

## MINUTES

### 2022 Triennial Meeting of International Committee of Representatives of Indexing Societies (ICRIS)

Sunday 16 October 14:00 – 18:00

Weiberwirtschaft, Berlin

#### Representatives

American Society for Indexing (ASI):	Devon Thomas
Australian and New Zealand Society of Indexers (ANZSI):	Glenda Browne
Association of South African Indexers and Bibliographers (ASAIB):	Karin McGuirk
China Society of Indexers (CSI):	Guanghui Yang
Deutsches Netzwerk der Indexer (DNI):	Jochen Fassbender
Indexing Society of Canada/Société canadienne d'indexation (ISC/SCI):	Margaret de Boer
Nederlands Indexers Network (NIN):	Pierke Bosschieter
Society of Indexers (SI):	Ann Kingdom
<i>The Indexer</i> :	Mary Coe
ICRIS International Co-coordinator and Chair	Caroline Diepeveen

#### 1. Welcome

Caroline welcomes the attendees and notes that there are several observers present, which indicates an interest in and enthusiasm for ICRIS. (see appendix for list of observers)

#### 2. Society reports on recent key developments.

- Devon Thomas from ASI notes that ASI is planning a winter learning event, which will be recorded for viewing later.
- Glenda Browne from ANZSI notes that member rates have dropped and that there are now only 25 accredited indexers in Australia. ANZSI hopes to organize a hybrid indexing conference in 2023.
- Karin McGuirk from ASAIB notes that ASAIB board has gained two new members. The old secretary is replaced by Karien Hutchison, and Deon Schutte has replaced Marlene Burger as Chair. Their online meetings are now on MS Teams, which works well. They have a non-profit license and are able to store their documents centrally and collaborate. Furthermore, they are redesigning their logo; announced that they will organize conference biannually instead of annually from now on; will be organizing online coffee meetings for non-indexers; and will organize more training workshops.
- Yang Guanghui from CSI notes that CSI has 1,806 members and 120 corporate members. The *Guideline for Establishment of Indexes of Thesis GB/T 41210—2021* was published on December 31, 2021 and was implemented from July 1, 2022. In order to implement this standard, they have held four Academic Dissertation Index Compilation Competitions and established institute projects to promote the implementation of the standard. On September 15, 2022, the revision of

the *Guideline for Establishment of Indexes (General)* passed the expert review meeting. Furthermore, the index compilation project of *Shanghai Prefectural Old Local Chronicles Series* is currently in the final stage. In 2020 and 2021, respectively 12 and 11 projects aimed at providing young scholars with a good research environment and adequate support have been approved by the Society. Additionally, the Society applied for the National Social Science Fund of China, which was approved in 2022. Lastly, the tenth collected volumes of *China Index* have been delivered to the publishing house and are expected to be published by the end of 2022.

- Jochen Fassbender from DNI notes that their website has been renewed. They have annual online meetings. There have been some publications from some DNI members, especially written articles in *The Indexer*, but Jochen will also write a chapter on indexing for a German-language handbook on information science, soon to be published.
- Margaret de Boer from ISC/SCI notes that Alexandra Peace will retire from the presidency. She is followed by Jolanta Komornicka, who will be joined by another co-president. ISC/SCI's membership numbers have increased by 8.9% in the past year. They will organize a conference in Newfoundland in June 2023. Their bursary aimed at inclusion, diversity, and equity has now been granted, and the award has probably helped to increase their membership numbers. They are thinking about a book landing program, however shipping in Canada is expensive. ISC/SCI has a very active membership with Member-Initiated-Groups (MIGs) that can access the society's Zoom account.
- Pierke Bosschieter from NIN notes that they have a new website. Pierke has realized that the name NIN has not been great for exposure in the Netherlands, since the most commonly used word in Dutch for "indexer" is "registermaker." Therefore, they have purchased a new web domain that can redirect people Googling "registermakers" to the NIN website, which has had a makeover as well. While researching indexers in the Netherlands, Pierke was able to find some colleagues who wanted to join the NIN. There are now 11 members. The NIN is thinking about developing Dutch resources on indexing.
- Ann Kingdom from SI notes that SI only has a small group of active members and that they have a slight decline in membership. They have a reinvigorated marketing committee with Tanya Izzard, which will contribute to SI's exposure. SI had to move the society's training course to a new platform. SI's local groups are beginning to meet more often, and there's been lively and interesting discussions on their online forums. They have to have an in-person conference next year. The executive board is still too small, as they don't have a conference director yet.

### 3. Review of the International Agreement – Suggested amendments

Caroline worked through the following suggested amendments:

- a. Inclusion of 2018 in the first paragraph – accepted. Caroline suggested that they don't take a vote on very small amendments like these, and **everyone agrees**.
- b. In item 3 change "the right to attend in person national-level meetings" to "the right to attend in person or online national-level meetings"  
**Accepted**.
- c. In item 5: ANZSI proposes that the clause "a group that has no legal persona" be removed.

Some observations:

- That clause may protect ICRIS as a group.
- It's good for clarity that this clause is included.

Not accepted.

- d. Addition of item 16, which reads “Proposed changes to this agreement will be circulated in advance of each Triennial International Meeting for comment by each Society and Associate group or network.”

Some observations:

- If the new ICRIS website is approved, the International Agreement will not contain that information yet. The website is a suggested amendment that the ICRIS representatives have not been able to submit to their boards yet. The Agreement will have to be changed later.
- Item 16 might need clearer language to explain the procedure for proposing changes. ANZSI's changes came too late because the procedure was unclear.
- There should also be a reference to the ICRIS Terms of Reference document in this clause.

Accepted.

- e. Schedule A – inclusion and placing of Association of Freelance Editors, Proofreaders and Indexers of Ireland (AFEPI Ireland).

Some observations:

- Some queries were raised about the AFEPI's minimal participation in ICRIS and their wish to continue membership.
- There was a discussion about whether they should be listed in the first paragraph of the International Agreement, or under Schedule A.
- Does “*Agreed at Shanghai, October 2018*” mean that only the societies present at Shanghai be listed in the first paragraph?
- Alternatively, should only the societies present at the first meeting in 1999 be listed here?

There was discussion about what is meant by the first paragraph and who should be listed in there. It was suggested to rewrite it to read “The Agreement initially made by [ . . . ] and amended by [ . . . ].” Since the original drafter's intent was unclear, Caroline will reach out to Maureen MacGlashan to find out what was meant by this paragraph and come back with a proposal. <sup>1</sup>

- f. The China Society of Indexers' name change has not gone through, so their name will need to be changed back to China Society of Indexers (CSI). Accepted.

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<sup>1</sup> Meanwhile, Maureen MacGlashan has been queried on this issue. She indicated that the drafters of the International Agreement did not have the intention to mention only the original signatories to the agreement in the first paragraph and that AFEPI should therefore be mentioned in the first sentence as well as in Schedule A.

- g. Schedule D – *China Index* is not freely available online, but only available on subscription. This point will be changed to reflect that. **Accepted.**
- h. Schedule E – points on decision-making procedure.

Some observations:

- It might be better that the Agreement can be changed more often than just at the triennials.
- Online meetings can be more frequent than once every three years.
- If the Agreement is not changed, initiatives such as the website could be implemented before the Agreement reflects that.
- Attendance at online ICRIS meetings is high and every society is always present; therefore, more frequent decision making could be feasible.
- ICRIS representatives should not be expected to attend yearly in-person meetings.
- Making changes takes a lot of time, as everyone has to prepare and discuss the proposals with their boards.
- So far, the Agreement has always been updated after the fact. In that sense, they can be seen as more of a historical record than an actual Agreement. What is the Agreement's value if it's always out of date? It is suggested that in the current state, the Agreement is failing to do what it's meant to do.
- A suggestion is made to create a provisional document in between Agreements that reflects ICRIS' current practice. The triennial revision will stay, but plans for the near future could be included in the working document.

The ICRIS representatives will reach out to their boards to discuss building more flexibility into the International Agreement decision-making procedures. Since it's so easy to consult everyone online, it could be possible to make changes every one or two-year cycle. At the next informal ICRIS Zoom meeting, when the boards have responded, this will be discussed further.

It is important that each Board/Council approve the changes to the International Agreement.

#### 4. Review of the ICRIS Terms of Reference – Suggested amendments

- a. Item 5A replace “Canada” with “North America.”  
**Accepted**
- b. Item 5C inclusion of “each society chairs two meetings.” There will be two online meetings, once every Fall and Spring.

Some extra points for observation:

- Inclusion of the fact that there will be two online meetings, once every Fall and Spring. However, when it's Fall in the north, it will be Spring in Australia, so that's confusing.
- It was decided that the meetings will take place biannually.
- When there's a (triennial) ICRIS meeting, there is no need for two online meetings. In years when the representatives are already meeting in person, there should only be one formal online meeting.

- The language should also reflect that chairing the meetings will be a yearly rotation. The rotation will happen each calendar year in April.
- “international liaison” will be replaced with “ICRIS representative.”
- It’s unclear who the next host will be, as there are no formal rules for rotating. It is decided to keep the rotation informal, as the host might be unable to do it that year because of illness. The decision will have to be made before the end of the calendar year.

Accepted.

- c. 6H delete “decisions are not binding and”

Accepted

It is important that each Board/Council approve the changes to the ICRIS Terms of Reference.

## 5. International Indexers website

- For marketing purposes, it is suggested a second international webpage/landing page is created for the societies, with an optional blog.
- ANZSI offers to pay for the costs of getting the website started and to pay for its maintenance. They expect it will not be a big cost.
- The website can be created by someone within one of the societies.
- The current idea is different from Max McMaster’s proposal for a website in 2018, which proved to be too difficult to achieve.
- SI has some points of critique about the website proposal. Ann will circulate the document among the ICRIS representatives. SI has concerns about the registration of the domain name; having a directory of indexers; SEO; dynamic aspect of the website; repeating blogs from societies’ pages; reliance on volunteers.
- ASI is concerned about the website’s maintenance and cost as well.
- Having a landing page might be a good idea.
- ISC/SCI is excited about the proposal and offers to pay and work on creating the website as well. They would like to have access to the website to make small changes to their own society’s information.
- Alexandra Peace adds that, in terms of SEO, we will direct customers to the landing page ourselves, for example via social media. If someone asks “where can I find an indexer?” we can direct to this landing page.
- Deon Schutte asks who would own the website and decide what actually appears on it. Glenda replies that ANZSI would be happy to own the website and contribute financially to it without asking other societies for contributions. They want to share and work together among the different societies as much as they can.
- Deon also wonders if the societies should not focus on their own websites first. Glenda acknowledges that volunteer effort is limited. They have roughly under 1.000 Australian dollars to spare to pay someone to build the website. Alexandra replies that the idea is that the money would come from the societies who have money to spare. Having a central landing page would be a more equitable way of directing people who need indexers to directories, as all the societies will be represented. A central list makes everybody stronger.

- ANZSI would be delighted for something to happen and would also be happy with just a landing page at this point. Glenda points out that further thought can be given to a directory, but Caroline remarks that, since every society has different rules for their directories, a directory could not appear on the landing page.
- Guanghui Yang points out that Chinese internet services are a problem, and that it's not possible to share the Chinese website with the internet. For them, it will not be possible to participate in this website.
- Jochen summarizes that we will start with a very simple landing page that contains links to the individual societies and networks, and perhaps the languages in which indexers are working. In the beginning there would be no maintenance. After two or three years, we could discuss if we want to expand it. We could at least have something simple, that could be the common denominator for us all. It has almost no maintenance and almost no cost.
- ISC/SCI; SI; NIN; ASAIB have pointed out that they would be happy with the static landing page.
- Margaret lets Glenda know that ANZSI has the honors of creating the website.
- Caroline remarks that, even though the NIN has no money to contribute, they do have a very good web designer who created the NIN's new website.
- Glenda says that if it's just a simple static landing page, then ANZSI would keep it going forever. Other societies would not have access to making changes to the website, so if they want small changes, they would need to contact ANZSI.

The ICRIS representatives will discuss this with their boards. The subject can be further discussed at the next online ICRIS meeting.

## 6. *The Indexer* – News

- Since the last meeting, *The Indexer* has been published by Liverpool University Press (LUP) with a new format and design, and all the back issues are now available from the LUP website. Collaboration with the team at LUP is very good.
- Each society is entitled to one advertisement in each issue.
- LUP has arranged for print copies of the journal to be distributed in the US and Canada more quickly in future.
- There will be trials with “naked” mailing of copies with the next issue. These will not be in plastic, as *The Indexer* is going green.
- LUP is going to be migrating their journals to a new platform in November.
- Ann Kingdom has agreed to become an official Assistant-Editor, working with Mary Coe as Editor.
- There has been considerable thought about how material from the back issues of *The Indexer* is accessed via indexes and search, and a survey of readers was undertaken earlier this year.
- The Society of Indexers' first five-year contract with LUP comes to an end next year and a new contract is being negotiated.
- Costs have increased, the subscriber base has shrunk, and it is difficult to get academic institutions to subscribe, so financially, it is difficult time for the journal. In order to combat that, there will probably be more focus on digital issues in future. The editor's honorarium may also be decreased as a cost-cutting measure (at the suggestion of the editor).

- Pierke asked if it would be possible to have the digital issues as one PDF file, instead of all the different articles separately. By creating a PDF version of the entire issue, readers will also see the advertisements.
- Alexandra asked Mary to clarify if the smaller honorarium for the editor means that Mary and Ann will be sharing the total lesser amount. Mary confirmed that would be the case and that she would be sharing the honorarium with Ann. Attendees expressed concerns about this reduction, given that Mary and Ann are doing such good work, but both confirmed their commitment to the viability of the journal despite the reduction.

## 7. Appointment of International Coordinator for 2023-2026

It was proposed that Caroline and Pierke will do another three-year term. This was **agreed**. After their second three-year term, they have to be replaced by a new International Coordinator.

## 8. Appointment of host for 2025 Triennial Meeting

ASI has expressed an interest to be the next host. They want it to be somewhere that's reachable from Europe (East Coast/West Coast/Chicago).

Everyone **agreed** that ASI will be the next host.

Mary expresses a desire for the next ICRIS triennial to be hybrid again. Everyone agrees that this format has worked well this year.

## 9. Future matters – ISO 999

- Ann explains that ISO 999 needs revising. The SI representative on the committee has informed her that the working group is calling for experts for a revision and someone to chair the group. The closing date is 29 October 2022.
- Axel Ermert from DGI adds that he is involved in this. He explains that the people present at this meeting would all qualify as experts for ISO. Experts would need to be qualified by the national standards committee.
- Caroline asks if we need to formally request the deadline to be prolonged. Axel is confident that ISO will be accommodating.
- Jochen adds that, in his experience, the German standards organization DIN was not easy to work with. He suggested improvements on ISO 999 and never heard from them again.
- Devon will ask Gwen Henson which members from ASI might be interested in joining the committee.
- Ann will contact the SI member who is on the committee to find out who they can contact to prolong the deadline.

**MEETING CLOSED**