MINUTES (FINAL) IAFSS Executive Committee Meeting

Venue: Teleconference, 1 hr
Date: Wednesday 14 September 11.00 GMT

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

1. Membership drive
Can we decide to move to a three-year membership? The Executive Committee supports this move.

ACTION: Patrick and Carole will draft a suggested methodology for introduction of this new system for decision in the Executive Committee either by correspondence or at the next meeting. This decision should be confirmed in the Full Management Committee.

At the stage now where we are looking at specific activities and attracting sponsors to the Conference. Speed is increasing in the organisation of the conference.

The internal University Services will help with the planning of logistics. The conference rooms have been booked. The hotels are pre-booked.

The Programme Committee has been very active over the past few weeks. There has been a finalisation of the Keynote Speakers. The four plenary speakers confirmed by the Exec Committee have all been contacted and accepted. Lund needs to select a local plenary speaker.

Officially the website opens on the 15th September but it is already open informally. Instructions are available for the authors and track chairs.

In summary, things are in good shape. One final question has been to determine if the old template should be kept or a new “Elsevier” format should be used. After extensive discussions it was agreed to use
the old template for now and this can be adjusted to the FSJ template at a later date. The reason for this is that the agreement is for one conference at this point. If we can extend this to a more open ended agreement then we can make a change for the conference after Lund.

Elsevier has worked very hard to work with the Programme Committee and Guest Editor to make things as seamless and easy as possible for all involved.

**ACTION:** Patrick will send a suggestion for the host Keynote Speaker to the Programme Committee next week.

Patrick gave an update concerning activities within the Awards Committee. To ensure that the awards selection is as transparent as possible it is necessary to have documentation of best practice.

**ACTION:** Anthony Hamins is writing a guidance document for future leaders of the Awards Committee.

3. **Keynote speakers IAFSS 2017 and procedure for future**

An update concerning status for 2017 was given above.

It was agreed that it would be a good idea to have a written procedure for the selection process so that it is as transparent as possible. The Programme Committee has determined that it is necessary to create this documented procedure and Ed Galea has offered to put this into writing.

**ACTION:** Ed is writing a document to outline best practice for selecting Keynote speakers for the future.

4. **Publication of IAFSS Proceedings**

Report on status given from Arnaud under §2.

The agreement with Elsevier is working as intended. It is necessary that we evaluate the procedure and agreement after the next conference so that we can try to put something in place that extends over several conferences.

Patrick already has started dialogue with Elsevier about revising the overall agreement with Elsevier. We should work towards putting a more long-term agreement in place in conjunction with the Lund Conference.

5. **Changes to Secretariat**

We need a solid organisation taking care of the secretariat. Carole has been considering changing the status of our organisation to that of an Association rather than a Charitable Organisation.
There are pros and cons associated with the charitable status. Originally the idea that it is a charitable organisation was that it would make it easier to make charitable donations to the organisation without having tax obligations but this is no longer relevant.

Patrick has contact with two possible organisations who might be interested in taking over the secretariat: EGOLF (European Group of Fire Laboratories) and SFPE. Patrick will also discuss with FORUM, the International FORUM of Fire Research Directors.

**ACTION:** All who have a suggestion for an organisation who might take over the secretariat should send this to Patrick.

6. **Website**

There have been a few incidents with the websites as it sometimes is blocked as the domain rights were not paid. The domain rights were still owned by a student. Michael Gollner has finally been successful in obtaining ownership of the domain for the IAFSS.

Additionally the website had been hacked but Terry Fay has been able to remove problems associated with this.

For the coming conference we also have the local website in place but this is linked to the organisation website so it is important that both work.

Another item that has been brought up from several different directions is the need for a fire photo database. There are a number of people who would like to work on this idea but Patrick would like to know whether the Exec Committee supports this idea. One clear example is that in the case of our picture competition the copyright for the pictures would be obtained from the participants to make them accessible to the whole fire community! No objections were noted.

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

Ai raised the question of whether we would like to call for bids for the next IAFSS in Asia/Oceania, since Japan would like to submit a bid.

**ACTION:** Patrick will look into when and how this process can be started.

As information Chris informed the group that he has taken on the Role of International Codes and Standards and will be moving to Windsor, UK. He will be in the UK for a 2-3 year assignment.