

**IAIA Publications Committee**  
**Minutes of the Meeting 6 June 2007**  
**Seoul, Korea**

*Prepared by J. Howell*  
*Reviewed by B. Ross, C. Faith-Ell, Publications Committee*

**Present**

Bill Ross, Canada  
Charlotta Faith-Ell (Board Liaison), Sweden  
Jos Arts, The Netherlands  
Ben Harris-Roxas, Australia  
Maria Partidario, Portugal  
Collins Norberth Chinedu Ugochukwu, Germany  
Miguel Cotinho, Portugal  
Maya Villaluz, Philippines  
Bill (and Gill) Page, United Kingdom (IAPA publisher)  
Jennifer Howell (Headquarters support)

**Apologies**

Richard Grasseti, Daniel Bronstein, Young-il Song, Irena Brnada, Galina Ivanova

**1. Approval of the minutes**

The Committee noted that minutes of last year's meeting had previously been approved via e-mail.

**2. IAPA**

M. Partidario reported main points from the Editorial Board meeting, which preceded the Publications Committee meeting.

**2a. Social Science Citation Index (SSCI).** B. Page has initiated the process for another attempt to include IAPA on the Social Science Citation Index. As IAPA is still insufficiently cited, the Editorial Board recognizes that this attempt is unlikely to be approved. The Editorial Board appreciates suggestions, input, and citations.

*ACTION: The IAIA newsletter will add a permanent call for submissions and request for citations. (An ongoing notice that IAPA is available online is already standardized.)*

**2b. New paper submission procedure.** The Editorial Board discussed options for improved on line paper submission procedures. B. Page will be preparing a proposal detailing costs for the Board of Directors.

**2c. Publication of conference "Best Poster."** The Editorial Board welcomes the idea, but winning poster authors need to be advised that the submission needs to be submitted as a paper and will be subject to peer review as are other IAPA submissions.

**2d. Report from publisher on status of IAPA. (B. Page)**

**2d(i).** There has been both a higher number of submissions and a higher number of rejections at the outset of the review process, which is resulting in quality improvement and reduced demand on reviewers.

**2d(ii).** Because book review editors M. Partidario and A. Morrison-Saunders are being more selective the process is moving a bit more slowly.

**2d(iii).** Due to Colin Kirkpatrick's upcoming retirement, IAPA is looking to a new cycle of editorial appointment. The IAPA board and editors need to begin planning for a new editor.

**2d(iv).** Library subscriptions are up 5% from last year, and IAPA Online has received approximately 10,000 hits in the last two years. Cross-references also continue to increase.

**2d(v).** The Board of Directors is about to approve open access to back issues of IAPA (2 years old and older); this will help increase visibility and familiarity.

**2d(vi).** BeechTree has invested a substantial amount of money into marketing to potential Chinese subscribers.

**2d(vii).** M. Partidario noted that the journal was top-rated as a member service/product from Charlotte Bingham's May 2007 "Presidential survey."

**2d(viii).** B. Ross noted problems with online submission of documents and therefore urged that the system be carefully done to reduce problems.

*ACTION: B. Page will check that IAPA Online instructions offer the option for either online or e-mail submissions.*

### **3. Newsletter report**

J. Howell reported that the newsletter generally continues to work well, with the exception of the declining number of submissions generated by the News Network Coordinators (NNC) for the professional news section.

The Committee discussed a number of options, including assigning a full-time editor to seek news items, Headquarters staff's seeking and sharing of news items (noted staff already does this), getting the NNC together as a group, asking for specific news, or completely revitalizing the NNC list.

*ACTION: Each Publications Committee member will recruit 5 persons to join the NNC. J. Howell will contact each member of the current NNC; those who reply and indicate interest will remain on the list; all others will be dropped.*

*ACTION: J. Howell will review and update the information and instructions for all news contributors (i.e., the NNC and the "in-house" groups such as Affiliates and Branches, Sections, Committees, and special projects) as appropriate.*

The Publications Committee noted its appreciation for the ongoing work of Rich Fristik and Bram Noble, editors of the professional news.

### **4. Remit of the Committee and working practices (with reference to development of environmental, social and ethical policies for IAIA).**

B. Ross asked for clarification of the Committee's remit, particularly in relation to the proposal the Committee submitted to the Board on "Development of an ethical and sustainability policy and guidance for IAIA." B. Page noted that proposal was initiated with the IAPA's self-review of environmentally-friendly practices, and the suggestion that environmental policies should be addressed more broadly by IAIA. The Committee noted that the issues related to the Publications Committee have been addressed and the issue as a whole should be considered by the Board of Directors as appropriate.

**5. Identify appropriate publics to target with IAIA publications and, from the results, identify whether additional publications might be necessary.** Richard Fuggle and Richard Grassetti had been involved with this task, which was initiated by the Board of Directors.

*ACTION: J. Howell will follow up with Fuggle and Grasseti and/or the Board of Directors regarding the status of this action.*

#### **4. Template for the IAIA Principles and Practice series.**

The Committee noted this task has been completed, thanks to Alan Bond and Angus Morrison-Saunders.

M. Partidario noted that the series started in 1998; early and subsequent publications have been developed generally due to individual initiatives. The Committee determined that it is time to be more proactive in calling for new documents.

*ACTION: J. Arts and C.N.C Ugochukwu, with M. Partidario's assistance, will define the Publications Committee's role, responsibility, and policy in taking the lead to develop and maintain the Principles and Practice series. B. Ross will join the group as soon as work duties permit.*

#### **5. Monitor listserv activity and develop a strategy for their development and effective use.**

B. Harris-Roxas reviewed main findings as submitted in the Committee's report to the Board of Directors regarding inactive listservs, factors that facilitate listserv activity, and suggestions for successful future functioning of the listservs. Monitoring of the listservs will be ongoing.

*ACTION: J. Howell will discontinue inactive listservs (Environmental Law and Ethics), will review the Use of Listservs policy and update it if needed, and will contact listserv facilitators regarding the policy and emphasizing the important of good facilitation to ensure proper use and function of the service.*

#### **6. Web site**

The Committee acknowledged the ongoing work on the Web site. J. Howell reported that ongoing delays and technical issues continue to be worked out. The company hired to do the original update is expected to have all remaining problems resolved by 15 July. After that time, a different company will continue updates and add new features.

The Committee expressed its appreciation to the Web Site Task Force, consisting of B. Harris-Roxas, R. Ross, M. Partidario, B. Page, A. Morrison-Saunders, William Veerkamp, and Ross Marshall.

#### **7. Other business**

##### **8a. Response to Capacity Building in Biodiversity and Impact Assessment (CBBIA) requests.**

1. CBBIA guidance documents may be posted on the Web, provided that credit is given to IAIA and that IAIA's logo appears on the document(s). A disclaimer to the effect that the material may not reflect IAIA's view/does not imply IAIA endorsement should be included.

2. The Committee recognizes the issue of intellectual property of individual authors and hence would expect them to be listed as authors; however, if material is developed under the IAIA banner in the course of an IAIA project, credit should be given to IAIA. IAIA's logo should appear on the document(s), and a disclaimer to the effect that the material may not reflect IAIA's view/does not imply IAIA endorsement should be included.

3. It is acceptable for CBBIA to investigate other routes for outputs (i.e., book publishers) and as with #2, with appropriate credit to IAIA. See the Prague document Handbook on SEA, being edited by Sadler et al. as a model.

*ACTION: B. Page will provide the disclaimer text.*

Note: Bill Page was traveling following the conference and was thus unavailable to send the text by the time CBBIA needed it. J. Howell sent the following text to B. Ross and C. Faith-Ell, who approved it, and then forwarded the text to CBBIA. *"The contents of this document are for informational purposes only and do not necessarily reflect the views or policies of the International Association for Impact Assessment."*

*ACTION: J. Howell to write up Committee response and circulate to Committee prior to Committee's official reply to CBBIA.*

**8b. Leadership of the Committee**

Alan Bond is stepping down as chair of the Committee. Bill Ross has agreed to take over the chair when his work duties permit approximate estimation January 2008). Until that time, Charlotta Faith-Ell and Jennifer Howell will act as interim co-chairs.

The Committee expresses its thanks to Alan Bond and to Jill Baker, previous Board liaison.

Close of the meeting: B. Ross thanked everyone for their time and encouraged new Committee members to be actively involved in the year ahead.

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