



IAU Executive Committee 99
Pune, IUCAA, May 8th – 12th, 2017

Draft Minutes

Executive Committee Members:

- Silvia Torres-Peimbert (President; Mexico)
- Ewine van Dishoeck (President-Elect; Netherlands)
- Piero Benvenuti (General Secretary; Italy)
- Teresa Lago (Assistant General Secretary; Portugal)
- Renée Kraan-Korteweg (Vice-President; South Africa)
- Xiaowei Liu (Vice-President, China)
- Dina Prialnik (Vice-President, Israel)
- Debra Elmegreen (Vice-President USA)
- Ajit Kembhavi (Vice-President, India)
- Boris Shustov (Vice-President, Russia)
- Norio Kaifu (Past President, Adviser; Japan)

Division Presidents:

- Pietro Ubertini (Italy) - Div. B
- John Hearnshaw (New Zealand) - Div. C
- Yihua Yan (China Nanjing) - Div. E
- Nader Haghighipour (USA) - Div. F
- Corinne Charbonnel (Switzerland) - Div. G
- Bruce Elmegreen (USA) - Div. H
- Claus Leitherer (USA) - Div. J

Division Presidents (Videconference):

- Anne Lemaitre (Belgium) - Div. A

Division Presidents (Excused):

- Chryssa Kouveliotou (USA) - Div. D

Invited Participants:

- During GA Vienna Discussion only: Gerhard Hensler (Canceled)
- During OAD discussion only: Kevin Govender (Video)
- During OAO discussion only: Sze-leung Cheung (Video)

Secretariat:

- Maria Rosaria D'Antonio (Head of Administration)



- Madeleine Smith Spanier (Database Manager/ Assistant)

Monday, May 8th

h. 14:30 Departure from the Hotel to IUCAA

h. 15:00 Women round table discussion

h. 16:30 Outreach IUCAA Presentations

h. 17:30 Show at Auditorium

h. 19:00 Cocktail at IUCAA

Tuesday, May 9th

h. 9:00 Tour

h. 13:00 Traditional Indian Lunch at "Shreyas" Restaurant

(Joint meeting EC + DPs) Afternoon session 15:30 - 18:15

1. Welcome by the President and recognition of all participants (5 min)
The President welcomed the EC Members and the Division Presidents. A recognition *tour de table* not being necessary, everybody warmly greeted back Norio Kaifu who was not able to participate in the EC98 in Mexico City.
2. Approval of the Agenda (10 min)
The Agenda was approved.
3. Executive Committee and Division Presidents matters (1 h)
 - 3.1. Minutes of EC98 - Minutes of OM 2017 - review of actions
The minutes of EC98 were approved, the minutes of the OM 2017 were noted and the Actions of EC98 reviewed (see the complete list in the Appendix). Some actions were commented as follows:
 - #2 - WiA success stories: use the Newsletter to publish short interviews with the support of the IAU/ESO Press Office. Debra will contact F. Primas.
 - #6 - Madeleine will publish the adopted policy about non-active members (after 10yrs of non-active status, they are removed from the public



list)

- #18 – CUP contract: it can be renewed without the need of an open call for tenders. See point 9 in the Agenda
- #20 – The President of Div. F asked about the situation of dues' payment by Iran. The GS will report.
- #28 – UNESCO has approved the IAU recognition of historically relevant astronomical sites/institutes. The recognition name shall not generate confusion with the UNESCO World Heritage denomination.
- #30 – The review of Astronomical Schools with IAU relevance should be updated and published on the IAU web pages

3.2. Assigned Portfolios to VP – Report/Revision

The portfolio assignments were reviewed with the following modifications:

- According to the new agreement on the OAO, the AGS is ex-officio monitoring it, therefore the task previously assigned to Renée K-K can be removed. Renée will contribute to the revision of the Strategic Plan.
- Debra E. is overloaded with tasks (WG on Future Facilities, WiA, Strategic Plan), therefore the task of reviewing the IAU web pages should be transferred to somebody else: the GS proposed Norio K. who accepted.

3.3. Junior Member Questionnaire – Report and Proposal for Statutes and Bye-Laws amendments

The reported the positive result of the NM questionnaire about the introduction of the JM Category together with a summary of the recommendations received by the NM. On this basis, the GS presented the draft relevant amendments to the Statutes, Bye-laws and Rules & Regulations. The GS collected various comments by the EC and took the action to circulate the revised text for remote approve by the EC. After approval the text will be sent to the NM.

3.4. IAU Policy matters on free circulation of scientists

The GS reported orally about requests to ban any IAU activity in the US he received by a number of Members after the recent restriction to mobility in the US. The GS ask the EC to confirm that the IAU, while maintaining the principle of free circulation of scientists, is against any boycott actions.



Coffee break, 16:45 - 17:05

4. Divisions, Commissions and WGs (25 min)

4.1. Status Report

Madeleine S-S reported about the progress in the migration of the Division and Commissions webpages to the IAU portal. External pages are possible, but a clear bi-directional link between the IAU and external pages has to be present. The DP suggested a formal procedure to send email to all the members of their Division in a more controlled way than the current procedure via ESO. The suggested procedure could work in the following way: the “Documents” button on the web page gets renamed “Internal”; this button takes you to a password controlled page to which the DP and other selected members of the Division (VP, Secretary, ...) have access; the page contains an email template; a “submit” button sends the proposed email to Madeleine; Madeleine receives the email, reads it, presses “approve” and then it goes to an IAU archive for long term storage and to ESO for actual mailing. Archived emails are linked to the “News” button and become accessible to anyone. Errata go to Madeleine for transmission to ESO for corrections. After testing, the same procedure could be open to Commission Presidents.

4.2. WiA - ICSU Grants

The GS informs that the Proposal “A Global Approach to the Gender Gap in Mathematical and Natural Sciences: how to measure it, how to reduce it?” Lead by IMU and IUPAC and with the IAU as co-lead, has been awarded a grant of 300 K€ for 3 years. The IAU is contributing 5 K€ per year, mainly to cover the travels of the IAU representatives. The kick-off meeting is foreseen in early June in Paris: Francesca Primas and Rosaria will participate.

4.3. Proposal for the EC WG “Public Naming of Planets and Planetary satellites” (A. Lecavelier)

The Proposal by A. Lecavelier was discussed. It was agreed that there is the need to define a procedure that will be followed in case a new planet is discovered and in the case we decide to open a new naming campaign of exoplanets. However, concerns were raised on the possible overlap of the proposed WG with other existing ones, namely Planetary System Nomenclature and Small Bodies Nomenclature, both belonging to Division F. The President of Div. F will consult the WG and recommend a possible revision of the terms of reference of the proposed WG.

4.4. Proposal to refine the IAU Planet definition (Jean-Luc Margot)

The Proposal by J.-L. Margot was discussed. Although the scientific rationale of the proposal is sound, it was agreed that a formal re-definition of Planet at



this point could open an endless discussion at the next GA. It was therefore suggested to ask J.-L. Margot to draft an explanation of the scientific definition of the concept of “clearing the orbit” that is understandable by the public and that could be used in the current “theme” in the IAU pages.

Dinner at the Hotel (free)

Wednesday, May 10th

Bus pickup from hotel at 8:30

h. 9:00-13:00

EC Agenda

5. Report on the Secretariat (1 h)

5.1. Personnel (Paris Office)

The GS reported about the situation in the IAU Office: The working atmosphere is very good, Rosaria has become acquainted with all aspects of the IAU administration, Madeleine continue to maintain the Members database and Ginette Rude has essentially completed the cataloguing of the IAU paper archive.

The accounting S/W previously used (SAGE) has been replaced by a new one (CIEL), more modern, flexible and cheaper. At the same time, the commercial package FileMaker was used to create an electronic archive of the National Members (including their dues and payments) and of all IAU documents. The latter is linked to the CIEL accounting software in such a way that any bank transaction is automatically linked to an electronic copy of the relevant invoice or equivalent documents. The system is very efficient and saves times. A brief presentation was given by Rosaria to the EC.

Ajit Kembhavi praised Rosaria for handling the preparation of the EC99 with charm but firm hand.

The GS informed that an agreement has been found between the IAU lawyer and the one defending the previous Head of Administration with respect to her appeal to the Conseil de prud’hommes against her dismissal.

5.2. Data Base and web pages/services

The GS presented the web access, provided by the FileMaker S/W, to the Database of the individual members. The EC and the DP found it very useful and agreed with the suggestion to ask the members to complete their scientific



profile with pre-defined keywords that characterize their field of research and that can be used in querying the Database. The member should also be asked to give permission to make their scientific profile public, while personal sensitive information (date of birth, gender, etc.) will be kept confidential and used for statistical purposes only.

Possibly, a more layout of the Database could be offered, in confidence, to the EC and DP.

5.3. ESO-CAP Journal – outsourced services ESO – CAP Journal -new contract

The GS informed that the services outsourced to ESO (Web development and maintenance, Database maintenance and Press Office support) are now part of a regular contract (it did not exist before).

It was noted that the editing of the CAP Journal is also outsourced (via ESO), while printing (paid by IAU) and mailing (paid by ESO) is taken care by ESO as part of the Commission C2 tasks. In view of the transfer of the responsibility of Editor in Chief to OAO, as foreseen in the new IAU-NAOJ OAO Agreement, the transition should be carefully concurred with the C2 Commission.

6. Financial matters (1 30h)

6.1. Accounts and budget -report on the situation

The Head of Administration and the GS presented the Financial Report for the year 2016. Commenting the comparison between the actual expenditure and the budget forecast that was approved in Honolulu, the GS remarked that the most evident deviations are due to changes in various agreements and conditions (OAD, OAO, OYA). He presented therefore a proposed revision of the forecast (see the Financial Report). After discussion, it was agreed that the 3-years forecast, as approved at the GA in 2015, should stay as it is, while the proposed revised forecast will be used to assess the 2017 accounts and used as training for the preparation of the 2019-21 forecast (to be prepared by December 15th, 2017).

Because of the late availability of the Audit report (see below), the Financial Committee had a very short time to analyse the Financial Report and therefore provided only a short, albeit positive, comment to it. However, it asked separately a number of clarifications which will be provided soon after the EC in a planned video-conference with the entire FC. ¹

¹ The video-conference with the Finance Committee took place on May 29th. All questions were answered satisfactorily. The FC found the Financial Report much more informative than the French accounting report that is used for the auditing. It was stressed that the actual figures that are used in the two documents come from the same accounting S/W (CIEL). The FC suggested however that, in the future, also our Financial Report should be countersigned by the auditor. The FC also suggested that



6.2. Accounting and external auditing

As mentioned under point 5.1, the new accounting S/W (CIEL) combined with the electronic-only IAU Archive, makes the auditing exercise much more efficient and fast than before. The external auditor (PRAXOR) came to the IAU Office on March 14th and completed the audit by the early afternoon. He praised the new system and asked details on how it was done. The only outstanding question was about the saving deposit of 350.000,00 € that we have with the HSBC Bank: although properly reported in the Bank statement, we could not locate the original document (it was signed in 2011) and we had to ask HSBC for a copy. Finally, the copy arrived, but this caused a delay in the production of the audit report that reached IAU only on April 14th. Hence the delay in forwarding the financial documents to the FC.

Coffee break,

6.3. Revision of mission reimbursement rules

The Head of Administration presented a revision of the reimbursement rules for IAU travels in which the per-diem allowance is substituted by the reimbursement of the actual expenditures. After some clarifications, the revised rules were approved. It was mentioned that a new service, a sort of virtual travel agency available through an App, will soon be evaluated. If affordable, it will greatly simplify the travel's planning and the cost will be directly charged to the IAU Credit Card.

6.4. New National Members

The GS informed that he is actively pursuing the entrance (or re-entrance) of National Members in the IAU. Contacts have been established with Algeria, Morocco, the Arab Emirates, Jordan, Palestine, Oman, Madagascar, Peru, Cyprus.

6.5. National Members dues - update

The Head of Administration presented the situation of the dues' payment as of the end of April. About ??% of the NM have already paid their contribution including, for some of them, their arrears. The HoA made a presentation of the new system for monitoring the dues' situation and for generating automatically the letters of invoice and acknowledgment. The system, based on the FileMaker S/W, archives all correspondence with the National Members and represents a great improvement in efficiency and control.

the external auditor should be changed at regular intervals (e.g. every two years): the GS will check the French norms on the matter.

6.6. Revision of NM Categories

Silvia Torres-Peimbert presented a proposal to amend the Statutes articles about the definition of NM Categories. The substance of the proposal was approved, the GS will prepare the relevant amendments to the Statutes, By-laws and Rules and circulate them to the EC for approval. The new text will be sent to the NM in due time.

7. Review of the Strategic Plan 2018 – Discussion (1h15)

The draft scheme for the new Strategic Plan 2018 was presented by Ewine van Dishoeck and Debra Elmegreen. The EC concurred that the SP should not be limited to the development of the OAD. There will be an opportunity to discuss the draft during the meeting of the WG on Future Facilities in Leiden in July. A further face-to-face meeting may be arranged in the Autumn.

Lunch break, 13:00 – 14:30

(Joint meeting EC + DPs) Afternoon session 14:30 – 17:50

8. Scientific Meetings and PhD Prize (GA Programme)

8.1. Symposia, FM and Division Days at the GA

The overall coordination of the scientific programme at the GA was discussed. It was suggested that, after the approval of the Symposia and FM, the GS, AGS and GA LOC Chair, will interact with the Proposers in order to avoid possible overlaps, duplications, interferences. It was also suggested that contributors to the Division Days should be eligible for IAU travel grants (this implies that contribution abstracts should be submitted and approved by the DP, who should also provide assessments of the grants requests).

8.2. Scientific Meetings 2017

Teresa Lago reported about the Symposia planned for 2017, the information for which is available on <https://www.iau.org/science/meetings/>. She reported about the usual difficulty to get the Post-meeting reports and the location of them in the IAU web pages was discussed.

Coffee break, 16:00 – 16:20

8.3. Regional Meetings 2017 oral report

The GS reported about the organization of the two Regional Meetings in 2017, MEARIM in Addis Ababa and APRIM in Taipei. While the organization of the



latter seems to be very well advance, some difficulties are evident for the MEARIM. Since the organization is by the Ethiopian ROAD, the GS has asked Kevin Govender to help. The GS informed that he will participate in the MEARIM, but asked for volunteers to represent IAU at APRIM: Norio Kaifu offered to do so and the EC expressed its gratitude.

8.4. Proposal for 2018 – Approval

The AGS presented the result of the evaluation: the 3 non-GA Symposia were approved unanimously, 5 GA Symposia were selected leaving the 6th one to be chosen from a group of 4 well ranked proposals, 9 Focus Meeting were selected leaving 3 to be chosen from a group of 3 pairs of well ranked proposals. After discussion the final list of Symposia and Focus Meetings was approved (<https://www.iau.org/news/announcements/detail/ann17021/>). It was agreed that the Symposium “Under One Sky: The IAU Centenary Symposium” should be added to the normal 6 GA Symposia, therefore the total number of GA Symposia in Vienna will be 7. In addition, the FMs “Global Coordination of International Astrophysics and Heliosphysics Activities from Space and Ground”, “IAU’s role on global astronomy outreach, the latest challenges and bridging different communities” and “Astronomy for Development” should be considered institutional and added to the 12 approved FM, bringing their total number to 15.

8.5. IAU PhD Prize 2017 – Approval

The DPs presented their evaluation of the candidates for the PhD Prize 2017 and the final list of winners was approved (only Division A and C did not assigned a prize for lack of valid candidates). All participants expressed satisfaction for the result of the first PhD Prize round.
<https://www.iau.org/news/announcements/detail/ann17024/>

Bus departure to hotel 18:30

Hotel pickup for Dinner offered by IAU Restaurant Ambrosia h. 20:00

Thursday, May 11th

Bus pickup from Hotel at 8:30

Morning session 9:00 – 13:00

EC Agenda

9. IAU Publications + Renewal of CUP contract or Call for tenders (1h30)

9.1. Past Symposia (report)

The Report by CUP was presented.

9.2. GA related (Symposia, FM, Transactions)

The production of the Proceedings of the GA Symposia is under way. The Proceedings of the FM (Astronomy in Focus) suffered from an number of issues mainly due to the complex structure of the review of the proofs (more than 20 “editors”).

9.3. CUP online archive – report

All the volumes of the existing past IAU Meetings have been received by CUP and digitized. The publication on line of the volumes is waiting the copyright permission for 4 of them.

9.4. Cost of Proceedings – new agreement with CUP

The new agreement with CUP is operational: the cost for the production of the Proceedings is 10 £ (to be added to the Registration Fee of the Symposia participants) and the electronic version will be available to the participants as soon as ready. Hard copies can be purchased at a reduced cost by ordering them at registration.

9.5. Renewal or Call for Tenders

Considering the successful implementation of the new agreement with CUP (see above), which was the main cause of concern expressed at the GA in Honolulu, it was decided to opt for the renewal of the CUP contract instead of opening a new Call for tenders.

9.6. Information Bulletin

The re-start of the publication of the Information Bulletin is still pending.

10. Report by Division Presidents - oral report

Corinne: include the evaluation criteria directly in the form so that proposers are automatically reminded (e.g. geographical and gender distribution, etc.)

Corinne: offer a liaison person from the relevant Division to each Symp. And FM. Essential for the harmonization of the final scientific programme.

suggestion for different types of Symposia reg. fee: IAU reg members, non-IAU members, Junior Members, Students and Post-doc, Retired)

John: Young astronomers luncheon at GA to be continued

Corinne: one2one mentoring at the GA at registration

Bruce: grants also for DD, than programme to be published together with Symp and FM programme to stay within the datelines.

John: Visitor programme: young researcher from a developing country to a prestigious Institute for a short-medium visit. IAU pay only the travel (2-3 K€ per trip, 30-40 K€ annually). The Institute support the rest.

All DP: appoint the liaison asap

Coffee break, 10:30 – 10:45



11. OAD (1h15)

11.1. Report from the SC

The overall report is positive. A potential issue concerns the staff turnover of staff: they are all very committed, but they need a solid reporting structure. A connected issue is that they get involved only in short term projects rather than long term studies. Some of the ROADS have internal difficulties, possibly their initial goals were too ambitious with respect to their actual capabilities. The number of submitted projects is decreasing (from 191 in 2013 to 106 now). 28 were funded, but the number of good projects was much higher. Risk factors are the availability of support by the South African agencies, an excessive attention by the OAD staff to impact analysis and an exceeding number of activities: the SC has made recommendation to focus on the current tasks and not to expand further. India has expressed its intention to collaborate with the OAD, even without proposing to become a ROAD. N. Kaifu commented that no further ROADS should be approved for the time being.

11.2. Report about the 2nd high- level meeting

The meeting took place in August with the participation of Silvia and the GS. It was very satisfactory: the only concerns were about the staff being spread too thin and the need for IAU to appoint a fundraiser. It was proposed to hold the 3rd high-level meeting by video-conference.

11.3. Meeting with EC - Brussels - oral report

11.4. Fundraising - ESA Support - oral report

11.5. Videoconference Kevin Govender

12. OAO (1h15)

12.1. Report from the Review recommendations

12.2. New Agreement

12.3. Annual Plan

Need to clarify the scope and purpose of the Translation Network.

Asking endorsement directly to the EC is shortcutting the MoU

12.4. Videoconference Sze-leung

Lunch break, 13:15 - 14:30

(Joint meeting EC + DPs) Afternoon session 14:30 - 17:00

13. Preparation for GA in Vienna (1h15) Videoconference G. Hensler

13.1. Report By LOC

13.2. Report By DPs on GA Programme - oral report

See above about Division liaison in the SOCs



13.3. Discussion

Coffee break, 15:45 – 16:00

14. 100 yrs matters (1h)

14.1. 100 yrs WG

14.2. Report on the centennial book and other initiatives

Need to incorporate the Centennial Symposium (both at the GA and as Proceedings in parallel with the Book)

Bus departure to hotel 17:00

Hotel pick up Dinner offered by IUCAA at IUCAA 20:00

Friday, May 12th

Morning session 9:30 – 13:00

15. OYA (45min)

15.1. Report from the Steering Committee

15.2. Schools 2017-2018

16. External Organizations (45min)

16.1. UNOOSA-UNESCO Dark and Quiet Skies

16.2. ICSU - oral report

16.3. COSPAR - Proposal for COSPAR Prize

16.4. UN - Mandate for Celestial nomenclatures - oral report

16.5. COPUOS "Open Universe" initiative - oral report

Coffee break, 11:00 – 11:15

17. TGF/KAVLI (45min) oral report

17.1. TGF +2017

17.2. WG on future facilities

18. EC100 Vienna (15min) oral report

19. GA in Busan (15min) oral report

20. Review of Actions (20min) real time

21. AOB (10min)



EC 99 - Draft Agenda Version April 25th, 2017

Lunch break, 12:45 – 13:45

Bus departure to hotel or airport or Mumbai h. 14:00

Appendix

EC98 – List of actions – reviewed at EC99

#	Title	Action	Who	Deadline
1	Women in Astronomy 1	Distribute Francesca's report	PB	Completed
2	Women in Astronomy 2	Initiate a series on success stories. Contact Lars	PB/DE	Pending
3	IAU 326	Write to SOC/LOC of the new Utrecht Conference. 10K€ with same aim of IAU Symposia. Check the issue of cancellation with Ginette and CUP about previous cancellation cases.	PB/RDA	Completed
4	IB	restart the publication	PB	Pending
5	Functional WG	Make an announcement about the Functional WG. Upgrade the web pages	PB/MSS	Completed
6	Rule on non-active Members	Draft a rule about cancelling from the non-active list those members that have been in the list for more than 10 years	PB	To be published
7	Anti-harass guidelines.	<ol style="list-style-type: none"> Draft an agreement (to be signed participants to respect the guidelines) Get legal advice on how to implement in case of an harass incident Teresa to inform the successful and new Symposia Chairs 	<ol style="list-style-type: none"> PB/MTL PB MTL 	<ol style="list-style-type: none"> Completed Completed Completed
8	Approved Proposals	Announce the successful Symposia	MTL/ESO	Completed
9	Inclusion of young non-IAU members	Draft an amendment to the Statutes or Bye-laws for the inclusion of the Junior Member. Propose an approach to the NM to sound their view on the matter (membership increase)	PB	Completed
10	IAU Thesis Prize	Institute a yearly Prize for best Thesis in each division. The prize is a free registration to the GA	DPs ?	Completed
11	Representation to other Organization	Take action on the Boris table. Draft a letter to explain the charter of the representatives and the support they may get	BS	In progress

12	Web pages	Migrate the external pages into ESO/IAU pages	MSS	In progress
13	CAP Journal	Look for non IAU contributors	PB	Pending
14	Dark Sky WG	Inform proposers	PB	Completed
15	Review of OAO	Organize the review. Terms of reference to be agreed with NAOJ	PB(IC+LC)	Completed
16	New Announcement for Symp & FM in Vienna	Rewrite the announcement	PB/MTL	Completed
17	WG on content of GA Proceedings	Decide the format and content	EvD, DP, STP	In progress
18	WG on renewal of CUP	Propose what to do	PB,DE,BE,AKK,CL,CCh	Completed
19	Finance Committee	Copy of audit report to UK NM, organize a new videconf	PB	Completed
20	NM dues	Review the Categories and propose a new scheme	STP	Completed
21	100 yrs Book	Get feedback from all EC members and forward to authors	PB	Completed
22	100 yrs	Proposal for Brochure et al. – Science Journalist event at the GA	PB+Lars	In progress
23	100 yrs	Proposal for celebrating 2019 in all countries. Contest for a celebrating pin	OAO ?	In progress
24	OAD	Prepare proposal for ICSU Grant	PB/KG	Completed
25	WG on ExoWorld	Postpone – communicate with proposers	PB	Completed
26	GA KM Report	Reply to Kevin with EC comments Send the Report to Busan	PB	Completed
27	OYA	Explore possibility to increase the IAU contribution and NASL. Rewrite the MoU	PB/XL	Completed
28	Unesco World Heritage	Draft a proposal for the IAU recognition of Astronomical World Heritage	PB	Completed
29	TGF Fellowship	Rewrite announcement. Propose to TGF to split the Fellowship into two	PB	Completed
30	IAU Astronomy Schools	Monitor all Astronomical Schools with direct or indirect IAU involvement. Publish and maintain a web page. Foster coordination.	JH Div C	Completed

31	WG on Global Coordination of Ground and Space Astrophysics	Inform the members about first meeting in May 2017. Contact KAVLI for support.	PB	Completed
32	Review of the Strategic Plan	Start the discussion about it	DE + EvD (+ PB ex-officio + RKK coopted in absentia)	In progress
33	IAU Mentoring Programme	Establish a mentoring programme dedicated to young astronomers	CC	Pending
34	Executive Summary of EC98	Prepare for the web	PB	Completed