

Due to the postponement of the Taipei conference, we are now happy to invite all members and committee chairs to the annual meetings of the Executive Board and the International Council.

The meetings will take place during the ICA/IAMCR conference on Digital Dynamics in Loughborough, Burleigh Hall, November 6-9, 2003.

The preliminary agendas are:

Executive Board, November 7, 2003, 7 pm – 10 pm

1. Adoption of agenda
2. Approval of minutes
3. Brief reports from Executive Board members
4. Porto Alegre conference
5. Report from the Barcelona conference
6. Coming conferences
7. Conference guidelines
8. Preparation of the 2004 elections
9. Update on the new website
10. WSIS
11. IAMCR archives
12. Visibility paper and future orientation
13. Relations to international organisations
14. AOB

International Council, November 8, 2003, 7 pm – 10 pm

- 1: Adoption of agenda
- 2: Approval of minutes
- 3: Report from the Executive Board
- 4: Reports from committees (delegated in Barcelona)
- 5: Business arising from reports
- 6: AOB

Members who plan to take part in the conference should register at ICA website at <http://www.icahdq.org/>. You will then be fully covered for the meetings as well.

Members who don't plan to attend the conference should register directly with Kim Hewitt at K.Hewitt@lboro.ac.uk. In your own economic interest, we are advised to book with full board.

Later on we will provide you with all the necessary documentation for the meetings. See as many of you as possible there.

Ole Prehn, Secretary General

DRAFT MINUTES OF THE INTERNATIONAL COUNCIL MEETING LOUGHBOROUGH, NOVEMBER 8, 2003

Present: de Bruin, Downing, Josephi, Kleinwächter, Krotz, Maarek, Maicas, Meigs, Morgan, Nossek, Prehn, Raboy, Richter, Ross, Sreberny. (In attendance: Nordenstreng.)

The president opened the meeting by apologising for the many members of the International Council that were unable to attend due to the unusual circumstances for the meeting that had its background in the unfortunate postponing of the planned conference in Taipei.

1. Agenda

To the agenda was added one item: new members, and it was then confirmed.

2 Minutes of the meetings in Barcelona

It was suggested to condense the minutes of the treasurer's report, and the wording "the president chairs all committees" was changed into "the president is ex officio member of all committees". The minutes were then approved.

3. Report from the Executive Board

A brief report on the discussions in the Executive Board was presented by the president (see minutes from the Executive Board). He underlined the unsatisfactory outcome of the work in many of the committees, which might partly be due to his egalitarian rather than interventionist management style. He also stressed that quite unusually the sites for the forthcoming conferences had not yet been settled.

There was general consensus among the members that the planning of the coming conferences was very urgent, and that the geographical rotation should be kept in mind. It was also discussed, whether IAMCR should change its conference policy in order to receive a percentage of possible overheads.

The secretary general gave a short update on the developing of the new website. He referred to the decision taken in the Executive Board to run the new site on an experimental basis during spring 2004, as the economic consequences were still not totally clear. He also announced that the new website address consequently would be implemented as soon as possible.

During the following discussion on the WSIS development and other international issue raised in the report from Divina Frau-Meigs, it was emphasised that WSIS is a long term process," Tunisia+", but that IAMCR is already very influential and the only organisation dealing with research. Divina Frau-Meigs promoted the point of view that IAMCR has been too focused on UNESCO, and that IAMCR should establish correspondents in cities with HQ of international organisations.

Annie Méar reported on the financial status of the association up until July 31, 2003. The conclusion of the report is that unfortunately, we have generated less revenues from membership fees than expected, but fortunately the expenses are similarly lower. Contributions to the IAMCR-Schiller Scholarship Fund were also below expectations.

Obviously, what IAMCR needs are more members. The council took note of the financial statements, but was concerned about the validity of the list of members in the various sections, and due to that uncertainty, a vote on the statements was demanded. Seven voted for and one against.

4. Reports from committees

In the meetings at the Barcelona conference, the following committees were established: Conference Policy, Development, Elections, Fundraising, Membership and Participation, Newsletter, Publications, Rules and Procedures, Section Review, and the Task Force on WSIS. Only committees reporting to the council meeting are mentioned in these minutes.

4.1. The Conference Policy Committee

Although the committee had submitted a report (attached), the discussion was postponed to Porto Alegre, as the chair of the committee, Katharine Sarikakis, was not present.

4.2. The Election Committee

Janet Wasko reported from the *Election Committee* and the meeting with the Executive Board. Whereas the procedures for electing the president and the Executive Board applied to the by-laws, the election of the International Council was discussed. Strictly according to the by-laws, the council is elected at the General Assembly, but it was suggested that this procedure could increase the risk of sudden proposals without the necessary background, but on the other hand it was stated that we should have procedures that are as inclusive as possible. Philippe Maarek pointed out that the legal committee had not meet recently to discuss the by-laws, and the conclusion was that it was up to the council to decide on the procedures. It was therefore suggested that: the elected council members should be nominated and elected by postal voting at the same time as elections for president and Executive Board, that nomination of candidates for the International Council could be limited to nominating oneself, that candidates, nominators, and voters should be paid-up members, and that the counting would take place in Porto Alegre prior to the General Assembly. For this voted 11, whereas four voted for holding the International Council voting at the General Assembly.

4.3. The newsletter

In Marjan de Bruin's report on the production and development of the newsletter, it was emphasised that the role of the newsletter had developed into more than just sharing internal items and now included discussions on issues transcending the association in order to making IAMCR more visible and transparent and to satisfy the needs for openness and inclusion. The report also contained several points of critique of the managerial aspects of living up to the promises put forward by the Executive Board, and to a certain extent also the International Council.

4.4. The Publications Committee

The recommendation from the Executive Board that the review process should not be disclosed was approved by the council. There were several critical remarks to the work in the committee. It was, for instance, pointed out that although it was quite a big committee,

reviewers were recruited outside the committee, and that members of the committee were not informed of the work.

4.5. Section Review Committee

The committee was appointed at the International Council meeting in Barcelona 2002 with the mandate to continually review the domains and performance of sections and working groups. The committee, chaired by Kaarle Nordenstreng, understands its mandate broadly so that it also include possible alternative domain structures. The committee will submit a report to the International Council in spring 2004 to be discussed in Porto Alegre. (The Committee's progress report is attached.)

4.6. Task Force on WSIS

In her report on the work in the task force, Divina Frau Meigs emphasises that apart from the official IAMCR representation as an NGO via Conference of NGOs in Consultative Relationship with the United Nations (Congo) working on the civil society, many other IAMCR members have been active in other capacities. IAMCR at large is now the focal point for education and research as an elected part of the Bureau of Civil Society monitoring the procedural aspects of the WSIS for civil society.

On the future work, the report suggests that we have to maintain pressure on controversial issues and keeping them on the agenda and in the final declaration, to maintain our presence at coming preparatory meetings and at the final summit, maintain pressure on the monitoring procedures, and to create IAMCR events.

It was decided to include various aspects of the WSIS in the next newsletter and to produce a book on research related to WSIS.

5. New members

The list of new members of the IAMCR (four institutional members, 31 individual members, and six student members) was approved.

6. AOB

The suggestion from Kaarle Nordenstreng to continue the collaboration with ICA, and that IAMCR will take over the responsibility of planning new conferences and see to that costs will decrease was adopted.

Philippe Maarek informed the council that the French-speaking part of IAMCR would, as in Barcelona, prepare for French panels to be included in the section programmes.

Frank Morgan announced officially that he would stand for re-election as president of the IAMCR.

Report of the Conference Policy Committee

May 15, 2003

The Committee makes the following recommendations:

A. Conference guidelines

In order to promote and guarantee the international character of the IAMCR, its commitment to the freedom of speech and the right to communicate, its commitment to free scholarly activity and a fair and balanced representation of scholars, the following guidelines apply:

Guidelines for the organising body

The organisers of the conference and other activities taking place under the responsibility or co-operation of the IAMCR should take into consideration:

- the aims and mission statement of the IAMCR
- its scholarly, professional and international character
- the need to identify a local academic body to act as the local organiser
- take all necessary measures to secure freedom of speech and a balanced representation of scholars

The candidate organisation/institution is required to make a formal proposal, which will then be presented to the governing bodies and membership of the Association: the Executive Board, the International Council and the General Assembly.

The proposal should address the following issues:

Administration

1. Name and approval of the local organiser
2. A full draft programme between two and five days
3. Visa and other (vaccination etc) requirements including the intention that the local organiser will assist all potential participants to attend the conference
4. Capacity (rooms, offices etc.) of the conference site
5. Technical equipment of the site
6. Accommodation and sustenance: options and “insider tips” for health and safety
7. Availability and extent of simultaneous translation
8. Tentative timetable for the submission/acceptance of abstracts/papers

Budget

9. The basic participation fee should only include direct costs
10. All other costs, such as accommodation, meals, transport etc. are paid separately by the participants. A range of options will be presented by the local organiser
11. A special discount fee for the same services as the standard fee for postgraduate students/junior scholars (according to age and/or status) and participants from low-income countries.
12. The conference fee cannot exceed the maximum amount agreed by the IC (currently at US\$300 for 5 day venue)

13. A breakdown of expected private and public sponsors and their contribution
14. A full budget proposal including breakdown of costs, potential sponsorships, fees, and other expenses, studentships etc.

Academic Content

15. The topic of the conference should be announced together with a rationale that justifies the choice and its attraction to an international audience
16. A list of potential keynote speakers paying particular attention to gender balance
17. Efforts to attract local and regional scholars and professionals
18. Efforts to provide the possibility for the production of collective academic work, e.g. proceedings.
19. Space/facilities allocated for the exhibition of academic activities of IAMCR members (such as book/information stands etc)
20. Flexibility to accommodate ad hoc academic, scholarly special events before, after or within the main venue

The local organisers and members of the Executive Board will specify the mode of collaboration regarding the concrete planning, announcement etc. of the event, and the Executive Board will be regularly posted about the development.

After the event, the local organisers are required to provide **a complete financial and demographic report** submitted to the Executive Board, International Council and the General Assembly. All information in its final form should be available to the members in the same year that the conference takes place and no later than 2 months after the event.

Guidelines for Section and Working Group heads

Section Heads are the academic and administrative coordinators of most of the academic activity of the IAMCR. They undertake the responsibility to fulfil the following:

1. Provide a clear statement about the methods and criteria employed for the selection of abstracts/papers.
2. Collect and provide demographic information about the submission of abstracts and rates of acceptance/rejection. Demographic information should include country of origin/affiliation and gender.
3. Make every effort to promote underrepresented scholars and work within their respective sections/working group sessions.
4. Actively open up to and encourage ordinary (non-position holders) members of IAMCR to act as session chairs. Encourage the participation of women and emerging scholars.

B. The committee also makes the following proposals:

1. Submission of FULL PAPERS for all sections/working groups and round table discussions for main conferences. This may have an impact on the conference preparation time (call for papers/ submission of papers etc). Combined with recommendation no 6, this should present no additional difficulties).
2. In order to maximize conference capacity only one paper may be presented by an author.

3. Extension of the definition of academic paper for IAMCR conferences to include other forms of presentation and content that reflect the rich heritage and encourage new forms of expression in the work of IAMCR: full research paper, review papers, work in progress, posters, documentaries etc. This might also mean that full conference papers should not exceed e.g.4000 words (shorter than journal articles but longer than abstracts).
4. EB, IC and section heads meetings not to take place at the same time with academic sessions.
5. Each major conference should offer the possibility for sessions that provide visibility to underrepresented themes and scholarship.
6. Finally, we propose that the association proceeds into the organisation of **major conferences only** (biennial) but encourages and supports virtual/regional and other forms of off-year meetings, through the use of technical support for example. This can be achieved through a more integrated and organic collaboration of IAMCR and regional organisation and affiliated members such as CARIMAC, ECCR, ICA etc. Should this become the decision of the Association, it cannot be materialised before 2005, due to our prior commitments to cancelled venues.

Progress report of the Section Review Committee

to the International Council (IC) in Loughborough on 8 November 2003

1. Composition

- Kaarle Nordenstreng, Annabelle Sreberny, Slavko Splichal, Audrey Gadzekpo, Anna Maria Jonsson, Oscar Gandy, Tom Jakobson.
- This listing was included in the draft minutes of the IC meeting in Barcelona on 26 July 2002 and published in Newsletter 13/2. It was understood that the Committee is chaired by Nordenstreng, and he began to actively moderate email exchanges among its members in October 2003. Nobody had noticed the remark above those listings that all standing committees are chaired by the president.

2. Mandate

- The previous Committee was appointed in Sydney in August 1996 with a mandate “for evaluating sections from the point of view of an intellectually sound section structure that examines the sections within the association as well as the workings of sections” (see on the back of this page the beginning of that Committee’s final report of July 1999).
- The new Statutes approved in Barcelona in 2001 determine in Article 6 (S6.2) that one of the standing committees which the IC may establish is to “continually review the domains and performance of the Association’s Sections and Working Groups”.
- The Committee understands its mandate broadly whereby it not only reviews the performance of the existing Sections and Working Groups but also examines their domains with a view to alternative structures.

3. Review for Porto Alegre

- Basic facts about the membership and activities of each Section and Working Group, with a one-page mission statement, will be collected by the end of February 2004.
- Report of the Committee on the basis of this material, with the Committee’s assessment and proposals, will be delivered to the IC by the end of April 2004.

On behalf of the Committee

Kaarle Nordenstreng