

**Minutes of the Meeting of the Permanent Council for the Organisation
of the International Congress of Phonetic Sciences
18th ICPHS, Glasgow 2015**

Dates: 13 August 2015, 12:30 – 14:00; 14 August 2015, 12:45 – 14:00.

Present on 13 August 2015: Ashby, Beckman, Boersma, Chasaide, Cutler, Docherty, Esling, Fougeron, Granström, Hardcastle, Harrington, Keating, Kingston, Kubozono, Maddieson, Nicolaidis (President), Niebuhr, Ohala, Roux, Sagisaka, Simpson, Solé (Secretary), Stuart-Smith, Taniguchi, Vaissière, Wells.

Present on 14 August 2015: Same as above; however, Docherty, Fougeron, and Sagisaka are absent. Barbosa joins the meeting.

Absent (with apologies): de Moraes, Hirst, Pols, Recasens.

Absent: Grønnum, Laver, Nolan, Shockey, Zee (Vice-President).

Minutes by: Maria-Josep Solé (PC secretary)

Proposed agenda

1. Opening.
2. Approval of the agenda.
3. Approval of the minutes of the last meeting.
4. Report by the President of the Permanent Council on activities since the 17th Congress in Hong Kong.
5. Presentation of proposals for the organization of the 19th Congress followed by discussion and decision on the next Congress site.
6. Preliminary Report on the 18th Congress.
7. Elections of President, Vice-President and Secretary.
8. Other business.

1. Opening

Katerina Nicolaidis (KN) opens the meeting as president of PC and welcomes members
Lunch is distributed.

2. Approval of the agenda. The agenda is approved and the Council agrees to the proposal that Bob Ladd may join the meeting to present the reviewing process of ICPHS 2015 to the PC.

3. Approval of the minutes of the last meeting. In July 2015, the minutes were sent by email to all newly elected PC members and to the old members who will resign before voting starts at the present meeting. The minutes are approved.

4. Report by the President of the Permanent Council, 2011 - 2015

The President reminds new and old members of the functions of the PC according to the By-Laws of the Permanent Council for the Organization of ICPhS, i.e. the PC arranges for International Congresses of Phonetic Sciences, it provides continuity between Congresses and it promotes record keeping of and for the Congresses. In line with these, KN then reports on the activities of the PC since the 17th Congress in Hong Kong.

4.1 Contract between the IPA and ICPhS

In May 2012 the PC approved the contract between the IPA & ICPhS2015.

- The IPA granted ICPhS2015 a non-refundable start-up fund of 9,000€.
- Eligible IPA members receive a discount on the ICPhS registration fee of 30 GBP for regular members & 20 GBP for student members.

ICPhS2015 will acknowledge the donation from the IPA as follows:

- (a) name the IPA among the sponsors, including on the conference website,
- (b) provide a stand at the Congress for the IPA to attract new members,
- (c) place an advertisement for the IPA in the Book of Abstracts,
- (d) no later than October 2014, include an announcement on the conference website informing prospective Congress participants that they can receive a discount on the ICPhS2015 registration fee (as well as full IPA membership rights for 2015) if they become members of the Association by February 1, 2015. The announcement will also provide information (to be provided by the IPA Secretary) about the membership fee and membership rights for 2015.

4.2 Copyright provision and distribution license of ICPhS Proceedings.

In September 2012 the PC voted on the copyright provision and distribution license of the ICPhS Proceedings from 2012 onwards (17 in favour, 0 against, 8 abstentions):

- Copyright will remain with the author(s) at all times.
- Papers distributed in conference proceedings (whether print or digital) and posted on the IPA's public ICPhS Archive will be licensed by their authors under a Creative Commons Attribution-NonCommercial-NoDerivs 3.0 or 4.0 Unported License (CC BY-NC-ND 3.0 or 4.0).

- The CC BY-NC-ND 3.0 or 4.0 license allows non-commercial reproduction and distribution by others of the papers, as long as attribution is made to the author(s). It disallows commercial reproduction and derivative works (e.g. translate the work without permission); permission for such disallowed uses must be sought separately from individual authors.

3. Resolution on format of paper submissions.

In October 2012 the PC voted in favor of full paper submission for ICPHS as a result of an inquiry from the 18th ICPHS organizers regarding the format of submissions, i.e. full paper (4 pages) vs. Abstract (22 votes for full paper, 2 for abstract, 1 abstention).

4. Online archive of ICPHS proceedings.

In January 2012, The PC approved Prof. Hess' offer to construct the online archive of ICPHS proceedings.

Professor Wolfgang Hess, who constructed and maintains ISCA's online archive of conference and other proceedings papers, volunteered to provide the same service for the IPA with past and future papers from ICPHS.

The PC was in communication with Prof. Hess during 2011-2015. The Proceedings were initially hosted on the Bonn Server. In 2015 the files were migrated to the IPA server (<https://www.internationalphoneticassociation.org/content/icphs>). Prof. Hess provided the software for preparing congress files, uploaded files, provided guidelines on file preparation for the IPA server.

KN proposes that a thank you letter be sent to Prof. Hess. Members agree.

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KN then provides details on the proceedings that were made available on the IPA server. Entire proceedings including individual papers have been migrated to the IPA server for the following congresses:

- 18th Glasgow (2015)
- 17th Hong Kong (2011)
- 15th Barcelona (2003)
- 14th San Francisco (1999)

Links are provided to the conference page for the following congresses:

- 16th Saarbrücken (2007)
- 4th Helsinki (1961)

Index pages have been scanned and made available on the IPA server for the following congresses:

- 13th Stockholm (1995)
- 12th Aix-en-Provence (1991)
- 10th Utrecht (1983)
- 9th Copenhagen (1979)
- 7th Montreal (1971)

The following issues are then addressed:

- Most of the remaining ICPHS proceedings are available electronically from the British Library. Specifically:
 - 11th Tallinn (1987)
 - 10th Utrecht 1983)
 - 9th Copenhagen (1979)
 - 7th Montreal (1971)
 - 6th Prague (1967)
 - 5th Münster (1964)
 - 4th Helsinki (1961)
 - 3rd Ghent (1938)
 - 2nd London (1935)
 - 1st Amsterdam (1932)

They cost about £33 per paper in standard quality.

- Problems:
 - a) the electronic version is provided in a format that requires special software (FileOpen). This software can be downloaded for free, but IPA webmaster would not be able to provide technical assistance with any problems users may face.
 - b) the IPA may not hold the copyright, especially for older proceedings. Once downloaded, they are not allowed to be copied, transmitted, modified or stored electronically without the permission of the copyright owner.
- An alternative is that Google Books can provide scanned proceedings in PDF format upon request. The following proceedings are available from Google books: Tallinn (1987), Copenhagen (1979), Munster (1964), Helsinki (1961), Ghent (1938), Amsterdam (1932).
- KN contacted Google books. They responded that users need to fill in an uplift form to download proceedings. We can choose to put proceedings in full view with no download and embed a viewer onto site. KN reports that copyright needs to be cleared first.
She started contacting publishers. She wrote to De Gruyter Mouton to ask for permission to make available online the Montreal and Helsinki Proceedings.

4.5. The report of the IPA webmaster, Kayoko Yanagisawa, is then presented by KN.

Due to website traffic bandwidth restrictions, it is problematic to upload entire volumes of proceedings to the IPA server. Proceedings need to be broken down into individual articles and index pages created in order to limit the size of each download. The current server has a restriction on the monthly traffic.

The 123-reg webhosting service comes with a theoretically 'unlimited' bandwidth, ICPHS proceedings can be hosted on this server. Currently, the subscription is £17.96 (incl. VAT) per quarter = £71.84 per annum (incl. VAT).

We need to upgrade to a package with more web space (currently only 1GB). We no longer require a Drupal hosting service so we can change to another package which costs the same amount.

Advantages of hosting the ICPHS proceedings on a separate server: even if there is a sudden burst of proceeding downloads (e.g. during and soon after ICPHS) and access to the server is capped, this shouldn't affect the IPA's main website.

- Proposal to obtain a domain name for ICPHS proceedings :
www.icphsproceedings.org is available for £23.98 on a 2-year subscription, as are
www.icphs-proceedings.org and
www.ipa-icphs.org.
www.icphs.org is already taken.

4.6. ISSN for Proceedings of the International Congress of Phonetic Sciences

The proceedings as a series has a print ISSN 0301-3162 assigned at the very first Congress in 1932. However, it did not appear in print copies of several previous Congresses or different ISSNs were used.

An online ISSN 2412-0669 was assigned at the ICPHS 2015 congress and can be used for current and future online versions of proceedings.

ISBNs for the specific instance of ICPHS 2015 was assigned to the publisher, University of Glasgow (online: ISBN 978-0-85261-941-4; USB: ISBN 978-0-85261-942-1).

Stuart-Smith clarifies that a different ISBN is needed for each format (DVD, USB, etc.).

4.7 The call for proposals for the organization of the 19th International Congress of Phonetic Sciences was announced in May 2014.

Guidelines for bids for the International Congress of Phonetic Sciences (ICPHS) were written by the PC executive. The PC approved the call and guidelines, posted on the website at <https://www.internationalphoneticassociation.org/content/icphs>

4.8. Update of the website

- All news items of the PC are posted on the IPA news page:
<https://www.internationalphoneticassociation.org/news>.
It is possible to view the news items of the PC only at
<https://www.internationalphoneticassociation.org/news/pc-icphs>
- Minutes of previous PC meetings are now available on the PC webpage for Hong Kong 2011, Saarbrücken 2007, Barcelona 2003, and Utrecht 1983.

<https://www.internationalphoneticassociation.org/content/permanent-council-organisation-icphs>

- President proposes to post final reports of Congresses on the website. After some discussion, there is consensus on posting reports on ICPHS congresses not including financial details.

4.7. Elections of PC members

- KN reports on the elections and the composition of the PC.
 - Group 1:** 2 ex officio members (IPA President and Vice President) to be elected at the present PC meeting in Glasgow for the period 2015-2019.
 - Group 2:** 7 members elected by the IPA membership for the period 2015-2023. Elections took place in November 2014.
 - Group 3:** 9 members by PC election prior to the Congress for the period 2015-2023. Elections took place in May 2015.
 - 1 member (2019 Congress organiser) by PC election at the present PC meeting in Glasgow for the period 2015-2023.
- In October 2014 the PC formally approved the election procedure for Group 3 members. Seventeen members voted in favour of the following procedure:
 - Round 1:** Group 3 members nominate up to 5 candidates each for election. Each of the 9 outgoing members indicates whether they wish to stand for reelection.
 - Round 2:** Group 3 members vote for nine candidates from the list of nominees. Candidates who receive at least two votes in round 2 can enter round 3. Nominees are then asked by the PC Exec if they are willing to stand. The final list of candidates is formed.
 - Round 3:** Group 3 members vote for nine candidates from the final list of round 2. The first nine candidates are elected.
 The PC also agreed to a time schedule for the elections beginning in January 2015 and ending in May 2015
- In December 2014, seven IPA-elected representatives to the Permanent Council for the Organization of ICPHS were elected for the period 2015-2023. Their term begins at the present PC meeting. The seven members are: Anne Cutler, the Netherlands, John H. Esling, Canada, Daniel Hirst, France, Patricia Keating, USA, Ian Maddieson, USA, Katerina Nicolaidis, Greece, Masaki Taniguchi, Japan.
 - Oliver Niebuhr, Denmark, replaces Patricia Keating who was elected President of the IPA and becomes ex-officio member of the PC.
- In May 2015, nine new Group 3 members of the Permanent Council were elected for the period 2015-2023 by members of the Permanent Council. Their term begins at the present meeting. The new members are: Plinio Barbosa, Brazil, Paul Boersma, The Netherlands, Gerard Docherty, Australia, Björn Grandström,

Sweden, Jonathan Harrington, Germany, John Kingston. U.S.A., Haruo Kubozono, Japan, Justus Roux, South Africa, Maria Josep Solé, Spain.

- So the PC members for the next period are:

1. Michael Ashby, UK
2. Plinio Barbosa, Brazil
3. Mary E. Beckman, USA
4. Paul Boersma, The Netherlands
5. Anne Cutler, the Netherlands
6. Gerard Docherty, Australia
7. John H. Esling, Canada
8. Cécile Fougeron, France
9. Björn Grandström, Sweden
10. Jonathan Harrington, Germany
11. Daniel Hirst, France
12. Patricia Keating, USA
13. John Kingston. U.S.A.
14. Haruo Kubozono, Japan
15. Ian Maddieson, USA
16. Katerina Nicolaidis, Greece
17. Oliver Niebuhr, Denmark
18. Daniel Recasens, Spain
19. Justus Roux, South Africa
20. Adrian Simpson, Germany
21. Linda Shockey, UK
22. Maria Josep Solé, Spain
23. Jane Stuart-Smith, UK
24. Masaki Taniguchi, Japan
25. + the organiser of the 2019 Congress

At this point KN thanked the following outgoing members for their service to the PC: Nina Grønnum, Denmark, William J. Hardcastle, UK, John Laver, UK, João Antônio de Moraes, Brazil, Ailbhe Ní Chasaide, Ireland, Francis J. Nolan, UK, John Ohala, USA, Louis Pols, the Netherlands, Yoshinori Sagisaka, Japan, Jacqueline Vaissière, France, John C. Wells, UK, Eric Zee, Hong Kong.

- For the 2019 elections, 5 new IPA-elected representatives to the PC need to be elected before ICPhS 2019. No Group 3 members will be elected. For the 2023 elections, nine new Group 3 members and 7 new Group 2 members need to be elected before ICPhS 2023.

5. Presentation of proposals for the organization of the 19th Congress followed by discussion and decision on the next Congress site.

One bid was submitted by Marija Tabain on behalf of the Australasian Speech Science and Technology Association. They propose to hold the congress in August 4-10, 2019 in Melbourne, Australia. The text of the bid was sent to PC members in advance. The PC provided support to the current bidder on several matters including financial issues and the timing of the conference.

KN informs the PC that after ICPHS 2011 she contacted 5 universities (2 European, 3 non European) to explore their potential interest in hosting ICPHS 2019. Two potential bidders (one European and one non European) indicated their interest in organizing ICPHS, possibly in 2023. Other colleagues reported that they did not have the support needed for the organization of such a large scale event.

KN reports that the PC approved a change of the guidelines for bids to include Scientific Associations as possible bidders.

Marija Tabain is invited to present the bid. Following the presentation, the bid is opened for discussion. At this point the meeting is adjourned. It is agreed that the meeting will continue the next day, Friday 14 August 2014.

- The Friday meeting starts at 12.45. Lunch is distributed.

Discussion continues on the bid. There are some questions from the PC relative to the cold weather in the dates proposed (Cutler), the reviewing process (Cutler), the availability of adequate room capacities (Nicolaidis), start-up funding support (Stuart-Smith), visa issues to enter the country (Solé), the number of participants to get a break-even point (Solé) [565 participants], which were satisfactorily answered by Marija Tabain. She also stated that 4-page paper submissions were expected, and a high standard of reviewing would be in place.

KN notes that the PC voted for a single-blind review process at ICPHS 2011, but following a proposal at the 2007 meeting, she believes that the PC may advise on the reviewing process but the decision should reside with the local organisers. This issue needs to be discussed further by the new PC.

The PC members then vote the Melbourne bid. 21 members voted unanimously that the next ICPHS would be in Melbourne. Marija Tabain, as organizer of the next Congress, will become a member of the PC.

6. Preliminary Report on the 18th Congress

6.1 Bob Ladd reports on the **review process**.

- They had a two stage review process:

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- Stage 1: 2 peer reviewers judged if the quality of the paper was acceptable or not. Each reviewer reviewed 8-10 papers, used headings for ratings, and comments were optional.

- Stage 2: 2 senior peer reviewers made recommendation for assigning the papers to oral or poster. 21 mainly senior reviewers considered 40-50 papers.

In the evaluation and feedback, reviewers reported an average time commitment of 5,22 hours for stage 1, and 5 ½ hours for stage 2.

- Inclusivity: 85% acceptance rate (rather high*). The venue had sufficient space for posters and it is the function of ICPHS to foster broad international contact and exchange.
- They make the following suggestions for future congresses:
 - To have more time for the reviewing process.
 - Try to match papers to reviewers.
 - Obtain confidence ratings from reviewers.
 - Encourage more brief comments from Stage 1 reviewers, visible for all readers including authors (In ICPHS 2015 authors did not receive the reviewers' comments).

The review process is opened for discussion. Bob Ladd considers that a full paper review is very demanding and questions whether this is a worthwhile way to spend professional phoneticians' time.

J. Ohala and M. Beckman believe that the quality of the papers is high, which makes a strict reviewing process worthwhile. Beckman adds that (i) the quality is slightly better than in Interspeech that also use a two-stage review method, and (ii) reviewing for a conference is not like reviewing for a journal.

J. Kingston believes that slackening the standards or using other methods is not in the best interest of the phonetics community.

K. Nicolaidis passes on a comment by C. Fougeron who could not attend the meeting on Friday. Fougeron noted that the acceptance rate was very high making the effort invested by the reviewers in the reviewing process questionable.

*KN informs of the acceptance rate for the last congresses: 83% for Hong Kong, 66% for Saarbrücken and 67% for Barcelona.

M. Beckman suggests to use the median as an anchor and to use more reviewers.

B. Ladd replies that it is difficult to identify a median for a phonetic paper. He acknowledges that submitting a full paper rather than an abstract guarantees the quality of the paper.

6. 2 Jane Stuart-Smith presents a **preliminary budget for ICPHS 2015**.

The registration fee was reasonable and there were 974 registered delegates. The net difference between the income and the expenses is £12685.

They had to work with a professional conference organizer and the main financial challenge was finding start-up money, which is essential to book the site and services but very difficult to find. ICPHS 2015 intends to grant remaining monies to IPA, specifically to increase start-up subvention for next organiser.

The Scottish universities would not underwrite the conference. Halfway through the conference they had to change some of the rooms to larger rooms, but the SECC charged them only a small extra fee.

A short discussion follows the presentation of the preliminary report. J. Harrington asks who would be liable if things had gone wrong. J. Stuart-Smith replies that the local organizers (Stuart-Smith, Scobbie and Turk) set up a limited company from which to run the congress and according to bankruptcy laws they would be liable for £1, and their personal credit ratings would have been at risk. M Tabain informs that they plan to set up a "non-profit entity" which will be called "ICPhS 2019". This model is like a limited company, but it doesn't have directors (so no-one is personally liable).

M. Ashby wonders (i) where the PC would stand if the organization went bankrupt and (ii) if there is a body that can take responsibility between conferences.

K. Nicolaidis reminds the Glasgow organizers that the PC will be waiting for the final report (the final report from ICPhS 2011 in Hong Kong has not been submitted).

7. Elections of President, Vice-President and Secretary.

Following the principle adopted in 2007 that the VP of the IPA is automatically appointed as the president of the PC, it was proposed that Adrian Simpson, VP of the IPA, be the President of the PC for the period 2015-2019.

Following the same principle, the organizer of the previous congress is appointed as VP of the PC; Jane Stuart-Smith is proposed for VP.

The secretary should have experience in the PC; Maria-Josep Solé is nominated for Secretary.

The positions are decided on by show of hands. No ballot is deemed necessary as there is just one candidate for each office.

Marija Tabain, organiser of the 2019 Congress, is elected as a group 3 member of the PC.

Nicolaidis leaves the Presidency of the PC, which is now assumed by Adrian Simpson. Solé, on behalf of the PC, thanks the outgoing President, K. Nicolaidis, for her dedication to the PC executive in the last 4 years, and to the IPA executive, as secretary of the IPA, for 8 years and VP of the IPA for 4 years. After 12 years of service in the IPA executive, K. Nicolaidis will continue to be a valuable member of the PC and the IPA.

Solé welcomes A. Simpson as new President and J. Stuart-Smith as new Vice-President of the PC.

8. Other business

- K. Yanagisawa's proposal, as webmaster of the IPA, that in order to avoid heavy traffic on the IPA website, the proceedings are hosted in a separate server is approved. The use of a separate server has a low cost that could be assumed by the IPA since the PC has no funds.

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- Proposed domain name for ICPHS proceedings: www.icphsproceedings.org
I. Maddieson suggests not to limit the separate server to the proceedings, but also include conference information. If so, the domain name should not be limited to 'proceedings'. He suggests the domain name www.icphscongress.org. No final decision is made. The issue will be discussed further in the coming months.
- The issue of whether the server should host the entire volumes of proceedings or broken down to individual files is discussed.
I. Maddieson believes that the entire volume option is not viable, individual files should be downloadable.
K. Nicolaidis notes that the individual files option has a cost which could be assumed by the IPA.
M. Beckman suggests that the benefits from this congress could go into creating individual files.
- The question of printed proceedings vs. online proceedings is debated. ICPHS Glasgow is the first Congress with no printed proceedings. Electronic proceedings have been distributed on a USB to the delegates and have been made available online. The PC decides to move to electronic proceedings only. In addition, they propose that proceedings are made available on a USB in future Congresses and that a USB ISSN should be applied for.
- A. Chasaide requests a student-registration fee for retired members who attend ICPHS.

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PC executives

No further points are raised. Katerina Nicolaidis thanks the PC members and closes the second meeting on August 14, 2015 at 13:55 hours.