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

   Prof. Moreau welcomed the members of the Executive Committee to the meeting and thanked the Polish Academy of Sciences for their hospitality in hosting the IUPAC meetings. She also formally thanked the members of the IYC Management Committee for their work in organizing the activities of the International Year of Chemistry (IYC 2011). The Executive Committee agreed that there was no longer a need for this committee to meet during the General Assembly in San Juan and that its work was essentially completed.

   Prof. Moreau expressed regret that she was not able to meet individually with Division Presidents prior to the Bureau meeting as had been done at last year’s Bureau meeting in Sofia, Bulgaria. She recommended that these one-on-one meetings be made a standard feature of all future Bureau meetings.

   Prof. Moreau reiterated the issue of improved communications with NAOs that had been discussed at length during the Bureau meeting. Communication links with all chemical societies and related organizations with each NAO must be established to guarantee that vital information reaches all chemists equally.

   The EC Members agreed that new Affiliate Members should be sought for the Affiliate Members Program (AMP) from both NAO and non-NAO countries. The application material is already available on the IUPAC web site, but we must find new ways to draw prospective members to it.

   There was no formal agenda for the meeting and items that had arisen during the course of the Bureau meeting were discussed.

2. **VERIFICATION AND NAMING OF NEW ELEMENTS**

   Prof. Moreau and Prof. Corish stated that IUPAC should take the lead in establishing the new Joint Working Group for the verification and naming of new elements. Both IUPAC and IUPAP have proposed nominees for the JWG and the Presidents of the two organizations must select the final panel.
3. **Matters Pertaining to the General Assembly in Puerto Rico**

The Officers agreed that an organizational meeting should be scheduled for June at the Secretariat in order to finalize the Agenda for the upcoming Council Meeting at the General Assembly in San Juan, Puerto Rico.

4. **IUPAC Elections and Modification of IUPAC Election Process**

The Executive Committee unanimously agreed that many candidates should be encouraged to run for the offices of Vice President, Secretary General, Treasurer and Bureau Member, the elections for which will be held at the upcoming General Assembly and Council Meeting in San Juan, Puerto Rico. The Executive Committee agreed in April 2010 that Titular members of Divisions be elected for two-year terms, with the possibility of re-election for an additional two years and the NAOs have been notified of this decision. By agreement with Chairs of the operational Standing Committees (CHEMRAWN, COCI and CCE), members of these Standing Committees will be elected rather than appointed by the Standing Committee Chairs, subject to approval of the President. These matters should be included as a formal agenda item for the Council Meeting in San Juan, as a general reminder. The new voting procedures should also be added to the Secretary General’s tutorial for new Division Presidents and Standing Committee Chairs. When nominating committees are established, a teleconference should be scheduled to make certain that all elections rules are understood and observed.

5. **Update on International Year of Chemistry 2011**

Prof. Corish discussed the control of expenses related to the many activities of IYC 2011. Spending is well controlled so far but two of the major events (Global Water Experiment and World Chemistry Leadership Meeting) have yet to invoice their early expenses for payment by the Secretariat. Careful control of spending will be maintained on these items to ensure that they do not exceed allocated budgets.

For the Closing Ceremony of IYC 2011 in Brussels in December, it is not yet clear who will be supported to attend. It was deemed appropriate to invite the Chairman of the IYC Management Committee to attend the closing, supported by funds remaining in his committee budget. Any funds remaining should be returned to the general account. The chairman of the Closing Committee should be contacted to determine what if any support will be available for the IUPAC EC Members to attend.

IUPAC received a proposal from Brussels to use a convention facility for some activity related to IYC 2011. There would be no cost, but at the same time, no other support was offered. The proposed date for this activity was 3 October 2011. The EC agreed that IUPAC would not accept this offer.
6. **IMPROVED VISIBILITY OF IUPAC DUE TO IYC 2011**

Prof. Reichmanis urged that a strong strategic plan is needed for IUPAC in order to make progress toward better public recognition, to grow in influence in the worldwide chemistry community, and to increase funding for all of our activities. Prof. Tarasova suggested that this goal could be pursued in conjunction with action items identified at the close of the IYC 2011. Prof. Moreau reiterated that IUPAC must become a leader in the solution of societal problems through chemistry.

7. **ANY OTHER BUSINESS**

Prof. Moreau asked if there was any other business to be considered. When there were no responses, she adjourned the meeting at approximately noon.