

Item 8: Report of the Secretary General

The IUPAC Statutes give the Secretary General the responsibility for carrying out the business of the Union, keeping its records, and administering the Secretariat. IUPAC conducts a large amount of “business,” so the Secretary General personally and our professional staff at the Secretariat are involved in a large number of activities across the entire Union. The President’s report provides a very good overview of the Union’s many programs, and the Vice President’s Critical Assessment furnishes a detailed look at the status of the conversion to the project-driven system. I do not wish to repeat information in these reports, but I would like to amplify on a few matters discussed there and to highlight the work of the Secretariat in supporting an increasing number of IUPAC programs.

The Secretariat is involved with four principal types of activities:

- Administrative services
- Management of publications
- Communications, inside and outside IUPAC
- Services to specific IUPAC programs

Administrative services. The basic administrative functions – keeping records, sending out routine notices, paying travel and other expenses, budgeting, accounting, etc. – have been automated as much as possible [including the use of e-mail list-server messages], hence are now carried out with a minimum of staff time and at greatly reduced cost. Other activities require increasing amounts of staff time, including answering general inquiries and handling new programs such as the IUPAC Prize and Conferences in Developing Countries. Recently several Divisions have utilized the Secretariat’s services to conduct elections by e-mail.

Publications. During this biennium, IUPAC has taken over direct responsibility for publications, as described in more detail in the report from the Committee on Printed and Electronic Publications. Production and printing of *Pure and Applied Chemistry* and *Chemistry International* are conducted under contract, but subscriptions are handled at the Secretariat. Books are negotiated individually with leading publishers. The Secretariat now serves as a bookstore for current and all old IUPAC books that are in print. Overall organization and editing of *PAC* continues as a staff responsibility.

Communications. During the last two years the Secretariat has made substantial advances in using electronic and print media to enhance communications among individuals and IUPAC bodies and with the “outside” world. The IUPAC web site <www.iupac.org> continues to be our primary source of information. For example,

- A database of members of IUPAC bodies, numbering almost 1200, is available on the web site.
- The usage continues to increase dramatically: 3616 hits per month early in 1998; 199,387 for January 2001.
- *CI Online* is available, with continuing improvement in format and access to articles
- The home page is being redesigned to make access more intuitive for the public. Initially the web site was used primarily by members of IUPAC bodies and was

Item 8: Report of the Secretary General

designed largely along the Union's organizational lines. Now IUPAC is more widely known, and with full implementation of the project-driven system, it is hoped that more chemists will be drawn into the Union's work.

- Non-public sections of the site are being used increasingly to post such items as Division budgets and drafts of manuscripts.

Chemistry International continues as a bimonthly magazine with a circulation of about 7000. The last two pages of this report provide a summary of major changes that have been recommended by an *ad hoc* CI Strategy Development Committee to improve the appearance and readability of *CI*.

During the last year, an e-mail news bulletin has been produced by the Secretariat to alert people to new developments and direct their attention to *CI* and the IUPAC web site. The *e-News* goes to over 1400 e-mail addresses of NAOs and other organizations and to members of IUPAC bodies. However, it has the potential to go readily to many thousands more. To subscribe to *e-News*, go to <<http://www.iupac.org/news/e-news.html>>.

The Union is becoming more widely known through preparation and dissemination of a number of special publications that prominently highlight *IUPAC* and some of its accomplishments. Examples include the *IUPAC Biennial Report, 1998-99*, produced in an attractive multi-color format; a specially designed, pocket size Periodic Table that illustrates the dates of discovery of the elements; a color poster that displays the sites of IUPAC-sponsored conferences on a world map; and a new color brochure *IUPAC – an Overview*, which will be widely distributed at the IUPAC Congress.

Program support. As the Divisions have begun to implement the project system, with its attendant requirements for outside reviews, the Secretariat is increasingly called on to provide support that goes beyond the level of normal administrative assistance. Outside expert referees furnish advice, and decisions are made by Division Committees or Standing Committees. However, the Secretariat's role will have to include a level of professional expertise in chemistry in order to meet the needs expressed by some Division Presidents for help in the refereeing process and in follow-up of the work by task groups. Also, I anticipate that such expertise will be needed to help IUPAC bodies secure outside financial assistance for appropriate projects.

Project System. In a more general vein, let me mention a few aspects of the project-driven system, which has been running concurrently with the Commission system for 2 ½ years. The Division Presidents, their Committees, and the Project Committee have been working closely with the Secretariat to phase in the new procedures, as we gradually agree on policy issues and prepare for full implementation in a few months. At the General Assembly we plan three separate meetings to address aspects of the project system. One meeting, open to all attendees, is intended to describe projects from the perspective of the individuals who propose a project and who will work to carry it out. A second meeting, for members of Division and Standing Committees, is designed to exchange information on ways to develop ideas for projects and to make use of such forums as scientific conferences to bring together "brainstorming" groups that may suggest useful projects. The third meeting, for Division Presidents and Committee Chairmen, will focus on the process for screening proposals, obtaining outside reviews, making decisions, and allocating funds to projects and other Division operations.

Item 8: Report of the Secretary General

Fellows and Affiliate Member Programs. There are now 459 Fellows, 359 with e-mail addresses. With termination of the Commissions at the end of 2001, we anticipate a significant increase in the number of Fellows. It is important that we maintain contact with these scientists via e-mail and *Chemistry International*. They are people who are not currently active on an IUPAC body, but we hope that many will remain interested in the Union and will participate in relevant projects in the future.

The Affiliate Member Program continues at about the same level, with 4561 Affiliates. Of these, 4129 are regular paid members through their national chemical societies, 36 are individual paid members through the Secretariat, and 396 are “sponsored” members in developing countries, who pay no fee. The AMP is still being operated at a minimum service level and shows a positive net income, as indicated in the Treasurer’s report. With anticipated improvement in the content and readability of *CI* and with full implementation of the project system, we should make an effort next year to revitalize and expand the AMP. The American Chemical Society continues to highlight IUPAC Affiliate membership on the annual dues bills of ACS members, for which we are very grateful. However, about 75 percent of all the paid Affiliates come through the ACS, which is not healthy for an international program. I hope that other NAOs and national chemical societies will be able to help us in broadening the base of the Program.

Item 8: Report of the Secretary General

Planned Improvements in *Chemistry International*

Plans are being formulated for a number of changes in the IUPAC news magazine, Chemistry International, in order to improve its format and appearance and to integrate it more effectively with the IUPAC web site and with IUPAC e-News.

Background. Following discussion of perceived shortcomings in *Chemistry International* [CI] by the Executive Committee in 1999, the EC approved the Secretary General's proposal for an *ad hoc* committee to examine the purposes for publishing CI and to recommend ways to improve the magazine. Accordingly, the President appointed the *Chemistry International* Strategy Development Committee, with membership given on the following page. The Committee reported to the EC in time for its meeting in March 2000. The report was accepted with thanks and the Executive Director was asked to formulate detailed plans on ways to implement the recommendations and to estimate any increased costs.

Recommendations. The Committee proposed a Mission Statement for CI, as follows:

The mission of *Chemistry International* is to provide IUPAC and chemists worldwide with a readable and attractive printed medium for the discussion of issues of concern to the international chemistry community and for the dissemination of information about the programs and activities of the Union.

The Committee recommended a number of ways by which CI could be developed into an interesting, easily readable and attractive magazine that complements the IUPAC web site and a regular series of short e-mail alerts.

- The publication should employ a variety of common and effective magazine techniques such as differing type faces and sizes, varying column widths, utilizing stock clip art and photographs, using section and department names, regular use of color, and a relatively informal writing style.
- A prime purpose would be to dispel the formal, "official report" look and feel of the present magazine, while at the same time effectively communicating news of IUPAC and its programs and issues of international importance to chemistry.
- CI should be positioned as the readable, easily accessible adjunct to the IUPAC web site, which should continue to contain full text of all official reports, statements, etc. of the Union, and to *Pure and Applied Chemistry*, in which official reports and recommendations continue to be printed. CI should make regular reference in its articles to the relevant corresponding part of the web site.
- A single individual should be given editorial responsibility for the publication, and CI should be the principal responsibility of that person. A competent magazine/graphics design consultant should be engaged to develop the "new look" for the publication.

Implementation. The Executive Director is investigating a plan to implement these proposals. The major change would be to have all of the production related work for the print and electronic editions done by one outside contractor, with content and coordination provided by a staff member at the Secretariat. Cost estimates and further details are expected to be available at the General Assembly.

Item 8: Report of the Secretary General

Chemistry International Strategy Development Committee

D.H. Michael Bowen (Chairman), former Secretary, American Chemical Society, and former Chairman and Secretary, IUPAC Committee on Printed and Electronic Publications

Dharam V. S. Jain, Professor of Chemistry, University of the Panjab, Chandigarh, India; former Member, IUPAC Committee on Printed and Electronic Publications

Paul Savage, Senior Research Chemist, CSIRO, Melbourne, Australia; former Editor-in-Chief, *Chemistry in Australia*, Royal Australian Chemical Institute

Alan J. Senzel, Publications Manager, IUPAC Secretariat, Research Triangle Park, North Carolina, U.S.A

Richard Stevenson, Editor, *Chemistry in Britain*, Royal Society of Chemistry, London, U.K.

Wendy A. Warr, Chemical Information Consultant, Cheshire, U.K.; Chairman, IUPAC Committee on Printed and Electronic Publications