

Minutes of the meeting of the Analytical Division Committee (Commission Chairs), Manchester, May 6 and 7, 2000.

Present: F. Ingman (President), D. Moore (Vice-President), J. van Staden (V.1), R. Lobinski (V.2), R. Smith (V.3), G. Gauglitz (V.4), S. Rondinini (V.5), R. Byrne (V.6), V. Kolotov (V.7), D. Shaw (V.8), K. Powell (Secretary).

1. President's remarks.

Folke Ingman welcomed all participants and thanked Roger Smith for making all the practical arrangements for the meeting. He reminded the meeting of the outcomes from the first meeting of Commission Chairs in Idstein, January 1998, at which the implications of the SDIC report (abolition of all Commissions in 2001) were discussed.

Folke Ingman reported on his discussions with the Secretary General. In these he presented a possible future format for the Division, one involving Advisory Groups attached to individual DC members or groups of DC members. He read a letter from George Wilson, President of the Physical Chemistry Division. He outlined the following points from the letter: (a) Division I will petition the Bureau to retain the Nomenclature Commission (Physicochemical Symbols, Terminology and Units) (b) Division I is considering a committee structure with an executive of 4 (President, President-elect, Past President and Secretary) and (c) the concern of Division I as to how, in the absence of Commissions, the new DC will maintain its established range of activities.

2. Approval of Agenda.

The Agenda as circulated was approved, with the addition of discussion of the Orange Book.

3. Stakeholders.

There was a wide-ranging discussion. The Division needs to be more pro-active in identifying and working with stakeholders. In the past it has tended to 'follow' rather than 'lead' and has therefore lost leverage with stakeholders. The Division must aim to give end-users what they need, not what it has to deliver. It must produce reports that communicate in a format and with an emphasis that is relevant to them. It should work with stakeholders towards finding consensus on contentious issues and should encourage them to comment on IUPAC recommendations before they are published. The activity of the WP on pH was cited as a good example of how links with stakeholders should operate.

Examples of stakeholders that were identified included ISO, legal/government organisations that adopt IUPAC recommendations, chemical and pharmaceutical associations, trade organisations. It was noted that, to be appealing to commercial stakeholders, project outputs should not involve commercially sensitive data or issues but should be of generic value. This factor is less critical in the case of trade organisations and government agencies. Projects on traceability, uncertainty and detection limit were identified as examples of the latter. The Division needs to identify stakeholders who are willing to put money and manpower into projects.

4. Objectives.

The Division has a responsibility to identify potential customers for all of its project outputs. It is responsible for both 'immediate' needs (with identifiable stakeholders) and 'developing' needs in the areas of (a) data evaluation and (b) terminology and nomenclature.

The meeting resolved that the Division should promote the establishment of a world-wide index of 'active analytical chemists'. This resource would assist in identifying stakeholders, contributors and reviewers. As this would be a major activity requiring access to databases held by NAO's, then the compilation of data into a standard format, this task will be recommended to the Secretariat for implementation.

(Action: D. Moore.)

Nomenclature was identified as one of the ongoing responsibilities of Division V. The meeting resolved that the Orange Book should be updated continuously as new nomenclature and terminology is established from Division projects. This project has high priority. It would require that the stepped approach to change using the book volumes be replaced by a dynamic approach using the web. To effect this change the Division will require direct access to an electronic version of the Orange Book. Does Blackwells have the only electronic copy? Integrity of the web site would be ensured by Division approval of any changes and access controlled by the President. This resolution will be the basis of a recommendation to the SG.

The Orange Book is important for IUPAC publicity and outreach. Use of the web for this and related documents would improve the 'visibility' of IUPAC. The web version of the Orange Book should have a comprehensive indexing system to allow searching based on key words. The question of payment for web access was discussed. This was considered to be unworkable except through a system of indirect payments by library subscriptions to IUPAC publications.

The meeting also resolved that a 'nomenclature checker' should be developed so that all project documents could be checked for consistency with IUPAC terminology.

5. IUPAC and Division 'visibility'.

It was noted that IUPAC is not visible at major national or international conventions, such as Pittcon, Achema and Analytica, that are frequented by stakeholders. Such venues are a forum for IUPAC to listen to stakeholders and to promote its products. This will be the basis of a recommendation to the SG.

It was agreed that involvement of all contributors to IUPAC projects should be more generously acknowledged. It will be recommended to the Secretariat that all members of project task groups, including contributing stakeholders (not just the co-ordinator) should be acknowledged on the IUPAC web site entries (and in the Blue Book).

It was noted that IUPAC now encourages publication in both PAC (obligatory) and a second journal.

It was noted that the attempt by the Division to be included in the program for the next Congress was not successful. It was agreed that Division V should move now to establish its involvement in the program at the IUPAC Congress in Ottawa.

(Action: F. Ingman.)

6. Project development, submission and evaluation.

6.1 Project Development.

Profound concern was expressed over the expected increased difficulty in establishing a balanced portfolio of projects, and dedicated voluntary task groups with project 'ownership', in the absence of Commissions. How do we attract 'experts' to projects when the work must be voluntary and may lead to a PAC publication that has a low impact factor?

It was considered that the current review process and emerging IUPAC structure will be a disincentive to externally sourced projects. The opinion of the committee is that it will narrow rather than broaden the basis of participation.

The meeting identified 'Uncertainty in chemical measurements' as a generic issue in Analytical chemistry that may be the topic for a future project. It is relevant to the activities of V.1, V.3, V.4 and V.5 and possibly also the pharmaceutical industry.

6.2 Project Submission

With the change to the new format the Division's throughput of projects is likely to decrease from the present 10-20 per year to around 4-8 per year.

The meeting acknowledged the benefits from the Secretariat's efficient processing of Project submissions. It will suggest to the Secretariat that initial receipt of project forms should be acknowledged in a letter to the submitter that also outlines the review process and likely timescale for review.

The meeting identified a number of improvements that could be made to the Project Submission Form. These will be communicated to the Secretariat:

- (a) Full details of all participants should be recorded on the form
- (b) Full budget details should be given for all proposed expenditure, including the level of travel funding for each participant.
- (c) The division of work between task group members should be specified.
- (d) The major work components should be specified (so that progress relative to objectives can be assessed)
- (e) Dates for progress reports to the relevant Division or WP should be specified.
- (f) Key words should be recorded.
- (g) There should be confirmation that Outside Reviewers have agreed to act.

(Action: K. Powell)

It will be recommended to the Secretariat that at least one of the OR's of the project proposal should review the final document.

It will be proposed to the SG that for Division V:

- (a) Two types of project will be considered: those with a zero budget and those requesting funding.
- (b) Project submissions for funding will be assessed twice each year; the 'closing dates' will be published on the web.
- (c) There will be three categories of funded project: small (funding up to ca. \$3,000), large (funding up to ca. \$8-10,000) and above \$10,000 (requiring referral to the Program Committee).
- (d) Projects will be ranked in each funding period to determine those that will be funded.

The Division is willing to receive projects that are submitted as completed works but these must go through the full review process.

6.3. Completion of Current Projects.

The meeting determined that projects with poor prospects for completion must be terminated at or before the Brisbane GA. It adopted the following criteria: any approved Commission-based project (with project number) for which a draft has not been circulated for Commission review before the Brisbane GA meeting will be terminated by the Division. It is the intention that any draft be fully reviewed by the Commission before the GA so that informed debate on the continuation or termination of each project can occur. For projects that are to continue beyond the

2001 GA a new project submission will be required; such applications will be fast-tracked by the Division.

Commission chairs will be asked for a report on all projects prior to the Brisbane GA. These will be discussed at the meeting of the Division Committee prior to Commission meetings in Brisbane.

The status of all current Commission projects was reviewed. Only those projects completed or requiring special action are noted here:

Commission V.2: Project 520/23/97 is the only problem. A decision on its future will be made at the even year meeting.

Commission V.3: Project 530/11/97 has been terminated. Project 520/9/95 will probably be terminated.

Commission V.4: Projects 540/17/95 and 540/23/97 have been terminated.

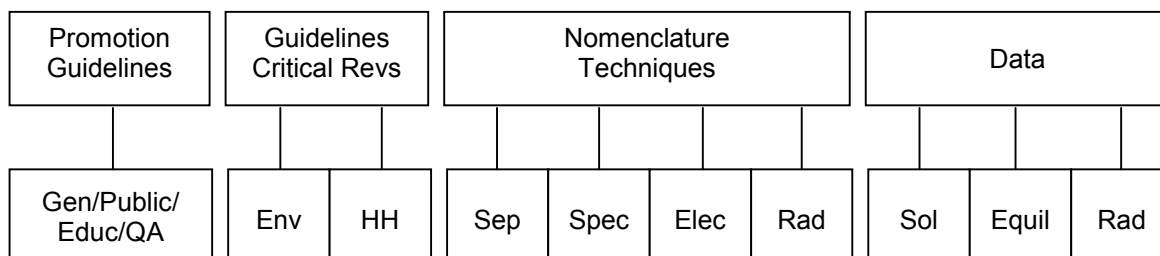
Commission V.5: Four projects have been sent to PAC in camera-ready form. Project 550/65/97 has been cancelled. Although work on the project 'Recommended procedures for performance evaluation of electrochemical sensors' (Umezawa and Lindner) has continued since July 1999, the Secretariat has no record of this proposal; the Project Proposal must be resubmitted. The meeting suggested that the proposed project 'Uncertainty of pH measurements employing glass electrode cells' be deferred.

Commission V.6: Concern was expressed regarding the lack of progress on two projects, 560/36/93 and 560/38/95. The Division will write to the chairman of V.6. to indicate that the Commission meeting in Lisbon must make a final decision on whether these should proceed beyond the Lisbon meeting. It is the recommendation of the Division that both be terminated: (a) Project 560/36/93 should be terminated because of lack of substantive progress since the first draft was submitted, and (b) Project 560/38/95 should be terminated because, on the basis of the first two drafts, it is unlikely that the document will fulfil IUPAC criteria for critical content.

Commission V.7: Projects 570/12/89 and 570/15/91 are with PAC. Project 570/13/89 has been published on the web. Project 570/18/93 has reached the ADC for review.

7. Division structure

The Division model proposed at the Idstein meeting was considered appropriate after changes to the group designators. This model consists of 4 groups:



The objective is to maintain a portfolio of good projects that cover these 4 groups. It is possible that not all groups will have active projects at one time. Each group will be served by 1-3 Division members and an Advisory group of four. The task of the advisory groups would be to work with the DC member(s) in identifying emerging

topics, nomenclature issues and needs for databases and their evaluation. Members of the advisory groups would not be funded except through membership of a project team. It will be necessary for the TM and advisory group members to have broad interests and expertise. The Division Committee will have responsibility for fostering inter-Divisional links for new projects. The Commissions will be asked to discuss the possible composition of the advisory groups and to make recommendations to the DC.

8. Division membership.

The meeting agreed on a model similar to that proposed by the Physical Chemistry Division. This would consist of an executive of four (President (term 2 years), Vice-President (2 y), past President (2 y) and Secretary (4 y)) plus 8 TM each elected for 4 years. Four new TM and one or more executive officers would be elected every second year to ensure renewal and continuity.

Through the period 2002-2003 there would be a transitional arrangement with 11 TM on the Division Committee. The present 8 Commission chairs on the Division Committee would continue for 2 years (one elected to Vice-President), through 2003, while 4 new TM would be elected for a 4 year term to start in 2002. From 2003, four new TM would be elected each biennium.

New candidates for TM positions will be recommended by a Nominations Committee. This committee would include at least two Division Committee members and two from outside the Division.

The electorate would consist of all Division Committee members who had served in the previous 4 years, plus all ACD project co-ordinators that had become Fellows in the previous 4 years. A directory of electorate members would be established by the Secretariat.

The biennial elections would be organised by the Secretariat, with voting forms distributed by e-mail (with acknowledgement of receipt) and signed forms returned by post.

9. Flowchart.

The Flowchart is to be revised. It should include a time-line and a reporting procedure (project milestones). When revised the chart will be made available for comment by the Division Committee then by the Secretariat.

(Action: F. Ingman)

The procedure for submission of new projects will be:

- (a) Proposal sent to Secretariat;
- (b) Review by Division Committee (3 weeks);
- (c) Reviewers' comments received by President and conveyed to project co-ordinator;
- (d) Redrafted proposal received by Secretariat;
- (e) Review by ORs (3 weeks); typically two ORs recommended by the proposer, two selected by the DC.
- (f) President makes recommendation to SG.

11. Publication policy.

The DC seeks clarification on IUPAC publication policy. What, if any, are the copyright problems if the principal publication from a project is not in PAC? Should submission to journals other than PAC be through the Secretariat? Can IUPAC arrange joint copyright?

Two current projects of Commission V.7 will lead to databases that are published on the web. It is also intended to make the databases and interrogation software available on CD. What is IUPAC's policy on such publication and distribution? Would distribution be handled by the secretariat?

(Action: D. Moore)

**Meeting of the Analytical Division Committee (Commission Chairs),
Manchester, May 6 and 7, 2000.**

Executive Summary for the Secretary General.

The meeting of Division V Commission Chairs makes the following recommendations and comments:

1. It is recommended that the Orange Book should be made available on the web. This would allow it to be updated continuously as new nomenclature and terminology is established from Division projects. It would require that the stepped approach to change via the book volumes be replaced by a dynamic approach. To effect this change the Division would require direct access to an electronic version of the Orange Book.

The Division considers this to be a project of high priority. The Orange Book is important for IUPAC publicity and outreach. Use of the web for this and related documents would improve the 'visibility' of IUPAC. Integrity of the web site would be ensured by Division approval of any changes and access controlled by the President.

The web version of the Orange Book should have a comprehensive indexing system to allow searching based on key words.

2. It is recommended that the Secretariat should develop a 'nomenclature checker' program so that all project documents could be checked for consistency with IUPAC terminology.

3. It is necessary for IUPAC to improve its visibility at major national or international conventions, such as Pittcon, Achema and Analytica. These conventions are attended by stakeholders and such opportunities for dialogue should not be overlooked.

4. All contributors to IUPAC projects should be more generously acknowledged. It is recommended that all members of project task groups (not just the co-ordinator) be acknowledged in the Blue Book. This will be increasingly important as IUPAC seeks project commitments from outside its pool of TM.

5. The meeting expressed profound concern over the expected difficulty in establishing a balanced portfolio of projects, and establishing dedicated voluntary task groups with project 'ownership', in the absence of Commissions. It is not clear how we attract 'experts' to projects when the work must be voluntary and may lead to a PAC publication that has a low impact factor.

The meeting considered that the current review process and emerging IUPAC structure will be a disincentive to externally sourced projects. The opinion of the committee is that it will narrow rather than broaden the basis of participation.

6. The meeting recommends the establishment of a world-wide index of 'active analytical chemists'. This resource would assist in identifying stakeholders, contributors and reviewers. As this would be a major activity requiring access to

databases held by NAO's, followed by the compilation of data into a standard format, it is recommended that this task be undertaken by the Secretariat.

7. Regarding Division V projects it is proposed that:

- (a) Two types of project will be considered: those with a zero budget and those requesting funding.
- (b) Project submissions for funding will be assessed twice each year; the 'closing dates' will be published on the web.
- (c) There will be three categories of funded project: small (funding up to ca. \$3,000), large (funding up to ca. \$8-10,000) and above \$10,000 (requiring referral to the CPC).
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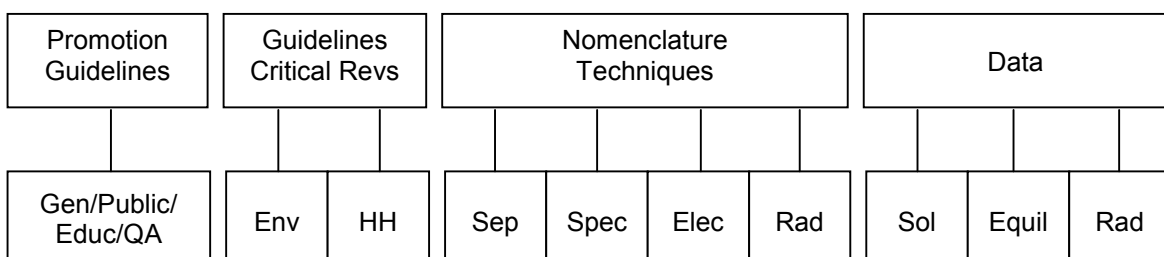
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Commission chairs will be asked for a report on all projects prior to the Brisbane GA. These will be discussed at the meeting of the Division Committee and Commission chairs prior to Commission meetings in Brisbane.

9. Division structure

The Division proposes the model shown in the diagram.

- (a) The Division will consist of 4 groups. The objective will be to maintain a portfolio of good projects that cover these 4 groups. Not all groups may have active projects at one time.



- (b) Each group will be served by 1-3 Division members plus an Advisory group of four. The task of the Advisory Groups would be to work with the DC member(s) in identifying emerging topics, nomenclature issues and needs for databases and their evaluation. Members of the advisory groups would not be funded except through membership of a project team. It will be necessary for the TM and advisory group members to have broad interests and expertise.

- (c) The Division Committee will have responsibility for fostering inter-Divisional links for new projects.

10 Division membership.

The meeting recommends that;

(a) The Division Committee should consist of an executive of four (President (term 2 years), President-elect (2 y), past President (2 y) and Secretary (4 y)) plus 8 TM each elected for 4 years.

(b) Four new TM and one or more new executive officers would be elected every second year to ensure renewal and continuity.

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(d) New candidates for TM positions would be recommended to the electorate by a Nominations Committee that would include at least two Division Committee members and two from outside the Division.

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(g) The biennial elections would be organised by the Secretariat, with voting forms distributed by e-mail (with acknowledgement of receipt) and signed forms returned by post.

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 - (g) There should be confirmation that Outside Reviewers have agreed to act.
3. It is recommended that at least one of the OR's for the project proposal should also review the final document.
4. It is recommended that IUPAC establish a world-wide index of 'active analytical chemists'. This resource would assist in identifying project stakeholders, contributors and reviewers. As this would be a major activity requiring access to databases held by NAO's, followed by the compilation of data into a standard format, it is recommended that this task be undertaken by the Secretariat.
5. All contributors to IUPAC projects should be more generously acknowledged. It is recommended that all members of project task groups (not just the co-ordinator) should be acknowledged in the Blue Book. This will be increasingly important as IUPAC seeks project commitments from outside its pool of TM.
6. It is recommended that the biennial elections for Division committees should be organised by the Secretariat, with voting forms distributed by e-mail (with acknowledgement of receipt) and signed forms returned by post.