

# International Union of Pure and Applied Chemistry

## 153<sup>rd</sup> MEETING OF EXECUTIVE COMMITTEE

Research Triangle Park, North Carolina, 8-9 November 2014

### MINUTES

Attendees: Dr. Mark Cesa (MC, Chair), Prof. John Corish (JC), Mr. Colin Humphris (CH), Prof. Kazuyuki Tatsumi (KT), Prof. Qi-Feng Zhou (QFZ)  
Absentees: Prof. Ram Lamba (RL), Prof. Natalia Tarasova (NT)  
Guest: Dr. Lynn Soby (LS), Dr. Fabienne Meyers (FM, secretary)

#### 1. INTRODUCTORY REMARKS AND FINALIZATION OF AGENDA

Mark Cesa welcomed all participants and confirmed that Ram Lamba and Natalia Tarasova would participate remotely.

Mark Cesa noted that much progress has been made since the last Bureau meeting following the appointments of Colin Humphris as acting Secretary General and, importantly in July 2014, the appointment of Lynn Soby as Executive Director.

Mark Cesa noted that this would be the last meeting of the EC in the old office as the Secretariat will be relocating within the RTP early 2015. He thanked Lynn Soby and the staff for the arrangements.

There will be additional items to Agenda regarding Sinopec support and EC approval of CPCDS Terms of Reference (see item 27).

Not all items were discussed in the order presented in the Agenda; accommodations were made, when possible, to link with Ram Lamba and Natalia Tarasova.

#### 2. MINUTES OF 151<sup>ST</sup> (RTP, DEC 2013) AND 152<sup>ND</sup> (COIMBRA, APR 2014) MEETING OF EXECUTIVE COMMITTEE

The minutes of the 151st meeting of the Executive Committee were approved by email, included in the Agenda book of the 95th Bureau meeting (Coimbra), and posted online on 23 May 2014.

The draft minutes of the 152nd meeting held in Coimbra, Portugal (April 2014) were enclosed in the Agenda book and the EC was asked to approve the minutes.

There were no questions or comments, and EC approved the Minutes of the 152nd meeting.

#### 3. MINUTES OF 95<sup>TH</sup> (COIMBRA, APR 2014) MEETING OF THE BUREAU

The EC received the minutes of the 95th Bureau meeting held in Coimbra, Portugal, in April 2014; the minutes were circulated by email and via the bulletin board on 3 September 2014. The minutes will be submitted for approval at the next Bureau meeting.

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**4. ACTION ITEMS FROM PREVIOUS MEETINGS**

The EC reviewed the Action Items as presented in the Agenda and noted the following changes in status and updates:

*[93BU03] Establish alternative NAOs contacts list (JP/Secretariat) (same as [92BU02]) in progress; info collected by Moreau shared with Cesa*

> This action is retransferred to the Secretariat: in countries where the national chemistry society is not the NAO, a secondary national contact from the chemistry society should be included in contacts database.

*[93BU07] Establish link to IYC back-up site from the IUPAC home (link to [iyc2011.iupac.org](http://iyc2011.iupac.org)) (Secretariat/BP)*

> Following the recovery of the old IYC site on the server the need for a link was reaffirmed to provide an accessible archive.

*[93BU08] Provide feedback to NAOs about this (2013) year election – information, call for nominations for VP, Bureau, Division Committees, and Standing Committees (Secretariat/PL)*

> In view of the approaching next cycle of elections in 2015, this action was updated to confirm with NAOs who is on current Divisions/Committee and what is their eligibility for the next biennium.

*[93BU16] Review speaker pack – all/Secretariat, and*

*[93BU17] Review Past President Powerpoint presentations, such as IUPAC hint-inspired presentation – all (in progress)*

> This action was discussed under item 17.

*[93BU24] Check on use of sponsor logos on [chemistry2011.org](http://chemistry2011.org) (SG)*

> This action was closed because IUPAC no longer has any control over [chemistry2011.org](http://chemistry2011.org).

*[93BU26] DPs and STCCs to review and report to SG any contracts, MOUs, etc. that are in place.(in progress)*

> This action is on-going and was discussed under item 5 and 14.3 below.

*[94BU04] For GA 2015, formulate specific invitation for the incoming DPs and STCCs for participation at the Bureau directly following the Council.*

> It was agreed that all new members should be invited to the Bureau meeting directly after Council as a courtesy if they are available.

*[151EC05] Establish a procedure to confirm Fellow status every 3 years to ensure that the records are current with respect to contact information. If no confirmation received, assume status termination. (Secretariat)*

> This action was discussed under item 14.

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*[151EC06] Notify the CAs about the PhosAgro project; the office is to work with COCI to ensure that a notice is sent out. (Outstanding)*

> This action was discussed under item 8.

*[151EC20] Inform the NAOs that site for future IUPAC Congress will be voted by Council 4 years in advance; i.e. next vote for the IUPAC Congress in 2021 will be at the Council in 2017, and not in 2015. (Meyers)*

*[95BU15] EvC to prepare and propose revisions of its Terms of Reference (Hartshorn)*

> Outstanding as to date, the Evaluation Committee has not yet prepared revisions to their Terms of Reference.

*[95BU17] The term 'sponsorship' used as IUPAC sponsorship of conference- is to be changed to 'endorsed' – survey all documentations affected and propose implementation (Secretariat)*

> This action has not yet been fully implemented; see item 23.

*[95BU19] To review General Assembly/Congress schedules for iupac2017 and later (Workgroup General Assembly)*

> Ongoing, this work group has prepared a new schedule for implementation at the GA 2015 and will build on the experience for 2017.

## 5. STATUS REPORT ON IUPAC SECRETARIAT

### 5.1 FINANCIAL INFORMATION SYSTEM

Lynn Soby reviewed the information provided in the Agenda Book and explained the difficulties of operating the current financial accounting system for the provision of management information covering IUPAC's records of accounts, accounts receivable, accounts payable, banking, financial reports for the Treasurer and Finance Committee as well as many other financial operations for IUPAC.

Dr. Soby performed a thorough review of the accounting processes and the steps needed to upgrade IUPAC systems to be general accounting principles and practices (GAPP) compliant and capable providing more timely and reliable data. Her proposal to have a new restructured QuickBooks system operational from January 1<sup>st</sup>, 2015 was supported and approved.

*Action: [153EC01] Restructure QuickBooks from 1 January 2015 with data integrity. LS*

### 5.2 STAFF, ORGANIZATION ASSESSMENT, AND RECRUITMENT PROPOSAL

Lynn Soby reviewed the office functions and reminded the Executive Committee that there are currently two open positions. She pointed out that in addition to the current staff, the Secretariat has relied on an external accountant to prepare management reports and all statutory accounting. As a priority, Dr. Soby

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proposed that IUPAC would benefit from the employment of an experienced financial controller to manage the upgraded accounting systems. Together with the outsourcing of payroll this would minimize future needs for external accounting and would allow the office to deploy existing staff more effectively.

As required in the Statutes, the EC was asked to consider the proposal to recruit a full time financial controller.

Colin Humphris supported the idea and agreed that the second position should be revisited after the current functions have been reallocated. John Corish concurred.

The EC voted all in favor.

*Action: [153EC02] Recommendation to have a financial controller approved.  
Proceed with recruitment of financial controller LS*

#### 5.3 NEW OFFICE SPACE IN RTP

Lynn Soby referred to the documentation included in the Agenda Book relating to the need for IUPAC to relocate due to the termination of the current lease. She had reviewed options within the RTP locality against the following main criteria: improve the quality and functionality of the space, have a location that would be consistent with IUPAC's global stature, be conveniently located for the current staff, be a Class A office for safety and security reasons, and be cost effective for operations. A suitable location was identified at 79 T.W. Alexander Drive. The move was planned for end of January 2015 in order to comply with the expiry of the current lease.

Legal advice was being taken on the new proposed lease which was expected to be signed by the Secretary General before the end of the EC meeting. The lease agreement would be for 74 months, renewal for an additional 5 years.

The proposal for the new office was supported.

*Action: [153EC03] Complete lease and office move LS*

The work on the lease raised possible questions on the legal corporate status of IUPAC in USA and it was agreed to review this.

*Action: [153EC04] IUPAC as a Corporate entity in USA to be finalised as necessary LS*

Further to the discussion on the contract, Colin Humphris recalled action [93BU26] DPs and STCCs to review and report to SG any contracts, MOUs, etc. in place and made it clear that now that the Secretariat has an operating Executive Director, that the DPs shall be reminded of this requirement and that all contracts

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should be signed only by an officer or the Executive Director and stored centrally in the office for reference.

*Action: [153EC05] Notify Bureau that Officers/ED only should sign contracts for IUPAC, which should be stored centrally. CH*

*Action: [153EC06] Obtain information on any Division/ Committee enacted contracts/MOUs to ensure originals are stored at RTP. CH*

### 5.4 STATUS OF WEBSITE AND OTHER INFORMATION SYSTEMS

Lynn Soby referred to the website document in the Agenda Book and described a 3-phase approach to (i) stabilize, backup and fix issues if possible, (ii) redesign the site within its current functionalities, and (iii) develop improved functionalities based on the web group recommendations (led by Bonnie Lawlor).

Given the small size of the organization, IT resources should continue to be outsourced.

Lynn Soby also explained that the hardware and software in the office were in need of regular maintenance and that she has recruited IT consultants to ensure that these were regularly attended.

Mark Cesa stated that having a suitable website was an important priority, already debated several times by the Bureau, and he thanked Lynn Soby for work on this. He also confirmed that the plan was to have new beta site deployed by the time of the next General Assembly.

*Action: [153EC07] Website demonstration to be ready for Busan GA LS/Web group*

Natalia Tarasova asked that simple/obvious information be made more easily available. As an example she pointed to the difficulty of finding information on AMP membership. Information on how to become a member should be made more easily accessible particularly to those with less familiarity of IUPAC. Lynn commented that this would be incorporated into the website redesign.

*Action: [153EC08] Develop portal for new members for website LS/Web group*

## 6. FINANCE AND BUDGETS

John Corish lead the review and discussion of this item.

*\* [151EC04] Follow-up with the communications with Greece and Cuba to explore options ensuring their continuing NAO status. (Meyers & Corish) (In progress)*

> This action was considered completed  
Greece paid their dues up to and including 2013.

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Cuba has not paid and technicalities to complete the funds transfer should be resolved.

*Action: [153EC09] Evaluate payment route/alternatives for Cuba. Checking with US Treasury and North Carolina Department of Commerce LS*

*\*[95BU10] Circulate the Year 2013 Audited Financial Statement when available (J. Corish)*

[This action was completed shortly after the meeting and the 2013 Audited Statement was posted on the Bureau board on 19 Nov 2014]

### 6.1 AUDITED FINANCIAL STATEMENT FOR 2013

The Audited Financial Statement for 2013 was enclosed in the Agenda Book for information.

### 6.2 REPORT ON CURRENT FINANCIAL SITUATION

John Corish referred the EC to the information provided in the Agenda. As of 30 September 2014, the IUPAC financial situation is positive. The operating account balances are \$503,000 with an expectation that the fourth quarter 2014 expenses will remain flat. The largest variable and unpredictable expense item is for Claim Form Reimbursements from the Divisions and Committee budgets and from projects. Current actuals are running somewhat below budget.

The largest variable and unpredictable income item is payment of outstanding NAO subscription dues. The current outstanding due balance due is \$279,087 for 2014 with an additional \$46,530 unpaid for 2013. All of these payments are detailed in the Agenda Book and were considered further under Item 6.5 below.

Professor Corish anticipated that in spite of the difficult financial scenario worldwide that IUPAC will receive a significant part of the outstanding dues by year end, and he expected spending to remain flat for this quarter.

Colin Humphris commented on the need for good financial information to be available to all members, as some appeared to have a misleading impression that IUPAC was in serious financial difficulties. Lynn Soby also commented that in practice the processing of claim forms still needs improvement and that while members have been accustomed in the past of receiving reimbursement very quickly, this is not presently the case.

### 6.3 PERFORMANCE OF INVESTMENT PORTFOLIO

John Corish reviewed the usual portfolio data presented in the Agenda and noticed that year-to-date change in value of the portfolio was -3.61%, largely tracked overall market fluctuations, with US increased and EUR decreased. The dividend and interest for the USD account (YTD) was \$63,863 while the EUR account was \$27,243 (in USD). Change from the maximum value (2007) is -35.9%.

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The portfolio will see three bond redemptions in the fourth quarter of 2014 totaling \$300,000 at 4.583%. In 2015, four bonds will be redeemed for \$400,000 at 5.088%. These redemptions will assist in the restructuring of our investments – see item 6.4 below.

### 6.4 RECOMMENDATION OF THE FINANCE COMMITTEE ON INVESTMENT POLICY

John Corish explained that the Finance Committee reviewed the performance of our investment portfolio at its meeting in February 2014. The Committee decided that the Union should adopt a more aggressive stance in its investment policy and set an objective of a 6% annual return after all costs had been paid. In the current market conditions this was likely to require a change to increase the ratio of equities to bonds in the holding. Despite this capital preservation and risk tolerance considerations would however remain part of IUPAC policy. It was agreed that the Finance Committee should begin negotiations with firms that could provide the necessary financial expertise to manage our portfolio in this way in the future.

Contact was made with three potential portfolio managers. Extensive briefings and negotiations took place with Merrill Lynch, Branch Banking and Trust (BB&T) and Baird (US Assets) and each company prepared and presented a tender setting out their proposed plan for our portfolio and other services in tele-conference with members of the Finance Committee and the Executive Director. These proposals differed in their recommendations and strategy and the Finance Committee reviewed them on the basis of an agreed set of criteria.

The review criteria included the reputation and culture of the companies and their customer approaches, the qualifications of the manager assigned and the effectiveness and transparency of their communication systems with both the Finance Committee and the Executive Director. The Finance Committee also assessed the investment policy, fee structures, and approach to risk management, and ability and charges to provide all the services required by the Secretariat for its day to day financial operations.

Ultimately, the Finance Committee recommended that IUPAC appoint BB&T.

The Executive Committee voted unanimously to follow the Finance Committee recommendation. The Policy Statement will need to be revised accordingly and the Council notified. The Finance Committee might also need to review their Terms of Reference.

Mark Cesa stressed his recognition for the work done and thanked the Finance Committee for their contribution.

*Action: [153EC10] Treasurer and Executive Director to implement the Finance Committee portfolio management recommendation immediately. Next steps; inform BB&T, develop policy statement for FC, implement JC/LS*

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*Action: [153EC11] Revisit Terms of Reference for Finance Committee given changes to investment portfolio management and policy statement in 2015 JC/LS*

### 6.5 NAOs NATIONAL SUBSCRIPTION ISSUES

John Corish referred to the Agenda Book that contains a table showing the payments of National Subscriptions from 2011 up to 30 September 2014. He noted that for the current year, IUPAC has to date received USD 638,211 or 70% of the total due for the year and is awaiting payment from 30 NAOs. Of these 30, seven also owe for 2013 (Bangladesh, Cuba, Pakistan, Spain, Tanzania, Turkey, and Ukraine). Records indicated that Jordan has paid for 2013 and 2012, but not for 2011. Cuba, with which negotiations are held to agree on a process to transfer funds, has not paid since 2008.

There was some discussion of the data and formulae used to calculate the National Subscriptions and it was agreed to review this with Terry Renner subsequent to the meeting. As a result of this discussion it was agreed that Colin Humphris would speak with Cefic/ICCA to understand the scope of the data they provide and to review previous Council decisions to understand the extent to which the data and source was specified.

## 7. 2015 GA/CONGRESS, BUSAN, KOREA

*\* [151EC13] Communicate with the 2015 Congress organizers and clarify IUPAC understanding that the awardees of the IUPAC-Solvay Award will have the registration fees waived and that they will have options to access affordable accommodations. (Meyers)*

> Fabienne Meyers reported that this action was completed. The Congress organizers have agreed to waive the registration fee for 10 awardees and also offered free Gala dinner.

*\*[95BU04] The President to consider suggestions and concerns from Bureau members and raise these in writing with the IUPAC2015 Congress organizers (M. Cesa)*

> This action resulted from the April 2014 Bureau and was closed. A resulting on-going action was however to monitor the technical content and diversity of Congress with Division Presidents.

*Action: [153EC12] Check on the technical content and diversity of Congress with Division Presidents – on-going action for **KT/NT. KT/NT together with Jung-IL Jin** to continue to pursue any issues with IUPAC Congress and link in with the Executive Director visit in February 2015.*

### 7.1 CONGRESS UPDATE

Fabienne Meyers reported that a steady flow of communication is on-going with Professor Hosung Sun. The Congress registration will open from 1 December



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2014 until 30 June 2015. The Congress organizers will provide free registration and free Gala dinner to the following people: (1) Organizers and speakers (awardees) of Women Symposium (~14); (2) Organizers, representatives and speakers (awardees) of PhosAgro Symposium (~10); (3) Awardees of IUPAC-Solvay Award for Young Chemists (~10); and (4) IUPAC Bureau members and Secretariat (~30).

### 7.2 GENERAL ASSEMBLY (GA) UPDATE AND SCHEDULE

*\*[95BU06] Prepare and forward the GA2015 schedule plan and meeting/room requirements to the iupac2015 organizers (GA Workgroup)*

> This action is completed.

A condensed GA schedule was prepared by the GA Workgroup, in consultation with the Division Presidents. A copy was enclosed in the Agenda Book. A detailed room requirement including Subcommittees and Task Groups meeting was shared with the Congress organizers mid October.

The Congress and the General Assembly will share the opening reception and no separate presidential address and awards presentation for GA participants will be staged. The GA participants shall instead be encouraged to attend the join Congress/GA opening and there was therefore a need to consider how these should be integrated into the program.

*Action: [153EC13] Consideration needed of the timing of the Presidential address and awards process within new GA schedule FM/MC*

The Secretariat will need to notify GA delegates that GA registration will open on March 1st but that in the meantime delegates should follow the Congress website information and process with their Hotel reservation.

*Action: [153EC14] A block of rooms for the Bureau and staff should be reserved separately and confirmed Secretariat*

The Executive Director should plan to visit in February 2015.

### 7.3 WCLM

*\*[95BU07] WCLM 2015: Laura McConnell (DP6) and Mei-Hung Chiu (CCE) to develop a plan for next year WCLM; to consult with Vice President and COCI*

An initial idea reported by the group is to focus discussion on ‘**iupac100**’. No additional details were available at the time of the meeting, but Laura McConnell met with the Officers on Sunday, 9 Nov.

Natalia Tarasova expressed the view that a discussion around ‘**iupac100**’ is far too early. The ‘**iupac100**’ task group should develop its ideas and will first meet during the General Assembly in Busan in August 2015.

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Natalia Tarasova felt that a better theme might be in relation to the recent release of the UN Sustainable Development Goals (SDGs). The EC agreed that this should be explored with the WCLM team.

*Action: [153EC15] WCLM topic - need to follow-up with Laura McConnell, Mei-Hung Chiu and Bernard West. Initial follow up was completed with LMcC on Sunday November 9<sup>th</sup>. Seek alignment with NT on a Sustainability (new UN Sustainable Development Goals) theme for WCLM with Mei- Hung Chiu and Bernard West NT/FM*

7.4 YOUNG OBSERVERS (YOs) ENGAGEMENT

The level of YOs engagement during the General Assembly had so far not been specified beside the basic participation to committee meetings.

It was confirmed with the WCLM2015 team (above) that the Istanbul arrangements were unique in that it was the first time that YOs were active participants in the WCLM. Whilst that format would not be automatically repeated, NAOs should be encouraged to initiate the participation of YOs with their own support, and it is therefore imperative that a program be finalized.

**8. PHOSAGRO PROJECT (INCLUDING REPRESENTATION IN BUSAN)**

John Corish reminded the EC that the first group of awards under the PhosAgro/UNESCO/IUPAC program were made to six young researchers and formally presented in Moscow on 22 September 2014.

The call for the 2015 awards is opened on 30 September 2014; grants are up to USD 30,000 and should be awarded for research that may be completed in one year.

The deadline for submission of applications for the second round of applications is 21 January 2015.

The program is scheduled to run for a total of five years, making six awards per year.

The PhosAgro/UNESCO/IUPAC Committee decided in Moscow that the 2015 awards would be presented at the IUPAC Congress/General Assembly at Busan and those for 2016 at the IUPAC International Conference on Green Chemistry in Venice in September of that year.

Fabienne Meyers reported that news about the first awards was posted on the IUPAC website in September duplicating the press release posted on the PhosAgro website. The second call is mentioned at the end of that announcement.

John Corish suggested that the second deadline be featured on the IUPAC homepage. [This action was completed on 17 Nov 2014]

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John Corish also suggested that while the awardees will participate at the Congress, they should also be included in any activities set at the General Assembly for the YOs.

*Action: [153EC16] Market YO participation at GA with NAOs including PhosAgro prize winners. Secretariat*

*Action: [153EC17] Check that Korea is satisfied with \$15k maximum for support to young scientists to the Congress LS/FM*

Colin Humphris recalled actions [151EC06] notify the CAs about the PhosAgro project; the office is to work with COCI to ensure that a notice is sent out to CA group.

He stressed that this PhosAgro project can be a good model to develop relations with some Company Associates, and Bernard West (COCI chair) shall be made aware of it.

*Action: [153EC18] CAs to receive notice drawing their attention to webpage for next PhosAgro award CH to contact Bernard West.*

## 9. UPCOMING ELECTIONS - TIMELINE AND PROCESS

### 9.1 DIVISIONS/COMMITTEES

Colin Humphris reminded the EC that at the last Bureau meeting, Richard Hartshorn was tasked to provide suggestions for the revision of the election timeline. A detailed timeline was prepared and circulated with the Division Presidents for comments. The version agreed upon was included in the Agenda book for reference.

The work for the Secretariat in helping the Divisions will start 6 months prior the GA. The call for TM nominations was posted online on 4 Aug 2014 and appeared in CI Sep and the deadline is set to 31 March 2015.

Colin Humphris noted that NAOs will ask for confirmation of their current member's eligibility, and the office should be prepared to provide this.

The EC agreed that the Divisions should be reminded to establish their nominations committees. A timeline with actual dates should be established and shared, highlighting specific key deadlines and guidelines.

Lynn Soby indicated that the office had an opportunity to test electronic voting when Division VIII held an election to replace a TM. Survey Monkey was satisfactory and will be used for all Divisions.

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*Action: [153EC19] Reminder to the Divisions and Committee about the upcoming dates for elections and the process including the use of Survey Monkey dates for voting. Notice to each NAO as reminder **Secretariat***

### 9.2 OFFICERS (SECRETARY GENERAL, TREASURER, VICE PRESIDENT)

Colin Humphris confirmed that the nominations for officers made by NAOs for the various positions that fall vacant at the end of 2015 will need to be received by the Secretary General at the IUPAC Secretariat before 12 June 2015, i.e. two months before the start of the Council meeting (B2.221). Accordingly, a call for nominations will be released three to four months in advance of the deadline. By mid February, the Secretariat shall have such notice available. (Such notice will also be printed in the March 2015 CI).

Kaz Tatsumi indicated that it is important to remind the NAOs of both opportunities for TMs and officers.

Colin Humphris indicated that this election will be special as both a new Treasurer and a new Secretary General will need to be elected.

The EC agreed that not only the Vice President candidate, but all officers, should provide a one-page written statement in supplement to their CV.

*Action: [153EC20] Highlight to NAO's consideration of candidates for Officers as this will be an important election. Nominations to include a written one page invited statement from each candidate [**Secretariat**]*

### 10. 2017 CONGRESS, BRAZIL

*\*[95BU08] Communicate with iupac2017 (Brazil) and provide specific answers to their questions; request dates to be considered and agreed upon as soon as possible (F. Meyers)*

Fabienne Meyers confirmed that her most recent message on 19 Sep 2014 to Professor Adriano D. Andricopulo was to inquire about the planned dates for the 2017 Congress and to introduce the new Executive Director. No response was received. However the Congress website - [www.s bq.org.br/IUPAC2017](http://www.s bq.org.br/IUPAC2017) - was recently updated and displays the Congress dates as 3-11 July 2017.

Mark Cesa confirmed that during the recent CLAQ meeting (Congreso Latinoamericano de Química) in Peru mid October, he met with several people from Brazil and talked with them about the 2017 IUPAC Congress and GA. Mark Cesa noted that Brazil did not secure the hosting of the CLAQ 2016 and that event instead will go to Chile.

The EC recognized that the dates need to be formally approved by Council.

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*Actions: [153EC21] Brazil GA July 3rd to July 11th dates need to be approved by Council. Write to Brazil to confirm that these are the dates, indicating the need for approval of Bureau, and requesting confirmation of their acceptance of conditions in the original invitation letter LS. Circulate confirmed dates to Bureau for approval LS*

### 11. IUPAC STRATEGY REVIEW

Mark Cesa summarized the plans for his IUPAC strategy review and confirmed his intention to submit a project proposal to cover the activities of the task group which include assessments of strengths, weaknesses, opportunities and threats (SWOT analysis); information gathering from stakeholders such as NAOs, Divisions, Standing Committees, and interested parties inside and outside IUPAC; and a facilitated session to develop this information into vision and mission statements and goals for the 1-3 year and longer time frames. The proposed timeframe is to present a version to the Bureau in advance of a report to the Council. In addition to Mark Cesa as chair, the task group includes Richard Hartshorn, Maria van Dam-Mieras, Laura McConnell, Javier Garcia Martinez, Jung-Il Jin, and Natalia Tarasova, Lynn Soby, and Fabienne Meyers.

### 12. IUPAC 100 - CENTENNIAL PLANNING STEERING GROUP

*\*[95BU09] Form a Centennial planning steering group, led by N. Tarasova; and including B. Lawlor, C. Ober, R. Hartshorn, C. Brett, R. Lamba, R. Boyd, and J. Garcia-Martinez to prepare initial proposals for discussion in Busan*

Natalia Tarasova presented some initial ideas that she thinks should be explored. One is how can IUPAC be nominated for renowned prizes in 2018 or 2019?

Organizations can be awarded and she would like to explore what the process would entail. The EC has no objection and Natalia Tarasova will explore that question.

*Action: [153EC22] Find out about various prizes, the application process, rationale for IUPAC eligibility and next steps for 2019 NT.*

A second idea is to review with UNESCO how IUPAC centennial can be included in their 'memorial' calendar.

*Action: [153EC23] Approach UNESCO to clarify the process by which the IUPAC Centenary would be included in the UNESCO 2019 calendar of memorial dates NT.*

Fabienne Meyers noted that in the IUPAC History there is a reference to IUPAC 'birth date' being 28 July 1919.

Natalia Tarasova indicated that the centennial will be an opportunity to engage with regional federations and that an initial brainstorming session with the steering group established at the last Bureau will take place in Busan.

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Action: [153EC24] *Invite Regional chemistry bodies (e.g. EuCheMS etc.) to consider centenary activities NT and Centenary team*

Considering that we are still 5 years away, Natalia Tarasova is worried that in some instances, too early planning might not be constructive and in fact detract in the long run of the interest to engage. Hence her recommendation for the WCLM2015 not to focus on IUPAC 2019 (see item 7.3).

Recalling how ICCA was engaged during the IYC2011, the EC supported a suggestion from Colin Humphris that he start to explore with them what interest they might have in working in IUPAC in anticipation of that centenary celebrations.

Action: [153EC25] *CH to contact ICCA to open dialogue about Centenary*

The idea of securing iupac100.org (and .com) was also expressed. (iupac2019.org will likely be reserved for the Congress by the French organizers)

Action: [153EC26] *Register IUPAC url's for Centenary and 2019: [www.IUPAC100.xxx](http://www.IUPAC100.xxx) and [www.IUPAC2019.XXX](http://www.IUPAC2019.XXX) LS*

### 13. UPDATE ON VICE PRESIDENT'S CRITICAL ASSESSMENT

PROF. TARASOVA

[For Information and Discussion]

Due to technical difficulties during this session of EC, substantive discussion of this item was tabled.

Action: [153EC27] *FM to circulate the Vice Presidents Critical Assessment presentation from Coimbra to WCLM Team and EC members*

### 14. PUBLICATIONS

14.1 STATUS REPORT *PURE AND APPLIED CHEMISTRY* & TRANSITION TO DE GRUYTER AND

14.2 STATUS REPORT *CHEMISTRY INTERNATIONAL* & TRANSITION TO DE GRUYTER

Colin Humphris referred to the reports in the Agenda Book and explained that the working relationship with De Gruyter continues to develop and early teething issues are being resolved.

He explained that IUPAC has agreed in principle to the development of a fee paying, added value database/content management system for facilitating searches of the PAC back file as a route to resolving the outstanding issue of general open access. That discussion was facilitated by the involvement of Bonnie Lawlor and consultation with CPCDS. IUPAC also agreed to DeGruyter bringing all copy editing in house and a process to manage this change, working with Ron Weir and Hugh Burrow for PAC, and Fabienne Meyers for CI. This has the potential to

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reduce costs (approximately \$60,000 will be paid to contractors in 2014) and improve working interactions.

There were also issues with the quality of our databases for CI address labels but moving forward we have a far better basis for the 2015 CI plan. The status of the current IUPAC website precludes a sensible authentication process for IUPAC members and prevents DeGruyter from marketing CI and building revenue in 2015.

About CI, Colin Humphris confirmed that all print copies were at a cost for IUPAC and that pricing strategy needs to be reviewed. Meanwhile, CPCDS is developing a survey about CI which should provide ideas going forward.

Included in the Agenda Book is a copy of DeGruyter presentation made to CPCDS in July 2014 [*file 14.1\_DG Meeting July 2014.pptx*], a summary of 2014 CI account and unit costs prepared by DeGruyter, and a copy of the PAC and CI contracts.

### 14.3 BOOK PUBLICATION AND BOOK SALES

Following the Bureau Meeting the Publishing Agreement with Royal Society of Chemistry was signed.

The Executive agreed to a Secretariat led process requiring all book contracts to be approved, controlled and filed centrally in line with the feelings expressed at the Bureau.

*Action: [153EC28] Ensure that book contracts will also be centrally controlled as part of the EC contract decision to centralise contract control CH/LS*

## 15. CURRENT PROJECTS

[For Information]

### 15.1 COMMITMENTS AND PROJECTS EXPENSE REPORTS, AND PROPOSALS UNDER REVIEW

Up-to-date reports were included in the Agenda Book, and as routinely provided to Division Presidents, Standing Committee Chairs, and the IUPAC Officers. The Commitment Report is specific to the current biennium and provides a summary of the approvals made since the beginning of the biennium.

The Project Expenses report is a complete list of all current projects, sorted by Division. A copy of that report is regularly shared with Task Group Chairs. Archives of Commitment reports and Expense reports are backed-up online at <http://media.iupac.org/accounting/>

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The Proposals under Review summarizes the status of the project proposals currently tracked in the submission system. These reports are also backed-up online at [http://media.iupac.org/projects/p\\_review/](http://media.iupac.org/projects/p_review/).

**16. PERIODIC TABLE OF ELEMENTS**

[For Information]

Mark Cesa confirmed that the task group chaired by Jan Reedijk, President of the Inorganic Chemistry Division was making progress and in the process of preparing a report for the EC to consider.

**16.1 DISCOVERY AND NAMING OF NEW ELEMENTS**

John Corish reported that the IUPAC/IUPAP Joint Working Party was considering claims for the discovery of elements with atomic numbers 113, 115, 117 and 118 and was near completion of its work and preparing their reports. Two reports should be expected shortly: the first dealing with elements 113, 115 and 117 and the second on element 118.

*Action: [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 JC*

**17. MEMBERSHIP RELATIONS COMMITTEE (MRC)**

**17.1 VALUE PROPOSITION FOR NAOs AND ANAOs**

*\*[95BU12] MRC to review ways to better serve our NAOs in consultation with the Treasurer*

The Committee discussed the various issues that relate to the needs to maintain/develop strong relations with IUPAC constituencies. Kaz Tatsumi argued that not only IUPAC needs to seek to gain new members, it needs to better present its value to existing members. Colin Humphris stressed that IUPAC value was different and specific for each member countries. A combination of general information and country specific data can be very valuable to existing NAOs in need of having to make the case to their own funders and to secure their IUPAC national subscription.

It was agreed that the MRC shall help in developing a template and work with the Secretariat to compile such reports. The EC agreed that it was urgent to develop a strong 'value proposition' in order as to retain existing NAOs.

*Action: [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 **KT/LS**.*



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The following action was also recalled:

*[93BU16] Review speaker pack – all/Secretariat, and*

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

The EC was asked to share past presentations so that centrally, these can be ‘consolidated’, reviewed, and shared. Key projects could be highlighted. Active NAOs should be recognized.

John Corish asked if there was an opportunity at the Council to engage with the delegates in reviewing benefits and providing way to help them recruit their support.

### 17.2 AFFILIATE MEMBERSHIP PROGRAM AND FELLOWS

*\*[95BU13] Review of the Affiliate Membership Program and its value to members with a view to increasing Affiliate membership (MRC)*

Mark Cesa reminded the EC that the AMP benefit is not only CI in print and the other benefits should be better presented and advertised. Fabienne Meyers indicated that the AMP was also a benefit/mechanism for NAOs to engage members in their countries.

Colin Humphris agreed to initiate a review of the AMP in coordination with the Secretariat.

*Action: [153EC31] Review the status of AMP and sponsored AMP programmes with a view to upgrading the programmes **CH/FM/LS***

### 17.3 HOW CAN IUPAC INCREASE BENEFITS FROM RELATIONSHIPS WITH OTHER ORGANIZATIONS?

IUPAC has a multitude of ways to connect with other organizations. Some connections are with its Associated Organizations or Company Associates; other working relations have been established via a MOU, e.g. UNESCO, OPCW. In some cases, individuals Members might be ‘IUPAC representative on other organizations (‘ON’ status). ICTNS also has representatives of other organizations (‘OFF’ status) among its members.

All these connections provide unique ways to interact with other organizations. A survey of the ON is in progress.

*Action: [153EC32] Information gathering on ON and OFF representatives with regards related to organizations (on-going **FM** with **LS/JC**)*

In addition COCI has just initiated a project to survey the CAs and better understand and review that program and the relationship with industry. The

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Executive Committee members were invited to consider any other organizations with whom IUPAC shall collaborate.

*Action: [153EC33] EC members to identify other possible stakeholder organizations with which relationships should be nurtured.*

### 18. COMMITTEE ON CHEMISTRY RESEARCH FUNDING

Kaz Tasumi confirmed that some members from CCRF met during the ACS meeting in San Francisco in August 2014, including Chris Ober, Markus Behnke, and himself. It was decided to have the next official CCRF meeting in Busan during the GA 2015. Plans for a 3<sup>rd</sup> call have not yet been outlined.

At the IUPAC 2015 Congress, a scientific session will be dedicated to the awardees of the 2<sup>nd</sup> and most recent 2013 IUPAC Call. Laura McConnell is in contact with Professor Park to coordinate that session. There were seven projects funded that included investigators from the US, Germany, China and Brazil. The topic of the Call was “Novel Molecular and Supramolecular Theory and Synthesis Approaches for Sustainable Catalysis”.

Early in October 2014, Markus Behnke, current secretary of the program and full time at Deutsche Forschungsgemeinschaft (DFG) announced that due to other obligations with the DFG, he will no longer be able to run the CCRF secretariat. He will contact the core group of CCRF to give them time to find a solution. Kaz Tatsumi will follow-up to obtain more information.

*Action: [153EC34] Establish process to replace the current secretary of CCRF. **KT** to review with Markus Benkhe as lead into 2016.*

### 19. WEB GROUP (REPORT FROM DR. LAWLOR)

Lynn Soby referred the EC to the report prepared by Bonnie Lawlor, chair of the *ad hoc* Task Force established to develop recommendations for an improved IUPAC.org website.

A draft set of recommendations were submitted for the November Executive Committee meeting. The recommendations took into consideration the survey results, web best practices, and the business recommendations/plan of action put forth by the Executive Director.

The Web Task group prepared two documents, which were included in the Agenda Book in draft form. Final reports were submitted following the EC meeting, with minor format changes. The survey results from the Task Force as well as recommendations about features desired were summarized and are to be included in the Website Redesign effort from the Secretariat. Lynn discussed the importance of involving the Task Group members as needed in the various phases of the project. Communication between Lynn and Bonnie regarding the effort will continue throughout the project.

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### 19.1 RULES OUTLINING THE WEB TASK FORCE

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### 20. NPU

Colin Humphris summarized his report provided in the agenda book and updated the EC on the issue related to the ongoing development of NPU (Nomenclature for Properties and Units) database for clinical chemistry, including the potential need to map and integrate NPU with SNOWMED CT which has a worldwide reach. Such integration might be costly. Moreover, there is a competitive database to NPU that is already more advanced. As IUPAC representative on NPU, Colin Humphris will continue to monitor progress and keep the EC informed.

*Action: [153EC35] CH to continue to manage the relationships in NPU on behalf of IUPAC.*

### 21. ICSU GENERAL ASSEMBLY REPORT

Mark Cesa referred to the Agenda and Agenda book for details. The triennial GA of ICSU was hosted by the Royal Society of New Zealand and held in Auckland, New Zealand, 30 August - 3 September 2014. The discussions were wide ranging including the promotion of science and scientific understanding amongst the global population and the need for scientists to communicate with the people and policy makers, gender balance and the need to ensure freedom to participate in scientific exploration and to express science based views. There were sessions on a number of aspects of global science including 'Future Earth' which is developing into a major program, but some Unions and National Academies expressed concern at the limited attention given in the program to the solid earth component, such as soils, geological materials and earth surface processes. ICSU reiterated its commitment to open access of scientific material and also cautioned against the uncritical use of metrics when evaluating science and scientists.

Mark Cesa reminded the EC that IUPAC was one of four largest Union represented in the International Council for Science (ICSU). However, for IUPAC to justify membership of the order of Euro 20k/year, it should review the benefits that it draws from such membership and also better manage an active participation in ICSU. He indicated that ICSU financial situation was quite dependent of the current agreement it currently has with the French Government which supports the office in Paris. ICSU derives their budget from both national members and Unions. Kaz Tatsumi commented that in some cases, academies sometime feel that they contribute twice to ICSU, first directly as a 'national member' and second, indirectly, via the Unions. Also, for the Unions members, their votes and dues are not proportional. IUPAC dues are intermediate to that of Netherlands and Saudi Arabia.

Mark Cesa made the case for the EC to establish a new Bureau committee whose responsibility will be:

1. to assess the value of IUPAC membership to ICSU

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2. to recommend IUPAC membership on ICSU, and
3. to monitor all communication from ICSU in collaboration with the Secretariat.

The EC had no further questions and agreed to establish such committee.

*Action: [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 members. MC/Secretariat*

Mark Cesa noted that IUPAC has currently 4 former officers members on ICSU, including Nicole Moreau, Kaz Tatsumi, and David Black on the ICSU board, and Leiv Sydnes as chair of the Committee on Freedom and Responsibility in the conduct of Science (CFRS).

The EC agreed to re-nominate Leiv Sydnes as CFRS chair. The Secretariat will forward that nomination to ICSU.

*Action: [153EC37] Re-nominate Leiv Sydnes to ICSU committee approved by IUPAC Secretariat.*

## 22. INTERNATIONAL YEARS

### 22.1 IYC2011 REPORT ON PROJECT 2012-009-1-020

The EC received the report provided in the Agenda Book. It was confirmed that that it has only been shared with the task group and the EC, and not with the NAOs. The EC concurred that it provided an impressive catalogue of the diverse range of activities. Some questions were raised about the lessons learned that might inform future activities such as the centenary EC members were asked to review the report in detail and provide feedback to Mark Cesa, including proposed dissemination and end-users, and for Mark Cesa to communicate with Bryan Henry.

*Action: [153EC38] To read IYC report in detail and provide feedback what we like, what would like to see more of CH/FM with input from MC & JC by end November.*

Fabienne Meyers confirmed that since plans have already been agreed to mention this report in the coming CI, that she will inform Bryan Henry pending the EC feedback she would hold back on any plans earlier agreed to advertise the report.

### 22.2 POSSIBLE ENGAGEMENT IN THE INTERNATIONAL YEARS OF LIGHT (2015) AND THE SOIL (2015)

*\* [95BU02] Bureau members were asked to respond with their ideas to the President by mid July. The President will then write to John Dudley*

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*(president@eps.org) to seek ways to collaborate in the 2015 International Year of Light (M. Cesa)*

*\*[95BU03] Contact IUSS President elect Rainer Horn: rhorn@soils.uni-kiel.de to see how to engage with the 2015 Year of the Soil (M. Cesa)*

Mark Cesa confirmed that he will review these actions and reach out again to the Divisions to get updates.

### 23. RATIFICATION OF SYMPOSIA

Referring to the list provided in the Agenda Book, the EC ratified the sponsorships approved since 25 March 2014, i.e. approved after the meeting of the Bureau in Coimbra (Apr 2014).

Colin Humphris indicated his intent to review with the Secretariat the review process and implement the change of name from 'sponsorship' to 'endorsement' voted at the last Bureau.

*Action: [153EC39] Upgrade AIS process and implement move to "endorsement"  
CH/LS/FM*

### 24. INTERNATIONAL CHEMISTRY OLYMPIAD

Natalia Tarasova reviewed the standing of IUAPC relation with IChO and indicated that in 2014 there might have been a misunderstanding in that whilst IUPAC did not contribute financially, IUPAC was prepared participate in Vietnam in presenting awards.

In 2015, the International Olympiad is to be held in Baku, Azerbaijan ([www.icho2015.msu.az](http://www.icho2015.msu.az)), and Natalia Tarasova proposed to see how to better coordinate IUPAC representation at that event. The EC was in favor of having Natalia Tarasova representing IUPAC at the event if possible. Mark Cesa agreed to prepare a letter for the IChO officers and review this with Natalia and Kaz Tatsumi.

*Action: [153EC40] MC to try to get an IUPAC presence at 2015 National Chemistry Olympiad in Baku to award the prizes. MC to prepare text for comment by KT and NT. NT will encourage local organisers to invite IUPAC separately. EC agreed to support NT to represent IUPAC in Baku.*

Kaz Tatsumi expressed his support of the earlier program that IUPAC had provided support to IChO, and he asked that it be reconsidered when the budget will be reviewed.

*Action: [153EC41] Reconsider financial support to IChO as part of the next biennium budget preparation LS/JC*

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### 25. DATES AND PLACE OF NEXT BUREAU MEETING AND

### 26. DATES AND PLACE OF NEXT EXECUTIVE COMMITTEE MEETING

Colin Humphris indicated that for the Bureau, a virtual meeting could be held in April to review items that need decisions prior to publishing the Council agenda book. The Bureau will have a meeting the day directly prior the Council for last minute discussion.

*Action: [153EC42] Organise virtual Bureau (Go To Meeting) in April to consider any essential business prior to GA in Busan CH/LS. Bureau and EC will meet in Busan.*

The EC can also hold a virtual meeting in advance of the General Assembly if that is needed.

Also, after the GA and before the end of the year, the EC might wish to hold a transition meeting, including outgoing and incoming members. No venues have yet been confirmed but options include Puerto Rico, China, or Cambridge (UK). One key requirement is to ensure accessibility and allow no less than 90 days to acquire the needed visa.

*Action: [153EC43] Organize EC meeting with handovers in autumn 2015. Options include China (Beijing), Puerto Rico with 90-day lead time for Visa requirements (MC to discuss with RL).*

For 2016, a date and venue for the Bureau will need to be researched. If only one Bureau meeting is held in between GAs, an alternative to April could be September, as it was before when the GAs did include a full day Bureau meeting (as in pre GA2009).

*Action: [153EC44] Consider venues and timing for Bureau in 2016 CH. Consider September for separate Bureau meetings in non-GA years.*

### 27. ANY OTHER BUSINESS

#### 27.1 SINOPEC

Mark explained that during his recent visit to China, he met with SINOPEC. They are interested in providing financial support of 2 kinds:

- to ease the renewal of national subscriptions of emerging countries in African
- to contribute to scientific projects

The EC discussed the ways such support would be acceptable recognizing that practically, IUPAC will need to formulate a proposal to SINOPEC.

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Mark Cesa and Colin Humphris will draft replies to address each proposed program. The PhosAgro program could serve as a model to develop for companies to support scientific projects.

*Action: [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***

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

### 27.2 CPCDS TERMS OF REFERENCE

The EC was presented with a revised version of the Committee on Publications and Cheminformatics Data Standards (CPCDS) Terms of Reference which reflected the change in both its name and its scope of activities (the former name was the Committee on Print and Electronic Publications (CPEP)). Bonnie Lawlor, chair of CPCDS, drafted the changes and received unanimous support from the committee.

The EC reviewed the proposed ToR (added in annex) supported them and agreed their inclusion in the next Council agenda for formal approval. Lynn Soby will inform Bonnie Lawlor accordingly.

*Action: [153EC47] CPCDS Terms of Reference approved by EC to be included in the 2015 Council agenda **Secretariat***

There was no other business. The President thanked everyone for their participation and apologized for the technical difficulties to maintain the virtual meeting. The meeting was closed at 1:30 pm on Sunday.

Annex:

1. Proposed Terms of Reference for CPCDS

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### **Annex 1: CPCDS Proposed Terms of Reference**

**The proposed revision** (to section (i) only, changes are bolded).

(i) To advise the President, Executive Committee, other Standing Committees, Divisions, and Commissions on all aspects of the design and implementation of **publications and data-sharing**, including computerized databases of all sorts, and to promote the compatibility of **the** electronic transmission, **storage, and management of digital content through the development of standards for the creation of a consistent and interoperable global framework for human and machine-readable chemical information.**

### **Current section (i)**

(i) To advise the President, Executive Committee, other Standing Committees, Divisions, and Commissions on all aspects of the design and implementation of printed and electronic publications, including computerized databases of all sorts, and to promote the compatibility of electronic transmission and storage of information.

### **Changes**

On line 2 of the current section (i) the differentiation between print and electronic publications has been removed since we believe that this distinction is no longer necessary in today's publishing environment. "Data-sharing" has been included to reflect the current need for this activity in e-science. The wording that has been added following the term "storage on line 3 reflects the approved breadth of the committee's activities as had been suggested at the Istanbul meeting; i.e. to support the development of standards that will support the efficient exchange/communication of content. The current Terms of Reference appear on the following page.

### **CPCDS current approved Terms of Reference**

- (i) To advise the President, Executive Committee, other Standing Committees, Divisions, and Commissions on all aspects of the design and implementation of printed and electronic publications, including computerized databases of all sorts, and to promote the compatibility of electronic transmission and storage of information,
- (ii) To make recommendations to the President and the Executive Committee on matters of policy and procedures related to the production and dissemination of printed and electronic publications,
- (iii) To advise the Secretary General and the Executive Director on hardware and software requirements for the Secretariat and on the development and operation of its computer systems,
- (iv) Subject to approval by the President and the Executive Committee, to establish Advisory Boards, Subcommittees, and Working Groups as needed to carry out specific functions of the Committee.