

Subcommittee on Polymer Terminology IUPAC Polymer Division (IV)

Minutes of the meeting held in Paris, France 8th to 11th July 2019

Present

Prof. Volker Abetz (<i>VA</i> , Germany)	Dr. Jan Merna (<i>JM</i> , Czech Republic)
Dr. Rameshwar Adhikari (<i>RA</i> , Nepal)	Dr. Graeme Moad (<i>GM</i> , Australia)
Dr. Ray Boucher (<i>RB</i> , UK)	Prof. Tamaki Nakano (<i>TN</i> , Japan)
Prof. Blair Brettmann (<i>BB</i> , USA)	Prof. Melissa A. Pasquinelli (<i>MAP</i> , UK)
Prof. Melissa Chan (<i>MC</i> , Malaysia)	Dr. Marloes Peeters (<i>MP</i> , UK)
Mr. Jiazhong Chen (<i>JC</i> , USA)	Prof. Stan Penczek (<i>SP</i> , Poland)
Prof. Jiun-Tai Chen (<i>JTC</i> , China/Taipei)	Prof. Olga Philippova (<i>OP</i> , Russia)
Prof. Wesley S. Farrell (<i>WF</i> , USA)	Prof. Guido Raos (<i>GR</i> , Italy)
Prof. Chris Fellows (<i>CF</i> , Australia)	Prof. Greg Russell (<i>GTR</i> , New Zealand)
Prof. Alain Fradet (<i>AF</i> , France)	Prof. Cláudio dos Santos (<i>CdS</i> , Brazil)
Prof. Jean-Luc Gardette (<i>LG</i> , France)	Dr. Miroslava Dušková Smrčková (<i>MDS</i> , Czech Republic)
Dr. Francesca Giuntini (<i>FG</i> , UK)	Prof. Natalie Stingelin (<i>NS</i> , UK)
Prof. Carlos F. O. Graeff (<i>CG</i> , Brazil)	Prof. Patrick Théato (<i>PT</i> , Germany)
Dr. Daniebelle Hasse (<i>DH</i> , USA)	Prof. Paul D. Topham (<i>PDT</i> , UK - Secretary)
Prof. Jiasong He (<i>JH</i> , China/Beijing)	Prof. Jean-Pierre Vairon (<i>JPV</i> , France)
Prof. Michael Hess (<i>MH</i> , Germany)	Dr. Lydia Sosa Vargas (<i>LSV</i> , France)
Prof. Phil Hodge (<i>PH</i> , UK)	Prof. Michel Vert (<i>MV</i> , France)
Dr. Roger C. Hiorns (<i>RCH</i> , France - Chair)	Prof. Jiri Vohlidal (<i>JV</i> , Czech Republic)
Prof. Wenbing Hu (<i>WH</i> , China/Beijing)	Prof. Michael Walter (<i>MW</i> , USA)
Prof. Richard “Dick” Jones (<i>RGJ</i> , UK)	Dr. Andrey Yerin (<i>AY</i> , Russia)
Dr. Daniel Keddie (<i>DK</i> , UK)	Prof. Myung-Han Yoon (<i>MHY</i> , Korea)
Prof. Christine Luscombe (<i>CKL</i> , USA)	
Dr. Mario Malinconico (<i>MM</i> , Italy)	
Prof. Peter Mallon (<i>PM</i> , South Africa)	
Prof. John Matson (<i>JBM</i> , USA)	
Prof. Stefano Valdo Meille (<i>SVM</i> , Italy)	

Appendices

- Appendix 1: Meeting Agenda
- Appendix 2: Rules of the Subcommittee on Polymer Terminology
- Appendix 3: List of Projects and Publications
- Appendix 4: SPT's Submission Process – a Step-by-Step Guide
- Appendix 5: Current Projects and Task Group Members
- Appendix 6: Timetable of Task Group Discussions
- Appendix 7: Contact Addresses of Members of SPT

1. OPENING SESSION

1.0 Welcome and apologies

RCH welcomed Members and Observers to the Subcommittee on Polymer Terminology (SPT) meeting. *RCH* explained that the objectives of the week were to run projects to completion in a timely fashion; driving through projects is particularly important this week. *RCH* reminded everybody that all SPT participants have the right to be heard and understood. The message to Task Group Leaders for the week was to set deadlines and milestones for after the Paris meeting and work on it through the year.

RCH and *MH* expressed kind words about *KHH*. All SPT members sadly miss him and wished *KHH* the very best in his recovery.

Apologies were received from Prof. Pavel Kratochvil (*PK*, Czech Republic), Prof. Stan Slomkowski (*SS*), Prof. Adriana Sturcova (*AS*, Czech Republic), and Dr. Ted Wilks (*TW*, USA).

1.1 Approval of Minutes from the Cairns SPT meeting of 2018

The minutes were approved.

ACTION: *PDT* to update send approved minutes to Fabienne to upload to the IUPAC website.

1.2 Matters arising from the 2018 Minutes

There were no outstanding matters arising from the previous minutes.

1.3 Publications since the last SPT Meeting (Cairns 2018)

AF. Dendritic

SS (*RGJ* spoke on behalf of *SS*). Keywords

MV. Lactic acid. The final paper should be resubmitted during the meeting this week.

GM. Stereochem has been submitted to ICTNS. *KHH* was acknowledged for his huge contribution.

RGJ. Nano-litho was resubmitted (following substantial recommendations from reviewers) and the team are awaiting further news.

PH. Webguide has been accepted. *PH* mentioned that we now put links to the Colour books in our papers (using coloured font), but the proofs came back with red font to show changes, which caused confusion.

Full codes and details for these projects are given in Appendix 3.

Fabienne advised that we should contact Joshua when there is a paper accepted and not before.

1.4 Chairperson's communication, *RCH*

1.4.1 Objectives for meeting

RCH reiterated that Task Group Leaders should set milestones for their projects so that significant progress could be made between annual meetings.

1.4.2 SPT Chair

RCH had intended to step down this year, having been involved in SPT administration for a decade, but had been encouraged to stay on for another year to ensure continuity. This was approved by SPT. *RCH* encouraged anybody who is interested in becoming the next SPT Chair to approach Roger. *PT* and *JBM* will shadow *RCH* as secretaries next year.

ACTION: *PDT* to transfer knowledge of SPT Secretary roles and responsibilities to *PT* and *JBM*.

ACTION: SPT Members to approach *RCH* if they are interested in becoming SPT Chair.

1.5 Project Statuses and Objectives at the start of the week

2019-XXX-X-400 (OVER) – Matson

JBM stated that the submission form will be prepared this week.

2016-040-1-400 *Additives intended to promote the degradation of polyolefin-based thermoplastic materials* (ADD) – Malinconico

MM stated that this is a hot topic and the team have started listing names for different environments. This is the first project between SPT and the Subcommittee on Structure and Properties of Commercial Polymers.

2015-049-1-400 *Brief Guide to the Characterization of Polymers* – Topham

PDT stated that the major aim for this week was to decide on the content of the tables since the schematic flow diagram, which is the central point of the project/paper, was worked on throughout the year and is now complete.

2015-013-1-400 *Brief Chain: Brief Guide to Polymerization Terminology* – Luscombe/Moad

CKL explained that she has compiled the different sections from all members and the first draft will be in the template by the end of the week.

2017-039-1-800 (GRAPHIC) *Graphical Representation of Polymer Structures* – Hellwich

AY explained that he will share responsibility of *KHH*'s project with *PT*. The team plan to have a draft document by the end of the year.

2015-032-2-400 (WIKI) *Synchronizing Wikipedia: Polymer Definitions and Terminology* – Hess

MH stated that the project is close to completion. A large number of stubs have been updated and many IUPAC definition boxes have been put onto Wikipedia. The team are now developing the next project.

2013-049-1-400 (SEPARATION) *Terminology on the Separation of Macromolecules* – Hess

MH stated that he is waiting for comments from his team. The final draft will be worked on this week and the plan is to submit the document as soon as possible.

2013-001-1-800 *Structure-based Nomenclature for Regular Linear Star, Comb and Brush Polymers* - Chen

JC stated that the project is close to being finished. This week the team will make a decision on submitting the paper for public review. A follow-on project, *Star2*, will be started this week. *AY* will be invited to join *Stars2*.

2010-007-1-400 *Terminology for Chain Polymerization* – Moad

GM explained that the paper was almost completed in Cairns. While not a rule, ICTNS prefers that 'Recommendations' do not contain contextual matter, and just have definitions. If the Task Group are to follow this guidance, then the document will require reformatting.

2019-XXX-X-400 (SEQUENCE) *Sequence controlled polymers* – Théato

PT explained that the plan is to finalize the proposal this week for submission by the end of the week (before the summer vacation).

2019-XXX-X-400 (XXXXXX) *Polymer Degradation* – Gardette

For *LG*, *PT* stated that the project is just starting and would welcome comments and advice on how to run the project. The plan is to modify and update the recommendation from 20 years ago. *LG* wants to meet the team this week and get things started.

2019-XXX-1-400 (NANO) – Yoon

MHY is starting this proposal with *RGJ* and others. This week will be about finalizing Task Group members.

2011-035-1-800 (TINCOPS) *Terminology and Nomenclature of inorganic and coordination polymers* – Jones

RGJ explained that this is an update of the 1996 document, which is a big task. The inorganic part was fine, but a coordination expert (DIV II) was needed; Lars Öhrström was enlisted. The document is currently with Lars and is waiting for a subcommittee in Cambridge.

ACTION: *RCH* to ask Fabienne not to cancel the project's funding.

2014-033-1-400 (CAR) *Polymeric Carriers: Nomenclature for Polymeric Carriers Bearing Chemical Entities with Specific Activities and Names* – Vert

MV stated that the latest draft is close to completion and this week the aim is to get the final approval from the Task Group for submission to SPT.

2015-014-1-400 (SEMIS) *Guide (and Brief Guide) to Polymer Semiconductors* – Walter

MW stated that this project will differentiate this project from field. The Task Group have been through the terms. The objective for the week is to work on the full report, which contains 40 to 50 terms.

2006-028-1-400 *Electric Field Responsive Polymers* – Vohlidal

JV stated that the Task Group will agree on deadlines and finish for submission to SPT by the end of the year. The Task Group need to work on the changes that were agreed in Brazil and then go over the document to flag problem points.

2014-014-1-400 (MODSIM) *Terminology for modelling and simulation of polymers* – Meille
SVM explained that he was determined to have increased participation. *GR* and *NS* worked on the project in Milan. *GR* went to Boston and met up with Greg Rutledge concerning the project. A few new definitions have been added, but are lagging behind the schedule. The team need approximately another 30 more new definitions.

2012-048-2-400 *A Brief Guide to Polymer Terminology* - Hiorns

With delays caused by a complete change of screen-tips (the text appearing with mouse-over), the project was now back on track. *RCH* stated that the aim this week was for the team to check and the edits already inserted on the first half of the document and to then work through the rest of the document checking the updates made following the group meeting last year.

Invited Lecture – *Polymer Nomenclature*, RGJ

RGJ gave a well-received lecture entitled '*SPT - a view of the past, the present & the future from the side-lines*'.

ACTION: PDT to send slides to SPT members and observers.

1.6 Project Statuses and Actions following work in SPT

2013-001-1-800 *Structure-based nomenclature for regular linear star, comb and brush polymers* - Chen

JC explained that minor changes have been made to the document and the next version will be sent to DIV VIII at the end of September. The document will be sent for public review in early November.

ACTION: JC to send the document to DIV VIII at the end of September 2019.

ACTION: JC to submit the document for public review in early November 2019.

2015-013-1-400 *Brief Chain: Brief Guide to Polymerization Terminology* - Luscombe

CKL explained that everything is now in the Brief Guide template and she is waiting for some final input from some TGMs. The TG are undertaking the final editing to fit the document into two pages and insert hyperlinks. The submission needs to wait for CHAIN to be published first (need DOI).

ACTION: CKL to work with the TG to get the document down to two pages.

2014-033-1-400 (*Project Committee*) *Polymeric Carriers: Nomenclature for Polymeric Carriers Bearing Chemical Entities with Specific Activities and Names* - Vert

MV. The Task Group had three sessions to make good progress. MV is confident that the document will be completed by the end of the year. The document will then be circulated within Divisions IV & VIII.

ACTION: MV to finish the document by the end of the year.

ACTION: MV to circulate the document to Divisions IV & VIII.

2012-048-2-400 *A Brief Guide to Polymer Terminology* – Hiorns & Vohlidal

RCH. Corrections to the document were received from the TGMs and half of these have been worked in. The other half was worked on during the meeting.

ACTION: RCH to send the new document to TGM by the end of September 2019.

2015-049-1-400 *Brief Guide to the Characterization of Polymers* - Topham

PDT stated that the Task Group were divided into two teams; one working on the behavioral aspects of characterization and the other on structural aspects. The Task Group had a very successful meeting. DK, PM, WF and MDS joined the Task Group. The Task Group will complete the two tables by the end of the year and will have a draft of the paper to work on in 2020.

ACTION: Task Group Members to work offline on the tables; *JH*, *MH* and *WH* to work on the behavioural characterisation of polymers and *PDT*, *JM*, *WF*, *PM*, *MDS* and *AS* to work on the structural table.

ACTION: *PDT* to arrange two Skype meetings in October 2019 to discuss progress and next steps.

2017-039-2-800 *Graphical Representation of Polymers* – Hellwich (Théato/Yerin)

PT. Co-Chairs *PT* and *AY* were elected. The TGMs had a lively discussion of terms and identified problems within older recommendations. A list of terms will be put together and this will form the basis for face-to-face discussions in South Korea in 2020.

2006-028-1-400 *Electric Field Responsive Polymers* – Vohlidal

JV. The ongoing document was discussed and corrected accordingly (some entries were shortened or completely deleted and three new terms were added).

ACTION: *CG* will complete his ongoing revision and send to *JV*.

ACTION: *JV* will check and adjust the document according to the rules required for PAC before distributing to TGMs for final corrections and approval in September 2019.

ACTION: *JV* will send the corrected draft to SPT members in October 2019.

ACTION: *JV* will submit to public review in November or December 2019.

2013-049-1-400 (SEPARATION) *Terminology on the Separation of Macromolecules* - Hess *MH*. The document has been distributed to TGMs and *MH* is awaiting feedback. The target is to submit by the end of the year.

ACTION: TGMs to submit feedback to *MH*.

2010-007-1-400 *Terminology for Chain Polymerization* – Moad

GM. The Task Group decided that they will keep the document in its current form. Kris Matyjaszewski (*KM*) attended and contributed. The TGMs have identified actions that have been listed and these actions will be done in a month. *DK* will go through all definitions by September. *GM* to work in parallel to *KM* on outstanding actions. *GM* is working on the finishing touches and should have a final draft by the end of the year.

ACTION: *DK* will go through all definitions by September 2019.

ACTION: *GM* and *KM* to finish outstanding actions of the document.

ACTION: *GM* to produce the final by the end of 2019.

2015-032-2-400 (Project Committee) *Synchronizing Wikipedia: Polymer Definitions and Terminology* – Hess

MH. The project is almost complete. The final stage of the project is being completed by Jordan Garo, a student at Pau, France. As the presence of SPT on Wikipedia is an ongoing endeavour, future projects will be needed. Such future projects were discussed and will be further discussed in 2020.

ACTION: *MH* to produce the final report by the end of the year.

ACTION: TGMs to finalize the Wiki Feature Article “Polymer” by Macro2020.

2019-XXX-1-800 (Stars2) – Chen

JC. A group went through a draft of the proposal and discussed TGMs. The plan is to finalize it before November, so that it can be submitted as soon as the Stars project paper is submitted to ICTNS and public review.

ACTION: *JC* to finalize the proposal and await Stars to be published before submission.

2015-014-1-400 (SEMIS) *Guide (and Brief Guide) to Polymer Semiconductors* – Walter MW. The Task Group had a productive meeting. 250 terms were assigned into sections and a ‘to do’ list will be circulated this week for the TGMs. The plan is to come up with an outline of a Brief Guide by December.

ACTION: *MW* to circulate a ‘to do’ list to TGMs this week.

ACTION: TGMs to agree on the sections of the paper.

ACTION: *MW* to produce a first outline of a Brief Guide document by December 2019.

2020-XXX-1-400 (Degradation) – Gardette

Report given by *JM*. The Task Group (approximately 6 TGMs) had their first meeting and prepared a list of terms that have been circulated. *LG* requests an experienced person to join the Task Group to assist with the application form.

ACTION: *LG* to finalize the proposal and discuss the addition of an experienced SPT member with RCH.

2019-XXX-1-400 (Nano) – Yoon

MHY stated that the project will be referred to colloquially as ‘Nano’ (rather than ‘Nano Nano’). The Task Group Member list was established. The Task Group went through the proposal submission form. The proposal will be ready for submission within by August 2019.

ACTION: *MHY* to prepare the proposal for submission by August 2019.

2016-018-1-400 *Brief Guide to Polymer Microstructure* - Stingelin

NS stated that work was done on the project at a pre-meeting in Milan in February 2019. The TGMs structured the document, agreed on a list of terms and put them together from different documents. *NS* will find definitions in previous documents and distribute the jobs accordingly. The plan is get the terms that are needed together by December. There will be a good draft of a document for next year.

ACTION: *NS* to find definitions and distribute the jobs among the TGMs.

ACTION: Task Group will have a draft of a document for Summer 2020 for the next SPT meetings.

2017-019-2-400 *Polymer Syllabus* – Théato

PT. Task Group Members have been working on their chapters of the Syllabus text book suitable for Undergraduate students.

ACTION: *PT* and *CF* to encourage TGMs to complete their chapters and send them to *CF* as soon as possible.

2014-034-2-400 (LACTIC) *Nomenclature and Terminology Relevant to Lactic Acid-based Polymers: Synthesis, Structure, Properties, Applications and Degradation* – Vert

MV stated that the project is now over. The last submission should soon be out for publication in PAC.

XXXX-XXX-1-400 (OVER) *Definition of Terms for Polyaddition and Polycondensation reactions* – Matson

*JB*M. The Task Group met and defined the problem in the submission form; *i.e.* handling step-growth.

ACTION: *JB*M to contact Chris Barner-Kowollik concerning publication in Polymer Chemistry.

ACTION: *JB*M to get the proposal document ready in September 2019.

2015-050-1-400 (ULTIMATE) *Definition of Terms Relating to the Ultimate Mechanical Properties of Polymers* – Adhikari

RA stated that the Task Group met and looked at the list of terms. A first rough draft will be circulated to the TGMs within the next 3 weeks and a whole document will be ready by the end of the 2019.

ACTION: *RA* to circulate a first draft to the TGMs by August 2019.

ACTION: *RA* to have a document prepared for the end of 2019.

2016-040-1 (ADD) *Additives intended to promote the degradation of polyolefin-based thermoplastic materials* – Malinconico

MM. TGMs, which includes people from industry, discussed the project. This project links to the ‘Degradation and Stabilization of Polymers’ project of Jean-Luc Gardette. The concept is to increase knowledge of additives and to clarify their terminology. A working document has been circulated in the Task Group and a datasheet is in preparation, which will be ready to circulate in summer 2019.

ACTION: *MM* to circulate the datasheet by September 2019.

2019-014-2-400 (Aggregates) – Nakano

TN stated that the Task Group had their first meeting this week following discussions by email prior to the meetings in Paris. 10 terms have been selected as definitions to describe aggregated structures and these will be assigned to TGMs by September 2019. The terms are to be approved within the Task Group by end of the 2019. The Task Group require more terms to be included (including images of publications) and request SPT members to provide input.

ACTION: *TN* to assign the selected terms to TGMs by September 2019.

ACTION: *TN* to request input from SPT Members.

XXXX-XXX-X-XXX (SEQUENCE) – Théato

PT. The preliminary Task Group met and discussed the project proposal. There will be a final circulation of the document in the next few weeks with a submission in Summer 2019 planned.

ACTION: *PT* to circulate the proposal to Task Group Members in August 2019.

ACTION: *PT* to have the proposal ready for submission in September 2019.

2014-014-1-400 (ModSIM) *Terminology for modeling and simulation of polymers* - Meille

SVM. Four TGMs were present (including one observer from North Carolina) and discussed terms and organization. There is a large task group (12 person) and a 2 year renewal is requested. There are 150 terms in total with 30-40 still missing.

ACTION: Task Group Members to complete the first draft of the document by the beginning of 2020 and *SVM* to circulate the document to SPT afterwards.

ACTION: *SVM* to ask for project extension (2 years).

1.6 Group Participations (Appendix 5)

The Task Group Leaders provided an update of members (see Appendix 5).

2.0 Any Other Business

RCH reported that Interdivisional meetings were carried out between DIV IV and other divisions, and these gave rise to several ideas for new projects.

ACTION: RCH to circulate to SPT the project ideas of interdivisional project ideas.

RCH welcomed the new members, all appointed by reason of their excellent, diligent participation in SPT:

DK, FG, PM

Re-invited Observers: BB, DH, LVS, MC, MDS, and WF were acknowledged for their enthusiasm and efforts this week and are welcomed in South Korea next year as invited SPT Observers. Letters of invitation will be sent on request.

Comments from *CKL* on behalf of *GTR* about funding being tight in IUPAC and submission of projects will need to be carefully planned and staggered.

CdS will be regularly checking the IUPAC webpage for updates and changes.

2.1 Dates of the next meeting on Jeju Island, South Korea

Macro Year

SPT 30th June – 3rd July 2020

Polymer Division 4th – 5th July 2020

World Polymer Congress (Macro Conference) 6th – 10th July 2020

Presentation from *MHY* about the Macro meetings. *MHY* proposed to hold the SPT meeting (Tuesday 30th June to Friday 3rd July 2020) in Jeju City and move by bus to the ICC area (the venue for the Macro conference) on Friday 3rd July. The SPT/Division IV dinner will be held on Friday and the Division IV meeting on Saturday 4th July and Sunday 5th July will be held at the ICC site.

PDT and RCH, 8th September 2019.

Appendix 1. Meeting Agenda

Meeting Agenda

Palais des Congrès de Paris, Paris, France

Monday 8th to Thursday 11th July 2019

MONDAY

Time	Item	Subject
14:00	1.0	Welcome and Apologies
	1.1	Approval of Minutes from the Cairns SPT meeting of 2018 (see Appendix 1, and for the full document, https://iupac.org/wp-content/uploads/2019/03/Pre-approved-Minutes-SPT-Cairns-2018.pdf)
	1.2	Matters arising from the 2018 Minutes
	1.3	Publications since Cairns (Appendix 3)
	1.4	Chairperson's communication (i) Objectives for this meeting (ii) SPT Chair (iii) Project submissions (see Appendices 3, 4 & 5) (iv) SPT Web page (see Appendix 6)
	1.5	Project Statuses and Objectives
	1.6	Timetable for the Paris meeting (see Appendix 7)
	1.7	Social Events (PDT, MW, CF)
15:00	Lecture Prof. R. G. Jones, past-Chair of SPT, 'SPT - a view of the past, the present & the future from the side-lines'	
15:30	Break	
15:50	Projects	
17:30	Reports to SPT	
17:55	Housekeeping	
18:00	Close	

For Tuesday and Wednesday, please see Appendix 7

THURSDAY

Morning	Please see Appendix 7	
SPT Business		
11:00	1.8	Future projects studies (see Appendix 3)
	1.9	Project Extensions
	1.10	Group participations (see Appendix 8)
11:50	2.0	Any other business
	2.1	2020 Meeting: Jeju Island, Republic of Korea, SPT. For SPT, 30 th of June to 3 rd of July; for the Polymer Division 4 th and 5 th of July
	Housekeeping	
12:15	Close	PDT & RCH, 18 th June, 2019.

Appendix 2. Rules of the Subcommittee on Polymer Terminology

1. The **membership** of the Subcommittee shall be decided by its **Official Members and approved by the Polymer Division Committee**. The Official Members are nominally those listed within the IUPAC Division IV webpages, but the official membership may be changed at any time with the agreement of the current Official Members.
2. Besides the Official Members, there are **Consultants** (former members who are still active), **Correspondents** (persons with only a loose connection with the Subcommittee), and **Observers** (persons who are invited by the Chairperson of the Subcommittee and approved by the Official Members of the Subcommittee).
3. No person shall be an **Observer** for more than two years but in the light of evidence of their contribution to the work of the Subcommittee they shall thereafter be invited to be Official Members.
4. **The Subcommittee will usually meet annually** (normally associated with an IUPAC General Assembly or a World Polymer Congress). Any **Official Member who fails to attend two consecutive meetings of the Subcommittee and fails to make substantial written contributions to the work of the Subcommittee over the same period of time** shall have their membership withdrawn.
5. No person shall remain an **Official Member, Consultant or Correspondent** of the Subcommittee who in the collective judgement of the Chairman, the Secretary, the Polymer Division President and Division Secretary have abused their membership and thereby their association with the Polymer Division.
6. **The list of the Consultants, Correspondents and Observers** will be reviewed annually by the Official Members. In addition, names can be added or removed at any time with the Subcommittee Chairperson's approval.
7. **Initiatives for polymer terminology and nomenclature projects or feasibility studies** may be placed before the Subcommittee by any interested party.

New projects should normally be launched as feasibility studies approved by the Subcommittee. The acceptance of a project or a feasibility study will normally be decided upon by the approval of the majority of the Official Members present at the meeting where it is proposed and will be subject to the Subcommittee Chairperson's approval.
8. Although in principle anybody can **submit a project proposal** directly to the IUPAC Secretariat, the agreed procedure for members of the Subcommittee is that a Project Submission Form is completed by the Task Group Leader of the proposed project and sent to the Subcommittee Chairperson who submits the form.
9. The names of the **Task Group Leaders** for official IUPAC recommendations and other projects are subject to the approval of the Subcommittee Chairperson and at least one Task Group Leader shall be an Official Member of the Subcommittee.
10. Provided they have relevant expertise, **Membership** of the task groups for official IUPAC recommendations and other projects is open to all Official Members, Consultants, Correspondents and Observers, subject to the approval of the Subcommittee Chairperson and the Task Group Leader.

Any member of a task group is free to propose additional, external members who could start as Observers or Correspondents with the approval of the Subcommittee Chairperson.

No Task Group Member should over commit through membership of too many Task Groups.

11. The **budgets** for individual projects will be made available by the Task Group Leaders for the use of the Subcommittee Chairperson to help attendance at the annual meetings of the Subcommittee.

12. The use of project budgets by Task Group Leaders for Task Group Meetings on individual projects shall be with the agreement of the Subcommittee Chairperson.

13. Task Group Leaders shall report progress to the annual meetings of the Subcommittee either in person or by asking another to represent them. It is expected that there should be clear evidence that they are driving their project(s) towards completion.

14. The **authorship** of a document prepared by a task group approved by the Subcommittee is decided by the Subcommittee Chairperson in consultation with the Task Group Leader(s). Membership of a task group does not automatically mean authorship.

Authors will normally be listed with the Task Group Leader(s) preceding the other authors and with Task Group Leader(s) and other authors being listed, respectively, in English alphabetical order. In the case of a dispute, the matter will be decided by a majority vote of the official subcommittee members present at the meeting at which the authorship is being decided.

15. Each **official IUPAC recommendation** prepared by the Subcommittee shall list the Official Members of the Subcommittee during the period of its preparation, as well as those consultants, correspondents and observers who, in the opinion of the Task Group Leader(s) and the Subcommittee Chairman, contributed significantly to the document. In the case of a dispute, the matter will be decided by a majority vote of the Official Members present at the meeting at which the names to be listed are being decided.

If the period of preparation of an official IUPAC recommendation started before 2002, when Commission IV.1 was in existence, the recommendation shall also list the Titular Members of the Commission during that period and list the Associate Members and others who, in the opinion of the Task Group Leader(s) and the Subcommittee Chairman, contributed significantly to the recommendation.

16. The **publication of translations of official IUPAC recommendations** by members of the Subcommittee have to be brought to the attention of the Chairperson and the Secretary of the Subcommittee and the IUPAC Secretariat (presently Fabienne Meyers). The translation should be identified as such and the original IUPAC cover page should precede the translation.

17. The Chair will be elected by Official Members to take up his/her position in the January of the following year. Any Official Member may become Chair through this process following nomination by at least one Official Member. The Chair appoints the Secretary.

Appendix 3. List of Projects and Publications

1. The following translated documents have been published since our meeting in Cairns:

Please inform the Secretary of translations that you might be aware of that have occurred during the last year.

2. The following projects delivered the following publications or have been accepted for publication:

- 2001-081-1-800:** (DENDRITIC) Terminology and structure-based nomenclature of dendritic and hyperbranched polymers* – Fradet: published as, 'Terminology and structure-based nomenclature of dendritic and hyperbranched polymers (IUPAC Recommendations 2017)', A. Fradet, J. Chen, K.-H. Hellwich, K. Horie, J. Kahovec, W. Mormann, R. F. T. Stepto, J. Vohlídal, E. S. Wilks, *Pure & Appl. Chem.*, 91(3), 523-561. <https://doi.org/10.1515/pac-2016-1217>
- **2010-036-1-400:** (KEYWORDS) *Keywords in polymer science journals* – Slomkowski: published as, 'List of keywords for polymer science (IUPAC Technical Report)', S. Slomkowski*, C. M. Fellows, R. C. Hiorns, R. G. Jones, Prze Kubisa, C. K. Luscombe, T. Nakano, G. T. Russell, C. G. dos Santos, C. Scholz, N. Stingelin, M. G. Walter, *Pure & Appl. Chem.*, 2019; 91(6):997-1027. <https://doi.org/10.1515/pac-2018-0917>
- **2008-020-1-400:** (WEB-GUIDE) *Revision of the web-based guide, IUPAC Recommendations on Macromolecular Nomenclature – Guide for Authors of Papers and Reports in Polymer Science and Technology* –accepted for publication.

3. The following projects are currently in public review:

- **2014-033-1-400:** (LACTIC) *Nomenclature and terminology relevant to lactic acid-based polymers: synthesis, structure, properties, applications and degradation* - Vert
- **2009-047-1-400:** (STEREOCHEM) *Definitions and notations relating to stereochemical aspects in polymer science* – Hellwich & Moad
- **2012-001-1-400:** (NANO-LITHO) *Terminology of nanomaterials and nanotechnology in polymer science*, Ober & Jones through the document, *Terminology of Polymers in Advanced Lithography*

3. The following projects are expected to be sent to public review in the next few months:

- **2013-031-3-800:** (STAR) *Structure-based nomenclature for regular linear star, comb and brush polymers** - Chen

4. The following projects are working:

- **2012-048-3-400:** (B-TERMS) *A brief guide to polymer terminology* – Hiorns & Vohlídal
- **2006-028-1-400:** (FIELD) *Terminology for conducting, electro-active and field-responsive polymers* – Vohlídal
- **2010-007-1-400:** (CHAIN) *Terminology for chain polymerization* – Luscombe & Moad
- **2011-035-1-800:** (TINCOPS) *Terminology and nomenclature of inorganic and coordination polymers – a extended revision of Nomenclature for regular single-strand and quasi-single-strand inorganic and coordination polymers (1984)** - Jones
- **2014-034-2-400** (CAR) *Nomenclature for polymeric carriers bearing chemical entities with specific activities and names* – Vert

* Division VIII project pursued under the auspices of SPT.

- **2014-014-1-400** (MODSIM) *Terminology for Modeling and Simulation of Polymers* - Meille
- **2015-013-1-400** (POLY) *Brief Guide to Polymerization Terminology* – Luscombe
- **2015-014-1-400** (SEMIS) *Guide (and Brief Guide) to Polymer Semiconductors* – Walter
- **2015-032-2-400** (WIKI) *Synchronizing Wikipedia: Polymer Definitions and Terminology* – Hess
- **2015-049-1-400** (CHAR) *Brief Guide to the Characterisation of Polymers* – Topham
- **2015-050-1-400** (ULTIMATE) *Definition of Terms Relating to the Ultimate Mechanical Properties of Polymers* – Adhikari
- **2016-050-3-400:** (μ STRUCTURE) *Definition of Terms Pertaining to Polymers in the Solid State: Molecular Arrangement from the Nano- to the Micrometer Scale* - Stingelin
- **2017-039-2-800:** (GRAPHIC) *Graphical Representation of Polymer Structures* – Hellwich

5. The following projects have recently been accorded funding or extension or both:

- **2018-033-1-400** (ADDIPLAST) Additives intended to promote the degradation of polyolefin-based thermoplastic materials – Malinconico
- **2019-014-2-400** (Aggregates) Associates and aggregates of polymers - Nakano

6. Projects submitted or close to submission to IUPAC for funding:

- **2019-XXX-X-400** (OVER) Basic classification and definitions of polymerization reactions - Matson
- **2019-XXX-X-400** (SEQs) Sequence-control polymers - Théato
- **2019-XXX-X-800** (ELECTRO) Electronic Formulae – Yerin
- **2019-XXX-X-400** (Nano) Yoon & Jones
- **2020-XXX-X-800** (Stars2) Structure-based nomenclature for irregular linear, star, comb and brush polymers with different types of constitutional repeating units - Chen
- **2020-XXX-X-400** (DE) Degradation of polymers – Gardette
- **2020-XXX-X-800** Revision of the Brief Guide to Polymer Nomenclature - Hiorns

7. Feasibility Studies:

http of PB2

Renewable and recycled polymers

Moad, Hiorns, Jones, Luscombe

Vairon, Adhikari, **dos Santos**, Fradet, Hess, Walter, Vert

Terminology of plastics recycling

Adhesion

Vairon

Terminology for constitutionally-dynamic polymers **Vohlídal**, Philippova, Topham

Glossary of Terms for Space and Extreme Environments

Polymers for bioelectronics

Walter, Meille

Polymers for 3D printing

Walter, He, Luscombe, Moad, Ober

Ionic liquids/polymer inorganic devices

Ober, Luscombe, Meille, Moad

Mediatized terms

dos Santos,

Modified extended short hand names

Vert, Hellwich, Moad

Polymers of Relevance to Human Health¹

Stingelin, CG, Vladimir Gubala, Linda Johnston, GM, Michael Schwenk, Topham, Vert

Terminology of Polymer Biodegradation and Toxicology in Polymers²

Gubala, Giuntini, Harald Krug, Peeters, Stingelin, Vert

¹ In consultation with DIV VII

² To come from DIV VII

Appendix 4 - SPT's Submission Process – a Step-by-Step Guide

Step 1.

The Task Group Leader (TGL) obtains approval from all her/his team Members to publish.

Step 2.

The TGL e-mails both the Chair of SPT, requesting permission to go-ahead for further steps, and the Secretary, requesting the latest list of the e-mail addresses of SPT Members.

The following Steps 3- 5 are performed in parallel.

Step 3.

The TGL sends the document to all members of SPT for their constructive criticisms with a deadline of one month. This deadline can be reasonably extended when there are holidays. Should there be remarks and criticisms from the Members, the TGL should deal with them, with the SPT chair in copy, so that a satisfactory resolution is found. In the unlikely case that a disagreement cannot be resolved by the TGL, then the Chair will support the TGL to find a smooth resolution to the satisfaction of all parties. If within 30 days there has been no return of comments, the TGL can go to step 6.

Step 4.

The President of DIV IV, acting on advice from the TGL and the Chair of SPT, decides whether or not to send the manuscript to Division Members and other DIV IV Subcommittees. If the decision is yes, then the Division Secretary sends the TGL the latest, relevant e-mails lists. The process is then dealt with as in step 3, with the TGL keeping the DIV IV President and the SPT Chair in copy, and using their support as necessary.

Step 5 – for projects that are denoted -800 or have some impact on nomenclature.

The TGL sends a copy of the document to the President of Division VIII who distributes it to her/his members for their constructive criticisms. The process and deadline is the same as in step 3, except that the President of Division VIII collects the comments on behalf of the TGL. Additional exchanges will be directly between the TGL and the concerned Members, with the Div. VIII President and SPT Chair in copy.

Step 6.

The TGL e-mails the Chair and Secretary of SPT that the process has been completed to the satisfaction of all parties. The TGL sends a copy of the final manuscript and the names of fifteen external reviewers with this mail.

Step 7.

The Chair of SPT sends the manuscript and the list of referees to Fabienne giving instructions to submit the manuscript to ICTNS and Public review via Manuscript Central once she has clearance to do so from the Presidents of DIV IV and DIV VIII, who are copied into this e-mail. It can be taken as read by the Presidents that this mail gives them an explicit recommendation to go ahead and permit submission. The submission will be made in the name of the TGL.

Note: there have been problems with Manuscript Central caused by it being unable to follow two processes – that of submission to ICTNS and submission to public review. This can mean, for example, that automated e-mails demanding a resubmission are generated before resubmission should be allowed. Please be aware of this; if any automatic mails are generated, the TGL should contact Fabienne and check that both ICTNS and public reviews have been completed.

Appendix 5. Current Projects and Task Group Members

Project code and name	Active TG Members
PROJECTS SUBMITTED TO ICTNS AND PUBLIC REVIEW	
2008-020-1-400 Revision of "IUPAC Recommendations on Macromolecular Nomenclature; Guide for Authors of Papers and Reports in Polymer Science and Technology"	Hodge , Hellwich, Hiorns, Jones, Luscombe, Mormann, Stingelin, Walter, Wilks
2009-047-1-400 Definitions and Notations Relating to Stereochemical Aspects in Polymer Science	Hellwich, Moad , Kitayama, Meille, Nakano, Vert
2014-034-2-400 (LACTIC) Nomenclature and terminology relevant to lactic acid-based polymers: synthesis, structure, properties, applications and degradation	Vert , Chen, Hellwich, Hodge, Nakano, Scholz, Slomkowski, Vohlidal
2012-001-1-400 (NANO-LITHO) Terminology of Nanomaterials and Nanotechnology in Polymer Science	Ober & Jones , *Carter, *Hayakawa, Luscombe, Mansfield, Meille, *Reichmannis, *Schmidt, Slomkowski, Stingelin, Théato, *Ueda, Walter *consultants
SPT PROJECTS RUNNING	
2006-028-1-400 (FIELD) Electric Field Responsive Polymers	Vohlidal , Graeff, Hiorns, Jones, Luscombe, Ober, Stingelin, Topham, Walter
2010-007-1-400 (CHAIN) Terminology for Chain Polymerization	Moad , Fellows, Jones, Keddie, Kitayama, Luscombe, Matson, Matyjaszewski, Merna, Nakano, Penczek, Russell, Topham
2010-036-1-400 Keywords	Slomkowski , Fellows, Hiorns, Jones, Kubisa, Luscombe, Nakano, Russell, dos Santos, Scholz, Stingelin, Walter
2012-048-2-400 (B-TERMS) A Brief Guide to Polymer Terminology	Hiorns, Vohlidal , Boucher, Chin Han, Duhlev, Hodge, Jones, Kratochvíl, Luscombe, Matson, Moad, Philippova, Slomkowski, Stingelin, Théato, Walter, Vert
2013-049-1-400 (SEPARATION) Terminology on the Separation of Macromolecules	Hess , Chang, Kratochvíl, Moad
2014-014-1-400 (MODSIM) Terminology for modeling and simulation of polymers	Meille , Field, Kremer, Moad, Nakano, Raos, Russell, Rutledge, Stingelin, Sturcova
2014-033-1-400 (CAR) Polymeric Carriers: Nomenclature for polymeric carriers bearing chemical entities with specific activities and names (Project Committee)	Vert , Chen, Hellwich*, Hiorns, Jones, Merna, Moad, Moss, Yerin
2015-013-1-400 (POLY) Brief Chain: Brief Guide to Polymerization Terminology	Luscombe, Moad , Boucher, Fellows, Hiorns, Jones, Keddie, Malinconico, Matson, Merna, Nakano, Russell, Topham, Vairon*, Vohlidal,
2015-014-1-400 (SEMIS) Polymer Semis: Guide (and Brief Guide) to Polymer Semiconductors	Walter , Bao*, Boucher, Graeff, Hiorns, Stingelin, Luscombe, Meille, Nakano, Ober, Topham, Vohlidal, Yoon
2015-032-2-400 (WIKI) Synchronizing Wikipedia: Polymer Definitions and Terminology (Project Committee)	Hess , dos Santos, Fellows, Giuntini, He, Hiorns, Luscombe, Merna, Moad, Ober, Peeters, Raos, Russell, Stingelin, Theato, Topham, Walker, Walter
2015-050-1-400 (ULTIMATE) Definition of Terms Relating to the Ultimate Mechanical Properties of Polymers	Adhikari , He, Henning, Hess, Lach, Raos
2016-050-3-400 (μ structure) Definition of Terms Pertaining to Polymers in the Solid State: Molecular Arrangement from the nano- to the micrometer Scale	Stingelin , He, Hess, Meille, Moad, Ober, Raos, Sturcova, Topham, Vohlidal

2015-049-1-400 (CHAR) Brief Guide to the Characterisation of Polymers	Topham , Chang, Farrell, Graeff, Hess, He, Hu, Keddie, Mallon, Merna, Moad, Philippova, dos Santos, Smrčkova, Stingelin, Sturcova, Vohlidal
2017-039-2-800 (GRAPHIC) Graphical Representation of Polymer Structures	Théato , Yerin , Chin Han Chan, Chen, Hellwich, Mallon, Nakano, Smrčkova
2016-040-1 (ADDIPLAST) Additives intended to promote the degradation of polyolefin-based thermoplastic materials - Malinconico	Malinconico , Giuntini, Gardette, Chan, Hess, Merna, Peeters, Innocenti, Briassoulis
2019-014- (AGGREGATES) Associates and aggregates of polymers	Nakano , Abetz, Brettman, Chen, dos Santos, Giuntini, Hiorns, Matson, Philippova, Topham

PROJECTS SUBMITTED OR TO BE SHORTLY SUBMITTED

2019-XXX-X (SEQs) Sequence-control polymers	Théato , Anastasaki*, Fabio Arico (DIV VIII), Lutz, Moad
2019-XXX-X (OVER) Basic classification and definitions of polymerization reactions	Matson , Chan, Chen, Farrell, Fellows, Luscombe, Merna, Moad, Russell
2019-XXX-X (ELECTRO) Electronic Formulae	Yerin , Matson, Moad, Peeters, Stingelin, Topham, Théato
2019-XXX-X (Nano-Nano)	Yoon , Graeff, Luscombe, Meille, Moad, Raos, Stingelin
2020-XXX-X (STARS2) Structure-based nomenclature for irregular linear, star, comb and brush polymers with different types of constitutional repeating units	Chen , dos Santos, Fradet, Hess, Hiorns, Nakano, Théato, Wilks, Santos
2020-XXX-X (DE) Degradation of polymers	Gardette , Malinconico, Chan, Giuntini, Hess, Merna, Peeters
2020-XXX-X (R-BGN) Revision of the Brief Guide to Polymer Nomenclature	Hiorns , Boucher, Chen, Duhlev, Fradet, Hellwich, Jones, Nakano, Peeters, Vert

INTERDIVISIONAL PROJECTS

2011-035-1-800 (TINCOPS) Nomenclature of Inorganic Polymers	Jones , Batten (Blight) Damhus, Hiorns, Öhrström, Reedijk, Walter
2013-001-1-800 (STAR) Structure-based nomenclature for regular linear star, comb and brush polymers	Chen , dos Santos, Fradet, Hellwich, Hiorns, Nakano, Théato, Wilks

FEASIBILITY STUDIES

Polymers of Relevance to Human Health (with DIV VIII)	Stingelin , CG, Vladimir Gubala, Linda Johnston, GM, Michael Schwenk, Topham, Vert
http of PB2	Moad , Hiorns, Jones, Luscombe
Development of a Multilingual Glossary of Polymer Terminology with New Languages (Project Committee)	dos Santos , Adhikari, He, Ho Do, Han, Jalal Nakano, Philippova, Theato
Renewable and recycled polymers	Vairon , Adhikari, dos Santos, Fradet, Hess, Walter, Vert
Terminology for constitutionally-dynamic polymers	Vohlidal , Philippova, Topham
Glossary of Terms for Space and Extreme Environments	Walter
Polymers for bioelectronics	Walter , Hiorns, Meille

APPENDIX 6					PRELIMINARY SPT SCHEDULE – PARIS					
	9:00 - 10:30	10:30 - 10:50	10:50-12:00	12 - 2	2 - 3:30		3:30 - 3:50	3:50 - 5:30		5:30
Mon. 8 th	Morning free for IUPAC Ceremonies		Morning free for IUPAC Ceremonies		SPT	Invited Lecture Prof. R. G. Jones		STARS – Chen, Wilks, Hellwich, Fradet, Hiorns, Nakano, Vert		5:30-6:00 Reports / House-keeping
								Nano-Nano – Yoon & Jones		
								Stereochem Moad, Hellwich, Fellows, Kitayama, Meille, Nakano, Vert		
								Over – Matson		
								Degradation – Gardette, Malinconico, Chan, Giuntini, Hess, Merna, Peeters		
Tue. 9 th	Field – Graeff & Vohlidal, Stingelin, Hiorns, Luscombe, Ober, Jones, Topham, Walter		Field – Graeff & Vohlidal, Stingelin, Hiorns, Luscombe, Ober, Jones, Topham, Walter		Chain – Moad, Fellows, Hodge, Jones, Luscombe, Nakano, Penczek, Russell, Topham, Vairon			Chain – Moad, Fellows, Hodge, Jones, Luscombe, Nakano, Penczek, Russell, Topham, Vairon	5:30-6:00 SPT Reports / House-keeping	
	CHAR – Topham, Hess, Chang, He, Saiter, Simon, Schoenherr, Vohlidal, Rose.		CHAR – Topham, Hess, Chang, He, Saiter, Simon, Schoenherr, Vohlidal, Rose.		ModSim – Meille, Carbone, Muthukumar, Nakano, Raos, Russell, Rutledge, Stingelin			Semis – Walter, Bao, Boucher, Carbone, Loo, Hiorns, Luscombe, Meille, Nakano, Ober, Stingelin, Topham		
	STARS – Chen, Wilks, Hellwich, Fradet, Hiorns, Nakano, Vert		STARS2 – Chen, dos Santos, Hellwich, Fradet, Hiorns, Nakano, Théato, Wilks		µstructure – Stingelin, He, Hess, Ober, Mielle, Moad, Topham			µstructure – Stingelin, He, Hess, Ober, Mielle, Moad, Topham		
	Ultimate – Adhikari, He, Hess, Henning, Lach, Topham		Lingual – dos Santos, Adhikari, Chin Han, He, Ho Do, Jalal, Nakano, Philippova		CARS – Vert, Chen, Hellwich, Hiorns, Jones, Moad, Moss, Yerin			CARS – Vert, Chen, Hellwich, Hiorns, Jones, Moad, Moss, Yerin		
	Wed. 10 th	Wiki – Hess, He, Hiorns, Luscombe, Ober, Moad, Peeters, Rumbles, Stingelin, Topham, Walter		Wiki – Hess, He, Hiorns, Luscombe, Ober, Moad, Peeters, Rumbles, Stingelin, Topham, Walter		POLY – Luscombe, Moad, Beuermann, Boucher, Hiorns, Jones, Keddie, Nakano, O’Reilly, Russell, Topham, Vairon, Wassermann, Yokozawa				POLY – Luscombe, Moad, Beuermann, Boucher, Hiorns, Jones, Keddie, Nakano, O’Reilly, Russell, Topham, Vairon, Wassermann, Yokozawa
GRAPHIC – Chen, Yerin, Hellwich, Chan, Nakano, Théato, Topham			GRAPHIC – Chen, Yerin, Hellwich, Chan, Nakano, Théato, Topham		ELECTRO – Yerin, Hellwich, Matson, Moad, Peeters, Stingelin			CARS – Vert, Chen, Hellwich, Hiorns, Jones, Moad, Moss, Yerin		
Semis – Walter, Bao, Boucher, Carbone, Loo, Hiorns, Luscombe, Meille, Nakano, Ober, Stingelin, Topham			Semis – Walter, Bao, Boucher, Carbone, Loo, Hiorns, Luscombe, Meille, Nakano, Ober, Stingelin, Topham		ModSim – Meille, Carbone, Muthukumar, Nakano, Raos, Russell, Rutledge, Stingelin			ModSim – Meille, Carbone, Muthukumar, Nakano, Raos, Russell, Rutledge, Stingelin		
Aggregates – Nakano, Abetz, Chen, dos Santos, Giuntini, Hiorns, Matson, Stingelin, Topham			Aggregates – Nakano, Abetz, Chen, dos Santos, Giuntini, Hiorns, Matson, Stingelin, Topham		SEQs – Théato, Abetz, Arico, Moad, Vohlidal			SEQs – Théato, Abetz, Arico, Moad, Vohlidal		
					ADDIPLAST – Malinconico, Chan, Gardette, Giuntini, Hess, Merna, Peeters			ADDIPLAST – Malinconico, Chan, Gardette, Giuntini, Hess, Merna, Peeters		
Thur. 11 th	Separation – Hess, Chang, Kratochvíl, Moad		SPT business and reports					Tour		
	LACTIC – Vert, Chen, Hellwich, Hodge, Nakano, Penczek, Scholz, Vohlidal									
	B-Terms Hiorns/Vohlidal, Boucher, Do, Hess, Hodge, Jones, Kratochvíl, Luscombe, Moad, Ober, Stingelin, Walter, Vairon									
	SEQs – Théato, Abetz, Arico, Moad, Vohlidal									

Appendix 7. Contact Addresses of Members of SPT

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