

IAIA Publication Committee
Minutes of the meeting May 24, 2006
Stavanger, Norway

Prepared by J. Baker

Reviewed by A. Bond

Present:

Alan Bond (Chair), United Kingdom
Jill Baker (Board Liaison), Canada
Maria Partidario (Chair, Editorial Board Committee)
Richard Grasseti, USA
Jennifer Howell, IAIA Headquarters support
Bill (and Gill) Page, United Kingdom (IAPA publisher)
Bill Ross, Canada
Young-il Song, Korea
Ben Harris-Roxas, Australia
John Kitetu, Kenya
Collins Norberth Chinedu Ugoghukwu, Germany

Apologies: Emanuele Santi
Keith Wiseman

1. Approval of the minutes:

The minutes of the last year's meeting of the Publications Committee were approved. The minutes and actions items were used to guide the agenda for this year's meeting (see further agenda items).

2. IAPA

This year, the Editorial Board meeting preceded the Publications Committee meeting, and so the Journal Report was summarized by M. Partidario (Chair) and B. Page (Publisher). The main points from the year were noted as:

a. Social Science Citation Index (SSCI) – (B. Page)

Inclusion of the journal on the Social Science Citation Index remains a priority for the journal. B. Page noted that IAPA had previously applied to the SSCI and had been turned down, notably due to the reason that IAPA papers were not being adequately referenced in other journal articles. He observed that it was not possible to quantify exactly how many such citations would be needed as it depended *inter alia* on exactly which journals were looked at for the assessment, and not even SSCI could tell this in advance; and that then doing the count was a

specialist job. The other SSCI element was peer review of the journal as a whole; as with any peer review, the exact requirements could not be specified and the guidelines are not a public document.

ACTION: Bill Page, along with A. Bond and J. Baker were to get in contact with the SSCI staff and get some clarity on the nature of the criteria and determine what it is that IAPA (and IAIA) need to do to improve our chances at being successful in the next attempt for SSCI status.

b. Format of IAPA (M. Partidario)

Some investigations had been carried out during the year by both the Publications Committee and the Editorial Board with respect to the request by the Board of Directors (2005 Boston meeting) to review the format, layout and design of IAPA.

Through discussions at the meeting, it was decided to stay with the A4 format for IAPA, notably due to the fact that it allowed the Publisher to print on 100% post-consumption recycled paper without much wastage, and reduced paper wastage when articles are photocopied or printed from the online version.

It was further decided not to change the name of the journal at this time, but to investigate a change in the design of the cover, to allow for more of an emphasis on the Impact Assessment part of the title, and less emphasis on the Project Appraisal part. The re-design of the cover page would need to be coordinated with the design changes that are on-going with the web site re-design to ensure consistent format and corporate image.

It was reported that the position of Associated Book Review Editors (ABRE) of IAPA was ended, and that Carys and Maria would write a letter to thank ABREs for past services and inform acting them that the position was finished; at the same time, reference to ABRE will be deleted from the journal.

ACTION: It was suggested that the Publications Committee contact the web design sub-committee (ie. J. Howell) to look into the possibility of having the web designers assist with the re-design of the IAPA cover.

c. Report from Publisher on status of IAPA (B. Page)

- i. Overall sales of IAPA were on the rise in comparison with the previous year (library subscriptions)
- ii. Four issues were produced on time with a special edition produced in the September 2005 issue on IA Follow-up.
- iii. IAPA is available on the web, however there may still be poor knowledge among members of on-line access. It is difficult to

determine what percentage of members are accessing the journal via the web largely due to the nature of library subscriptions vs. membership.

ACTION: J. Baker to take survey (i.e. show of hands) at the Annual Meeting to see if the membership accesses IAPA on-line. In the next few months, J. Baker to put a short article in the Newsletter reminding the membership that they do have access to IAPA on-line.

3. Newsletter report (J. Howell).

Jen indicated that the newsletter continues to work well. Two key points regarding the Newsletter were:

a. Professional News Contributors

Although there was an attempt to revitalize the Professional News Contributor list over the last year, this failed to bring in the results expected. It was recommended that, as a 'test', the call for News items be sent out to all IAIA members rather than just the limited distribution list.

ACTION: J. Howell to decide which edition of the Newsletter to run this 'test' and then do it, monitoring the response.

b. Sections/Affiliates

It was noted that there is limited information provided by the various Sections and Affiliates in the Newsletter. It was recommended that a call be put out to these groups specifically requesting information items for the Newsletter.

ACTION: J. Howell to put out these calls to the Sections/Affiliates prior to publications of the Newsletter.

4. Remit of the Publications Committee (A. Bond)

A. Bond provided an overview to all members (as there were a few new members present) of the roles and responsibilities of the Publications Committee.

5. Report on actions of the Publications Committee over 2005-06

Where present at the meeting, the leaders of the various actions reported back on progress over the year. Full details of progress are reported in the Publication Committee annual report 2005-2006. In addition to agenda items #2b and #2c above, the following Action Items were included in the Publication Committee's Plan:

- a. **Identify the appropriate publics to target with IAIA publications, using the previous work for SAP Statement #3 as the starting point. From the results, indicate how to do this including: identify whether additional publications might be necessary, for example “Layperson Liaison Publications” (brief publications informing the general lay public on what EIA is, its applications, how the public can get involved etc.), “Technical Publications” (providing guidance for preparing or reviewing EIA documents).**

Richard Grassetti reported back on progress over the last year. Richard suggested that these publications be no more than 1-2 pages in length, and that he could do a first cut at them himself, starting with the three IAIA Principles and Practices papers that have already been produced (HIA, biodiversity, public participation), as well as the next two that are expected soon.

ACTION: This Action to continue next year. It was recommended that Richard follow through with his recommendation above, and then take them back to the appropriate sections for their ‘approval’.

- b. **Continue to work with IAIA Executive and Sections to develop a robust process for approving and developing the IAIA Principles and Practice Series.**

Three of these are already published: 1) SEA, 2) SIA, and 3) Biodiversity. Health and Public Participation are currently in the pipe.

During the review of the last one (public participation) it was recommended that when Sections are developing these papers, that they follow a standard format. A. Morrison-Saunders assisted this by recommending a ‘template’; this will be shared with other sections as they develop their own P&P papers. It was reported that Angus Morrison-Saunders and Jos Arts were producing a Follow-up Principles and Practice document expected some time in the coming year.

It was discussed that there was a concern that only P&P papers would be developed for those areas of IA where we have sections set up. It was suggested that there is a need to have a strategy for determining how to get at other areas outside of the sections, and target other professions such as biology, engineering, architecture.

ACTION: AB to formalise template as a requirement for future publications in the series.

- c. **Form a sub-group to monitor listserver activity and to develop a strategy for their development and effective use.**

B. Roxas-Harris attempted to identify the use of the List Servers, and then to determine how best to expand their use. At the time of the meeting, Ben had

identified five different types of List Servers (based on a scan of various web sites), all of which varied from a very active use type to a relatively passive use.

Ben recommended that there needs to be an analysis of the various Lists Servers that exist and their users to determine what are the 'successful' components, with the goal of figuring out how to promote them and ultimately increase the activity of all the List Servers. It was recommended that Ben discuss this issue with the various sections lead that have active List Servers.

ACTION: This will be an on-going action item for the next year.

d. Form a sub-group to work on the Key Citation Series to formulate a policy for the future of those key citations not specifically associated with an IAIA Section.

At the meeting in 2005 in Boston it was decided that for those Key Citations that do not correspond to the Section's themes, these will remain within the remit of the Publications Committee, and that the committee may decide to either sunset them or maintain in some other way. There was no progress on this item over this year and therefore it will be carried over to the next year as an on-going action item.

6. Proposal to the Board of Directors regarding the “Development of Environmental, Social and Ethical policies for IAIA “

ACTION ITEM: J. Baker to raise this at the Council meeting as well as discuss with the Board of Directors during their meeting on Saturday, May 27th.

7. Web site re-design (J. Howell)

HQ now has the resources to re-design the web site and will do so over the next 3 months (needs to be completed in this time frame). J. Howell requested assistance for the review of the proposed changes as the site is re-designed. J. Howell was thanked for all her hard working on this initiative.

ACTION ITEM: Ben Harris-Roxas, Bill Ross and Maria Partidario to assist J. Howell in the redesign process.

8. Publications Committee Membership

It was noted that a number of long-term members had stepped down from the Committee, and new ones had joined. A. Bond had agreed to be the Chair for one more year (at the request of R. Hamm) and it was noted that a new Chair would need to be identified for the 2007/08 meeting (a Chair is appointed by the Board of Directors for a 3-year term).

ACTION ITEM: A. Bond to finalise membership and new chair for next year.

9. Council meeting

J. Baker agreed to represent the Publications Committee at the IAIA Council Meeting on Friday May 26th.

Close of the meeting: A. Bond thanked everyone for the time and efforts over the past year.