

# IAIA Publications Committee Meeting

Minutes Wednesday, 7 May 2008 | 17:30-19:00 | Meeting Room 2, PCEC | Perth, Australia

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## Attending

Bill Ross (Chair beginning 08), Canada (2<sup>nd</sup> year)  
Charlotta Faith-Ell (Board Liaison/Interim Co-chair), Sweden  
Jos Arts, The Netherlands (2<sup>nd</sup> year)  
Miguel Coutinho, Portugal (2<sup>nd</sup> year)  
Ben Harris-Roxas, Australia (3<sup>rd</sup> year)  
Galina Ivanova, Australia (2<sup>nd</sup> year)  
Maria Rosario Partidario (IAPA Editorial Board Chair), Portugal  
Maya Villaluz, Philippines (2<sup>nd</sup> year)  
Jennifer Howell, IAIA Headquarters support/interim co-chair  
Ben Varkalis (1<sup>st</sup> year),  
Iñigo Sobrini (1<sup>st</sup> year)  
Bill Page (IAPA Editor), UK

## Absent

Young-Il Song, Korea (3<sup>rd</sup> year)  
Irena Brnada, Croatia (2<sup>nd</sup> year)  
Richard Grassetti, USA (3<sup>rd</sup> year)  
Collins Norberth Chinedu Ugochukwu, Germany) (2<sup>nd</sup> year)  
Daniel Bronstein, USA (2<sup>nd</sup> year)

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### 1. Welcome and introductions.

Bill Ross welcomes everybody and especially the new members, Ben and Iñigo.

Three members are leaving the publications committee: Richard Grassetti, Daniel Bronstein, and Ben Harris-Roxas. The committee thanks them for their work for the committee.

### 2. Selection of secretary.

Jos Arts.

### 3. Review and adjustments to agenda.

There was a question about the mandate of the committee

Answer: The IAIA Publications Committee has overall responsibility for overseeing IAIA publications activities, excepting those directly pertaining to the annual meeting, to the content of the journal (IAPA), and other specific events. The Publications Committee is responsible for other IAIA publications including the Newsletter, promotional materials, the Web site, the listservs, and the Key Citation lists.

### 4. Review of ongoing activities and reallocation of tasks as needed.

1. Bill Page to ensure that IAPA Online instructions offer the option for either online or e-mail submissions.  
*Ongoing, Bill reports when it is in force.*
2. Recruit volunteers for Newsletter Network Contributors.  
*Newsletter has to little material. Should be 100-250 words. Quarterly publication. Is a responsibility of the entire committee.*  
*=> per member asking 3 persons who send in articles. Other ideas:*

=> in internet IAIA-info reminder to IAIA members to send in info to newsletter  
 => include in the newsletter info about the request to (and how to) send in material  
 => encourage PhD students to send in info about their research and queries for info of IAIA members

3. Define the Publications Committee's role, responsibility, and policy in taking the lead to develop and maintain the Principles and Practice series.  
*Responsible: Jos and Maria. Bill will join the group as work duties permit. There will be principles published about Cumulative Effects Assessment, Cultural Heritage. Furthermore it can be expected that especially the sections are interested for preparing new issues for the principles and practices series. The idea is that the various issues should comply to a certain format (that links up with previous principles) and that they would be reviewed. PM: should we actively solicit for new principles issues.*
4. Further develop the proposal presented in Seoul to use wiki software to develop Position Papers (SAP U14).  
*Lead was Richard Grassetti. Ben Varkalis was suggested as a new lead. The issue was tabled until the midterm meeting.*
5. Monitor listserv activity and develop a strategy for their development and effective use.  
*Lead was Ben Harris-Roxas. Miguel does take up the lead. Some of the listservs are actively monitored, e.g. HIA. Last year some haven't been active at all. Suggestions for improvement:*
  - *change all listservs to open forum and check if facilitators are active*
  - *open up listservs to non-members?*
  - *Why not making it a mandate of the sections? Communicate this via the chair of the sections (Lea), make them responsible*
  - *Check of all listservs whether they are accessible*
  - *New listservs are started on 'kind request' by headquarters*
  - ⇒ *Miguel does a check / measurement: if the listserv is not active after 6 months a 'red flag' is given, after another 6 months the listserv is discontinued*
  - ⇒ *Miguel contacts Ben Harris-Roxas for info and informs the committee and especially Charlotta about progress (mid-term; dec.08).*
6. Formulate a policy for the future update of key citations not specifically associated with an IAIA Section.  
*Responsible: Maria and Maya (and Bill) prepare a short proposal for discussion in the committee by mid-term. This will be discussed next conference.*
7. Develop an update schedule for key IAIA documents available on the website, to include, at least: Key Citations, Guidelines and Principles documents, Special Publications.  
*Responsible: Charlotta, Irena, Iñigo and Young-il.*  
 => *make an inventory of what documents already exist (mid-term?) Is related to agenda point 3 and 6.*
8. Identify key documents and/or Web pages to be provided in several languages.
  - a. Identify primary languages.  
*Responsible: Charlotta, Galina, Miguel, Iñigo and Bill.*  
*Much discussion, no clear decision. Question is use 5 UN-languages or just English. Check needed of primary languages of members. Discussion in board needed?*

- b. Marina Khouteleva (Board Director) to identify countries or regions that would benefit from hard copy delivery of resource materials.

*Preliminary research completed. Further research required? No, first clarity on languages (see 8a)*

*=> Jen sends out the info to committee members.*

- c. Identify two individuals for each document/language.

*Responsible: Entire committee*

*No, first clarity on languages (see 8a)*

*General: Much discussion on this issue. First clarity needed on language and which are key document to translate.*

*=> new action: identify key documents by Ben (lead), Iñigo and Marina. Involve affiliate if there is one.*

### **Anticipated additional tasks in 2008-2009**

1. There may be an action upcoming to develop or a glossary of terms. Further details may be provided by Bernice Goldsmith.  
*No information available at the meeting.*  
*=> Action Bill.*
2. Review updated Web site and publications, including membership brochure, newsletter, and high-impact flyer.  
*Jen: Serious work on the website will be made in august.*  
*The issue of income from advertisement was discussed. However, there is a potential for too much advertisement. We need to prepare a policy for advertisement*
3. Other tasks as requested by the Board or others.

End.

Prepared by Jos Arts.