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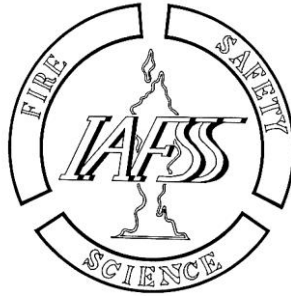
Prof Bart Merci, Belgium

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Wales as a charity, No 800306

MINUTES (final) IAFSS Executive Committee Meeting

In attendance: Patrick van Hees, Margaret McNamee, Bart Merci, Charley Fleischmann, Christopher Wieczorek, Bodzio Dlugogorski, Ed Galea. **Apologies:** Arnaud Trouve, Carole Franks.

Attachment

1. Membership drive.
Patrick reported that since last December when the request of extension of membership and early February approx. 90 members had still not confirmed membership. Patrick sent a personal request to renew membership from the President. Approx. 60% of these have now renewed their membership.

Annex 1: Flyer showing Membership benefits.

In summary, the membership numbers are slightly up which is quite good between conferences, but this is still low as is typical between conferences. At present we have 553 members, approx. 280 full members, 48 life members and 227 student members. Many of these student members do not take on full membership when they graduate which is unfortunate. Last year at the same time there were 547 members in total (263 annual, 40 life, 244 student).

A message from the secretariat is that the reminders to members to renew their membership is quite a burden for the secretariat. Patrick will have a dialogue with the secretariat concerning this issue at Interflam.

We should start a membership drive. There may be a need for a task force on this issue. One of the suggestions previously was that there be a three year term for membership. Ed Galea suggested that we increase the yearly fee to significantly higher than now and the three year membership 3 times the present fee.

ACTION: Patrick will contact Carole concerning membership types

ACTION: Margaret will distribute the present document concerning benefits of membership. All should provide input concerning update of content before the end of April.

2. Report 12th IAFSS (2017).
Patrick gave an update from the host. The decision at the moment is to host the conference on the LTH campus. The plenary meeting room

can host up to 400 delegates. A number of additional lecture theatres are available of varying sizes from 60 persons up to 200 persons. They have launched the website (www.iafss2017.se) etc.

ACTION: Patrick will send a flyer concerning announcement for 12th IAFSS.

Ed gave an update from the Symposium Committee. Everything is falling into place after the first meeting. There is a need for a second meeting which will be called fairly soon.

Bart gave an update from the Program Committee. The Call for Papers has been launched as planned. A license and support has been purchased from EASYCHAIR for the full version of the program. They are presently moving towards updating the reviewer database. There will be a call for reviewers soon. The selection of Plenary speakers will be started soon. Ed commented that it is important that we finalise the Journal connection as soon as possible as this has a bearing on the Symposium authors. Arnaud and Bart have chosen to “play things safe” at the moment by going with the full version of EASYCHAIR to ensure that the paper submission system is as flexible as possible.

Patrick gave a short report on behalf of Anthony for the Award Committee. This is also moving forward as it should although this is on a slightly longer time line.

3. Publication of IAFSS Proceedings.

We have had numerous telephone meetings within this task force under the leadership of Charley.

Charley gave an update from the Task Force set up to discuss with the publishers. The four major publishers have all been contacted. The first point of contact was with Elsevier given our long-standing contact with them. Then Springer (Fire Technology and Fire Science Reviews), Wiley (Fire and Materials) and Sage (Journal of fire sciences) were contacted. Two of them clearly indicated that they would only be interested in cherry picking, i.e. choosing who to publish and who not to. Two of them were interested in publishing the whole set of papers. We have asked both these printing houses to provide quotes for costs based on a list of IAFSS requirements, i.e. visibility of the IAFSS logo, open access to delegates, publication in Special Issues arranged by topics. There should also be a green or gold route depending on the preference of authors. We are also looking at whether the papers would only be available on line or both on line and on-demand printed.

We are presently waiting to hear back from both publishers concerning cost. The intention is that the proceedings will appear as SI with an established journal which has an impact factor. It was noted that Impact factor is important but this will need to be balanced between impact factor and cost.

Charley is expecting responses within the next week or so.

We have asked that the papers be available to members on the journal

website but only Abstracts (potentially Extended Abstract) will be available at the conference. The Program Committee will need to provide a template for the Extended Abstract. If authors do not choose to submit an Extended Abstract then the Abstract from the submitted paper will be used by default. Generally good progress was made with promising proposals.

4. Minutes previous meeting

The actions from the previous meeting were discussed. The following actions items were carried over from the previous meeting.

Annex 2: Final minutes.

ACTION: Patrick will put together an outline for a Membership drive for discussion within the Exec. Committee.

ACTION: Margaret will check with Carole if the present membership database allows us to follow whether members are three-year members or not and where the members are in their membership period.

ACTION: Margaret will check previous minutes to confirm the decision to name one of the awards after Guylene. (NOTE after meeting: This issue was discussed at the NZ meeting of the Full Board but no decision was reached.)

ACTION: Bogdan Dlugogorski will draft a motivation for Sven-Erik Magnusson based on input from Lund, which can be sent to the Full Committee for acceptance of the suggestion.

5. Miscellaneous (including next meeting)

Next meeting for decision concerning publishing. This should be as soon as possible.

About *the* IAFSS



International Association for Fire Safety Science

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IAFSS was founded with the primary objective of encouraging research into the science of preventing and mitigating the adverse effects of fires and of providing a forum for presenting the results of such research. The International Association for Fire Safety Science perceives its role to lie in the scientific bases for achieving progress in unsolved fire problems. It will seek cooperation with other organizations, be they concerned with application or with the sciences that are fundamental to our interests in fire. It will seek to promote high standards, to encourage and stimulate scientists to address fire problems, to provide the necessary scientific foundations and means to facilitate applications aimed at reducing life and property loss. Since its inaugural meeting, the IAFSS has grown to more than four hundred members.

Current members come from Australia, Austria, Belgium, Brazil, Canada, China, Denmark, Germany, Finland, France, Holland, Hong Kong, India, Ireland, Italy, Japan, Korea, Luxembourg, Netherlands, New Zealand, Norway, Russia, Spain, Sweden, Switzerland, Taiwan, United Kingdom and United States of America. The Association is legally established as a charitable organization in England and Wales

BENEFITS OF IAFSS MEMBERSHIP

IAFSS Symposia attendance at special member rates

Discounted Annual Subscription Fees to Fire Safety Journal, the official Journal of IAFSS

Free Access to Springer's Fire Technology

Newsletters

Membership list with contact details

A vote in association affairs

Discounted Symposium Proceedings



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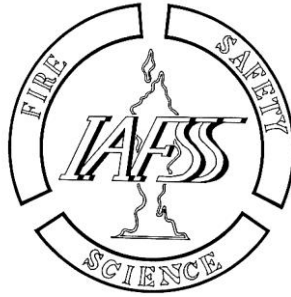
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Attachment

1. Membership drive

Decline in membership due to graduation of students without signing up again.

We are still planning to have a drive, e.g. by outreach to attendants of the recent conferences in Cyprus and Tsukuba. Professor Coppalle and Patrick agreed in Tsukuba that there is a need for a broader plan for membership recruitment. Once this plan is available then Prof. Coppalle would be happy to work on this.

ACTION: Patrick will put together an outline for this plan for discussion within the Exec. Committee.

Another suggestion is that after the Lund conference we might require membership for three years to obtain a reduced conference registration rate. A number of years ago this was considered but it was deemed to be not logistically feasible. Alternatively full fee participants could be offered free membership by ticking a box when registering.

ACTION: Margaret will check with Carole if the present membership database allows us to follow whether members are three year members or not and where the members are in their membership period.

2. Report 12th IAFSS (2017)

Preliminary bookings for meeting rooms are being made. The lectures will be held in the area of the technical faculty. The dates for the conference are finalised (12-16 June 2017) so those who would like to can book rooms now ☺.

Bart Merci gave a report of program progress. The various sessions and chairs/co-chairs for the sessions have been selected. The call for papers has been drafted and will be sent early next year. The paper review

system, EasyChair, will be reviewed and tested again before a final decision concerning whether to use this system or not.

Tuula Hakarainen has compiled a short list of potential Workshop topics which has been agreed for the conference:

Topic area	Title / topic	Proposed leader(s)
Fire emissions and toxicity	Fire toxicity – silent killer?	Anna Stec
Structures in fire	Timber in high rise buildings; Fire structure interaction	Ann Jeffers, Kathinka Leikander Friquin
Wildland fires	Wildfires and WUI fires	Samuel Manzello
Evacuation and human behaviour	Large scale evacuation in case of fire emergencies; New approaches to evacuation modelling	Enrico Ronchi
Special topics	Link between fire science and FSE	Brian Meacham

Anthony Hamins is in the process of putting together the Awards Committee.

In summary, all is going as planned at the moment.

3. Publication of IAFSS Proceedings

Charley is leading a Task Force (Charley, Patrick, Ed, Margaret, Michael Gollner and Beth Weckman) to devise a publishing plan for resolution by the Committee. The aim is to be able to give an indication of whether it will be possible to publish papers in archival journals after the conference to potential authors prior to the submission deadline next year.

The aim is that all papers that do not get included in a special issue are published on the website (as now). All papers that are included in a special issue are linked to the website with access for members only, i.e. not full open access.

The Task Force has approached four publishing houses. The discussion concerning producing special topic editions. The main issue to discuss is whether we would be interested in having a number of special editions all published within a single journal or would it be better to have agreements with several or all of the publishers. The consensus is that it would be preferable to work with a single publisher.

Charley hopes to wrap up the discussions before the end of January. A draft publishing plan should be ready to discuss with the Exec Committee meeting in Feb/March. Aim to have discussed and gained acceptance from Full Committee by June.

The Call for Papers should contain some message that publication in archival journals will be offered after the conference. In the flyer we should at least give the message that we will offer a similar level of publication as that we have presently if not better.

It was agreed that we should contact the authors from the Christchurch symposium to see whether they would be interested in submitting a paper if they have the possibility to be published in a peer review journal, i.e. a targeted survey. This should be done after the publishing plan has been drafted as this can be used as a basis for wording a small number of questions.

ACTION: Patrick will talk to Michael Gollner soliciting his help on launching this survey when it is time.

4. Status concerning Fire Safety Journal

Bart gave a quick status update. The information in the email from Joe d'Angelo is current. Three new co-editors will work with Jose Torero, who will step down by the end of 2016. Patrick hopes to be able to include this information in the next IAFSS Newsletter.

ACTION: Bart will check if we can say something about this in the IAFSS Newsletter.

5. Minutes previous meeting (Full Committee in Japan)

It was agreed in the Young Scientist award that they should have two awards, e.g. Guylene Proulx and Sven-Erik Magnusson.

ACTION: Margaret will check previous minutes to confirm the decision to name one of the awards after Guylene.

ACTION: Bogdan Dlugogorski will be asked to draft a motivation for Sven-Erik Magnusson which can be sent to the Full Committee for acceptance of the suggestion.

The minutes of the Full Committee meeting held in Tsukuba 5th October 2015 mention this and the Full Committee will be asked for their approval after the motivations have been received.

A more appropriate name might be the "Emerging Scientist Award". This should be considered as an alternative.

6. Decision concerning launch of survey on two or three year cycle for IAFSS conference

The results of the survey gave no support for a change to a two-year cycle. As this means that no change is to be made, no formal decision needs to be made. It is noted, however, in the minutes that this point is now closed for the time being.

7. Miscellaneous (including next meeting)

Next meeting February. Margaret will distribute a poll.