

Report of the ad hoc Committee for Streamlining IUPAC Operations

The *ad hoc* Committee for **Streamlining IUPAC Operations** was established to look at operational efficiencies within the existing IUPAC Structures.

Committee Membership

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The following message was send to IUPAC National Adhering Organizations, Associate National Adhering Organizations, Bureau Members, Division Secretaries, Standing Committee Chairmen.

At our last two GA's, we have debated changes in the operational structure of IUPAC. In both cases changes in structure were not accepted. However there were significant expressions of support for measures to streamline IUPAC operations and make them more efficient. For this reason a committee was created to examine the possibility of streamlining IUPAC operations, (CSIO).

After the committee has completed its task, a second committee chaired by the Secretary General, Dr. David Black, will examine any changes needed in our statutes and by laws to accomplish the recommendations of the CSIO.

In order for the committee to have as wide a perspective as possible, input was sought from all segments of the IUPAC community.

The mandate for the committee was to find efficiencies within the existing IUPAC structure. Thus in making our suggestions the only real constraint was to suggest streamlined procedures without altering the current structure.

The Committee gratefully acknowledges input from several members of the Union.

In the following paragraphs we outline the core responsibilities of the Executive Committee (EC), Bureau, and Council. The purpose is not to reproduce the

responsibilities of these bodies as outlined in the Statutes and Bylaws, but rather to emphasize what we see as their key roles.

EC

- EC1. Make decisions on operations
- EC2. Bring policy and strategic initiatives forward to the Bureau for decision
- EC3. Establish and appoint *ad hoc* groups to address and give advice on specific issues as necessary
- EC4. Advise the President on the appointment of Standing Committee Members and Chairs
- EC5. Meet at the conclusion of the Bureau meetings to review and implement pending actions (resulting in 2 meetings of the EC per year)

Bureau

- B1. Extend voting rights on the Bureau to include Operational Standing Committee Chairs (CCE, COCI, and Chemrawn)*
- B2. Elect the three Elected Members of the EC
- B3. Make decisions on policies to be ratified by the Council
- B4. Identify and monitor strategic issues for in depth discussion by the EC in at least one Bureau meeting every 2 years
- B5. Review and identify the role of the Bureau and the tasks of the members at the first meeting of the Bureau directly following Council
- B6. Fill casual vacancies on Divisions and Standing Committees, as well as temporary vacancies among Officers
- B7. Ratify decisions of the EC

Council

- C1. Conduct elections
- C2. Receive financial reports and discharge the Treasurer of fiscal responsibilities
- C3. Approve the budget
- C4. Receive for information reports from Divisions and Standing Committees, and accept questions and clarifications subject to time constraints
- C5. Ratify technical recommendations, e.g. the naming of an element
- C6. Ratify decisions of the Bureau
- C7. Approve changes in Statutes and Bylaws
- C8. Approve the dates and places of future GAs

Improving Communication

1. Division Titular and Associate Members should liaise with NAOs and provide information (acting as pseudo NRs).
2. Member listings per country should be made available to NAOs and members, and be freely accessible on the website.
3. The Secretariat should determine if parallel communication channels would be helpful in bringing information to NAOs and to the attention of chemical and other relevant national groups.
4. Each Elected Member of the Bureau should be given responsibility to liaise with one or more ANAOs to encourage them to become NAOs and to report any results to the Executive Director.
5. Each Elected Member of the Bureau should be given responsibility to liaise with NAOs not otherwise represented on the Bureau regarding input for up-coming Bureau meetings and to report any results to the Executive Director.

Additional Initiatives, Guidelines, etc.

1. Have a more detailed annotated agenda for the Council with proposed time allocations for each item, references and links to any supporting documentation, and a series of expected actions and possible motions. All agenda items should be identified as 'for discussion', 'for decision', or 'for information'.
2. 'Information' items will generally consist of reports received from other IUPAC bodies. In general, written reports will be received for information without repeating orally what is written. Discussion will be restricted to questions and clarifications.
3. The Secretary General (DB), the Executive Director (JJ), and Publication Manager (FM) should meet to reconsider the GA schedule in time so that any suggested changes could be implemented in Glasgow.
4. The EC should consider to what degree access should be controlled for web versions of agenda documentations and minutes for the EC, Bureau, and Council.
5. IUPAC should constantly monitor the utility of web and related tools to make communication more efficient and to reach more potentially interested parties.

* Refer to item that might require revisions in the Statutes and Bylaws

(version last revised 26 January 2007)