

IAIA Publications Committee 2005-06 Annual Report to the Board of Directors

2005-2006 Committee Members

Alan Bond (Chair), United Kingdom
Jill Baker (Board Liaison), Canada

Daniel Bronstein, USA*
Richard Grasseti, USA
Ben Harris-Roxas, Australia*
Jennifer Howell, IAIA Headquarters support
Young il-Song, Korea*
John Kitetu, Kenya*
Bill Page, United Kingdom (IAPA publisher)
Maria Partidario, Portugal (Editorial Board)
Emanuele Santi, World Bank (currently in Ghana)*
Keith Wiseman, South Africa

NB. new members for 2005-2006 marked with an asterisk.

Members from 2004-2005 who stood down at Boston:

Carmen Theresa Senior Carballo, Venezuela
Aleg Cherp, Hungary
Joseph Milewski, USA/Canada
Peter Tarr, Namibia

Also Maureen Hill is no longer a member of IAIA and has been removed from the committee

General Review of responsibilities of the Publications Committee:

The IAIA Publications Committee has overall responsibility for overseeing all IAIA publications activities, excepting those directly pertaining to the Annual Meeting and other specific events. The Publications Committee is responsible for other IAIA publications including the *Newsletter*, promotional materials, the Website, the ListServers and the Key Citation lists.

There is a separate Editorial Board for the Journal – IAPA – responsible for advising the Journal Editors and the Publications Committee on matters relating to the content of the Journal.

2005-06 Activities of the Committee and Changes to Publication Activities:

Development of Action Plan

The committee finalized its Action Plan for this session, agreed by the Board, as follows:

1. 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).
2. Continue to work with IAIA Executive and Sections to develop a robust process for approving and developing the IAIA Principles and Practice Series.
3. Form a sub-group to monitor listserver activity and to develop a strategy for their development and effective use
4. 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
5. Form a sub-group to work on, and implement, ways of improving knowledge amongst IAIA members of access via the web to the Association’s Journal – Impact Assessment and Project Appraisal
6. Form a subgroup to revisit the issue of the layout and design of IAPA and make appropriate recommendations for any changes (if any)

In order to work on the various actions as efficiently as possible, committee members were divided such that each Action has a leader and a working group of two others as indicated in the following table (name in bold is leader).

Action 1	Richard Grassetti , Keith Wiseman, Emanuele Santi, Maureen Hill
Action 2	John Kitetu , Jill Baker, Keith Wiseman
Action 3	Ben Harris-Roxas , Alan Bond, Jill Baker
Action 4	Daniel Bronstein , Alan Bond
Action 5	Carys Jones , Colin Kirkpatrick, Bill Page, Daniel Bronstein, Maureen Hill, Young il-Song, John Kitetu, Ben Harris-Roxas
Action 6	Emanuele Santi , Carys Jones, Colin Kirkpatrick, Bill Page, Young il-Song

The Actions deal with the Strategic Action Plan Statements as follows:

- Action 1 – builds on SAP#22
- Action 2 – SAP#29 is relevant
- Action 3 – No specific SAP Statement, but action based on an identified problem
- Action 4 – SAP#24 is relevant
- Action 5 – No specific SAP Statement.
- Action 6 – No specific SAP Statement, but action based on an identified problem

Action 1 - Appropriate publics

The Publications Committee is working on the preparation of one-page (or less) summary sheets for distribution by IAIA HQ to the general public summarizing the following:

Impact Assessment

Social Impact Assessment
Health Impact Assessment
Public Participation
SEA
Biological Impact Assessment/Biodiversity
Economic Impact Assessment
EMS

Each tear sheet will include a brief definition of the term/field as well as a brief outline of important IAIA and members' activities in each of these. We anticipate completion of these sheets by the end of the summer, 2006.

Action 2 – Principles and Practice Series

New Principles and Practice papers have been submitted (or will be before Stavanger) on:

Biodiversity
Public Participation
Health

These are currently approved on the basis of reviews by the Board, in particular, Angus Morrison-Saunders, and by the Publications Committee. Recent reviews have led to a suggested common format as follows:

- Introduction
- 1. Definition of subject area (alternatively, What is ...?)
- 2. Objectives of subject area procedure
- 3.1 Basic Principles
- 3.2 Operating Principles
- 3.3 Developing Guidelines (alternatively, Guidelines for Development)

Ideally, some form of template is still needed for the papers to be submitted in the future and for those which might need updating.

Action 3 – Listserv activity

Report from Ben Harris-Roxas:

The listserv working group has been identifying options for actions that may be pursued to address concerns over the level of IAIA listserv activity, or the perceived lack thereof. These have included a descriptive analysis of current activity levels across the IAIA listservs and a review of relevant literature on listserv communication. This has resulted in the development of a schema of listserv types:

- **Discussion listservs**, characterised by a relatively large number of participants (20 or more) who engage in discussion and debate and also by a high volume of email traffic. It is worth noting that even in the case of highly active discussion

listservs the proportion of subscribers who actively participate is rarely more than 20%.

- **Facilitated listservs**, characterised by a small number of active participants who prompt and promote discussion amongst subscribers. They are distinct from discussion listservs not because of the volume of email traffic but because it is a small group of participants who tend to initiate and respond to the bulk of discussion occurring on the list.
- **Announcement listservs**, characterised by most email communication taking the form of announcements. Most IAIA listservs appear to currently fall within this category.
- **Moderated listservs**, characterised by a limited number of people who are allowed to send emails out to the list. They are distinct from announcement listservs because of deliberate technical barriers to discussion and response emails.
- **Defunct listservs**, characterised by small volumes of email traffic, typically less than 4 emails per year.

These sets of listservs are clearly not exclusive, in fact many listservs change from clearly being one type to another over time. Instead the first four will be used as notional groupings for recommended actions that will be presented to the IAIA board.

Next steps for the listserv working group include comparative analysis of the activity of listservs that fall within the schema outlined above and the identification of options for promoting each of the various types of listservs, based on the comparative analysis and the literature review. The issue of listserv sign-up procedures has already been identified as a possible area for further attention. A number of servers are marking the automated-response listserv confirmation emails as spam, making it difficult for potential subscribers to know if they successfully subscribed or if the listserv is simply inactive.

Action 4 – Key citation series management

Aleg Cherp met with the Sections Committee at the Boston conference and subsequently submitted the following report:

1. The Sections will assume responsibilities for those of the Key Citations series that correspond to their themes.

1.1 A.Cherp will provide the Sections with brief guidelines on compiling a Key Citation publication (copy to PC).

1.2 A Section will pass its Key Citation publication to A.Cherp for technical editing and passing to the Web master. This will only be done in the beginning to look after formatting.

1.3 Thus the Sections will maintain some of the existing Key Citation publication series and add new ones.

2. Those Key Citations that do not correspond to the Section's themes will remain within the remit of the Publications Committee that may decide to either sunset them or maintain in some other way.

As such, this action was suspended pending a discussion at the Stavanger meeting to decide how best to go about formalizing a system for those citations under the remit of the Pubs Committee.

Action 5 – Knowledge of web access to IAPA

Carys Jones reported that the decision had been taken to place reference to the availability of the journal, free to members, on the front cover of every issue. The first issue this was actioned was September 2005.

Committee to consider at meeting – need to monitor this and/or find evidence for change in access.

Bill Page reported that:

When free online access for members started in April 2005, IAIA's electronic newsletter announced it. Every issue of IAPA since then where space has permitted (4) has had a full-page advertisement mentioning this access. When at IAIA'05 it became anecdotally apparent that many members did not know of this free access, Richard Fuggle drew members' attention to it at the Awards Ceremony. The front covers of all issues from December 2005 have drawn attention to its online availability, using a reversed-out block, to make it more conspicuous. It mentions access through the IAIA website, and that issues back to 1999 are there - free to members. We think the navigation on the IAIA website itself is clear.

This shows how many papers have been downloaded each month via the IAIA website:

Year	Month	Number of member downloads
2005	January	0
2005	February	0
2005	March	0
2005	April	22
2005	May	63
2005	June	41
2005	July	15
2005	August	39
2005	September	102
2005	October	50
2005	November	55

2005	December	15
2006	January	52
2006	February	96
2006	March	37
2006	April	33

The time series is too short to permit much analysis. With 1,300 or so members, % or fewer are using this every month. The data is only the numbers by month; we have no way of knowing whether the usage is concentrated amongst relatively few members. The above total to 621 downloads. In the same period, non-members clocked up 4,900 (exactly) from the Ingenta site. So IAIA members going through the IAIA website accounted for around 11% of all downloads during this period.

We have no benchmark against which to judge this usage is, although it does not feel high. But members have the printed edition anyway, so may only need the online version for older issues - and they may feel little need to look at old issues. On the other hand, non-members usage includes students and other library users, and it would be disappointing if libraries used the online version less than members!

We do not currently know if:

- members are still insufficiently aware of the access; or
- members know of it, but the print version meets most of their needs.

So we do not know if we have a problem. We could find out by conducting a formal survey if possible by, for instance, emailing all members and asking them if they know they had free access. What seems much easier at this stage is for members of the committee, and others, to ask people at IAIA'06 and seek an informal indication. If many members show ignorance, that would then suggest the service needs more publicity, probably including through the IAIA newsletter

Action 6 – IAPA new format

Report from Carys Jones:

The Publications Committee of IAIA was asked to consider possible changes to the layout and design of IAPA during 2005-2006 as one of its Action Items. At the same time the current editors were also exploring whether a change in title and format was desirable.

IAPA is currently printed in an A4 format with the text in two columns, whereas most other academic journals adopt a different size and single column format. The editors favour a change to both design and title to enhance the standing and 'visibility' of the journal. A move to a standard academic journal format and size would allow IAPA to be more clearly recognised as an academic research journal. A change in the title is also favoured to signal more clearly that the journal covers a broader range than project level issues and is interested in attracting contributions from all areas of impact assessment.

The editors contacted all members of the Editorial Board in December 2005 to solicit their views on these two issues: were Editorial Board members in favour of changing the layout, design and size of the journal; and were they in favour of amending or changing the title? Where members were in favour of changing the title they were invited to make suggestions.

The majority of Editorial Board members responded, and were unanimously in favour of changing the layout and design.

There was broad support for consideration of a change in the title, although some respondents were not in favour. Others provided some suggestions for possible new titles.

The editors felt that, based on the responses and relative strength of support, initially just the layout and design should receive immediate attention leaving a possible change in name for further debate. As a prelude to exploring the cost of changes in layout and design, the editors began preparing 'mock-ups' of the journal in alternative formats. Overall, it was felt that any new format should embrace single column text, without 'extracted highlights'.

The publisher also began to consider the implications of any new format. Two key issues that have arisen relate to the quality of paper specified for use by IAIA – namely 100% post consumption reclaimed paper – which does not appear to be readily available in any other sizes than A5, A4; and the potential to be unable to recycle a journal in a smaller format due to the glue used in 'perfect' binding as opposed to using staples. Consequently emails have been sent to the Editorial Board and selected authors publishing papers in IAPA to gather views on format and information relating to paper and binding. In addition, an email was sent in the IAIA info email sent May 2nd 2006:

4. Request from Alan Bond, Chair, Publications Committee

"IAPA is considering different publishing options which may involve different page sizes and different binding approaches. In order to find out about the recycling implications of different proposals, and broader environmental implications, we are seeking information from you on the practice in your own country/region. Please tell us:

- 1) the region/country you are advising us of
- 2) whether stapled ("saddle stitched") texts (of the size of IAPA) are accepted and recycled by recycling organisations
- 3) whether glued ("Perfect binding") texts (slightly thicker than IAPA) are accepted and recycled by recycling organisations
- 4) IAPA is currently printed on 100% post-consumption reclaimed paper. This paper is commercially available in Europe only in a size suitable for an A4 publication (or A5, etc), unless more trimming is accepted (which creates waste). Do you know of European paper merchants who stock all-post-consumption reclaimed recycled paper in sizes other than SRa2?
- 5) Concerning the photocopying of journal articles, or the printing of online pdfs of articles: Is there any hard information on whether much paper is wasted when the journal size is different from the paper size in the copier or printer paper tray?

6) Are there any other environmental aspects of journals production about which you have hard information?"

Reply to Alan Bond at alan.bond@uea.ac.uk.

At the time of writing the annual report – three emails had been received in response to this.

Proposals to the Board:

There is one proposal to the Board as detailed below.

1. Title of the Proposal

Development of Environmental, Social and Ethical policies for IAIA

2. Contact information (who is this submitted by/when)

Alan Bond on behalf of the Publications Committee, April 2006

3. The issue is ...

Recent discussion on the format of IAPA (see annual report for Pubs Committee) have highlighted the fact that decision-making proceeds in the absence of environmental, social and ethical policies. Good business practice is that such policies should be in place and should constrain activities accordingly and be integrated into Management Systems as appropriate.

IAIA is not ready for a Management System, but should aspire to one. In the short term, it should develop appropriate policies to demonstrate that it not only preaches good practice, but also implements it.

4. Alternatives (for each alternative, include cost in time, money, resources, advantages, disadvantages)

The direct cost implications are nil of developing policies. Indirect implications may involve a move away from cheapest options in all cases to reflect policies adopted, where affordable.

The alternative is to continue as at present without policies. The implications are long-term damage to credibility of IAIA and potentially long-winded debates around decisions, such as, format of the journal.

5. Who is/would be affected

Publications Committee in short term development of policies. All IAIA members and, in particular, Board and Executive, in long-term implementation of policies.

6. Recommendation

The proposal is that the Publications Committee develops Environmental, Social and Ethical policies which can guide the future activities of IAIA for referral to the Board. The recommendation would be that IAIA adopts Environmental, Social and Ethical policies as soon as it reasonably can.

Alan Bond
May 5th 2006