**

##### **Completed**

TM meeting Coimbra – April 2014 – a planning meeting since we have so many new members.  
COCI AGM, London - October 2014

##### **Planned/ Possible**

- Current plans for Korea 2015: COCI will meet on Sunday as a committee. We have the option of visiting the Divisions on Saturday to share information from COCI.

- Annual Meeting and Safety Training Program [Workshop 2015 Korea](#) on Monday [BW]

New project will be proposed for the Workshop, input will be asked for to update the agenda for the STP/Responsible Care activity.

In Istanbul, we had presentations by the Safety Training Fellows on progress they had made following their training, as well as some presentations on the need for EH&S programs in industry or organizations.

We have the option of changing this. For example, include a presentation on Flow Chemistry (Ferenc Darvas/ThalesNano) as part of the COCI workshop. We will need a plan to promote this event. Bernard will organize the project and the workshop.

- WCLM COCI Advisory role. [BW, CH ]

Update from BW on discussions with CCE and Environment, input from CH on IUPAC expectations.

COCI was strongly involved in organizing 3 of the last 4 World Chemistry Leadership Meeting. This time will be organized by Division Environmental Chemistry and CCE; COCI will consult. This is a strategic meeting on topics such as Sustainable Development, SAICM, and Perspectives of Young Observers. The last one on YO increased the numbers of YO at the event, and Bureau appreciated this – would be nice to keep this focus. This will be held on Wed morning. COCI may be asked to help with some aspect, but this is not yet determined.

- Handover Meeting out-going and incoming Chair and Secretary December 2015, site to be defined. [CR]  
This was a good opportunity for the incoming Chair/Secretary to meet with the outgoing Chair/Secretary. It was a 4-6 hour meeting. Location will depend on who the new officers are. Could be a Skype meeting.

- Regional Workshop Meeting, do we have the resources to create a Workshop in Eastern Europe [JF]  
Last full workshop was in Toronto for Great Lakes area. Janos has floated the idea for a workshop in Budapest. We need to discuss, may be something for 2016 as will need volunteers We held these in Germany, Tokyo, Toronto, and Kuwait. These are two day meetings to look at chemistry/industry in area and any particular issues. For example, in Toronto we focused on the Great Lakes green chemistry/sustainability in the supply chain. We explored company needs and how they felt that IUPAC could be engaged. Future options: Eastern Europe (Hungary), Kazan, China. Need a theme and a location with a local organizer. The local organizer needs to identify speakers and invitees. This works best if the person is in the region already. We can run this as a

project and get some project money in addition to external support. We have typically had a COCI AGM in conjunction with this meeting.

Janos: leader of ThalesNano wants to organize a technical symposium in China in 2016; we could link to this as a regional meeting. Suggest Janos and Xie would discuss this and develop a proposal for a meeting for 2016.

### **13.00 IV PLANS FOR PROJECTS AND ACTIVITIES.**

#### **PRIORITY PROJECTS / ACTIVITIES.**

COCI will focus on three projects: Company Associates, HS&E, ThalesNano project.

#### **13.00 7. Company Associates Project [BH]**

Objective: Update on the plan for three projects. Summarise the work of the Project discussion on the previous day.

All participants attended yesterday meeting. We need to confirm the membership of the team and address the timeline and action items that were proposed.

#### **8. Health, Safety and Environment Program [BW]**

- **Safety Training Program and links with CRDF/CSP.**
- [Responsible Care Book](#) by IUPAC

Objective: Define leadership, report progress and plans on the Safety Training Program and RC Text Book use. Updates on the training in 2014 at Woodbridge. Also update discussions with Russian companies concerning RC and also STP. Links with CRDF for RC in Egypt.

Bernard is leading this project. He led the publication of a book on Responsible Care a case studies of supply chain problems that resulted in death and injuries, and a case study of a company that implemented programs successfully. It will be translated into Russian, we think. Copies are available from Bernard or DeGruyter. Send Bernard an email with a shipping address if you want a copy. Workshops could be organized on the case studies. We could also do projects on new case studies, if anyone can suggest them (aluminium sludge spill in Ajka Hungary). Also good to highlight positive stories. The project for the case study was \$5000 since we used university resources from Canada.

Egyptian Chemical Industry wants to join Responsible Care. They have been discussing this for a few years. In December, invited about 40 people to discuss this, a second workshop is scheduled for November in Cairo. Globally, approximately 62 countries are involved in RC.

Translation of book into Russia is interesting. They will do 2 books: one to translate IUPAC book, the second about best practices. For STP, Russian industry does not understand the benefit for their program if they host the trainees. They need clarity on IUPAC role in preparing the program. The benefit for the host company is not a measureable and tangible benefit per se. It improves the overall reputation and safety of the industry. IUPAC can provide an outline of what to include but we do not have a complete curriculum, the host companies always provided this based on their internal programs and training. So far, hosts have been found through personal

contacts. We do not have a prepared program with instructors ready to go. Why don't we have funding from large groups to do this program? We did have UNIDO support until 2010 (not sure we asked for their support since then). We have learned that the story of the Fellows is the most compelling story for getting hosts.

What could we do to expand STP? Need broader advertising, endorsement from the organizations such as CEFIC and ICCA. How about a video (made by YO) to highlight this program? We do need an article in CI, but that is mostly in the IUPAC community. We haven't many wider ways to spread the word. We could consider this for the Centenary celebration. Part of this is 'not invented here' and they just don't engage. We now have financial support from CRDF (Civil Research Development Fund), operating by Chemical Security program at US State Dept. They fund an IUPAC project which came from the STP Workshop (Nancy Jackson), they are willing to pay for the travel and accommodations costs for trainees from certain regions and countries. COCI collects the resumes and approves the applicants (based on qualifications/responsibilities in current organization). We currently have 8 approved applications and CRDF will cover two of those. If not fully funded, host company covers the local travel/accommodations. At end of training, Fellow writes report and IUPAC then reimburses travel expenses.

When we do identify a host company, they are given the approved applicants and can select the trainers that best fit their profile.

Do we continue the program as it is? IUPAC Project committee isn't very supportive. Or we can consider a way to re-invigorate this. Could this be a book project? Could we find someone to write it? We have a clear list of people to interview and contact for what they have implemented as a result of the training. That would fit into the Centenary issue, too. WHO was interested, Fabienne Benzo was a past trainee from South America who was interested in setting up a regional center. Could we organize a train-the-trainer?

Trainees and the host company have to have a common language. Until now, this has been English. But we could, for example, arrange to train people from a company in Kazakstan with a weak safety program to a company in Russia with strong safety program. We do have to be aware of certain national rules that could apply that are not transferrable. We should be flexible in terms of how this program is organized.

We should use this as a potential basis for Centenary program for an industry link. Would SAICM/WHO be interested? For RC book, it was a Professor from Engineering Dept/Ethics master degree student. Other universities have similar programs that could be interested.

### **9. IUPAC ThalesNano Prize [JF]**

Objective: Preparation for the third award sponsored by ThalesNano and future activities

Five years ago prize established, presented in 2012 and 2014. It will be presented again in 2016. The founder, Ferenc Darvas, feels this is a great success. Flow Chemistry is a growing technology, journal now has impact factor >4. Prize lectures in 2012/2014 contributed well to the new field. He proposed third prize given in China in 2016 in a meeting related to Flow Chemistry. Offers proposals on how to increase nominations; he'd like to work with us to contact key companies. Where do we post the nominations now? With Flow Chemistry Society and with IUPAC (CI or website). Next announcement would be in 2015. This should be pursued off-line.

ACTIVITIES WHERE SUPPORT WILL BE GIVEN AS RESOURCES PERMIT. PRIORITY HAS TO GO TO ITEMS 7,8 AND 9.

#### **11. NGO/IGO/Trade Associations Program [ ? ]**

Anna has some interest with SAICM and will look at this opportunity (WHO and UNEP run this jointly). They produce a lot of paperwork – and Anna is following that. The IUPAC Centenary could be a good opportunity for driving projects. Responsible Care Leadership group next meets in spring in Florida.

Colin tried to get IUPAC involved in RIO process. However, we haven't been successful in engaging in this.

#### **12. Life Cycle Analysis [BW, DAE]**

This relates to understanding impact of developing a new product from beginning to end (waste and energy usage and creation): health and environmental impact. There are various ways to measure this, depending on when you define the beginning and end of cycle. As scientific organization, IUPAC could help define these terms. Important but complex and possible link with CHEMRAWN. There was a meeting in Kuala Lumpur on this but it didn't provide any closure. European Commission set rule on bio-derived fuel on diesel fuel, which resulted in issues in Malaysia; a policy change wasn't reviewed broadly enough. There is compartmentalization of the concepts and steps, and if you chose to only look at part of cycle you will get a different conclusion.

At this time, COCI doesn't have anyone to work on this project. It remains something for IUPAC to consider and it does need to engage industry.

#### **13. Public Appreciation of Chemistry Program**

Need a volunteer to work the links with CCE. We do not have a link with the Committee on Chemistry Education from COCI. CCE does distinguish between public understanding, appreciation, and perception of chemistry. These are different concepts that need to be addressed in different ways.

#### **14. Projects from Divisions/Committees**

Hemda: Divisions & Committees were asked to review the project proposal on EH&S challenges on e-waste (used electronic devices) and management. Challenge is what to do with these products. We are looking for comments, collaborative interest and consideration for funding. This will probably go to Project Committee since they want broader support. They want to organize a workshop in Europe. This could be an interesting CHEMRAWN.

#### **15. Basis for Workplace-based Development**

Training and education in the workplace. Academia is in midst of big change. A lot of education will be pushed from traditional institutions into the outside world. How engage industry in continued education and training? Professional Doctorate programs are one example (not as many in hard sciences as in other fields). Is there a role for in this area?

Would we like to cover these in a COCI Corner in Chemistry International? We could have a couple of paragraphs on this topic, Safety Training Program at Woodbridge, etc. We can pick topics and raise the question: is there an international angle? Is this a topic to which IUPAC could bring value? Can offer dissenting viewpoints (Hemda and Bryan could respond).

**15:00 MEETING SUMMARY, ACTION PLAN and ASSIGNMENTS**

What changes would be useful for the AGM in Busan? Encourage people to do prework before meeting so they know what is going to be discussed and are better prepared. Perhaps have different people lead different topics to improve engagement. What is most helpful for language issues? Make sure the A/V stuff works/provide a short presentation on key material with more focus. More clarity on the agenda: what is the desired outcome (decision, discussion, brainstorm, information share, etc).

**15.30 MEETING CLOSES**

Adjourned at 2:15 pm.

**Keep room open until 16.30 for Chair and Secretary Administration.**

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