

## Minutes of the BCS IRSG Committee Meeting

25 January 2017

BCS Central London Office, The Davidson Building

### Present

Stefan Ruger [SR] (Chair), John Tait [JT] (Minutes), Andrew Macfarlane [AM], Ingo Frommholz [IF]

### Dial In

Haiming Liu [HL], Ingemar Cox [IC], Craig McDonald [CM], Nicola Ferro [NF], Tony Russell-Rose [TRR], Dyaa Albakour [DA], Michael Oakes [MO], Lorraine Goeuriot [LG]

### Apologies

Udo Kruschwitz [UK]

#### 1. Minutes of Previous IRSG Committee Meeting

The Minutes of the meeting held on 29 November 2016 were approved unanimously.

#### 2. Matter arising (covered under appropriate agenda item where possible)

- Nov 16.01 Ongoing (Now Jan 17.18)
- Nov 16.02 Ongoing – meeting has not yet taken place (Now Jan 17.19)
- Nov 16.03 Done
- Nov 16.04 Done
- Nov 16.05 Done
- Nov 16.06 Ongoing (Now Jan 17.17)
- Nov 16.07 Done
- Nov 16.08 Done
- Nov 16.09 Done
- Nov 16.10 Done
- Nov 16.11 Done
- Nov 16.12 Done
- Nov 16.13 Ongoing (Now Jan 17.20)

There was a brief discussion of Nov 16.12, the conclusion was that it was agreed tht the group should appoint a Publicity Officer to oversee the broadcast of information about IRSG Events. The chair would make the necessary arrangements.

#### 3. Co-option of Tony Russell-Rose (report only)

It was noted the co-option of TRR to the committee had previously been agreed by email, and this item was note his co-option formally (only). The chair welcomed TRR on his return to the committee.

#### 4. Other matters agreed by email

Apart from Item 3, nothing further had been agreed by email.

#### 5. Chair's report

The chair wished to report that Jaime Teevan had won the 2016 Karen Sparck Jones Award. It was agreed to send the committee's congratulations.

#### 6. Recording Meeting Attendance for Elections

There had been a request from the floor at the 2015 IRSG AGM to publicly report the attendance records of members at committee meetings. It had been agreed to discuss this at a subsequent IRSG

Committee meeting, but due to an oversight this had not been included on any agenda. This oversight came to light during the 2016 AGM and it was agreed to rectify it at this meeting.

It was agreed to publish the attendance records of committee members for the previous two years as part of the annual election process.

JT (as secretary) to propose mechanism by email.

### 7. Publishing Minutes on the web pages

There was a short discussion of the background and reasons for and against publishing minutes of IRSG Committee Meetings on the group's web pages.

It was agreed that personal information, commercially confidential information and similar sensitive information should not be published.

JT pointed out that IRSG minutes rarely contained such information, but it was agreed that such information should be redacted prior to publication of the minutes.

It was agreed that the identities of unsuccessful ECIR bidders was an example of sensitive information which should be redacted as a matter of course. It was agreed, in future, bids would be identified by numbers and only the number of the successful bidder recorded in the minutes.

It was noted that for some years the practice had been to record and provide detailed feedback to bidders outside the minutes.

It was also agreed that minutes should be published once they had been approved at the subsequent meeting.

### 8. ECIR 2017 Report

162 full papers were submitted, of which 136 were suitable for review (Down from 2015/2016, but comparable with 2014), which looks fine for a two session conference. 48 full papers were accepted, slightly up on 2016. There were 105 short paper submissions of which 44 have been accepted. This is 40% up in terms of submissions in 2016 with acceptances almost double 2016. Twelve demo proposals were submitted of which 7 were accepted. This is down on 2016, but comparable with 2015.

Four workshops and one tutorial have been accepted, and the Doctoral Consortium will run.

Some issues with the publication of the proceedings were discovered in December, but these were speedily resolved by Springer, for which the organisers were grateful.

### 9. ECIR 2018 Report

Efforts to organise and recruit the programme committee have been kicked off, and there have been further contacts with Springer.

A request for funding for £2500 was submitted and agreed (Nov 16.05).

Industry Day will take place on Thursday (Nov 16.10).

TRR and UK were introduced the Data Lab Innovation Centre by CM (Nov 16.11).

The web site is now ready, and the social media communication mechanisms set up

Georges Quénot will give a presentation at ECIR 2017. JT confirmed there was a closing plenary session included in the draft schedule at which this was expected to be included.

## 10. Search Solution 2016 Report

It was agreed that the Search Solutions Tutorial Programme had been the most successful ever, and the committee thanked AM for his efforts.

Attendance at the main day was about 20 down on last year, and an analysis of the registrations this was almost entirely due to almost no ISKO members attending. There have been some recent changes in the leadership of ISKO and it is hoped these will address the problem.

The survey revealed five people had noted in the questionnaire that they would not attend again. This is unprecedented.

The new awards seemed to be well received, but perhaps the programme was too crowded this year.

The evaluation workshop on the final day was a success.

## 11. Search Solution 2017 Report

Search Solutions 2017 will take place on Wednesday 29 November 2017, with the tutorials on Tuesday 28 November.

IF and DA agreed to participate in the organisation again this year, and JT was asked to confirm TRR and UK were willing to serve again. AM agreed to lead tutorial organisation and will seek volunteers for a small panel to help.

It was agreed that a short talk about the IRSG should be included in the programme this year.

It was also agreed that there should be no call for Workshop proposals, but should proposers come forward (as had happened in 2016) the proposal would be considered on its merits by the IRSG committee in conjunction with the Search Solutions organisers.

## 12. 17 May 2017 ISKO Meeting Report

AM had held a meeting with Judi Vernau of ISKO at which the topic (Information Visualisation) and a structure had been agreed. However progress in recruiting speakers against the structure had been slow.

It was agreed to continue efforts to recruit speakers for the moment, but if the programme had not been finalised by the end of March to cancel the event.

## 13. Making AGMs more relevant

The committee discussed some ideas to make AGMs more relevant to members and improve relevance and therefore democratic accountability.

One idea was to use the AGM to plan future events and give members the opportunity to get involved with organising them.

Another suggestion was to separate the AGM from Search Solutions and run it at lunchtime with a box lunch (as is done for SIGIR). This would be in the context of an additional autumn one day meeting. This proposal received broad support from the committee, and IF agreed to look into organising such a meeting.

IF agreed to send out a call for one day meeting proposals to the wider IRSG mailing list.

#### 14. Processes for Requesting Funding and Support

It was agreed JT (as secretary) would document the current de facto process, updated to take account of possible improvements as suggested by the SIGIR process.

#### 15. ECIR Representation on the Committee

Current practice with regards to ECIR representation on the IRSG committee has departed significantly from that adopted some years ago when the conference was smaller and simpler, and from the process documented in the group's constitution.

This has led to a number of practical problems, most notably an excessively long term for past ECIR nominees (often from September of one year to the November three years later).

The chair proposed he looked at the constitution and come back to the committee and the AGM to regularise the situation, and this was agreed.

#### 16. IRSG Representation on the ICTIR Steering Committee

The chair gave a brief history of the relationship between ICTIR and the IRSG. The IRSG appoints a representative to the ICTIR Steering Committee with a three year term. SR is the current representative, but wishes to step down, and a replacement is needed.

At this point there was concern about who was still dialing in, so continued attendance was checked. There were four members in the room and three people still dialing in, so the meeting was still quorate.

CM was nominated by AM as the IRSG representative on the ICTIR Steering Committee, and was seconded by IF.

No further nominations were forthcoming, so CM was appointed as the BCS IRSG rep on the ICTIR Steering Committee until 2020.

#### 17. Vice Chair position

There was a short discussion of the position of the IRSG Vice Chair. It was decided to continue with a nominated Vice Chair for the year. AM volunteered to undertake the post and this was agreed unanimously. SR will review the role of the VC in the constitution and suggest appropriate amendments.

#### 18. Finance

There was a discussion of the arrangements for the financial side of the Karen Spärck Jones Award. Changes of finance staff at the BCS HQ have allowed a more sensible arrangement for the future which ensures overspends and underspends can be more easily carried forward from year to year without effecting the group's overall budget. (Action Nov 16.07 refers).

Action Nov 16.06 (To confirm the 2015/16 rollover budget) was not completed as a result of this, and is therefore ongoing.

A new budget for the 2017/18 will be circulated by email.

#### 19. Informer

There was no report on this occasion as neither editor was present at this point, so Nov 16.13 was carried forward.

NF reported Nov 16.02 could not be actioned until Jun when the meeting took place.

## 21. Any Other Business

21.1. CM to lead the investigation of organising a Spring Meeting in Glasgow.

21.2. CM suggested the ECIR organisers approach SIGIR Friends for funding for student travel.

### 21.3. Next meeting

The next meeting of the IRSG Committee will be at 17:00 on Tuesday 30 May 2017 at the BCS London Offices.

The chair then declared the meeting closed at 19:00.

## Actions Arising From Meeting

Action Number	Action	Action on
Jan 17.01	Send Committee's Congratulations on winning the Karen Spärck Jones Award to Jaime Teevan.	JT
Jan 17.02	Propose mechanism for publishing attendance records of committee members.	JT
Jan 17.03	Publish minutes of the January IRSG Committee Meeting after the May IRSG Committee meeting.	JT/DA
Jan 17.04	Advise LG and George Quénot of the timing of the promotion talk for ECIR 2018 at ECIR 2017.	JT
Jan 17.05	LR to keep and pass on a record of what worked well and what did not in organising ECIR 2018.	LR
Jan 17.06	Investigate the reasons why five people said they would not attend Search Solutions again (2016 survey).	UD/TRR
Jan 17.07	Confirm UK and TRR willing to act as Search Solution 2017 organisers again.	JT
Jan 17.08	Include short talk on IRSG in Search Solutions 2017 programme	UK/TRR/IF/DA
Jan 17.09	Report back to IRSG Committee (via email) on whether the 17 May meeting with ISKO was viable or was to be cancelled.	AM
Jan 17.10	Propose organising a Spring Meeting in Glasgow in 2018 or 2019	CM
Jan 17.11	Propose additional an Autumn Meeting to be run in conjunction with the AGM during the lunch break.	IF
Jan 17.12	Document and if necessary update the process for requesting funding and support from the group.	JT
Jan 17.13	Propose updates to the constitution to regularise the situation with ECIR representation and other related measures.	SR
Jan 17.14	Advise Leif Azzopardi of the appointment of CM as BCS IRSG Representative on the ICTIR Steering Committee	JT
Jan 17.15	Suggest changes to the constitution to clarify the role of the Vice Chair	SR
Jan 17.16	Circulate draft budget for comment	IF
Jan 17.17	Check and confirm the 2015/16 Rollover budget	IF
Jan 17.18	Contribute to IRSG Informer	All
Jan 17.19	Write an article for Informer about the Italian National IR Workshop	NF
Jan 17.20	Add spam filter to Informer site and reactivate comments	TRR
Jan 17.21	Circulate call for one day workshops	IF





