

6th Evaluation Committee (EvC) Meeting

12-13 January 2002

Research Triangle Park, NC, USA

Minutes

Present: Prof. G.M. Schneider (Chairman), Prof. J. Corish, Prof. E. Grzywa, Prof. N.O. Nefedov, Prof. U.K. Pandit, Prof. G.S. Wilson, Dr. F. Meyers (Secretariat)

Secretary: Dr. J.W. Jost

1. INTRODUCTION

Prof. Schneider, EvC Chairman, and Dr. Jost, Executive Director of IUPAC, welcome the other attendants. The Chairman then thanks Dr. Jost for the invitation of the EvC to meet in the IUPAC offices at Research Triangle Park for a second time after the meeting in February 2001. On behalf of all EvC members he expresses warm thanks to Dr. Jost, Dr. Meyers and Ms. Lucinda Kelly for the excellent preparation of the meeting.

2. FINALIZATION OF THE AGENDA

Before the present meeting, draft guidelines had been e-mailed by the Secretariat along with an Agenda of one item only: Discussion and completion of the draft documents submitted (e-mail of Dr. Jost of 28 December 2001 to the EvC members). This Agenda is unanimously approved without change.

3. APPROVAL OF THE MINUTES OF THE 5TH EVALUATION COMMITTEE (EVC) MEETING, 5 JULY 2001, BRISBANE, AUSTRALIA

Draft minutes were already circulated as an attachment of the Secretary's e-mail to the EvC members of 10 October 2001 indicating a deadline for comments or suggested changes by 26 October 2001. No monita were received by this date. Thus, the Brisbane minutes are already finally approved.

4. REPORTS OF THE COMMITTEE CHAIRMAN AND SECRETARY

The Chairman and the Secretary reported briefly on the preparation of the present meeting and of the draft documents submitted before the meeting as an attachment to the Secretary's e-mail of 28 December 2001 to the EvC members.

5. GUIDELINES ON IUPAC CRITERIA FOR RETROSPECTIVE PROJECT EVALUATION

First, the Chairman summarized the draft documents that had been submitted for discussion and completion (attachment to the Secretary's e-mail of 28 December 2001 to the EvC members). These were

1. Draft *Guidelines on IUPAC Criteria for Retrospective Project Evaluation* (04/12/01; 4 pages; prepared by G.M. Schneider and U.K. Pandit) including a draft document on the Dissemination of the Results of a Completed IUPAC Project (prepared by J. Corish),
2. Draft *Information Sheet* (04/12/01; 2 pages; prepared by G.M. Schneider, J.W. Jost and U.K. Pandit),
3. Draft document on *Publication Advice* (3 pages; prepared by J.W. Jost),
4. Draft *Information for Task Group Chairmen* (4 pages; prepared by G.W. Wilson), and

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5. Draft *General Remarks* (2 pages; prepared by G.M. Schneider and U.K. Pandit).

All these draft documents were intensively discussed during the meetings on 12 and 13 January 2002 and thoroughly revised.

The results are summarized in a new revised document:

Guidelines on IUPAC Criteria for Retrospective Project Evaluation

With the following four attachments:

1. Standard Measures Report (att. 1)
2. Issues to be Addressed (as appropriate) in the Final Status Report (att. 2)
3. Information for Task Group Chairmen (att. 3)
 - a. Dissemination of Results from Projects (att. 3)
 - b. Publication Advice (att. 3)
 - c. Helpful Documents for Task Group Chairmen (att. 3)
4. Feedback (att. 4)

A written version of this revised document with attachments was prepared by the Secretary and was circulated to the EvC members for suggestion of changes and corrections.

After approval, the revised document and the attachments will be accessible to the Executive Committee, the Division Presidents/Standing Committee Chairmen, and the Chairman of the Project Committee (PC).

6. DATE AND PLACE OF THE NEXT EVALUATION COMMITTEE MEETING

The next EvC Meeting will be held during the next Bureau Meeting on 14 and 15 September 2002 in Paris, France. Place and time will be specified later.

7. CLOSING

The Chairman thanks all EvC members – especially those leaving the Committee after this meeting: J. Corish, E. Grzywa, U.K. Pandit, and G.S. Wilson – for their very successful and most effective cooperation. He again expresses warm thanks to the Secretary and his staff for the excellent preparation of the meeting. Finally, he wished a safe return to all and closed the meeting.

Closure: 13 January 2002, 12:30

Prof. Gerhard M. Schneider

Dr. J. W. Jost