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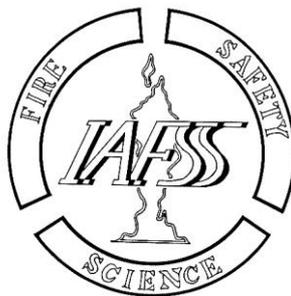
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Minutes of the IAFSS Committee Meeting (Draft)

Warsaw University of Technology
1 August 2012
(taken by Guillermo Rein)

Persons Present:

Bodzio Dlugogorski (BD, Chair)
Jose Torero (JT), UK
Arnaud Trouvé (AT), US
Bart Merci (BM), Belgium
Jinhua Sun (JS), China
Guillermo Rein (GR), UK

Guests

Naian Liu (NL, Co-Chair 9th AOSFST), China
Piotr Tofilo (PT, Poster Chair 2014 IAFSS Symposium), Poland

1. Apologies for absence and introduction of invited members

The meeting was opened by BD and all participants welcomed, in particular the two guests: Naian Liu and Piotr Tofilo.

2. Matters arising from the minutes of the last meeting

GR asked whether comments sent to BD concerning the Minutes of the IAFSS General Business meeting and IAFSS Management meeting had been incorporated into new draft minutes. The issue was deferred until after a discussion with the present IAFSS Secretary (Margaret McNamee).

3. Organisation of the 11th Symposium (Prof Fleischmann) report attached and feedback requested

- An email from Charley Fleischmann was circulated where he informs of three possible alternative locations to host the 2014 Symp in the unlikely case that Christchurch campus were not to be available on 2-7 Feb or 9-14 Feb (because of possible retrofitting plans). He asked the Committee for views on locations and dates. The Committee concluded that Christchurch is clearly the preferred option and that the alternative would be best decided by the Organizing Committee. However, the Committee favoured the Auckland option over the other two because of the fewer flights required. The Committee was happy with the month of February (late Austral summer time) but noted that 2-7 Feb is during the Chinese New Year and would be best avoided to allow a significant presence from China.

4. Report on the Program Committee (Prof Trouvé)

- AT updated the Committee about the Programme for the 2014 Symp. It is 95% finalized, most Programme Committee members have been decided already and topical areas have been defined. The programme aims at expanding towards new topical areas (ie, wildfires and explosions) and to attract other scientists to the IAFSS. It was proposed that the name of topical area #6 was changed to "Smoke Control and Detection" (from former "Detection and Smoke Control") (AT agreed). The possible software packages to manage the online review process were discussed briefly with some options being Easychair (free, used by AOSFST) and Conftool (with fee).

- In preparation for the 2014 Symposium, BD has asked Dieter Brein to be chair of the Award Committee, and Patrick van Hees to be the lead Proceedings Editor

5. Fire Safety Journal (Prof Torero)

- JT updated the Committee on *Fire Safety Journal*. The journal is booming with a record number of submissions (already near 200/year), a record impact factor of 1.6 (well above other fire journals) and a bit faster turnaround time. Only a few papers take long times to complete the review (several cycles of revision), but the time is so long that the overall effect on the average turnaround time is significant. A notable change in the last three years is that there is a higher rate of rejections which is thought to be helping to increase the impact factor. JT mentioned possible appointment of new Associate Editors from Asia. Headed by BD, the IAFSS is engaged in on-going negotiations with *Elsevier* to decide the future of the journal, its editorial team and additional benefits to the membership. A lawyer might be instructed to help. JT term expires in Dec 2012 and a new agreement should be in place by then.

ACTION: BD to pursue negotiations with *Elsevier*

6. Newsletter (Dr Rein)

- GR updated the Committee on the Newsletter. First, he apologised for the delay in releasing the previous issue (Feb 2012). The new editorial team is working well and aims at including more exciting and technical content. In particular, expert opinions on fire related issues are sought to appear as *Articles* and *Featured Articles*. The cover of each issue is illustrated now with a different image, and a new name was chosen recently by the Editorial Board ("*Fire Safety Science News*") after a large number of nominations were put forward by the membership. The Committee asked that a disclaimer is added to the Newsletter to note that the opinions expressed are solely those of the authors and not of the IAFSS (GR agreed).

ACTION: GR to draft text for disclaimer in Newsletter

7. Program and organisation of the 9th AOSFST (Prof Liu)

- NL updated the Committee on the progress of the 2012 AOSFST. All is going well and most details are ready. 212 papers have been accepted (70% acceptance ratio) and ~250 attendees are expected. This is a significant increase in size from previous OA Symp. The Committee noted excellent organization of the Symposium, including publication of the papers in open access Procedia (by Elsevier) with the copyright of the papers retained by the IAFSS.

8. IAFSS Federated Search/Internet Community (Dr Rein)

- GR updated on progress from the New Technologies sub-Committee (NTC). Terry Fay and Michael Gollner have greatly progressed in setting up the new website of the IAFSS. They are finishing a first prototype in the next few weeks and then will ask the Committee for feedback. It can then be ready for public release in ~6 months.

9. IAFSS LinkedIn List and Mailserv (Dr Rein)

- Recommendations were made last year to the Executive Committee to phase out the Discussion Group hosted at the University of Newcastle and migrate it into the new IAFSS website (which includes discussion groups) or to the group created by GR in LinkedIn or both. At this stage, the Committee has resolved the unofficial LinkedIn IAFSS Group to become the official LinkedIn IAFSS Group (GR agreed) and to take over the Discussion Group hosted at the University of Newcastle. The Committee requested that GR develops guidelines for posting messages similar to those implemented by the old Mailserv at the University of Newcastle. It was agreed that before shutting down the Newcastle Discussion Group, its subscribers will receive an email inviting them to join the LinkedIn group.

ACTION: GR to draft the guidelines and a final email to members of the present Discussion Group.

10. European Symposia of IAFSS (Prof Dlugogorski)

- George Boustras from European University of Cyprus in Nicosia has proposed to resurrect and host in 2015 a regional IAFSS symposium for Europe: 2nd European Symposium in Fire Safety Science (ESFSS). The Committee decided to accept the proposition which could be repeated in the future every 3 years and phased out with the AOSFST (but avoiding clash of dates with Interflam). It was noted that the Organizing Committee would be chaired by George and that IAFSS will create a Programme Committee. BM suggested imitating the very successful format of the European Symposium on Combustion where there are only a few plenaries and many posters, with no oral presentations (which boost networking and interactions with young researchers). The Committee concluded to invite George Boustras to the Interflam meeting of the Committee to present a proposal for holding the 2nd ESFSS.

ACTION: BD to reply to George with an invitation to attend the Interflam meeting of the Committee.

11. Password protection of online publications (Dr Rein)

Despite several months of discussions, NTC has not been able to find quorum on how to implement the open access to the IAFSS digital archives. Current options debated are two: full open-access, or password protected open-access. GR as chair of NTC requested guidance to the on the issue. The Executive Committee asked to be informed on pros and cons before a decision is taken.

ACTION: GR to update LinkedIn and to circulate address of new website. NTC to draft a short document with pros and cons of full open-access and password protection open-access.

12. Availability of minutes of the Committee meetings (Dr Rein)

- GR proposed to make the Committee minutes accessible online to all members to inform them of how the association is being run and which issues are being discussed and when. It was rejected because minutes can contain confidential information. BD offered to include in his *Letter from the Chairman* (published in the Newsletter) details on what the Committee has discussed and decided recently.

ACTION: BD to include a briefing on Committee decisions in the letter.

13. Attendance at Committee meetings by remote access (Prof Dlugogorski)

- If possible, remote access via conference call to the Committee meeting to be held at 9th AOSFST will be offered to members who cannot attend in person.

ACTION: BD to make arrangements with the IAFSS Secretariat

14. Any other business

No other business noted.

15. Date of next meeting

The next meeting will be held in conjunction with the 9th AOSFST in Hefei at 1.40 pm on the 19th October. More details closer to the meeting.