

INTERNATIONAL UNION OF PURE AND APPLIED CHEMISTRY
MINUTES OF LXIIInd MEETING OF EXECUTIVE COMMITTEE

HELD AT PALAIS DES CONGRES, MONTE CARLO

on

TUESDAY, 29th OCTOBER, 1968 at 18.15

Present:

Prof. V.N. Kondratiev - President, in the Chair
Dr. A.L.G. Rees - Vice-President
Prof. W. Klemm - Past President
Dr. R. Morf - Secretary General
Prof. J.C. Bailar, Jr. - Treasurer
Prof. J Lecomte
Sir Harold Thompson
Prof. O. Wichterle

Minute 410

RELATIONS BETWEEN EXECUTIVE COMMITTEE, OFFICERS AND EXECUTIVE SECRETARY

A special meeting was convened to discuss the relations between the Executive Committee and Officers on the one hand and the Executive Secretary on the other. A statement detailing the allocation of responsibilities and authorizations was presented and discussed.

It was Resolved unanimously:

that the rules set out in the statement (Appendix A attached to these Minutes) should be adopted and distributed to Members of the Bureau for their confidential information.

The meeting closed at 18.45.

CHAIRMAN: *V Kondratov*.....
DATE: *31 X 1968*.....

APPENDIX A

RELATIONS BETWEEN THE EXECUTIVE COMMITTEE, OFFICERS AND THE EXECUTIVE SECRETARY.

STATEMENT OF RESPONSIBILITIES AND AUTHORIZATIONS

1. The statutory position is that the Executive Secretary is responsible to the President and Executive Committee (Bureau/Council) through the Honorary Secretary General and the Honorary Treasurer.

The purpose of the creation of an executive secretariat is to separate the executive and policy functions, which are the responsibility of the Officers and Executive Committee (Bureau/Council), and the administrative and implementation functions, which are the responsibility of the Executive Secretary and the IUPAC Secretariat.

2. The IUPAC Secretariat, which is presently located at Cowley Centre, Oxford, shall have staff, facilities and authorizations adequate for its independent operation without detailed supervision by the Secretary General and Treasurer.
3. The Executive Secretary shall report to the Secretary General on all matters except those which, according to the By-Laws, fall within the Treasurer's responsibility. Other Officers will have access to the Executive Secretary. The President, who is the statutory administrative head of the Union, is ultimately responsible to the Executive Committee (Bureau/Council) for the orderly and proper operation of the IUPAC Secretariat.

4. Correspondence

The official address of IUPAC for correspondence is:

2/3, Pound Way,
Cowley Centre,
Oxford, U.K.

All correspondence, including that of a formal nature addressed to the Secretary General, should go to the IUPAC Secretariat. The Executive Secretary will deal with this correspondence in accordance with relevant decisions on agreed procedures on his own judgement, sending copies to the Secretary General and Treasurer and, as necessary, to the President and Vice-President.

When direct correspondence between the Secretary General, Treasurer or other Officers and other Officials of IUPAC and other organizations is necessary on major or general issues (e.g. policy), copies of such correspondence should normally be transmitted to the Executive Secretary.

Where the nature of the correspondence demands it, the Executive Secretary may be required to prepare letters for the signature of the President, Secretary General or Treasurer.

5. Financial Matters

The Union Bank of Switzerland, Zürich, is the IUPAC bank. The bank shall not make any payments on behalf of IUPAC unless and until they are authorized by the Treasurer.

- (a) The Union Bank of Switzerland will make available on approval of the Treasurer £1,000 clean credit to Barclays Bank Limited, Cowley Centre, Oxford, as an IUPAC account. The Executive Secretary may spend up to £100 on any item on his own judgement. Items of larger amount must be authorized by the Treasurer. The Executive Secretary will submit to the Treasurer monthly accounts of his expenditure from the IUPAC Oxford Bank Account.
- (b) Monthly requirements for salaries/graduated pensions/national insurances/pensions will be notified by the Executive Secretary to the Union Bank of Switzerland. The latter will credit the total sum to the IUPAC Oxford Bank Account by the 25th of each month and the Executive Secretary will make the various payments.
- (c) The rent on the premises will be paid on a quarterly basis in advance by cheque from the Union Bank of Switzerland.
- (d) All claim forms for reimbursement for approved travel and subsistence and other legitimate expenditure on IUPAC business shall be distributed, collected and checked by the Executive Secretary or his staff. These claims will be sent to the Treasurer for endorsement, who will then pass them to the Union Bank of Switzerland for payment.

These claims will arise out of approved activities of Divisions and their Commissions, the Bureau, Executive Committee and Officers.
- (e) The Executive Secretary shall assist the Treasurer in preparing the annual accounts and budgets and in any other matters involving financial commitment of IUPAC.

6. Meeting Arrangements

The Executive Secretary shall be responsible for making all arrangements (negotiation, accommodation, travel, documentation, secretarial services, etc.) concerned with IUPAC Conferences, Meetings of the Bureau and Executive Committee, Division Presidents and, if requested, meetings of Division Committees, Commissions and other committees.

He shall assist the Secretary General and other officials in preparing the agenda and necessary agenda papers for such meetings.

He shall be responsible for the recording of minutes of meetings of Council, Bureau, Executive Committee and Division Presidents.

7. Sponsorship

The Executive Secretary shall receive on behalf of the Secretary General and process for action, particularly through the Editorial Board, all requests for sponsorship of symposia, etc., and shall prepare for the Secretary General's signature all letters advising the applicants of the Executive Committee's or Bureau's decisions.

8. Company Associates

The Executive Secretary shall be responsible for proper promotion and operation of this scheme, shall keep proper records of payments and shall initiate action to ensure the issue of annual renewal notices.

9. Publications

The Executive Secretary shall undertake the compilation and publication of IUPAC publications other than Pure and Applied Chemistry, that is, Comptes Rendus, Bulletin, occasional publications. Editorial supervision shall be exercised by the Secretary General.

10. Membership Matters

The Executive Secretary shall receive on behalf of the Secretary General and process for action all requests for the nomination of members of Division Committees and Commissions.

11. Divisions

The Executive Secretary will handle all relations with Divisions and will attend meetings as requested by Division Presidents and approved by the Treasurer.

He will receive copies of all agenda, minutes and reports of Division meetings and will take the initiative in requesting information from the Division Presidents for the Bureau and Executive Committee.

12. International Organizations

The Executive Secretary shall receive on behalf of the Secretary General requests for action, information, advice and co-operation from other international organizations and agencies and process these for action.

13. Other Matters

Matters not concerned in this document shall be handled by the Executive Secretary on behalf of the Executive Committee or relevant Officers in accordance with the general principles established herein.