

# **International Committee of Representatives of Indexing Societies (ICRIS) Hosting a Triennial Meeting**

## ***The International Agreement***

International relations between indexing societies and associated groups or networks are governed by the [International Agreement of Indexing Societies](#). Responsibility for international liaison rests with [ICRIS](#). For the general background see [A short history of matters international](#).

The International Agreement is subject to review every three years at the Triennial Meeting.

Current participants in the Agreement are:

Affiliated societies

- [ANZSI \(Australian and New Zealand Society of Indexers\)](#)
- [ASAIB \(Association of Southern African Indexers and Bibliographers\)](#)
- [ASI \(American Society for Indexing\)](#)
- [CSIDM \(China Society of Indexing and Database Management\)](#)
- [ISC/SCI \(Indexing Society of Canada / Société canadienne d'indexation\)](#)
- [SI \(\[British and Irish\] Society of Indexers\)](#)

Associate groups and networks

- [DNI \(Deutsches Netzwerk der Indexer/German Indexing Network\)](#)
- [NIN \(Nederlands Indexers Netwerk/Netherlands Indexing Network\)](#)

## ***The Triennial Meeting***

The Triennial Meeting is the occasion for the *formal* transaction of international business including in particular review of the International Agreement.

### *Schedule and hosting*

Triennial Meetings take place every three years at the annual conference of one of the Societies. Previous meetings are listed in the [Terms of Reference](#). The next Triennial Meeting is to be hosted by ANZSI on Friday 4 September 2015 at the University of York (UK) prior to the UK Society of Indexers Annual Conference.

The next Triennial Meeting thereafter is scheduled for 2018. Formal confirmation of the host will take place at the 2015 Triennial Meeting, but a decision in principle is usually taken at a rather earlier stage as it is important to have early notice of place and approximate date to avoid conflict with other society conferences and to ensure good representation at the Triennial.

*When and how long?*

By tradition, the Triennial Meeting takes place immediately before the host Society Conference begins, either the day before if the Conference has an early start or on the day of the Conference if it begins in the late afternoon. Precise scheduling depends on a variety of factors, but 10.00-15.00 hours should provide ample time. The decision on this is for the host society in conjunction with the coordinator.

#### *Who attends?*

Each Society or Associated network is entitled to appoint an official representative. In addition, it is usual to appoint a minute-taker, and it may on occasion be appropriate to have an interpreter.

#### *Host Society obligations*

The requirements of the host Society are modest: essentially a room for the meeting. Attendance at the formal meeting is unlikely to be more than 12. It is helpful if projection facilities are available, for example for working on the text of the International Agreement. It is also useful to have an internet connection, and accessible electric points in case participants need to make prolonged use of their laptops.

Triennial meetings are conducted in English. Should it be necessary to provide interpretation into/from the language of the host Society, this would normally be the responsibility of that Society.

The host Society is also responsible for providing simple refreshments at the Triennial Meeting (usually tea/coffee and a very light lunch).

The International Agreement provides for the host Society to offer a free Conference registration to an authorized representative from each of the other Societies and Associate networks. The provision of accommodation is at the discretion of the host Society. Travel costs are the responsibility of the participants.

#### *The Triennial agenda*

The principal business of the Triennial Meeting is to review the International Agreement. The Triennial Meeting is also the occasion to take stock of developments over the previous three years and to report on Indexer matters. The Triennial Meeting also appoints (or re-appoints) the international coordinator.

Other items on the agenda, normally of a less formal nature, are for discussion between the host Society, the international coordinator and ICRIS members via the ICRIS Email list.

#### *Preparing for the Triennial Meeting*

Work on possible changes to the International Agreement is on-going between Triennial Meetings via ICRIS with discussion on both the ICRIS Email list and at informal ICRIS meetings. ICRIS members are urged to seek provisional approval from their Executive Boards for any envisaged changes before the Triennial Meeting to ensure that there will be no delay in ratifying the revised Agreement as it emerges from the Meeting.

Other matters relating to the Triennial Meeting are similarly for discussion on the ICRIS Email list or at informal ICRIS meetings.

### ***ICRIS (International Committee of Representatives of Indexing Societies)***

Responsibility for international liaison rests with ICRIS on which each Society and Associate is represented. Comprehensive information on ICRIS including the Terms of Reference, a list of current society liaisons with contact details, and minutes of all meetings including both Triennial Meetings and informal meetings can be found [here](#).

Responsibility for managing ICRIS business lies with the international coordinator, currently [Mary Russell \(ANZSI\)](#). The coordinator is appointed (or re-appointed) at the Triennial Meeting.

Ongoing liaison is conducted via the [ICRIS Email list](#) which is particularly useful for the posting of Society newsletters, for checking the correctness of Society-related information in *The Indexer* and for discussion of suggested revisions to the International Agreement or ICRIS Terms of Reference. The Email list is particularly important in the run-up to Triennial Meetings.

*Informal ICRIS meetings* take place in the margin of society conferences. Numbers attending vary from a ‘full house’ with representatives from almost all the societies to a more or less nil return. (Much depends on the timing and location of the conference in question.) Decisions at these meetings are limited to routine management matters, but may include recommendations for submission to the next the Triennial Meeting.

### ***Optional extras***

As will be seen from the above, the Triennial Meeting itself is a formal meeting with limited attendance and a business-oriented agenda. But the host society may like to take the opportunity of the fact of the presence of representatives of most of the indexing societies and associations will be at the conference which follows. This is entirely for the host society to decide, and there is certainly no obligation for them to incur additional costs. Possibilities include:

- Inviting the representatives to make short presentations about their Society at the Conference;
- Inviting, as appropriate, some of the international visitors to give a plenary presentation, or a workshop on a topic of interest to host Society members.
- Following the formal Triennial Meeting with an expanded informal meeting open to members or guests of the host Society and ‘non-official’ participants from other societies. Discussion could include, for example, ways for enhancing international cooperation.
- Offering some local colour, either at the Conference venue or off-site (with costs, for example, of a visit to a theatre, being met by the participants).