

# 8<sup>th</sup> Evaluation Committee (EvC) Meeting

13 August, 2003

Ottawa, Canada

## Minutes

Attendees: Prof. G. M. Schneider (Chairman), Prof. R. G. Gilbert, Dr. F. Meyers,  
Dr. D. S. Moore, Prof. O. M. Nefedov, Prof. J. Ralston

Secretary: Dr. J. W. Jost

### I. Introduction

Prof. Schneider welcomed the members of the Committee to Ottawa. He noted that the membership of the Committee would be changing significantly in the next biennium with the retirement of a number of the members, including the Chairman.

### II. Finalization of the Agenda

Prof. Schneider reviewed the Agenda. There were no additions or changes.

### III. Reports of the Committee Chairman and Secretary

Prof. Schneider briefly reviewed the Terms of Reference and membership of the Committee. He then commented on the *Information for Task Group Chairmen*. This document is available on the IUPAC web site and is provided to all new Task Chairmen when they receive their approval letters.

Prof. Schneider commented that the quick turnaround of members on the Committee is a problem. He noted that the members need to develop expertise in the work of the committee, but the longest term of service is usually four years. Prof. Schneider then reviewed the report prepared for the Bureau and Council.

### IV. Minutes of the 7<sup>th</sup> EvC Meeting on September 15, 2002, Paris, France (see: <http://www.iupac.org/standing/evc.html>)

Dr. Jost noted that the Minutes had been approved by correspondence. There were no comments on the Minutes.

### V. *Information for Task Group Chairmen* (most recent version; <http://www.iupac.org/projects/TGC-info.html>)

The concern was expressed that awareness of this document might not be widespread among the Chairmen of Task Groups formed before the publication of the *Information for Task Group Chairmen*. It was suggested that the Secretariat remind those Task Group Chairmen of the existence and value of the document. The issue of dissemination and the question of primary publication in *Pure and Applied Chemistry* were discussed. The Bureau has reaffirmed the need to have primary publication in *PAC* while encouraging secondary publication in other journals. The Bureau had also established a mechanism for approval of primary publication elsewhere when that was considered to be necessary.

### VI. Organization of Future EvC Work

Prof. Schneider briefly reviewed the criteria that had been established for retrospective evaluation. He then reviewed the procedures that had been discussed for conducting retrospective evaluations and the tasks involved. The Committee concluded that the procedures should be reexamined after the new Committee members begin conducting evaluations in 2004. It was proposed that the Committee should begin doing evaluations

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by e-mail in early 2004 on a small number of projects. This would allow an evaluation of the proposed procedures and the workload required.

### VII. Evaluation of Conferences and Conference Series as proposed by the Conference Policy Development Committee

Prof. Schneider noted that the Conference Policy Development Committee had assigned to the Evaluation Committee the task of evaluating all conference series sponsored by IUPAC as part of the redefinition of the procedures for approving conference sponsorship. After some discussion, the Committee concluded that the development of detailed procedures for this task should be done by the Committee in 2004.

### VIII. Miscellaneous

There were no other items discussed.

### IX. Date and Place of Next Evaluation Committee Meeting

The next meeting will be during the Bureau meeting in Ljubljana, Slovenia. The Bureau Meeting will be on 2-3 October 2004 and the Evaluation Committee will probably meet on the Friday before the Bureau meeting as it has done in the past.

### X. Closing

Prof. Schneider thanked the members of the Committee for their work during the biennium and expressed the opinion that the development of the document Information for Task Group Chairmen had been a major achievement.

The meeting was then declared adjourned.