

# International Union of Pure and Applied Chemistry

## 130<sup>th</sup> MEETING OF EXECUTIVE COMMITTEE

Bergen, Norway, 5-6 April 2003

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# International Union of Pure and Applied Chemistry

## 130<sup>th</sup> MEETING OF EXECUTIVE COMMITTEE

Bergen, Norway, 5-6 April 2003

### MINUTES

Present: Prof. P. S. Steyn (Chairman), Dr. E. D. Becker, Dr. C. F. Buxtorf,  
Prof. O. M. Nefedov, Prof. H. Ohtaki, Dr. E. P. Przybylowicz,  
Prof. L. K. Sydnes

Absent: Dr. A. Hayes

Secretary: Dr. J. W. Jost

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

Prof. Steyn welcomed the Committee to the meeting and thanked Prof. Sydnes for the excellent arrangements and his kind hospitality. He noted that this would be the last meeting of the EC for the Secretary General and expressed the thanks of the Executive Committee for his outstanding service to IUPAC. This would have been the last meeting for the Past President but he was unable to attend due to personal business. Prof. Steyn thanked him for his outstanding leadership during the past six years.

Prof. Steyn then noted that a number of significant events had taken place recently: the workshop in Bergen on the Chemical Weapons Convention, the SCOPE/IUPAC meeting in Yokohama on endocrine disruptors, the report of the Governance Structure Committee, the report of the Special Working Party on National Subscriptions, and the appointment of Prof. J. Bull as Scientific Editor of *Pure and Applied Chemistry*. He then reported that Dr. J. Miyamoto was hospitalized and his condition was reported to be serious. (It was learned soon after the Executive Committee meeting that Dr. Miyamoto had died.)

Prof. Steyn observed that the financial condition of the Union was excellent due to the efforts of the Treasurer and his predecessor, as well those of the Chairman of the Finance Committee. He commented that the investment decisions of the Finance Committee had enabled the Union to preserve its reserves in a difficult investment climate.

He then noted the work of the Membership Committee of the Bureau, led by Prof. Ohtaki. Members of the Committee had visited a number of countries to promote IUPAC membership. Prof. Sydnes as part of the development of his Vice President's Critical Assessment had visited a number of NAOs, as well as other countries, to improve communication with NAOs and potential members. Prof. Steyn also reported on his participation in the 125<sup>th</sup> anniversary celebration of the Chemical Society of Japan. He noted that there was a need to develop suitable IUPAC gifts for such occasions and visits by IUPAC officers and others to NAOs and chemical societies.

Prof. Steyn concluded by noting that IUPAC had undergone major changes in the past six years. The Union had changed from a fixed commission based structure to a project driven system. Standing Committees had been reorganized, specifically the Committee on Teaching of Chemistry had become the Committee on Chemistry Education, with an expanded mandate, while the Committee on Chemistry and Industry had been reorganized also with a new mandate to increase industry

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involvement in IUPAC as well as to increase industry awareness and appreciation of the work of IUPAC. He reminded the Committee that it should keep in mind as it did its work over the next two days the basic question: “Are we effectively serving the worldwide chemistry community?”

Dr. Becker asked that Item 8.1 be added to the Agenda, “IUPAC Young Observers”.

## 2. MINUTES OF 129<sup>TH</sup> MEETING OF EXECUTIVE COMMITTEE

### 2.1 AMENDMENTS AND APPROVAL

Prof. Steyn noted that the Minutes had already been approved by correspondence and they were included here for information.

### 2.2 MATTERS ARISING FROM MINUTES (NOT COVERED BY ITEMS ON AGENDA)

Prof. Nefedov noted that the Plenary and Invited speakers for the Ottawa Congress were almost all from North America, Europe and Japan. He felt that IUPAC should make an effort to increase the geographic diversity of the Plenary and Invited lecturers at future IUPAC Congresses.

After some discussion, the Committee agreed that if IUPAC wished to have a greater effect on the choice of speakers it would have to be more active in the process of selecting speakers. The following steps were proposed:

- A letter should be written to the organizers of the Beijing Congress reminding them that this was a significant concern.
- The IUPAC representatives to the International Advisory Board should be instructed to be more active in this area.
- Congress organizers should be asked to consult the NAOs for the names of possible speakers.

*Action: Letter to Organizers of Beijing Congress; revise Congress Guidelines.*

*Responsible: Dr. Jost.*

## 3. ACTION ITEMS FROM PREVIOUS MEETINGS

Dr. Jost noted that this item was for information and asked that the members inform him of changes in the status of any of the Action Items. Prof. Steyn asked that an item be added for the Executive Director to remind the President to send a letter of congratulations to the winners of the Nobel Prize in chemistry.

*Action: Draft letter of congratulations to Nobel Prize winners for President.*

*Responsible: Dr. Jost.*

## 4. VICE PRESIDENT’S CRITICAL ASSESSMENT

Prof. Sydnes directed the attention of the Committee to the draft of his VPCA that had been distributed prior to the meeting. The focus of his report was the communication between IUPAC and the National Adhering Organizations and chemical societies. He noted that during the past year he had visited a number of

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NAOs and met with representatives of both NAOs and chemical societies. Based on these visits he felt that there was a need for greater knowledge of IUPAC in the chemical community. A major task for IUPAC is to improve the communication in both directions, that is from IUPAC to the chemical community and from the chemical community to IUPAC. He reported that many of the NAOs reported a desire to have more material directed to them from IUPAC. His impression was that there was a need for more specific information provided in a more condensed and more direct fashion than was now done.

As one step in improving communication, Prof. Sydnes suggested that each NAO have one person associated with each Division. This would give each NAO an opportunity to expose their chemists to the division committees. One role of these "national representatives" should be to make Task Groups aware of projects on which "local" chemists could participate. He also suggested that chemical societies be sent the materials distributed to the NAOs for those countries where the chemical society is not the NAO. The comment was made that the NAOs often do not communicate effectively with the chemical societies. One possible approach is to have a champion in each chemical society to keep it involved. It was noted that IUPAC must be careful not to be seen to be bypassing the NAO. We can exhort the NAOs but we cannot coerce them.

The ensuing discussion covered a number of items that might help to increase awareness of and participation in IUPAC. It was noted that for the "national representative" concept to work the proper people must be found. The comment was made that each NAO had been asked to provide the name of a contact for each division and there had been no response to this request. It was suggested that rather than calling them national representatives, which would lead to confusion with the current National Representatives on the Division Committees, these representatives be called National Advisory Board Members. This title might make the position sound more prestigious than "contact" and would differentiate them from the National Representatives. The comment was then made that the National Advisory Board Members might also vote in Division elections. This was viewed as having the difficulty that the National Advisory Board Members would not be able to cast informed ballots. The suggestion was made that IUPAC have regional directors responsible for improving the involvement of chemical societies and their members in the work of IUPAC. The elected members of the Executive Board proposed by the Governance Structure Committee, see Item 5, could fulfill this role if they were elected on a regional basis. Prof. Sydnes noted that Prof. De Bièvre has suggested calling a meeting of the European NAOs. The Committee felt this was a valuable suggestion and could be a means of improving participation in IUPAC and other regions should be encouraged to hold similar meetings.

The low industrial participation in the upcoming World Chemistry Leadership Meeting in Ottawa was noted and it was suggested that IUPAC sponsor a Government-Industry-Academic Conference on chemistry and economic development and the current situation of the chemical industry. The comment was made that COCI should be taking the lead in communicating with industry.

The problem of communicating with countries that are not currently associated with

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IUPAC, either as NAOs or ANAOs, was noted, for example the countries of the former Soviet Union. The comment was also made that there are problems in communicating with the chemical societies of some countries because they do not have permanent staffs. This leads to material being sent to former officers who then do not forward this material to the current officers. This problem can only be solved by a greater effort on the part of the Secretariat to keep contact information current, since most chemical societies do not routinely inform IUPAC of changes in officers. The value of the IUPAC Prize as a means of communication was noted. The suggestion was made that in addition to the current prize, specialized prizes in industrial chemistry and chemical education be created.

Prof. Steyn emphasized the need to involve chemists from more countries in IUPAC. He noted that the table in Prof. Sydnes' report showed that the majority of the current members of Division Committees came from the top 6-8 countries. He also suggested that Prof. Sydnes include a section on the operation of the project system in his VPCA.

#### **5. INTERIM REPORT FROM GOVERNANCE STRUCTURE COMMITTEE**

Dr. Becker briefly reviewed the background leading to the formation of the Governance Structure Committee. The proposal from the Nordic NAOs that the Bureau and EC should be studied for possible restructuring had been discussed at the EC meeting in Turin and then at the Bureau meeting in Paris. The GSC had been directed by the Bureau to study the possibilities and provide a report for discussion by the Bureau at Ottawa. The GSC had discussed a number of possible restructuring proposals by correspondence before its meeting in London. The recommendations of the Committee can be summarized as follows:

1. A new body, with one representative from each NAO, would be formed, tentatively called the Policy Advisory Committee. This body would meet only at the General Assembly. In between meetings, it would be consulted by the Executive Board on policy matters.
2. The Bureau and Executive Committee would be replaced by a new body, the Executive Board. The members of the Executive Board would be the five officers plus four members elected by the Council. The Executive Board would meet twice a year, with the second meeting being in conjunction with the meeting of the Division Presidents. The GSC suggests that the meeting of the Division Presidents be expanded to include the Chairmen of the Operational Standing Committees. This would allow the Executive Board to meet jointly with the Division Presidents and Chairmen. The Division Presidents on the GSC felt that a joint meeting was more important than the possession of a voting right on the Executive Board.

A key feature of this proposal is that the new Policy Committee would give each NAO a direct role in the governance of the Union. Currently, the NAOs have a limited opportunity to influence policy since the Council meets only every two years and there is little opportunity for discussion of policy issues. The Council delegates are often new to IUPAC and are unfamiliar with the issues before the Council. There is an opportunity in this proposal for greater continuity of membership. The members

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of the Policy Committee would become familiar with the issues facing IUPAC over the course of the biennium since they would see all the material provided to the Executive Board and would be asked to provide comments on the policy aspects of issues being considered. Dr. Becker also noted that the GSC had proposed lengthening the Council meeting to give the delegates greater opportunity for discussion of major issues.

Prof. Sydnes commented that the discussions of the GSC had been very thorough with active participation by all the members, especially in the preliminary discussions by e-mail. The interim report could not fully convey the wide range of options discussed before the final proposals were arrived at.

The replacement of the Bureau and Executive Committee by a single body eliminates a source of confusion in the governance of the Union. In the current structure it is sometimes unclear if a particular decision can be made by the Executive Committee or if it should be left to the Bureau. The GSC felt that the creation of the new Policy Committee would give the NAOs a greater and more effective voice in IUPAC than is provided by the current Elected Members of the Bureau. In practice, some NAOs never, or very rarely, have an elected Member of the Bureau. The comment was made that it will be important that the NAOs name people who are in a position to provide policy guidance and can solicit broad input from the members of the chemical community in their home country.

Dr. Becker noted that in the detailed proposals from the GSC it was suggested that the joint meeting of the Division Presidents, Chairmen, and the Executive Board could be structured to focus on issues of interest to the Division Presidents and Chairmen for part of the Executive Board meeting and then the Executive Board could continue without the Division Presidents to cover those parts of its agenda that were not directly relevant to the Division Presidents and Chairmen. This addresses the concern expressed by some Division Presidents and Chairmen over the years that the Bureau meetings were too long and involved items that were of little relevance to their concerns.

Prof. Steyn expressed his thanks and that of the Executive Committee for the work of the GSC and then inaugurated a general discussion of the proposals of the GSC.

There was an extensive discussion of the best name for the new body to be formed of representatives from each NAO. The consensus was that the word Policy represented better the function of the group than Advisory and implied a more active role. The term Committee was preferred since the term Board was to be used for the Executive Board and having two Boards of dissimilar composition and function would be confusing. A number of the members of the EC felt that a term should be included to indicate that this was a Committee representative of the Council. The alternative suggestion was made that the term Union better represented the situation, since the committee represented the whole Union, not the Council, which in fact only existed during the General Assembly. No definite conclusion was reached but the term Union Policy Committee seemed to be a good working name. The final choice should be left to the Council meeting at Ottawa.

There was then a general discussion of the role and operation of the Union Policy Committee. It was noted that the meeting of the group at the General Assembly

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would be chaired by the President. The concern was expressed that the meeting of the Union Policy Committee would duplicate the discussion of items on the Council Agenda. The suggestion was made that this could be avoided by having the group meet after the Council meeting. After some discussion, it was decided that a meeting before the Council meeting was preferable, since there is usually a general emotional let down after the Council meeting. It was then proposed that the agenda of the Union Policy Committee should be devoted to future issues rather than the items on the agenda of the Council. It was felt that in this way the UPC could set the agenda for the work of the Executive Board for the coming biennium. There should be no need for the UPC to discuss the items on the Council Agenda since the UPC would have had the opportunity to express their views during the course of the biennium.

There was a brief discussion of the proposal to extend the meeting of the Council to two full days. With the addition of a meeting of the UPC, the need for a longer meeting of the Council was not as great. This issue should be put before the Council for a final decision. Prof. Steyn commented that while the GSC had not proposed that the elected members of the Executive Board should be elected on a regional basis, as had been suggested earlier in the discussion of Item 4, this was a concept that should be considered when a final recommendation is made to the Council.

Dr. Becker then reviewed the issues related to the implementation of these proposals if they are approved by the Council. The Union Policy Committee could be established by a vote of the Council and could begin functioning in 2004 in an informal advisory capacity to the current EC. He noted that it would be convenient if the NAOs appointed the current Elected Members to the UPC to avoid duplication of effort. It would also be convenient if the Council approves the necessary changes to the Statutes and Bylaws in 2005, that the current Elected Members of the Bureau whose terms have not expired, continue on the Executive Board for two years to allow staggered elections for the Elected Members of the Executive Board. A longer Council meeting and/or a modified agenda can be implemented, if desired, in 2005. However, the replacement of the Bureau and Executive Committee requires the revision of a number of Statutes and Bylaws, which cannot be approved until the next Council meeting. He noted that the last major revision of the Statutes and Bylaws was in 1975 at the General Assembly in Madrid. This would be a good opportunity to clean up inconsistencies and ambiguities that have crept into the Statutes and Bylaws in the intervening years. If a more extensive revision is desired, the President should appoint a drafting committee to make the necessary changes well before the next General Assembly.

*Action: Circulate Draft GSC report to NAOs and prepare final recommendation to Council.*

*Responsible: Prof. Sydnés & Dr. Becker.*

## 6. NAOs AND ANAOs

### 6.1 MEMBERSHIP DEVELOPMENT COMMITTEE

Prof. Ohtaki briefly reviewed his report. He noted that it was important that IUPAC involve chemists from developing countries in its work. Membership of



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many developing countries was hindered by the cost of the National Subscription to an often small chemical society with limited financial resources. This issue will be discussed under Item 6.2. He then reported that after a number of meetings by various IUPAC officers and Bureau members, including the President, Malaysia had expressed its intention to seek government funding so that it could apply for National Adhering Organization status. It was not clear if the necessary commitment could be obtained from the government in time for an application to be presented to the Council at Ottawa. Prof. Sydnnes noted that a visit from the President is of great importance to finish the process of persuading a candidate of the value of IUPAC membership.

Prof. Nefedov reviewed the plans for the roundtable on IUPAC relations with the countries of the former Soviet Union to be held during the Mendeleev Congress in Kazan, Russia. Funding for this meeting has been provided by both IUPAC and UNESCO. It was expected that representatives of most if not all of the National Academies and chemical societies of the former Soviet Union would be at the meeting in Kazan. The location was especially convenient for the Central Asian Republics, Kazakhstan, Uzbekistan, Turkmenistan, Tajikistan, and Kirghizstan. Complete information on participants will be provided before the meeting by the organizers.

Dr. Przybylowicz suggested that IUPAC might consider offering a regional membership to a group of less developed countries.

### 6.2 REDUCED NS FOR NEW NAOs?

Prof. Ohtaki reviewed the background of his proposal. Since for many potential NAOs the cost of the National Subscription was a significant barrier, he proposed that new developing country NAOs be allowed to pay a reduced rate with a gradual increase over four years to the full amount.

Dr. Becker suggested that rather than making this a written policy, the Treasurer be authorized to make adjustments if he felt they were justified by the particular circumstances. Prof. Steyn asked that the EC give the Treasurer the flexibility to make adjustments. This proposal was approved.

## 7. FINANCE COMMITTEE

### 7.1 REPORT FROM FINANCE COMMITTEE MEETING, 17 FEBRUARY 2003

Dr. Przybylowicz reviewed his report and noted the following highlights:

1. The FC membership as presently constituted has three members retiring from the committee in 2005: Senti, Miyamoto and Przybylowicz. Guy Marten is completing his first term on the committee this year, 2003. He is eligible for another term and appears willing to serve.
2. The FC noted the continued underspending on the part of the Divisions on projects. This continues to result in our budget being underspent and contributes to our rather good financial position in each of the past couple of years. It is, of course, the purpose of IUPAC to spend these

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annual allocations on projects of value and the concern is that the organization has not yet gotten the project system working effectively.

3. In light of this underspending and the general economic condition throughout the world, the FC concluded that the 2004-2005 budget should be increased approximately 1 % with the following elements: National Subscriptions (NS) will be held to a 1 % increase; the Division Committees' budgets will remain the same as in 2002-2003, the Project Reserve will be allocated USD 130 000 and the residual of the project money will end up in the Division Reserve (approximately USD 100 000).
4. There was discussion about funds that are donated to IUPAC for special purposes such as the proposed Samsung contribution to the Macromolecular Division for special recognition awards and the COCI fund. After much discussion, it was agreed that a general policy statement should be drafted for inclusion in our Fund Policy. That statement in draft form has circulated to the FC and was provided for discussion at the EC (see Attachment 1).
5. It was suggested that the Investment Policy statement was a bit confusing with the details of the background information in it. In addition, some of the guidelines on the ratio of equity to bond investments were considered too restrictive, given market volatility. The Chairman agreed to redraft the policy along the lines of these discussions. That draft, which is being circulated to the FC, was also provided for EC discussion and comment (see Attachment 2).
6. In reviewing the long-term investments, the performance of the IUPAC portfolio was considered to be excellent in light of the poor market conditions. This is in large part due to the decision taken three years ago to increase our fixed income and bond holdings and decrease equity positions. The FC concluded that we should move somewhat further in this direction, with equity holdings being decreased to between 20 and 30 % with the rest in bonds and fixed income instruments that can yield in excess of 5 %.
7. The FC also discussed the value of having some investments and bank accounts in Euro denominations to blunt the impact of foreign exchange variations between the two denominations in which IUPAC does most of its business. The Executive Director and Chairman of FC will explore the ease with which such accounts can be set up and handled.
8. One of the poorest performing funds in the IUPAC portfolio has been the Mercury Fund, which was purchased two years ago. It was agreed that our position in this fund should be liquidated and the revenue be used to invest in Euro denominated bonds.
9. The Executive Director noted that the cash flow situation was such that he could transfer some additional funds to the long-term account for investment. He will assess the extent of such transfers in the near future.

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10. The next meeting the FC was set for February 9, 2004 at the same location.

Dr. Becker commented that given the current exchange rate situation, even a larger increase in NS, in USD, would result in a decrease in NS expressed in national currency.

The Committee approved the revised Fund Policy Statement and Investment Policy Statement.

Dr. Przybylowicz then reviewed the performance of the Union's investments. He noted that performance has been above market, as discussed in Point 6 above. He also noted that Special Funds would be treated as endowments, as described in the Fund Policy Statement.

### 7.2 STATEMENT OF ACCOUNTS FOR 2002

Dr. Jost briefly reviewed the draft Statement of Accounts for 2002. He noted that the draft audit report had been received just before the meeting and distributed copies to the members. The auditors had found no items of concern in their review of the Union's accounts. Dr. Jost also noted that the Union was under budget both on a commitment basis and on a cash basis for 2002.

### 7.3 REVIEW OF BUDGETS FOR 2002-3

Dr. Jost commented that based on current estimates the Union would be under budget for the biennium. As had been mentioned in Dr. Przybylowicz' report from the Finance Committee meeting, this was mainly due to underspending on new project commitments by the Divisions. The question was asked what the basis was for determining allocations to Divisions. Dr. Buxtorf commented that allocations were based on historical allocations and have not been significantly changed for many years. He then noted the difficulty in changing allocations due to the long tradition behind the current method. He commented that he planned, after some further experience had been gained with the project system, to begin to adjust allocations to reflect the experience of the previous few years. The large divisional reserve has been used to provide funds for those Divisions that have more good projects than can be funded from their allocation.

### 7.4 NATIONAL SUBSCRIPTIONS

#### 7.4.1 National Subscriptions for 2002-3

Five NAOs have payments due for 2001 or 2002, Argentina, Brazil, Chile, Pakistan, and Russia, there are no past due payments earlier than 2001. The two payments due for 2001 are special cases. Argentina has had a financial and currency crisis and the Treasurer has agreed to a special arrangement for payment. The National Subscription for 2001 and 2002 will be billed in Argentine Pesos and payable in USD at the current exchange rate. Russia has sent its payment for the 2002 National Subscription but not for the 2001 National Subscription.

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Since any NAO in arrears at the time of the General Assembly loses its right to vote, the Executive Director will be writing letters to inform any NAOs still in arrears at the end of April.

Dr. Jost reported that the National Subscriptions for 2002 of the following NAOs have been reduced by agreement with the Treasurer.

Egypt reduced from USD 4300 to USD 3400

Korea: reduced from USD 20 600 to USD 16 000

New Zealand reduced from USD 5100 to USD 3360

Turkey: reduced from USD 9400 to USD 4164

Slovenia reduced from USD 3400 to USD 2720

Total reductions: USD 13 156

Thirteen NAOs have paid their National Subscriptions as of 1 April, for a total payment of USD 232 600.

#### 7.4.2 NAOs and ANAOs in Default

Six ANAOs have not paid their fees for 2002: Estonia, Latvia, Mexico, Peru, Philippines, and Singapore.

The only ANAO in serious default is Latvia. Latvia has not paid its fee since 1999. The Executive Director has written a number of times and been promised that payment would be made. The EC agreed that Latvia would lose its ANAO status if payment were not received by 1 June 2003.

Mexico has not paid their fee since they became an ANAO. Repeated requests for information or an acknowledgment have been ignored. The EC agreed that Mexico would lose its ANAO status if payment were not received by 31 December 2003.

*Action: Inform Latvia & Mexico of the decision of the EC; attempt to contact both ANAOs using other contacts.*

*Responsible: Dr. Jost*

#### 7.4.3 National Subscriptions for 2004-5

Dr. Jost noted that the table presented was based on incomplete data and was therefore only an estimate and would be completed when the UNIDO data was available in May. The computations have been made using five year averages of chemical turnover data as proposed by the Working Party on National Subscriptions and approved by the Bureau at its meeting in Paris. The comment was made that the table should include the National Subscriptions for 2002 to allow a better understanding of the data. Dr. Jost also noted that the table included a computation of the National Subscriptions in national currencies to show the effect of the proposal described in Item 7.4.4.

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7.4.4 Proposal to Invoice National Subscriptions in National Currencies

Dr. Jost briefly reviewed the written material. The Working Party on National Subscriptions has proposed that National Subscriptions be billed in national currencies. The proposal would be implemented by first calculating the National Subscriptions in the usual fashion, in USD. The calculated National Subscriptions would then be converted to national currencies using the exchange rates for the first quarter of the year in which they are calculated. Invoices would be generated for these amounts. Payment would be made in USD at the then applicable exchange rate when payment is made.

This proposal addresses two concerns. The first is that for most countries budgeting for the IUPAC National Subscription is in a currency other than USD. This often leads to the situation that when the National Subscription is to be paid, the amount to be paid in USD is more than the equivalent amount budgeted in national currency, based on the exchange rate at the time the NAO learns what its National Subscription will be. This is often a hardship for the NAO since they do not have the financial resources to easily make up the difference. The proposal to bill in national currencies would eliminate this problem. The other situation this proposal addresses is that in which the exchange rate for an NAO changes dramatically. This has been the case for a number of NAOs, most recently for Argentina, Brazil, Korea, and Turkey. In situations such as these, the Treasurer has made adjustments on an ad hoc basis. This proposal would provide an automatic mechanism for dealing with these situations.

This proposal will lead in some cases to a lower payment in USD and in some cases to a higher payment. The expectation is that these variations will, over time, average out. However, this averaging is expected to be over comparatively many years and many currencies. IUPAC has the financial resources to absorb the losses in some years, whereas an individual NAO would have difficulty in absorbing a loss but might not see the benefits in the other years. In addition, IUPAC would be averaging over many currencies while an NAO would deal with only one currency.

Dr. Jost then described model calculations of the effect of the adoption of this proposal on the payments made by NAOs in the years 1990-2002 and on IUPAC's revenue for the same period. The model calculations suggest:

1. The proposed billing in national currencies could provide significant benefit in particular years to many NAOs.
2. The negative impact on IUPAC's income in any given year is manageable by taking money from Reserves and restoring it in other years.

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3. There is some potential risk to IUPAC, but over a number of years, the net cost [or benefit] to IUPAC's overall finances would probably be small.

The EC concluded that the proposed procedure could be quite beneficial to NAOs in managing their funds and is unlikely to have a significant long-range impact on the Union's finances. The EC referred the proposal to the Council meeting in Ottawa for action.

*Action: Prepare proposal for Council.*

*Responsible: Dr. Becker, Dr. Buxtorf, Dr. Jost.*

#### 7.5 REVIEW OF BUDGETS FOR 2004-5

Dr. Jost reviewed the budget for the 2004-5 biennium as approved by the Finance Committee. Four major assumptions have been used to develop the draft budget for 2004-5.

1. The total National Subscription has been increased by 1 % each year.
2. The total Division Budgets have been held constant.
3. The Standing Committee budgets, other than COCI, have been held constant. COCI has been given a budget of USD 20 000 in line with previous agreements.
4. The General Assembly budget has been increased to include USD 80 000 to fund the support for Council delegates approved by the Bureau.
5. An allowance for Foreign Exchange differences of USD 60 000 has been included to take into account the proposal to bill National Subscriptions in national currencies.

Other significant items are:

1. The Secretariat budget is unchanged since the Secretariat is projected to operate under budget in 2002-3.
2. The Sponsored Conferences item has been increased to USD 65 000 in accord with the proposal to combine the Conferences in Developing Countries Program with the New Directions in Chemistry Conferences.
3. Revenue from *PAC* is expected to increase due to an increase in the subscription rate for institutional subscriptions. Costs for Printing & Editing are expected to increase due to increased costs from the printer plus changes in the format of *CI*.
4. The Project Reserve has been set at USD 130 000. This would become USD 110 000 if the proposal in Item 7.6 were approved.
5. The Miscellaneous Income item is set as zero due to the loss of the tenant at RTP. The current plan is not to lease the space and instead use some of it for internal needs.

The budget was approved as presented.

#### 7.6 PROJECT BUDGET FOR COMMITTEE ON CHEMISTRY EDUCATION

Dr. Becker described the background of the proposal that the EC approve an

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increase of USD 20 000 in the biennial budget of the Committee on Chemistry Education to permit it to fund some projects from its own resources, rather than having to refer each approved project to the Project Committee. The amount allocated to the Project Reserve would be reduced by the same amount so that this proposal has no net effect on the budget. This is a policy decision, since it represents the first funds to be allocated to a Standing Committee for the conduct of projects.

After a brief discussion, the Executive Committee approved the proposal.

*Action: Revise budget to include USD 20 000 for CCE project budget.*

*Responsible; Dr. Jost.*

### 7.7 OUTSIDE FUNDING FOR IUPAC PROGRAMS

Dr. Jost reviewed the material on the donation by the Samsung Corporation of USD 125 000 to be used as an endowment fund by Division IV. This donation was mentioned in the discussion by Dr. Przybylowicz of the Fund Policy statement (see Item 7.1, point 4). This item was presented separately for information and to emphasize the potential value of such donations in allowing IUPAC to fund projects outside of its own resources.

Dr. Becker commented that IUPAC should develop a mechanism to explore outside funding on a regular basis. The first task would be to collect information on what is available from foundations and other granting bodies. Dr. Buxtorf noted that IUPAC must be careful not to be seen to be in competition with the NAOs and national chemical societies for the same pots of money. Prof. Steyn asked that an Item be placed on the agenda of the Ottawa Bureau meeting to discuss how to collect information on the sources of funding.

*Action: Add item to Bureau Agenda on collection of sources of funding.*

*Responsible: Dr. Jost*

## 8. PLANS AND SCHEDULE FOR GA/CONGRESS, OTTAWA, 2003

Dr. Jost described the plans for the GA/Congress at Ottawa. Some highlights are summarized below.

1. *Opening Ceremony:* The highlight of the Opening Ceremony will be the awarding of the IUPAC Prizes. The MC will be Prof. Alex McAuley, welcoming speeches will be given by the Governor General (tentative), Prof. Steyn, Dr. Arthur Carty, the head of the NRC (the Canadian NAO), Prof. John Vederas, President of the Canadian Society for Chemistry. These will be followed by the awarding of the IUPAC Prizes. If the Governor General comes, she will be asked to present the award to the Canadian prizewinner(s). There will be a program printed for the ceremony with the names and thesis titles of the prizewinners.
2. *Young Scientists Program:* This program is funded by a USD 25 000 grant from IUPAC. In addition, a grant of USD 32 000 was obtained by Dr. Meyers from the US Army Research Office. Additional grants of USD 6600 each were obtained from the Canadian office of UNESCO, UNESCO headquarters,

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the Canadian National Committee for IUPAC, and USD 7200 from NSERC (Natural Sciences and Engineering Research Council). Total funding is USD 84 000. Over 300 applications were received, 64 awards were made to recipients from 44 countries. In addition, there were 21 Canadian awards given using the funds from the CNC/IUPAC and NSERC.

3. *Abstracts received*: More than 2000 abstracts were received of which slightly more than half were from Canada. Attendance is expected to be more than 2500.
4. Plenary Lectures will be given by Profs. Polanyi, Fréchet, and Smalley plus the winners of the CIC and Montreal Medals, Profs. Kapral and Alper.
5. *Oxygen*: IUPAC has agreed to subsidize a production of the play Oxygen on Monday and Tuesday during the Congress. Tickets will cost CAD 15 for Congress and GA attendees, CAD 25 for the public. Bus transportation to the Carleton University Campus will cost CAD 5.
6. IUPAC has agreed to provide copies of the Gold Book to the student volunteers.

Dr. Jost then reviewed the schedule of the General Assembly. Details of the WCLM and Bureau meetings will be discussed in Items 10 and 25. He pointed out that a number of Task Groups and Subcommittees have asked to meet the week before the main GA begins. Arrangements have been made with the branch of National Bank of Canada near the University to cash IUPAC checks in CAD for those who request payment of their expenses in local currency at the meeting.

#### 8.1 IUPAC YOUNG OBSERVERS

Dr. Becker described this experimental program to invite a number of those being supported by the Young Scientists program to attend the Congress to also attend the GA as Observers. Letters of invitation have been sent to a selected group of Young Scientist Award winners offering to pay the necessary extra subsistence to attend the GA. The Executive Committee approved the payment of the additional subsistence. Dr. Becker noted that this program would be evaluated after the Ottawa GA to determine if it should be repeated at the Beijing GA/Congress.

### 9. COUNCIL AGENDA AND PROCEDURES

Dr. Becker briefly reviewed the proposed Agenda for the Council meeting and noted the procedures to be followed would be similar to those at the Brisbane GA. The proposed Agenda was approved and will be distributed to the NAOs after 15 April.

### 10. WORLD CHEMISTRY LEADERSHIP MEETING, 2003

Prof. Steyn reviewed the plans for the WCLM. There will be three topic areas:

1. Progress on Selected Findings from WCLM 2001
2. Public Image of Chemistry
3. Relationship of IUPAC, National Adhering Organizations, and National Chemical



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### Societies

He suggested that Prof. Sydnes lead the discussion of Item 3, while Prof. Atkins might be appropriate for Item 2.

Dr. Becker noted that the next step is to follow up with specific national chemical societies on the list of Selected Findings to solicit presentations on specific items. The Executive Director was asked to provide a list of the Presidents of national chemical societies who would be attending the WCLM. Prof. Ohtaki commented that the series of Eurasia Conferences were an example of the kind of activity suggested in Item 9 of the Selected Findings. It was also noted that IOCD might be able to discuss its series of Workshops held in developing countries as an example related to Item 9 of the Selected Findings.

*Action: Prepare status report on WCLM program for review by the EC in early June.  
Responsible: Dr. Jost.*

### **11. PLANS FOR GA/CONGRESS, BEIJING, 2005**

Dr. Jost noted that at the meeting in Turin, the Executive Committee set the dates for the General Assembly and Congress as 13-21 August 2005. The EC also agreed to continue the current practice of having overlapping dates for the General Assembly and Congress at Beijing. The venue is the Beijing International Convention Center and the Beijing Continental Grand Hotel (approximately 9 km north of Tiananmen Square). The Executive Director plans to visit Beijing in 2004 to discuss details of the arrangements with the organizers.

### **12. PROPOSAL FROM ITALY FOR GA/CONGRESS, 2007**

The Italian NAO has proposed that the Congress/GA for 2007 be held at the Lingotto convention center in Turin. The Executive Director visited Turin to inspect the proposed venue on 21 February 2003. The Lingotto Convention Center is a relatively new facility housed in a former Fiat factory. The main auditorium will seat 2000 and the other meeting facilities are appropriate in capacity for the Congress/GA. The exhibit space and poster area are spacious and more than adequate. The rooms for the GA will be sufficient for the current format of GA. It would have been inadequate for the traditional GA with Commission meetings.

The Executive Committee approved the application of the Italian NAO for consideration by the Council at Ottawa.

### **13. IUPAC PRIZE**

Dr. Becker reviewed the history of this program. He noted that while the number of applicants had decreased only slightly from last year (34 vs. 40), the number of countries represented (based on the country of the institution from which the Ph.D. was received) had decreased from 20 to 13. This program will need to be reapproved by Council. The Executive Committee agreed to recommend to Council that the IUPAC Prize be continued.

The suggestion was made that an industrial sponsor for the IUPAC prize be sought,

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now that the program has become established. The comment was made that the table listing entries by NAO also include Prize Winners and Honorable Mention winners.

*Action: Include Prize Winners & Honorable Mentions in list.*

*Responsible: Dr. Jost*

### 14. CONFERENCES AND SYMPOSIA

#### 14.1 CONFERENCES IN DEVELOPING COUNTRIES

Prof. Ohtaki described the four applications for support received for conferences to be held in 2004. The Committee decided to support two of these. One of the applications was for a conference to be held in Tanzania, which is not an NAO and therefore is not eligible for support under this program. Prof. Steyn noted that he would be attending the Conference in Tanzania and suggested that it might be eligible for support of an IUPAC Lecturer under the new program described in Item 14.2.

Prof. Ohtaki also noted that a late application had been received for support of a conference of the Chemical Societies of the South-Eastern European Countries, to be held in Belgrade. The Committee was considering this proposal, even though the application was received after the deadline because the organizers reported that they had sent the application earlier by e-mail, but it had not been received for unknown reasons.

#### 14.2 NEW PROGRAM FOR CONFERENCES IN DEVELOPING COUNTRIES AND ON NEW DIRECTIONS IN CHEMISTRY

Dr. Becker noted that in Paris the Bureau approved recommendations from the Conference Policy Development Committee to refocus the two programs on Conferences in Developing Countries and Conferences on New Directions in Chemistry. Requests for funds – to be allocated by the Project Committee – are to come only from Divisions and Standing Committees.

Policy guidelines were sent to the Divisions and Standing Committees in January, and the new procedure has begun, with two requests approved so far by the Project Committee in the New Directions program:

1. Conference on “Biophysical complexity”, 23-25 April 2003, Southampton, UK \$4000. Proposed by Division I
2. “CHEMRAWN Consultation Forum – Innovation in the Chemical industry: the way from pure to applied chemistry”, 9 August 2003, Ottawa, Canada [during the General Assembly] \$3100.

These conferences were funded from the \$25,000 previously allocated to the New Directions program in the biennial budget.

The program to support conferences in developing countries was approved by Council in 1999 and is being funded at \$40,000 per biennium. After approval of applications for two conferences to be held in 2004, a balance of \$11,000 remains for this year. The Bureau favored allocating such funds to the refocused program. So far, no applications have been received from Divisions or

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Committees, but they have been invited to submit proposals.

As pointed out in Prof. Ohtaki's report, the application for support of the 9<sup>th</sup> International Chemistry Conference in Africa could not be considered under the old program, since it will be held in Tanzania, which is an Associate NAO, not an NAO. This would be eligible under the new program, but as described below, the concept of the program is to have the conference fit into the program of a Division or Standing Committee. Dr. Becker suggested that the EC should serve as the lead Committee by trying to bring in some scientific contributions – perhaps IUPAC Lecturers – from the most relevant Divisions [III, VI and VII] and preparing the request for support to the Project Committee.

Since the program of support for developing countries was specifically authorized by Council, we need to inform the Council of the refocused program and request their concurrence.

*Action: Bring in some scientific contributions – perhaps IUPAC Lecturers – from the most relevant Divisions [III, VI and VII] and preparing the request for support to the Project Committee for ICCA.*

*Responsible: Dr. Becker*

#### 14.3 RATIFICATION OF SPONSORSHIP OF SYMPOSIA

The Conferences approved for sponsorship since the Bureau meeting were ratified by the Executive Committee.

### 15. FELLOWS AND AFFILIATE MEMBERSHIP PROGRAMS

#### 15.1 STATUS REPORT

Dr. Jost noted that there had been no significant changes in the operation of the Fellows program or in the AMP in 2002. The termination of Commissions at the end of 2001 caused a dramatic increase in the number of Fellows, from 468 to 1063. Each new Fellow receives a letter signed by the President informing him/her of their new status. Prof. Ohtaki suggested that it might be appropriate to devise an award for long service members. There was a brief discussion of this proposal and the conclusion was that introducing a distinction in addition to Fellow would be difficult, since it was not possible to separate active service in an IUPAC body from inactive service.

Dr. Jost reported that the number of Affiliates has increased from 2001 to 2002, but that this was mainly due to an increase in the number of ACS Affiliates. In fact, the number of paid Affiliates from outside the US had been steadily decreasing since at least 1999. Dr. Jost pointed out the dramatic increase in the number of Affiliates who had joined directly rather than through a national chemical society, although the numbers were small, 44 paid and 28 sponsored Affiliates in 2002.

Dr. Jost reported that the overall cost of the Affiliate Program plus *Chemistry International* still showed a net income to the Union, when the cost of providing free issues of *CI* to various groups was considered.

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#### 15.2 HOW SHOULD WE PERSUADE NAOs TO IMPROVE THE AMP?

Dr. Becker noted the decline in AMP participation for all the major chemical societies other than the ACS. One factor that might explain the success of the ACS in attracting Affiliates is that membership is an item on the regular ACS membership invoice, rather than requiring a separate application. However, an examination of the detailed demographics available from the ACS for 1996 and 2001, showed that many of the Affiliates in the ACS were young, under 35, and more than 40 % had joined within the previous five years.

Dr. Becker then described a letter he had written to the Royal Society of Chemistry (Dr. A. McNaught), the Gesellschaft Deutscher Chemiker (Prof. W. Koch), and the Chemical Society of Japan (Prof. H. Ohtaki) and the responses he received. All three expressed a desire to take actions to make their members more aware of the AMP.

Prof. Ohtaki reported that he had discussed the issue with officers of the CSJ and with the National Committee for Chemistry of the Science Council of Japan. The CSJ will advertise the AMP in the June issue of its newsmagazine.

Dr. Jost noted that one of the assignments of the recently hired Communications Specialist, Ms. Laura Abernathy, was to improve communication with the organizations operating the AMP.

Dr. Przybylowicz suggested that since the number of Affiliates joining directly through IUPAC had increased dramatically since the IUPAC web site had become more visible, a link might be added to the home page encouraging visitors to the site to become Affiliates.

Dr. Becker reminded the group that the NAOs and more specifically the national chemical societies, were very sensitive to the perception that IUPAC might be competing with them for members. It was partially for this reason that the cost of a direct membership had been set at more than twice the cost of the membership to the operators of the AMP. This means that in most countries the cost to join directly is significantly greater than the cost of joining through the national chemical society. This was also the reason why the option of joining directly, rather than through a sponsoring organization was de-emphasized on the IUPAC web site and in the AMP brochure. He suggested that while this might be an appropriate action on the part of IUPAC, it should be brought to Council for approval.

*Action: Bring possibility of increased direct Affiliates to attention of Council.*

*Responsible: Dr. Becker.*

#### 15.3 NEW AMP BROCHURE?

Dr. Becker commented that the AMP brochure had not changed significantly since it was first developed. He asked that if any of the members of the EC had suggestions for improvement they should send them to him or to Ms. Abernathy. Dr. Jost noted that Ms. Abernathy was in the process of developing a new brochure to combine the IUPAC an Overview brochure and the AMP brochure. A draft version will be circulated when it is available.

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*Action: Circulate revised brochure.*

*Responsible: Ms. Abernathy.*

### 16. ASSOCIATED ORGANIZATIONS

#### 16.1 JOINT PROGRAMS WITH IOCD

Dr. Becker reported that at a recent meeting with representatives of the International Organization for Chemistry in Development he had learned that a formal agreement had been signed in 1993 that the two organizations would cooperate in the area of environmental analytical chemistry. The organizational framework for cooperation apparently was lost in the IUPAC reorganization. He had promised to bring this to the attention of the EC and to develop mechanisms to reinstate active cooperative programs. He then asked that the EC members provide some help in deciding directions.

Prof. Steyn suggested that this should be brought to the attention of the officers of Division VI and that they should be encouraged to develop the necessary mechanisms.

*Action: Bring cooperation agreement with IOCD to attention of Division VI*

*Responsible: Dr. Becker.*

#### 16.2 APPLICATIONS FOR NEW ASSOCIATED ORGANIZATIONS

Dr. Jost reported that the International Association of Catalysis Societies, an Associated Organization of IUPAC, has revised its Constitution and has requested that the new Constitution be approved by IUPAC. A copy of the new Constitution was provided.

Three organizations have applied for Associated Organization status. They are the International Plasma Chemistry Society, the International Association of Chemical Thermodynamics, and the Southern and Eastern Africa Network of Analytical Chemists. Information regarding the Statutes and Bylaws, and the activities of these organizations was provided.

The Executive Committee recommended that the Council approve the new Constitution of the IACS and the applications of the IPC, the IACT, and the SEANAC.

#### 16.3 INTERACTIONS WITH AOS IN GENERAL

Dr. Becker commented that the Associated Organizations should be a fruitful source of new projects but this resource does not seem to have been tapped. Current interactions seem to be mainly on a personal level, through the membership of members of AOs on IUPAC bodies. He suggested that efforts should be made to better utilize this resource perhaps by more frequent communication with the AOs with the aim of making them more aware of the role they could play in IUPAC using the project system.

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### 17. OFFICERS FOR STANDING COMMITTEES, 2004-2005

Dr. Becker reviewed the situation with regard to the Officers of Standing Committees who will need to be replaced in the coming biennium. After a general discussion of possible candidates for the open positions, the Committee urged the President, Vice President and Secretary General to make these appointments before the GA so that the new Officers could play an active role in the meetings of their Committees at Ottawa.

*Action: Appoint new Standing Committee Chairmen before GA.*

*Responsible: Prof. Steyn, Prof. Sydnese, Dr. Becker.*

### 18. STATUS REPORT ON IUPAC SECRETARIAT

Dr. Jost reviewed his written report. He noted the addition of Ms. Laura Abernathy to the staff as Communications Specialist with the responsibility of improving communications with all of IUPAC's constituencies. Prof. Steyn expressed the appreciation of the Executive Committee for the work of the Secretariat Staff and asked the Executive director to convey this appreciation to them.

### 19. PUBLICATIONS

#### 19.1 STATUS REPORT *CHEMISTRY INTERNATIONAL*

Dr. Jost briefly reviewed his report and that of Dr. Meyers, noting the improvement in content, and since the January/February issue of 2003, in format of *CI*. The Committee agreed that the improvements had been significant and had greatly improved the impact of the magazine. Dr. Jost then noted that as had been described in Item 15.1 the financial situation of *CI* continued to be healthy. Costs, both editorial and production, had increased due to some of the changes, but the combined program of *CI* and AMP/Fellows continued to be self supporting. Dr. Becker suggested that the publicity value of *CI* should be included in the financial analysis to better reflect the value of the magazine to the Union.

#### 19.2 FURTHER DEVELOPMENT OF *CI*

Dr. Becker reviewed his written report and noted that while he agreed that *CI* was now much improved, there was still room for further improvement in both newsworthiness of the content and in appearance. He continued to believe that judicious use of full color illustrations would increase the attractiveness of *CI*. He noted that this could be expensive, with potential costs as high as USD 3500 per issue, depending on the number of color illustrations, but that the improved appearance justified the additional expense. He urged that the selected use of color be made a regular part of the magazine.

*Action: Increase use of color in CI.*

*Responsible; Dr. Meyers.*

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### 19.3 STATUS REPORT *PURE AND APPLIED CHEMISTRY*

Dr. Jost reviewed his written report and noted that the journal continued to be published behind its cover date. This was a situation of long standing and was proving difficult to overcome. The major reason was a lack of material. The journal was being published about as soon as possible given the availability of material. He then noted that the Special Issue on the Natural Products Conference would be published as a double issue, February/March, of almost 300 pages, which would help bring the journal on schedule. In anticipation of the special issue on the SCOPE/IUPAC project on endocrine disruptors to be published later in the year, the next few issues would be published with fewer pages than the normal 200 pages. This would also help bring the schedule closer to the desired state. The special issue on Endocrine Disruptors was expected to be almost 900 pages and would be published as a double issue.

The financial position of the journal was good with net revenues for 2002 increasing by more than USD 50 000 from 2001. While the number of institutional subscribers for 2002 had increased from 2001, this was expected to be a one-time event and the journal was expected to continue to lose subscribers in line with industry trends.

### 19.4 SPECIAL ISSUES OF *PURE AND APPLIED CHEMISTRY*

The report of Prof. Bull was presented for information. There was no discussion of this item.

### 19.5 BOOK PUBLICATION AND BOOK SALES

Dr. Jost noted that book sales continued to be good, with sales to date recovering most of the cost of the inventory bought from Blackwell Science, Oxford University Press, and Elsevier. However, the real value of buying the book inventory was that IUPAC books continued to be available to those who need them. Dr. Jost commented that sales through Amazon.com continued to be strong and that this distribution channel was probably reaching people who would otherwise be unaware of the availability of these books. Sales of some books were mainly through Amazon, rather than directly from the IUPAC web site.

## 20. IUPAC WEB SITE AND PUBLICITY ABOUT THE UNION

Dr. Jost reviewed the written material. He noted that the IUPAC web site continued to attract more than 300 000 hits per month. Anecdotal evidence indicates that many of these visitors are not connected in any way with IUPAC. More usage data is needed but the time and effort required to analyze the data has not been available. Comments were made that further improvement in the navigation on the site was needed. Dr. Jost noted that the original site was designed for use by members of IUPAC bodies, not the public. The redesign had improved navigation for the public, but with the increased visibility of the site it may be time to undertake a further design effort.

Dr. Becker commented that IUPAC should consider its Public Relations more

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systematically. While the website has made more people aware of IUPAC and the new *CI* is a more attractive face for the Union, more effort should be put into determining target audiences and devising messages for those audiences and ways to reach them. He noted that at a meeting of the Chemical Heritage Society a report was presented describing press coverage of the CHS. The report made the point that experts in the field valued coverage in the editorial pages of a publication much more highly than advertisements. A rough estimate of the value of a news item could be determined by multiplying the cost of an equivalent number of column inches of advertising space in the publication by a factor of 2.5.

### 20.1 PROPOSAL BY JOE BUNNETT FOR A "WHITE BOOK ON CHEMISTRY"

Dr. Becker reviewed correspondence he and Prof. Sydnes had with Prof. Joseph Bunnett regarding a proposal to develop a report on the contributions of chemistry to human welfare during the 20<sup>th</sup> century as a means of enhancing the public image of chemistry. Prof. Sydnes gave a positive reply and asked that this matter be placed on the EC agenda for discussion and suitable action. Prof. Sydnes pointed out that CCE is concerned with the public image question and that this is an agenda item for the World Chemistry Leadership Meeting in Ottawa. Meanwhile, Dr. Hayes suggested that this would provide an opportunity for IUPAC to highlight the contributions of the chemical industry and perhaps to improve IUPAC's relations with industry.

Dr. Przybylowicz described the Technology Milestones project of the ACS on the occasion of the commemoration of its 125<sup>th</sup> anniversary. As part of the development of the Technology Milestones, a large amount of data had been collected. Prof. Sydnes commented that All-Chemie had done something similar on a smaller scale aimed at the political leadership of the European Union.

Dr. Przybylowicz noted that Dr. Edwin Chandross (Bell Labs, retired), a member of the ACS Selection Committee, was interested in further development of the data collected by the ACS. He suggested that a project to develop a user-friendly, searchable database on the achievements of chemistry might be funded by a foundation.

Dr. Becker proposed that a project proposal be developed with Dr. Przybylowicz as Task Group Chairman. Prof. Ohtaki noted that the National Committee of the Science Council of Japan had written a report on the benefits of chemistry. He offered to have this report translated into English.

The Committee approved Dr. Becker's proposal and Dr. Przybylowicz was asked to develop a project proposal.

*Action: Arrange for translation of SCJ report into English.*

*Responsible: Prof. Ohtaki.*

*Action: Prepare project proposal to develop a user-friendly, searchable database on the achievements of chemistry.*

*Responsible: Dr. Przybylowicz.*



## 21. IUPAC BODIES

### 21.1 NOMINATIONS FOR DIVISION COMMITTEES

Dr. Becker reported that the NAOs were asked to suggest candidates for nomination to Division Committees and to some Standing Committees. A summary of the responses was included in the Agenda Book for information. Dr. Becker has approved the composition of Division Nominating Committees on behalf of the EC. A summary was provided in the Agenda Book, and the EC was requested to ratify these approvals.

Prof. Nefedov commented that many of the Nominating Committees lacked geographic diversity. Prof. Steyn suggested that no two members of a Nominating Committee should be from the same NAO. Dr. Becker noted that by requesting nominations from the NAOs the pool of candidates for the Division Committees had been greatly expanded. He also commented that the paramount requirement for membership on a Division Committee is still good science.

### 21.2 CONTINUATION OF JOINT COMMISSION ON BIOCHEMICAL NOMENCLATURE

Dr. Becker reviewed the written report, noting that at the Bureau meeting in Paris, Dr. McNaught presented a proposal for reestablishment of JCBN under the management of Division VIII. Discussions with IUBMB are ongoing, with draft Terms of Reference now being finalized. The President and EC are now asked to appoint the three-person committee required by IUPAC Bylaws to make a formal recommendation to the Bureau and Council. The Executive Committee approved the appointment of Dr. McNaught, Dr. Becker, and Dr. Jost as the three-person committee required by the Bylaws.

### 21.3 RATIFICATION OF MEMBERSHIPS APPROVED BY CORRESPONDENCE

Dr. Jost reported that there had been no memberships approved by correspondence.

### 21.4 FUNDING FOR COMMISSIONS

Dr. Becker reported that Division II had requested a variance from the rules governing the use of the Division budget to allow the funding of a meeting of Commission II.1 at Ottawa and raised the question of future funding of commissions. The immediate request did not increase the total budget, but did allow a larger operations budget at the expense of the Division project budget. Dr. Buxtorf commented that there was a need to continue to be strict about the guidelines for the use of Division funds for operations and projects. The Committee, after a brief discussion agreed that the request, as approved by the Treasurer, was justified but did not feel it was necessary to change the guidelines and instead felt that future requests of this sort should be decided by the Treasurer, in consultation with the Secretary General, on the merits of the individual request.

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### 22. PROJECTS

#### 22.1 SUMMARY OF CURRENT STATUS

Dr. Jost described the reports provided to the Committee on the status of current projects. He again noted that Divisions were probably going to be significantly under budget for the biennium.

#### 22.2 CHEMICAL WEAPONS TREATY

Dr. Becker noted that, as reported to the Bureau in Paris, a successful workshop was held in Bergen, Norway, 30 June to 3 July 2002, with 79 attendees from 34 countries. A report on the workshop and on the findings emanating from discussions at the workshop was presented to the Director General, Organization for Prohibition of Chemical Weapons [OPCW] on November 5 2002. The report was distributed also to the 144 States Parties to the Convention and was widely disseminated to NAOs, national chemical societies, chemical industry trade associations, the scientific press, and groups interested in disarmament. Although there is only limited feedback, the report seems to have been well received. The workshop proceedings [14 of 20 lectures] were published, along with a reprint of the report to OPCW as the complete December 2002 issue of Pure and Applied Chemistry. This issue was again disseminated widely. He reported that over USD 100 000 had been provided by outside funding sources with only USD 10 000 in IUPAC funding.

#### 22.3 RESEARCH AND EDUCATION IN MIDDLE EASTERN COUNTRIES

Dr. Becker reported on the status of this project, initiated by the International Activities Committee of the American Chemical Society. The project is aimed at organizing a symposium in early December 2003 on the Mediterranean island of Malta that will include representatives from the United States and the Middle East [Egypt, Israel, Iran, Jordan, Lebanon, the Palestinian Authority, Saudi Arabia and Syria]. The event, entitled "Frontiers of Chemical Sciences: Research and Education", is designed to use the vehicle of a small symposium to bring together scientists to identify unique opportunities for collaboration to solve environmental and educational problems.

The ACS will manage the project, but the organizers were eager to have IUPAC as a co-sponsor. Invitation letters will be co-signed by the President of IUPAC and the President of the ACS. A principal goal of the Symposium will be to capture the attention of national governments by inviting the best-qualified chemical scientists from those countries to discuss how chemistry can address the problems of the region. To that end, the organizers have enlisted six Nobel Prize winners eager to participate as plenary lecturers and conferees. They are: Dr. Claude Cohen-Tannoudji, Dr. Roald Hoffmann, Dr. Yuan T. Lee, Dr. Mario Molina, Dr. Jean-Marie Lehn, and Dr. Ahmed Zewail.

IUPAC has allocated USD 5000 to this project, which is to be partially matched by a USD 2500 contribution from ACS funds. The total cost of the symposium

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is estimated at USD 130 000. The ACS is seeking funds from government and private foundation sources, which ACS will partially match.

#### **23. NAME AND SYMBOL OF ELEMENT 110**

Dr. Becker reported on the status of the recommendation for a name and symbol for element number 110. A joint IUPAC-IUPAP Working Party (JWP) has confirmed the discovery of element number 110 (*Pure Appl. Chem.* Vol. 73, No. 6, pp. 959-967 (2001)). In accord with IUPAC procedures the discoverers, at the Gesellschaft für Schwerionenforschung mbH (GSI) in Darmstadt, Germany, have proposed a name and symbol for the element. The Inorganic Chemistry Division Committee now recommends this proposal for acceptance. The proposed name is darmstadtium with symbol Ds.

This is now a Provisional Recommendation, which is available on the IUPAC web site and is open for public comment for a period of five months, as prescribed by Bylaw 2.11. The Council will be asked in Ottawa to approve the final Recommendation.

The name and symbol are not expected to be controversial, hence may not arouse a great deal of interest from the press. However, we will try to obtain suitable publicity in Ottawa via a press release and perhaps a press conference. Representatives of the GSI are being consulted and may wish to participate in any relevant events held in Ottawa.

*Action: Prepare Press Release, coordinate with Congress organizers & GSI.*

*Responsible: Ms. Abernathy.*

#### **24. INTERACTIONS WITH UNESCO AND ICSU**

Dr. Becker reviewed a meeting he had with Dr. Maciej Nalecz, Director of the Division of Basic and Engineering Sciences of UNESCO on 14 February 2003 in Washington. Dr. Nalecz noted that Dr. Alex Pokrovsky plans to retire in March 2004. Dr. Pokrovsky has been IUPAC's main contact at UNESCO. Dr. Becker suggested that it would be important to maintain good communications with both Dr. Nalecz and Dr. Pokrovsky during this period to ensure continued support from UNESCO for IUPAC projects. Prof. Sydnès agreed to arrange visits when he was in Paris on other business with both Dr. Nalecz and Dr. Pokrovsky. Dr. Nalecz had promised to arrange a meeting with Dr. Walter Erdelen, the Assistant Director General for Natural Sciences, if given sufficient advance notice.

*Action: Arrange meeting with Dr. Nalecz.*

*Responsible; Prof. Sydnès.*

#### **25. BUREAU MEETING, 13-14 AUGUST, OTTAWA**

##### 25.1 MEETING PLANS AND ARRANGEMENTS

Dr. Jost reviewed the arrangements for the Bureau meeting at Ottawa. The meeting of the Bureau will take place on the University of Ottawa Campus on

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Wednesday afternoon and all day Thursday, 13-14 August. As usual, there will be a catered lunch in or near the meeting room on Thursday. There will also be a lunch meeting of the Bureau on Sunday immediately after the Council meeting. Reservations have been made at the Novotel for all Bureau members who have not made other arrangements. Dr. Becker noted that all the IUPAC officers have been invited to a reception for the US Young Observers on Friday, 8 August.

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

After a brief discussion, the Committee agreed to accept the invitation of the Indian NAO to hold the next Executive Committee meeting in Bangalore. The date was set for 3-4 April 2004.

*Action: Arrange EC meeting in Bangalore.*

*Responsible; Dr. Jost.*

#### **27. ANY OTHER BUSINESS**

There was no other business.

Prof. Steyn adjourned the meeting and thanked the members of the Committee for their contributions to the two days of fruitful discussions. He noted that they had covered a long agenda and accomplished a great deal. He then expressed the thanks of the Committee to Prof. Sydnes for the excellent arrangements.



## *International Union of Pure and Applied Chemistry*

### *Fund Policy Statements*

#### **1. PURPOSE**

Biennium Operating Reserve Fund This fund shall contain an amount of money equal to the currently approved biennium budget minus the operating funds for the publications. It is the prime financial protection for the Union in the event of a severe worldwide economic downturn.

General Assembly Special Fund This fund is to be used to supplement the expense of holding General Assembly meetings in locations where the costs are considerably more expensive than the norm. General Assembly meetings such as the recently held one in Brisbane, Australia and the upcoming 2005 General Assembly in Beijing, China will draw on this fund.

IUPAC Endowment Fund This will be treated as an “endowment fund”, that is, only the interest earned on the principal in this fund will be used for special projects of a broad nature that enhance the stature of the Union. For example, the recently established IUPAC Prize for Young Chemists will be supported by the proceeds from this fund. Other projects approved by the Executive Committee and the Finance Committee may be supported by this fund..

Special Funds IUPAC encourages individuals and organizations to participate in its mission. While in most cases this takes the form of collaboration and participation in IUPAC projects, it can also be financial aid to various IUPAC activities. Such financial aid can directly support specific IUPAC projects, or it can be set up as a special fund that is used to accomplish certain goals over a period of time or in perpetuity.

#### **2. Investment of Funds**

The aggregate of these funds is managed as a single long term portfolio according to the IUPAC Investment Policy and the guidelines contained therein.

#### **3. Allocations to Funds**

Biennium Operating Reserve Fund This fund shall contain an amount equal to the total approved budget for the next biennium.

General Assembly Special Fund The level of this fund shall be set by the Finance Committee at its annual meeting. The maximum held in this fund is \$250,000 USD. (At the present time, 1 March 2002, it totals \$150,000 since \$100,000 was approved to be used to support the higher expenses of the 2001 General Assembly in Brisbane, Australia)

Special Funds Any funds which are set up as Special Funds shall have the principal amounts designated according to agreements with the Division controlling these funds.



The principle contained in these funds will appear as separate line items in the accounting documents of the organization.

IUPAC Endowment Fund The level of this fund shall be the residual long-term portfolio after allocations for the Biennium Operating Reserve Fund, General Assembly Special Fund and any Special Funds are subtracted.

#### **4. Disbursement Guidelines from Funds**

Disbursement of funds from these accounts must be approved by the Finance Committee, or the Treasurer and Chairman acting on behalf of the Finance Committee.

As needed funds from the Biennium Operating Reserve Fund and General Assembly Special Fund may be approved for disbursement, decreasing these funds until new levels are established at the annual Finance Committee meeting.

Disbursement of Special Funds shall follow the following guidelines:

1. The goals for which such a special fund is established must be consistent with and support the IUPAC mission and goals.
2. The purposes of the fund should be defined and the body or group within IUPAC that is responsible for administering the funds should be specifically identified (i.e. is it a Division Committee, the President of IUPAC etc.).
3. The fund should be categorized as either an endowment (i.e. only the interest on the money will be used to fund projects) or a consumable fund (i.e. a fund in which both the interest and some principal will be used until the fund is exhausted).
4. The money in the fund shall be invested in the long-term IUPAC investment portfolio and shall earn the prevailing interest based on the portfolio of fixed income instruments in the IUPAC portfolio such as bonds and fixed income funds. In recent years this has provided an annual return in the range of 5 to 6%.

The disbursement from these special funds will be under the control of the responsible group subject to all the guidelines contained in this policy and the accepted IUPAC practices for reimbursed expenditures such as travel and subsistence.

The IUPAC Endowment Fund will maintain its principal and the funds available for disbursement will not exceed the annual yield on this fund at the fixed interest rate (bonds and fixed funds). Currently that is 6.0%.



International Union of Pure and Applied Chemistry

## INVESTMENT POLICY STATEMENT

### 1.0 PURPOSE

The purpose of this document is to identify a set of investment objectives and constraints, asset allocation parameters, performance measurement benchmarks, and guidelines for the International Union of Pure and Applied Chemistry (IUPAC) long term investments. The investment policy statement is intended to assure the Officers, Executive Committee and Bureau of IUPAC that reserve assets are being invested in accordance with the best long-term interests of IUPAC, given the following considerations:

- IUPAC's risk tolerance, or its willingness to withstand substantial losses due to adverse market conditions.
- IUPAC's need to obtain real, or inflation-adjusted, growth in its asset base.
- IUPAC's requirement for current income to support IUPAC programs and activities.
- IUPAC's liquidity requirements, or its need to maintain adequate cash balances to accommodate share withdrawals from the long term portfolio when needed.

### 2.0 INVESTMENT OBJECTIVES AND CONSTRAINTS

#### 2.1 Objectives

The primary objective of having reserve funds is provide continuity in the programs set out in the IUPAC Strategic Plan regardless of short term financial discontinuities and disruptions. With this objective, the reserve funds must (1) provide protection for biennial operating expenses, (2) provide for periodic, planned extraordinary expenses (such as moving the Secretariat), (3) provide for extraordinary expenses in connection with General Assembly and Congress meetings held in regions of the world which would increase the normal expenses, and (4) support endowed programs of the organization. It is expected that under normal circumstances, the National Subscriptions plus other annual sources of operating income will cover normal operating expenses.

To meet these objectives the reserve funds of IUPAC must earn an annual real, or inflation adjusted (OECD), total return of 4.5%. It is recognized that the real return objective may not be achieved during each year, however, the fund will be structured to enhance the probability of earning an annualized real return of 4.5% over the long term.

The risk tolerance of the organization should be viewed as moderate. Volatility in the fund's returns can be tolerated provided that there are reasonable expectations that the fund will achieve its desired return over the long term. The reserve portfolio will not be structured to incur unnecessary risk. On an overall portfolio basis, risk shall be controlled through the use of more than one asset class as well as a regional distribution of investments throughout the world, consistent with the investment objectives.



## **2.2 Constraints**

The liquidity requirements of the reserve funds are minimal. At least 2% of the fund shall be available on short notice (30 days) for conversion into liquid assets without significant penalty.

Since IUPAC's 501 (c)(3) tax-exempt status extends to the reserve funds, tax considerations are not a constraint in the management of this fund.

## **3.0 ASSET CLASSES AND ALLOCATION**

In order to minimize the total risk of the reserve funds, three asset classes will be utilized in order to derive the benefits of diversification. Accordingly, the investment portfolio will be managed as a balanced fund consisting of mutual funds, bonds, and cash equivalents.

Asset allocation will be structured to achieve the primary objective of an inflation-adjusted annualized return of 4.5% over a full market cycle. Based on historic performance over the twenty-five year period from 1975-1999, a low-risk portfolio providing this level of return would be comprised of 25% large-company equities (average annual real return of 13.2%) and 75% fixed income instruments having an average annual real return of 5.4%. This assumes an historic average inflation rate of 3%.

As a guideline, the Finance Committee will review and adjust the ratio of equity-to-fixed income on an annual basis or more frequently if necessary, to provide the expected return. The equity percentage in the portfolio is expected to vary from 20 to 40% of the portfolio.

The balance between stocks and bonds will be determined by prevailing capital market conditions and the relative valuations between asset classes.

## **4.0 PERFORMANCE MEASUREMENT**

### **4.1 Total Return**

The primary objective of the fund is to achieve an annualized total return, in real terms, of 4.5% over the long term. In terms of relative performance, the objective will be to outperform a benchmark portfolio. The return on each asset class will be that of its respective market index (i.e. MSCI-North America, MSCI-Europe, Lehman Brothers Aggregate Index, etc.). Analysis of the actual return of the reserve fund as compared to the benchmark portfolio will determine if adjustments need to be made to the portfolio. While this analysis will be done on a quarterly basis, adjustments to the portfolio shall be made on an annual basis after review and discussion of the portfolio performance at the Finance Committee meeting early in the year.

## **5.0 REPORTING**

The Chairman of the Finance Committee and the Treasurer will report on the performance of the reserve funds at each meeting of the Executive Committee and as appropriate at the Bureau and Council meetings.





### Year 2002 Performance

For the year 2002, the long-term portfolio showed the following performance in comparison with the relevant indices.

<u>Asset Class</u>	<u>Percent of Total Assets (Ave. during Yr.)</u>	<u>Annual Total Return</u>	<u>Annual Weighted Return</u>
Equities	44%	-18.3%	-8.1%
Bonds	55%	11.2%	6.2%
Cash Equivalents	1%	2.0%	0.1%
Total	100%		-1.8%
MSCI-North America	27%	-23.6%	-6.4%
MSCI-Europe	17%	-20.1%	-3.4%
LBCB Index	56%	11.0%	6.2%
Total	100%		-3.6%

- MSCI is the Morgan Stanley Capital Index that is reported country by country as well as by region. The LBCB Index is the Lehman Brothers Corporate Bond Index, which is reported annually.
- Annual Weighted Return is the Percent of Total Assets (Average during the Year) in a given Asset Class multiplied by the Annual Total Return.

It is interesting to note that the IUPAC Total portfolio performed somewhat better than the portfolio predicted by the indices (-1.8 vs. -3.6%). The equity portion of the IUPAC portfolio performed better than the combined indices for Europe and North America whereas the IUPAC bonds performed only slightly better than the Lehman Bond Index.