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Patrick.Van_Hees@brand.lth.se

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Margaret.McNamee@sp.se

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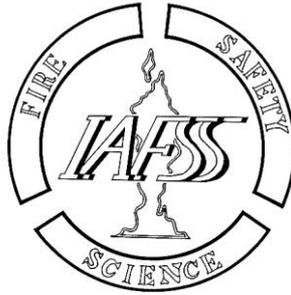
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IAFSS SECRETARIAT OFFICE

Carole Franks
Interscience Communications
West Yard House
Guildford Grove, Greenwich
London SE10 8JT, UK

Tel: + 44 (0)208 692 5050
Fax: + 44 (0)208 692 5155

Email: iafssmembers@dial.pipex.com

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MINUTES (final) IAFSS Executive Committee Meeting

Venue: Teleconference, 1 hr

Date: Monday 12 December 22.00 GMT

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

Attachment

1. **Membership drive**

After taking into account all the pros and cons of moving to a three year cycle instead of a single year cycle it has been determined that we should keep the membership to one year.

The letter inviting renewal will emphasise that this is a symposium year and that to receive the rebate on the conference fee it is necessary to renew membership or sign up for membership before the end of March.

The question of one or three year membership will need to be raised again in the full committee. There is resistance from our industrial members concerning a three year membership.

2. **Report 12th IAFSS (2017)**

The fee for the conference has not been finalised yet BUT there will be a 100€ rebate for members.

Some work is underway to increase the number of sponsors for the conference to keep the fee as low as possible. The conference budget is presently in its final stages. An application has been made to a national funding agency for approx. \$20 000 to cover some of the meal costs and the meeting rooms. The decision will be made in February.

Ed reported there was a Committee meeting approx. 4-6 weeks ago. Everything is going according to schedule. Some work still needs to be done concerning the entertainment but this is not a problem. The

minutes for the Committee meeting should be distributed in the next week or two.

Concerning the reviewing, Arnaud reported that a deadline for completion of the review was mid-December. Most reviews have been received and the track chairs have been given until early January to produce an excel-file with ranking of papers. There is then a further 2 weeks available before a preliminary result is given to the authors.

Most papers will have a need to make some changes for final acceptance. There is some concern that there are some changes that may require more significant changes than merely editorial. The process is that the Track Chair receives the authors rebuttal or satisfactory correction of the paper and makes the final decision concerning whether the paper is sufficiently revised to be applicable for publication.

It is very important that the provisional acceptance paper is worded in such a way that it is clear that the paper is only accepted after suitable revision.

The aim is to have an acceptance rate of approximately 40%. It is uncertain if this will be the level that we end up at until we have gone through the full review process.

ACTION: Arnaud was asked to redistribute instructions concerning how the track chairs should proceed in providing the necessary input early January.

3. **Changes to Secretariat**

There is an ongoing dialogue with the SFPE concerning taking over the secretariat. Carole has had an extensive discussion with SFPE to give them an idea of the scope of activities needed to be covered by the secretariat. There is also an opening for a discussion with EGOLF.

Sometime in the spring the secretariat will need to close from Interscience. There has been a significant amount of work put in place to ensure that the work of the association will continue even if there is a lack of overlap.

4. **Website – Fire picture database**

Anthony Hamins, Naian Liu and Michael Gollner are presently setting up the framework including copyright to ensure that we do not make any legal breaches. The idea is to collect as many as possible from the past but at least include all photos submitted for prizes from the Lund conference and forward available for use by the fire community.

5. **Access to Fire Technology: Information.**

Springer contacted Patrick some months ago to give an indication how many are accessing Fire Technology through the IAFSS membership. The numbers were quite low and Fire Technology asked us to pay a fee for this access. The number that was asked for was \$4 000. Patrick explained that the cost is significant given the small number of members and the low membership cost. Patrick emphasised that FT would be given a free exhibition booth at the coming conference which could not be given if we pay a fee.

Jennifer has promised to come back to the committee with a final decision as soon as possible.

Carole made the point that there is no economic argument for paying given that the membership fees do not cover the cost and therefore the

fee would need to be partly covered by the investment fund.

Bodzio pointed out that the main reason for having free access to FT and other journals was to attract consultants who do not have access to FT and other journals. Unfortunately many consultants are more interested in being members of NFPA or SFPE and gain access to these journals through those other memberships.

6. **Miscellaneous**

Report from Bodzio on nomination committee

The committee has six members, two from each of the regions plus Bodzio. The first activity has been to contact all present members to ask if they would like to continue or retire.

Retirements – 1 Europe, 5 Asia, 1 Americas.

Presently in the process of asking whether we should move forward with the new list of name suggestions. There is presently six vacancies, 1 opening in the Americas, 5 openings in Asia.

Update tenders for symposium after Canada (2023)

Patrick is updating a previous document written for the 2010 Conference in Maryland, which asks for bids. This will be distributed for comment before being issued early next year.

Next meeting February, suggestions will be distributed early in the new year.