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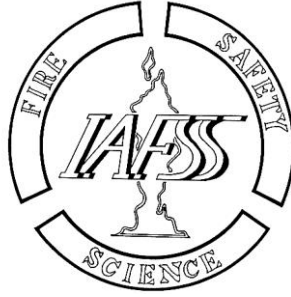
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MINUTES (final) IAFSS Executive Committee Meeting

Venue: Teleconference, 1 hr

Date: 14th June 10 am GMT, 2016

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

Attachment

1. Membership drive

Patrick and Margaret had a discussion with Carole last month. Two main issues:

- Student registration is a burden to keep track of and most students do not stay after they graduate
- Could we have three year membership rather than one year?

Questions: can we decide to remove the free student membership (at least remit to the 50% student fee) OR can we identify a better way to engage the student members to make it more common that students become full members when they graduate?; can we agree to move to three year membership?

What more can we do to retain the students as full members? This year a personal letter was sent from the Chairman congratulating graduating students on achieving their degree and inviting them to become full members. The only replies received were from students who had not graduated and wanted to retain their student status. If we continue this practice it is important that we capture graduation information correctly.

When submitting a symposium paper it is not necessary to be a member of the association. Perhaps we should require all submitters to become members or at least capture submitters who are not members and approach them concerning becoming a member?

2. Report 12th IAFSS (2017)

Everything is going as planned. No problems identified from the host.

The Organising Committee also reported that activities are moving as planned. There are a total of 270 names in the reviewing database which means that there are sufficient for the conference. Just started the nomination process for Keynote speakers. Behind the scenes all is

now being set up in EasyChair.

Awards committee has sent out request for nominations for the various awards.

The Workshops are moving forward as expected also at this point.

3. **Publication of IAFSS Proceedings**

The Chair thanked Charley for his work leading the Task Group and handed over to him to lead the discussion to avoid any conflict of interest as several Executive Committee members are editors for publishers. The document sent out to the whole group by Charley was explained summarised by Charley (see Annex 1).

The Task Group had been charged with coming up with a suggestion for how the society should move forward with the proceedings. The main starting point was that the proceedings need to have an impact factor. The IAFSS does not have the same standing as the Combustion Institute so the possibility to obtain this for the proceedings as they have existed to date (in the short term). Therefore the Task Group contacted the four major publishers, gave them a description of what we were looking for. Charley had initial discussions and the full Task Group had individual meetings with each.

The findings clearly recommend that the IAFSS move forward with Wiley for publication of the proceedings.

The way we would work with Wiley is that the reviews of papers will be uploaded to Wiley and provided the editors are happy with the reviews the papers would be accepted. If there is any uncertainty additional reviews can be requested.

There was some concern that we will lose IAFSS recognition which was allayed by the fact that the IAFSS logo would be on the special issues.

There was a concern that Fire and Materials is clearly related to Materials aspects. This may be a bit awkward for some papers that are outside of the scope. However, they have previously had SI's on Human Behaviour, Tunnel Safety, and other topics outside of the materials scope. It was agreed that this point should be brought up with the journal that they need to look at the text on the website to expand the scope of the journal "officially".

There was concern that a recommendation to publish the proceedings with Wiley rather than Elsevier represents a new direction for the Association where the FSJ could no longer be the official journal of the Association. It was agreed that the agreement with Elsevier will also be looked at again to identify whether there is any conflict, see Annex 2. An initial (post-meeting) review indicates that we would be able to publish the proceedings with an alternative journal after 2017 or earlier if agreed with Elsevier. The Chair will discuss with representatives for Elsevier.

The plan is to have the publishing agreement in place for the Lund Symposium.

Annex 1: Report from Task force on proceedings.

Annex 2: Signed agreement with Elsevier.

ACTION: Executive Committee supports the suggestion from the Task Group, which will be presented as a recommendation from the Exec. Comm. to the Full Management Committee. [Note: Bart Merci respects the recommendation given the input the Task Group received from the four publishers but he regrets the implied loss of the link between IAFSS and Fire Safety Journal.]

ACTION: Charley will draft a reply to the participating journals concerning the decision to be sent after the Full Management Committee meeting at INTERFLAM. Provided a decision is reached an agreement will be put in place to ensure that publication of the Lund Symposium papers can be ensured.

4. **Changes to Secretariat**

Carole explained that after INTERFLAM she will officially retire. The issues that need to be dealt with were included in the annex to the Agenda. The running of the secretariat has changed significantly in recent years, which means that the need for a physical office is not the same these days as previously. Much of the interaction with the membership is through the website. It would be possible to have someone professionally support the website people. One comment from the treasurer is that it is not straightforward to work as treasurer outside of the UK. It is even important to have someone in England as a member of the Board of Directors of the Charity.

This is a topic that needs to be discussed at the Full Management Committee meeting at INTERFLAM.

Carole confirms that membership for 2017 is not a problem but after that we need to have an alternative solution. The society is very England based. Is this something we wish to continue? Should we have another base for the Association in the future?

One thing to take into account is that the cost for membership will increase if we have a three year membership (Membership cost will be 3 times the single year cost) which may impact on the members.

NOTE: The Executive Committee extended their common thanks to Carole for her key role in supporting the Association from its inception.

5. **Young scientist award**

Bodzio asked that Patrick provide some anecdotal information on Sven-Erik Magnusson for inclusion in the write up for the award.

ACTION: Patrick will contact Bodzio after the call.

6. **Decision Ukraine Conference sponsorship**

No contact from others in the Executive Committee and what was found on the internet is not impressive.

Level 2 support is very vague in the guidance document. Bart raised that we should review this document.

ACTION: Margaret/Patrick will contact the organisers and will say they are not eligible for sponsorship.

ACTION: Patrick will review the Guidance document and suggest changes to improve the clarity of the document.

7. **Miscellaneous (including next meeting)**

Next meeting at INTERFLAM. Patrick will investigate telephone access as the number of participants is unusually low this time.

The agenda has been distributed.

The next Executive Committee meeting will be in August/September. Suggested dates will be sent out before the summer break.

To: Executive Committee of the IAFSS

From: Task group on the future publishing of IAFSS Proceedings

Re: Recommendations for Publishing 12th Symposium Proceedings

Nine months ago a task group took on the responsibility of finding the best way for publishing future symposium proceedings. With the changes that are occurring in most frameworks for evaluating research excellence in the academic and research institutions, self-publishing of future proceedings renders our papers of limited value. This is seen as a threat to future symposium with our potential authors choosing to publish in peer reviewed journals with impact factors rather than submitting their best works to the symposium. Therefore, our task group was established to find the best way to publish our symposium proceeding. The terms of reference for the task group were:

1. To define what is the best solution for our proceedings and develop a “wish list” for future proceedings.
2. Investigate what possibilities exist for changes and what is available from different publishers.
3. Submit a proposal to the Exec. Committee with different alternatives.

Over the last several months we have talked with the 4 major publishers in the area of fire research: Elsevier, Sage, Springer, and Wiley. The committee developed the following “wish list” for future publications of our symposium papers:

- Publish most if not all papers in several special issues (SI) of a peer reviewed journal
- Make the process from acceptance of the paper to publication in a SI journal as simple as possible for the author, editors, and publishers while still maintaining the quality of our papers.
- Make the papers freely available to our membership and symposium attendees.
- Maintain our identity by including the IAFSS logo on the papers.
- The SI should follow the “green” route for publication and have the “gold” route available upon request.

The committee also considered the option of publishing the papers as a proceeding in an online service such as Procedia. Such publications do not have an impact factor and so will not meet the needs of our authors.

All four publishers were contacted and expressed an interest in working with the IAFSS to publish our papers. The 4 publishers were interviewed by the task group and the following are the summaries of the individual publisher’s interviews.

Elsevier – publishes Fire Safety Journal and are interested in publishing some but not all of the papers from the symposium. At the time we contacted FSJ the journal was working through the process of selecting new editors and were uncertain what future arrangements might be. Elsevier did contact the task group in Feb 2016 and expressed an interest in publishing papers from the symposium but warned that many of the papers may not be of sufficient quality for publication. **Task group felt the interest from Elsevier was too late and not as favourable as other publishers.**

Springer – publishes both Fire Technology (FT) and Fire Science Review (FSR) and are interested in publishing papers from the symposium although publishing all papers would be difficult. Would like to take the best papers to Fire Technology (FT) and the invited papers to Fire Science Review. Also expressed an interest in the possibility of publishing the papers in a supplement to FT. A supplement is a method of publishing common in for pharmaceutical companies that is somewhere between a trade journal and a peer reviewed journal. **Task group does not wish to split of papers between two journals and were reluctant pursue the supplement option. With other more favourable offers, the task group chose not to explore this option further at this time.**

Sage – publisher of Journal of Fire Science (JFS) and are enthusiastic about publishing the proceedings. Sage expressed a desire to work with the IAFSS to publish all of our papers in JFS. They see the review process being relatively straight forward and would see many of our track chairs acting as guest editors of special editions of our papers. **Taskgroup was very encouraged by the discussion and decided short-list Sage and ask for a quote for publishing our proceedings as SI in JFS.**

Wiley – publishes Fire and Materials Journal (F&M) and are enthusiastic about publishing the proceedings. Wiley expressed a desire to work with the IAFSS to publish all of our papers in F&M. They see the review process being relatively straight forward and would see many of our track chairs acting as guest editors of special editions of our papers. **Taskgroup was very encouraged by the discussion and decided short-list Sage and ask for a quote for publishing our proceedings as SI in F&M.**

Although all publishers expressed an interest in working with the IAFSS to publish at least some of our symposium papers, the task group was able to shorted the list to Sage and Wiley due to their interest in publishing all papers (subject to their final review and agreement of the authors). Both publisher believe that the IAFSS review process is robust and that in most cases it would seem reasonable to use the track chair as the guest editor for the SI of the journal. In addition, both publishers are very keen to have the papers published in their journal. Therefore, the task group asked both journals to submit prices for publishing our proceedings.

A summary of the pricing is given below and is based on 1400 pages published online.

Journal of Fire Sciences (Impact Factor 0.857)

Basic Cost of producing proceedings £35,000-£40,000 GBP

Printing (Bulk printing of proceedings, **shipping not included**)

50	£4,000
100	£8,000
200	£10,500

Fire and Materials (Impact Factor 1.323)

(Converted to GBP for comparison based on US\$1 = £0.67 GBP)

Basic Cost of producing proceedings £23500 GBP

Printing (Bulk printing of proceedings, **shipping estimate included**)

50	£1440
100	£2610
200	£4900

After discussion of the quote the **task group recommends that we publish our proceedings in Special Issues of Fire and Materials with Wiley**. The following summarizes the details set out in our discussions with Wiley:

1. Publish all or most of the papers from the IAFSS Symposium in Fire and Materials split into several (6 -8) special issues
2. Publication of the issues could be distributed through 2017 and 2018 which would be beneficial for the journal to maintain its Impact Factor
3. Each special issue could be overseen by a different editor and they would have clearer editorial responsibilities for the content, special issue editors can write introductory editorials to generate further interest.
4. IAFSS will propose the special issue editor and the editor can work with in the Wiley system with the help of F&M Editors to effect fast publication using the prior reviews to streamline the process.
5. After acceptance, all papers would be professionally copyedited and typeset before appearing online as EarlyView papers prior to appearing in an issue. The papers would be clearly identified as part of the symposium and would receive a DOI (digital object identifier).
6. Wiley can make the symposium papers freely available upon publication to delegates and members. All abstracts would be available to anybody logging onto the F&M homepage on Wiley Online Library and benefit from its search engine optimisation.
7. Abstracts will be available on IAFSS website and linked to the papers on F&M site.



Reply to: Joe d'Angelo
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26 September 2013

Dear Professor Dlugogorski

**Affiliation between INTERNATIONAL ASSOCIATION FOR FIRE SAFETY SCIENCE
and FIRE SAFETY JOURNAL**

It gives me great pleasure to confirm our offer to continue the affiliation of **Fire Safety Journal** (the 'Journal') published and owned by Elsevier Ltd (the 'Publisher') with **The International Association for Fire Safety Science** (the 'Society'). Set out below are the terms and conditions relating to this affiliation, commencing as of 1st October 2013.

Ownership and Rights

The Publisher shall be, as between the parties, the owner of all rights in the Journal, including without limitation the trademark rights and copyright. The Society grants the Publisher the right to indicate that it is associated with the Journal. The notice 'The official journal of the International Association for Fire Safety Science' along with the seal or other trade mark representing the Society, as designated by the Society, may be printed on the cover of, and in other prominent locations within, the Journal. The Publisher may use the name and description of the Society and may also mention its collaboration with the Society in connection with its promotion and distribution of the Journal. The trade name, seal and other identifying trademarks of the Society will continue to be owned by the Society.

Editorial, Promotion, Production, and Distribution

The Society agrees that the current Aims and Scope of the Journal as set forth in Annex 1 are consistent with the Society's purpose. With respect to all matters regarding editorial operations, promotion, production, and distribution of the Journal, the Publisher retains all responsibilities, duties, and rights. Each party will identify a staff member to be the principal point of contact for the other with respect to the Journal.

As an affiliated society, the Society will be offered the opportunity to nominate candidates for appointment to the Editorial Board, which candidates will be officially appointed (or removed) by the Publisher, subject to its approval and that of the Editor-in-Chief. The recommendations for appointment must be made within two (2) months of the end of each tri-annual IAFSS symposium.

Promotion of the Society

The Publisher will provide space on the Journal's website for promotion of Society events and information, and will promote the Society's events via social media. The Publisher will also make available one (1) page per issue to the Society, free-of-charge, for promoting Society events and information.

Member Subscriptions

During the term of this Agreement, Society members will be entitled to complimentary online access to the Journal through restricted FTP access on the Society website. The Publisher and the Society will set up reciprocal links between the website of the Journal and the home page of the Society's website.

Society Commitment and Support

The Society will use its best efforts to give prominence to and promote the Journal to the Members and to the relevant scientific discipline, will endeavour to stimulate the submission of papers of the highest professional standard, and will include regular prominent announcements of the Journal for Members in the Society newsletter, website and other publicity material, free of charge.

In each issue of *Fire Safety Science News*, a Society appointed representative, in consultation with the Editor-in-Chief, will highlight a selection of articles published in *Fire Safety Journal* that are related to the theme of the newsletter, or relate to a topical event of interest to Society members.

The Society shall make clear to Members that Member subscriptions will be for personal use only and may not be placed in institutional or university libraries or other libraries and/or organizations, nor may any personal subscriptions be used for library purposes.

The Society agrees to provide the Publisher, free of charge, with one registration for a Publisher nominated attendee and an exhibit booth for the Journal and related products at meetings, conferences or exhibitions that may be organized by the Society.

The Society agrees to allow the Publisher, or a representative of the Publisher, an opportunity to discuss and present the progress and performance of the Journal at the general meeting of the Society's committee.

Other Publishing Activities

In order to ensure the scientific and commercial success of the Journal, the Society agrees that it will not directly or indirectly be involved in any other publishing activities that compete with or otherwise negatively affect the scientific or commercial opportunities of the Publisher with respect to the Journal and will not sponsor, publish nor affiliate itself with any other scientific journal or other regularly distributed scientific publication or information service in the same or related fields.

Term of Agreement

This Agreement will run for an initial term of two years and three months (2 years and 3 months) from 1 October 2013 to 31 December 2015. Thereafter it will be renewed automatically for (2) two-year periods unless either the Society or the Publisher gives notice to the contrary at least six (6) months before the end of the period that it wishes to end this Agreement. However, either the Society or the Publisher may also end the Agreement prior to the end of a relevant period if the other party has failed to perform any of its important obligations (as described in this Agreement) after being notified of such failure and without any reasonably acceptable resolution within 45

days of such notice, and the Publisher may terminate this Agreement upon six (6) months written notice in the event it decides to cease publication of the Journal. The Publisher may, without prior written consent of the Society, assign this Agreement to an affiliate or subsidiary or if it sells or transfers all or substantially all of its assets.

In the event of expiration or termination of this Agreement, all obligations on the part of the Publisher shall cease, as shall the obligation to provide Member subscriptions at the rates described herein.

General

This Agreement and its construction, validity and effect shall be governed by the laws of England and Wales without giving effect to the choice of law provisions thereof, regardless of the place of its execution or performance.

If you are in agreement with these terms, please sign both of these originals, retaining one for your files and returning the other to me for our files.

Yours sincerely

Joe d'Angelo

Publisher, Elsevier Ltd

I agree to the terms set forth above:

Bogdan Z Dlugogorski
Chairman, IAFSS

Annex 1

Aims and Scope of the Journal

Fire Safety Journal

An international journal devoted to research on Fire Safety Science and Engineering

Fire Safety Journal is the leading publication dealing with all aspects of fire safety engineering.

Its scope is purposefully wide, as it is deemed important to encourage papers from all sources within this multidisciplinary subject, thus providing a forum for its further development as a distinct engineering discipline. This is an essential step towards gaining a status equal to that enjoyed by the other engineering disciplines.

It is impossible to give a comprehensive list of topics which are considered acceptable and the following list is intended for guidance only:

- Fire chemistry and physics
- Fire dynamics (including gas explosions)
- Active fire protection systems, including detection and suppression
- Passive fire protection methods
- People/fire interactions (physical, physiological and psychological)
- Fire safety management
- Assessment and quantification of fire risk (including acceptability of risk)
- Fire investigation
- Fire safety design (including consumer items, industrial plant, transportation, buildings)
- Fire safety legislation
- Fire safety education

Original contributions relating to any of the above topics are invited, particularly if they incorporate a quantitative approach to the subject in question.