REPORT ON THE PORTUGUESE SPEAKING COUNTRIES
SPORTS INFORMATION NETWORK (CPLP-Sport)

For the IASI Executive Committee Meeting

Barcelona, 16-17/03/2002

João Paulo Rocha

Centre for Sport Studies and Training Portugal

The year 2001 might have been a crucial one for the development of CPLP- Sport. Following the resolution of the Portuguese Speaking Countries Conference of Ministers Responsible for Sport, held in June 2000 in Cape Verde, The Centre for Sport Studies and Training (CEFD) was asked to co-ordinate the creation of the network.

A work plan was devised, financing assured and the respective manuals elaborated.

The first action took place in Lisbon, in December 2000, and consisted on a 30 hour information management course and a meeting to analyse the construction of the website for the network and its main features. All Portuguese Speaking Countries with the exception of Brazil participated.

By the end of March 2001 the website was ready for testing and included powerful features such as remote update in real time for the use of each national delegation. (Although it is not yet online, the URL will be www.cplpsport.org).

From March to September 2001, four technical missions where organized to Angola, Cabo Verde, Moçambique and São Tomé e Príncipe.

Those technical missions permitted to initiate the functioning of the respective national delegations of the countries concerned, by establishing the constitution of each delegation, having each one previously indicated a political and a technical responsible. The technical mission installed a set of equipments: A portable computer, a scanner a printer and the necessary software for the work of the delegation (office applications, Adobe Acrobat and Adobe Photoshop). During a week in each country the technical mission worked with the local delegation providing instruction on how to use the equipments and software and

also how to collect, organise and disseminate basic sports information, such as legislation, directories and news. The delegations were also encouraged to become members of IASI.

Although it was not possible up until now to initiate the work of the national delegations in Guiné-Bissau (due the social, economic and political situation in the country) and Brazil (due to communicational problems), the next step would be to fill the website with specific contents of each country and to finally open it to the public.

Unfortunately, until the present moment this was not yet possible due to the lack of contributions.

A meeting will take place in the first semester of 2002, with all delegations to try to correct this situation.

João Paulo Rocha

Barcelona, March 2002

IASI Annual Meeting in Barcelona, March 14-18, 2002

DEVELOPMENTS IN SPORTS INFORMATION IN JYVÄSKYLÄ, FINLAND 2001/2002

LIKES Information Service for Sport and Health Sciences (www.likes.fi/tietopalvelu)

FINSPORT is a reference database of periodical articles and articles of compiled works published in Finland since the year 1983. It is a sub-database of the Finnish national article database ARTO (http://www.lib.helsinki.fi/english/libraries/linnea/ARTO.htm), which is now accessible through WebVoyagé interface. Users require a contract.

FINSPORT is produced by Jyväskylä University Library in cooperation with LIKES Information Service. The annual growth of Finsport is over 2000 references. The thesaurus used for indexing is the Finnish Sports Thesaurus (Liikunnan ja urheilun asiasanasto).

LIKES Research Center for Sport and Health Sciences

The website of the LIKES Research Center for Sport and Health Sciences has recently reorganized (www.likes.fi) in more informative format. Via the new pages you will not only be better aware of the research projects going on at the Center but you may also get information on new reports published in the series LIKES Research Reports on Sport and Health as well as periodical articles written by LIKES researchers. Also the future Annual Reports of the LIKES Research Center will be published on the website. Today the pages are only in Finnish but we hope to get English ones soon.

The following two English reports have been published recently on the series LIKES Research Reports on Sport and Health: **127**. *Avela, J., Komi, P.V., Komulainen, J.* (ed.), Proceedings of the 5TH Annual Congress of the European College of Sport Science, July 19-23, 2000, Jyväskylä. Jyväskylä 2000, 831 p., ISBN 951-790-156-9. **131.** *Jaakkola T.,* Changes in students' exercise motivation, goal orientation, and sport competence as a result of modifications in school physical education teaching practices. Jyväskylä 2002. 165 p., ISBN 951-790-161-5. Diss.

Jyväskylä University Library (www.jyu.fi/library)

Since June 2001 the JYKDOK catalogue (http://jykdok.csc.fi/) of Jyväskylä University Library has been managed by Voyager Library System and it replaces the ten year old VTLS system in all Finnish university libraries.

Jyväskylä University Library has had a busy year with Renardus Project, a European collaborative project that aims to improve academic users' access to a range of existing Internet-based information services across Europe. Renardus is funded by European Union. Jyväskylä University Library represents its major subject areas in this gateway: sports sciences, education, and psychology. The pilot search service is now open on the website of the Project: www.renardus.org.

Jyväskylä University Library changed over to electronic exchange of Jyväskylä University Series. Starting on February 1st, 2002 publications appearing in the university series (e.g. Studies in Sport, Physical Education and Sport) will be available in electronic form on Jyväskylä University Library homepage (www.jyu.fi/library/exchange). Fee-based printed versions of the series can be ordered from our publication sales (myynti@library.jyu.fi). Customers will be informed of new publications by e-mail.

A new task for Jyväskylä University Library is a national project that produces net-based courses and learning material on information skills for Finnish university students. The project is part of the Finnish Virtual University (www.virtuaaliyliopisto.fi), and it is financed by the Ministry of Education. Jyväskylä University Library represents also in this project its major subject areas: sports sciences, education, and psychology

Sports information in Finland

The six main organisations responsible for sports information in Finland: Finnish Society for Research in Sport and Physical Education, Finnish Sports Library and Information Service, Finnish Sports Archives, Jyväskylä University Library, Library and Information Service of the UKK Institute and LIKES Information Service have gathered for their semi annual consultative meetings. In 2001, the group's third joint information brochure for Finnish clients was published and a joint website prepared as part of a Finnish Sports Portal -project (www.liikuntanet.fi).

Cooperation in the Nordic region

NORSIB (Cooperative Body for Sport Information in Nordic Countries) did not have a meeting in 2001 but unofficially most NORSIB members met in Lausanne during IASI Congress and Meetings. The NORSIB website

(www.jyu.fi/library/norsib) was updated and the listserv actively used for important matters.

March 2002,
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for Sport and Health Sciences
Jyväskylä, Finland
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OPEN FORUM

PROPOSALS TO THE IASI EXECUTIVE COMMITTEE

FROM OPEN FORUM, Saturday, March 16t11, 2002

Proposal #1

IASI shall prepare a document that will provide guidelines and standards for the archiving of web pages. The document shall be distributed to ah IASI members and to ah other interested individuals and organizations.

Proposal #2

IASI shall create an Ad Hoc Working Group to review and recommend methods for
acquiring and disseminating sport and physical education test information.

Proposal #3

IASI shall request that the regional Vice Presidents include, in their annual report, a section devoted to the future developments of sports information in their region.

Proposal #4

IASI shall adopt the following mission statement " The mission of IASI is to develop and promote the value of sports information

Proposal #5

IASI shall develop guidehines for new Vice Presidents that provides guidelines and outlines expectations regarding their IASI responsibilities.

Proposal #6

IASI shall provide a mechanism of participation in the Open Forum for members not able to be present at meetings. This could be accomplished by contacting members via email before the meeting and solciting their ideas and input.

Report of the AhWg Statutes and By-laws
to the IASI Annual Meeting
Barcelona, March 14-18 2002
by
Alain Poncet, IASI President

1. Committee Members

Alain Poncet, IASI President
Gretchen Ghent, IASI Vice-President for North America
Anitta Palvimaki, IASI Treasurer
Josè Aquesolo, IASI Executive Secretary
Andrei Theodorescu, member of the Executive Committee

Expert : Albert Remans

2. Report

The developments within our Association (cf meeting of the GA in April 2001 in Lausanne) have lead to the urgent need of changes or amendments of the IASI Statutes and By-laws as approved in 1997 in Paris.

According to the principles proposed by the ExCo and approved by the GA, amendments to the official texts were needed especialy with regard to :
- the structure and functioning of the Secretariat divided in three reponsabilities composing the Managerial Unit : Executive Secretary, Treasurer and Publications Officer
- the new categories of IASI members including the « Sponsored member » and the « Patron member ».

Other minor modifications concerning the wording and housekeeping of the text have been carried out.

The texts have been revised by the AdWg nominated in Lausanne with the help of Albert Remans. I warmly thank all of them for their active contribution.

In order to respect the legal environment for the changes proposed, the procedure started with the consultation of the ExCo on 11 July 2001, with a deadline for answer on July 25 2001. After the consultation of the ExCo, according to our rules, four months of delays were required prior to the vote of

the GA. So all the material for voting was sended to the GA on 1st August and the President called for an extraordinary GA, by postal vote, the December 1st 2001.

This first step was done by the acceptance of the GA (see results of the vote of the GA : appendix 1) and the new statutes have been proclaimed on Listserv IASI 3 January 2002.

Following that and according to our rules, the new By-laws prepared by the AdWg was first submitted to the approval of the Presidium on December 17 2001, and after its acceptance, submitted to the vote of the ExCo on January 22 2002 with a deadline for answer on February 15 2002. At his date a majority has agreed the new By-laws (see results of the vote of the ExCo : appendix 2) which have been proclaimed during this ExCo session.

To conclude, we have been successful regarding our objectives and delays. However, I must say that changing the official texts is a very havy task which must be considered with a great
attention. In this case, the circumstances obliged to do so and we have now the texts corresponding to our reality and allowing us to a better functioning.

Athens, March 7 2002

Statutes

International Association
for Sports Information

Approved by the Extraordinary General Assembly of 1 st December 2001

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1. NAME/POSITION

1.1. Name

International Association for Sports Information (IASI)

1.2. Affiliation

IASI is an independent organization operating under it's own statutes. It seeks to be formally affiliated with other organizations operating in the field of physical education, physical activity and sport. Affiliations are currently held with the International Olympic Committee as a "recognized organization" and with the International Council of Sports Science and Physical Education as one of its Association Board Member.

1.3. Head office

The location of the head office shall be governed by the permanent residence of the Executive Secretary.

2. AIMS/TASKS

2.1. Aims

The Association has set itself the following aims :

a. to encourage and support the documentation and information activity for physical education, physical activity and sport in all countries ;

b. to co-ordinate the efforts in this area following international standards whenever it is feasible, to make projects of general interest known, and to assist in their realization in the form of a network ;

c. to offer the services of the Association to all members and organs of the International Council of Sport Science and Physical Education (ICSSPE) as well as to all other organizations working in the area of physical education, physical activity and sport, their members and other interested persons and institutions ;

d. to organize exchanges of experiences and publications (in whatever form : paper, audio-visual, electronic data, etc.) among the members of the Association and to hold international courses, scientific seminars and conferences in theoretical and practical areas of documentation and information activity ;

e. to have committees to carry out research work in theoretical and practical areas of documentation and information activity and to support such work in various countries, so that new modern methods of documentation and information activity will be introduced everywhere and improved constantly ;

f. to stimulate the cooperation of its members to participate in international databases that it will designate and other possible databases.

2.2. Cooperation

The Association shall maintain close liaison or collaborate with :

a. the organs of the International Council of Sport Science and Physical Education (ICSSPE) ;

b. national and international organizations and institutions specialised in the field of documentation/information;

c. national and international organizations and institutions in the field of physical education, physical activity and sport;

d. all other organizations and institutions which could be of assistance in the work of the Association; such as UNESCO, IOC, etc.

3. MEMBERSHIPS

3.1. Members

Five categories of membership exist.

3.2. Categories

3.2.1. Category A : Institutional Members
Being generally : national sport information centres, offices and libraries irrespective of their subordination to state organs, coordination to non-governmental sports organizations or affiliation to scientific institutions, or other types of institutions interested in sport information.

3.2.2. Category B : Personal Members

All persons with an interest in sport information.

3.2.3. Category C : Sponsored members
Being generally : National Sport Information Centres, offices and libraries irrespective of their subordination to state organs, Coordination to non-governmental sports organizations or affiliation to scientific institutions, or other types of institutions, or persons interested in sports information, their membership fees being paid by another member.

Article : 3.2.4. : Category D : Patron members
Institutional or personal members (categories A or B) who pay at least double the personal or institutional annual membership fee.

Article : 3.2.5. : Category E : Honorary Members
The Executive Committee may award the title of Honorary Member to any Association Member who has performed outstanding work for the Association.

3.3. Application for membership

Application for membership shall require :

- to recognize the IASI Statutes and By-laws,
- to pay the annual membership fees, and
- the willingness to contribute to IASI's activities by their knowledge and experience and to actively transfer IASI's working results in their member countries or institutions.

3.4. Number of votes

3.4.1. Each Category A, C (institutional) and D (institutional) members shall have three votes in the working organs of the Association provided the annual membership fee of that year has been paid.

3.4.2. Each Category B, C (personal) and D (personal) members shall have one vote in the working organs of the Association provided the annual membership fee of that member has been paid.

3.4.3. Honorary Members will be invited to the meetings and shall have one vote.

3.4.4. The Association shall strive to govern its affairs by consensus rather than by plurality vote whenever feasible. Otherwise questions and motions shall be decided in public voting by simple majority of those present.

3.5. Cancellation of membership

Membership extinguishes from the date a member has declared a desire to withdraw from IASI or if a member neglects to fulfil the requirements of memberships as described in the Statutes part 3.3.

4. STRUCTURE

IASI is structured as follows :

 - the General Assembly
 - the Executive Committee
 - the Presidium
 - the Managerial Unit
 - the Open Forum

4.1. General Assembly

4.1.1. The General Assembly shall be composed of Association members and be convened at least every four years.

4.1.2. The General Assembly has the following tasks :

- to approve and modify the Statutes of the Association ;
- to elect the President ;
- to elect the Members of the Executive Committee ;
- to appoint at least two Auditors at every General Assembly ;
- to arrange elections for the Vice-presidents ;
- to give general directions for the work of the Executive Committee or the working programme of the Association ;
- to receive progress reports;
- to approve the work of the Presidium and the Executive Committee.

4.1.3. Vacancies

In the case of vacancies in the Presidency, the Vice-presidencies, or of the Members of the Executive Committee, an extraordinary General Assembly shall be empowered to appoint replacement members for the balance of the term. The Presidium shall establish rules of business for any extraordinary General Assembly.

4.2. Executive Committee

The Executive Committee shall be composed of the President, the six Vice-presidents together with 18 persons elected individually by the General Assembly for a period of four years.

4.2.1. The Executive Committee shall approve the composition of the Managerial Unit upon proposal of candidates by the new elected President.

4.2.2. The Executive Committee shall meet at least once a year, preferably after a meeting of the Open Forum ;

- it shall establish the working programme of the Association and see to its realization - it shall approve the budgets and the Auditor's reports ;
- it shall pass any resolution required for the maintenance of the operational activities of the Association ;

- it shall evaluate the work and the proposals of the Open Forum and decide on which proposals to accept and take concrete steps to accomplish those proposals its approves;
- it shall approve by-laws.

4.2.3. Vacancies

In the case of vacancies in the members of the Managerial Unit, an extraordinary Executive Committee meeting shall be empowered to appoint replacement member(s) proposed by the President for the balance of the term. The Presidium shall establish rules of business for an extraordinary Executive Committee.

4.3. Presidium

4.3.1. The Presidium shall consist of the President, the Vice-presidents and the members of the Managerial Unit. The President and at least one Vice-president and one member of the Managerial Unit shall constitute a Quorum of the Presidium. The Presidium shall look after the affairs of the Association over the periods of time in between Executive Committee sessions. Important decisions affecting the Association must be confirmed by the Executive Committee at its next session.

4.3.2. The tasks of the Presidium include :

- to prepare the sessions of the General Assembly and of the Executive Committee ;
- to propose general policies to be followed by the Association and to submit them to the Executive Committee and the General Assembly for approval and ensure their realization ;
- to establish a draft working programme for the Association and submit it to the Executive Committee for approval, and to ensure its realization ;
- to develop by-laws.

4.3.3. If circumstances obstruct the Association abiding by its own Statutes, the Presidium must assure the continued operation of the approved working programme.

4.3.4. The Presidium shall meet whenever necessary, but at least once a year.

4.4. President and Vice-presidents

4.4.1. The President

4.4.1.1. The President shall be elected or re-elected at every meeting of the General Assembly.

4.4.1.2. The President shall represent the Association in all matters externally and vis-a-vis third parties. He/she may delegate this authority to one of the members of the Presidium for a limited period. The President shall sign, on behalf of the Presidium and together with a member of the Presidium, any important contracts and agreements affecting the Association.

4.4.1.3. The President may invite anybody he/she feels useful for the work of IASI in an advisory capacity for meetings of the Presidium or of the Executive Committee.

4.4.2. The Vice-presidents

4.4.2.1. A Vice-president can be elected from each of the following six regions :

  - Africa
  - Asia
  - Europe
  - Latin America
  - North America
  - Oceania

4.4.2.2. Each Vice-president shall be elected by the financial members in each region in a way acceptable to the Presidium.

4.4.2.3. The Vice-presidents shall represent the Association in their respective region and promote the work of the Association .

4.5. The Managerial Unit

4.5.1. Composition :
The Managerial Unit shall be composed of at least an Executive Secretary, a Treasurer and a Publications Officer.

4.5.2. The Managerial Unit shall be responsible for implementing the guidelines of the General Assembly, the Executive Committee and the Presidium.

4.5.3. The Executive Secretary :
The Executive Secretary shall be responsible for all administrative aspects. He/she shall head the Secretariat and coordinate the work of the Association.

4.5.4. The Treasurer :
The Treasurer shall look after the financial matters of the Association as defined by the executive Committee, including membership records and book-keeping.

4.5.5. The Publications Officer :
The Publications Officer shall be responsible for the publishing activities of the Association including the contents of the IASI web site.

4.6. The Open Forum

In order to be responsive to the changing needs of the sport and fitness information community, the Presidium Association shall arrange to be held once a year, a meeting of IASI Members together with others who have an interest in sports information and infor-mation industry experts. The Open Forum will decide its own chairperson and its own mode of operation. The Open Forum shall strive to decide all its proposals by consensus.

The result of a Open Forum will be a set of proposals addressed to the Executive Committee for action.

5. FINANCES

5.1. Revenues - composed of :

- membership dues as decided by the Executive Committee ;
- income derived from its own activities ;
- subventions, financial assistance, grants, etc. from international government or other organizations as well as individuals whose donations are approved by the Presidium.

5.2. In order to guarantee the continuity of the operation of the Association a reserve fund must be maintained.

5.3. All financial matters must be handled respecting the fiscal year starting on the first of April and ending on the 31th of March.

5.4. At least two Auditors, not members of the Executive Committee or the Presidium, will prepare on an annual basis, a combined report to be presented and approved by the Executive Committee.

6. FINAL PROVISIONS

6.1. The working language of the Association is English.

6.2. Modifications of the Statutes can be proposed by every IASI member in good standing through the Executive Committee to be approved by the General Assembly.

6.3. These Statutes are to be interpreted according to the laws of the country where the Association is registered.

Malaga, 1 st December 2001

                    The President   The Executive
Secretary

Alain PONCET   José Antonio
AQUESOLO

International Association
For Sports Information

By – Laws

Approved by the Executive Committee of February 2002

Part A : GENERAL ASSEMBLY, business rules

Cfr IASI-Statutes articles 4.1 and 3.4

01. The General Assembly is composed of all Institutional, Personal, Sponsored, Patron and Honorary Members.

02. The General Assembly is a public meeting but only IASI members have the right to comment on any item of the agenda.

03. The General Assembly meets at least once every four years, preferably combined with the IASI Congress.

04. Whenever needed, the Presidium can decide to invite all members for an extraordinary General Assembly.

05. The invitation for the General Assembly shall be prepared by the Executive Secretary and mailed through the services of the local institution organising the meetings, at least three months prior to the meeting.

06. The General Assembly is chaired by the IASI President, whereas the Executive Secretary prepares the Minutes to be mailed at the latest three months after the meeting.

07. The Presidium prepares the draft agenda for the General Assembly. The agenda of the General Assembly must include at least the following items : approval and/or modification of the Statutes, elections of the President and the Members of the Executive Committee, appointment of two Auditors,

arrangements for the election of the Vice-presidents, general directions for the working programme, to receive progress reports and to approve the work of the Presidium and the Executive Committee.

08. All IASI members have the right to submit proposals for the agenda. The final agenda shall be approved at the beginning of the General Assembly.

09. Every member shall have the right to comment on any item of the agenda taking into account the framework for the conduct of the General Assembly as formulated by the Chair at the beginning of the meeting.

10. Each member of IASI in good standing has the right to propose changes in the Statutes of the Association. The proposed changes (with legitimation) must be communicated to the IASI Executive Secretary at least five months prior to the General Assembly.

11. Voting in the General Assembly is based on three votes for each Member with an Institutional category and one vote for each Member with a Personal category. Proxy voting may be used with a written statement of authority. The outcome of voting will be based on simple majority.

12. The General Assembly must ensure that 2 Auditors are appointed on a continuous basis. If one Auditor resigns the general Assembly charges the Presidium to appoint a substitute Auditor who is not a member of the Executive Committee.

Part B : EXECUTIVE COMMITTEE, business rules
Cfr IASI-Statutes articles 4.2 and 6.2

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13. The Executive Committee (ExCo) is composed of the President, the six Vice-presidents and 18 persons elected individually by the General Assembly for a period of four years.

14. The Executive Committee approves the nomination of members of the Managerial Unit for a period of four years on proposals of the newly elected President.

15. If some of the members of the Managerial Unit are not elected members of the ExCo, they obtain automatica1ly the right to attend all the meetings of the ExCo whatever the nature of the agenda might be. In this case this/these member(s) of the Managerial Unit has/have no voting right.

16. The meeting of the ExCo has a non-public nature but the President may invite anybody he/she feels useful for the work of IASI in an advisory capacity.

17. On request of the chairman, or at least three ExCo members, parts (or whole) of the agenda can be handled behind closed doors, not allowing any observer with the exception of the members of the Managerial Unit.

18. The ExCo meets at least once a year with sessions before and after the IASI Open Forum.

19. The Executive Secretary will prepare the invitation, to be mailed through the services of the local institution organising the meeting. The invitation and the draft agenda must be mailed at least two months prior to the meeting.

20. The president chairs the ExCo meeting. He/she must preside the opening and the closing session. He/she may delegate the chair to other ExCo members for the other sessions of the ExCo.

21. The agenda for the ExCo meeting must include at least the following points : the follow up of the working programme; approval of the budget and the auditors report; evaluation of the Forum proposals.

22. All changes to the by-laws require approval of the Executive Committee.

23. The Executive Committee will appoint for each ad hoc Working Group a chairperson who would be required to report about the work of his/her group to the ExCo.

24. All ExCo members have the right to submit proposals for the agenda : the final agenda shall be approved at the beginning of the Executive Committee meeting.

25. Every ExCo member shall have the right to comment on any item of the agenda taking into account the framework for the conduct of the ExCo as formulated by the Chair at the beginning of the meeting.

26. The ExCo decides only on applications for funding that have been screened by the Presidium. The ExCo decides on the allocation for funding with consensus or simple majority vote.

27. The Exco may award the title of Honorary Member to any member who deserves well by his or her work.

28. The Executive Secretary prepares the Minutes of the Executive Committee and mails it to all members within three months of the meeting.

29. **.** Voting in the Executive Committee is based on three votes for each Member with an Institutional category and one vote for each Member with an Personal

category. Proxy voting may be used with a written statement of authority. The outcome of voting will be based on simple majority.

Part C : PRESIDIUM, business rules
Cfr IASI-Statutes article 4.3

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30. The Presidium consists of the President (chair), Vice-presidents and the Managerial Unit.

31. The quorum of the Presidium consists of at least three persons, beeing the President, one of the Vice-president and one member of the Managerial Unit..

32. The Presidium meets whenever necessary but at least once a year. The Presidium always meets before, and if necessary after the meeting of the Executive Committee.

33. The Presidium is chaired by the IASI president or in case of absence by the Vice-president of IASI in the region where the meeting is being held.

34. The Presidium establishes rules of business for any extraordinary General Assembly. The Executive Secretary informs all IASI members about these rules, at least two months before the meeting.

35. The Presidium develops the by-laws to be approved by the Executive Committee.

36. The Presidium will examine the proposals for IASI funding and inform the Executive Committee during the next meeting of these proposals.

37. The Presidium must approve the acceptance of all donations.

38. Voting in the Presidium is based on one vote for the President and each Vice-President. The members of the Managerial Unit have no vote in the Presidium. Proxy voting may be used with a written statement of authority. The outcome of voting will be based on simple majority.

39. In case there are two candidates for the Presidency and the vote of the General Assembly is tied, the Presidium will elect the new President by simple majority. If a member of the Presidium is one of the two candidates, he/she shall not participate at the voting.

40. The meetings of the Open Forum are open to everybody.

41. The Open Forum meets once a year, always combined with sessions of other IASI meetings such as the General Assembly, the Executive Committee, etc.

42. The organizers of the annual meeting including the Open Forum should appoint a discussion leader, prepare items for discussion and inform the Executive Secretary about the complementary ExCo meetings Program at least four months prior to the Annual meetings.

43. The Executive Secretary prepares the invitation for the Open Forum which will be mailed through the services of the local institution organising the Forum. The invitation must be mailed to all the IASI members at least two months before the meeting. The local organisers and other IASI Members may send the invitation to anybody they wish.

44. The President of the Association introduces the Forum whereafter the discussion leader chairs the Open Forum.

45. The Open Forum decides upon its own Recorder. The Recorder must prepare a set of proposals at the conclusion of the Forum to be addressed at the next Executive Committee session.

46. In order to prepare the discussions within the Open Forum, the Presidium and/or the Executive Committee will propose a draft agenda for the Forum respecting the exclusive right of the Open Forum to decide its own agenda.

Part E : Specific responsabilities within the Association
Cfr IASI-Statutes articles 4.4 and 4.5

Concerning the President :

47. The President is (re)elected at every meeting of the General Assembly. His/her term covers in principle a period of four years.

48. His/her rights and duties are defined in Article 4.5.2. of the Statutes. He/she represents the Association at all occasions ; he/she may delegate this authority to one of the members of the Presidium. The president signs together with another member of the Presidium, any agreement affecting the Association.

49. The President shall call for a meeting of the Presidium and/or some or all the members of the Managerial Unit whenever he/she thinks it is necessary for the operating of the Association.

50. The President chairs the meetings of the Presidium, the General Assembly and the Executive Committee and reports on the period since the last meeting. He/she introduces the meeting of the Open Forum.

51. In case of a tie in the voting, the president shall have the casting vote.

52. The President of the Association may invite anybody he/she feels useful for the work of IASI in an advisory capacity to attend the Presidium as observers. Such persons have no right to vote.

Concerning the Vice-presidents :

53. The Vice-presidents are elected by the Members in good standing of their respective regions.

54. The Vice-presidents represent the Association in the region and promote the work of the Association.

55. The Vice-presidents may be nominated by the President to represent him/her for particular matters related to the Association.

56. The Vice-president prepares a report on the developments in the region for each meeting of the Executive Committee and the General Assembly.

57. The Vice-presidents should formulate suggestions or proposals for sports information development work in the area.

Concerning the Managerial Unit

58. The Executive Committee approves the nomination of the members of the Managerial Unit upon proposals of the President for a period of four years.

59. The Managerial Unit shall be composed of at least an Executive Secretary, a Treasurer and a Publication Officer.

60. The Executive Secretary shall be responsible for all administrative aspects. His/her task are defined in the Article 4.5.3 of the Statutes. Besides he/she
    - shall head the secretariat and coordinate the work of the association;
    - shall arrange the invitations for the meetings of the Presidium, Executive Committee, Open Forum and General Assembly;
    - shall prepare the agendas, working documents, and the minutes; and distribute these to all members;

- shall have a seat without vote in the Presidium;
- shall conduct public relations work.

61. The Treasurer is responsible for the economic and financial aspects of the Association.

His/her tasks are defined in article 4.5.4. of the Statutes. Besides he/she:
- shall control the financial situation of the Association in accordance with the approved budget;
- shall have a seat without vote in the Presidium;
- shall each year prepare a detailed financial report to the ExCo regarding all financial matters since the last Executive Committee meeting;
- shall prepare a detailed financial report to the General Assembly;
- shall each year prepare and table a budget plan for discussion and approval by the Executive Committee;
- shall each year present all financial papers to the auditors nominated by the General Assembly;
- shall each year prepare and disseminate the official list of IASI members;
- shall each year prepare a list of withdrawing members and/or members with an unclear status.

62. The Treasurer is entitled to settle any expenses connected with the administrative work within the limits of the budget approved by the Executive Committee.

63. . The Treasurer may only settle other expenses when authorised by the Presidium.

64. Each fiscal year will start exactly 30 days (one month) before the first session of the next Annual Executive Committee meeting and will cover a whole calendar year.

65. The Publication Officer shall look after the publishing activities of the Association. His/her tasks are defined in article 4.5.5 of the Statutes. Besides he/she:
- shall organize all matters related to IASI publications
- shall organize all matters related to IASI official web site
- shall have a seat without vote in the Presidium.

Part F : Iasi Memberships
Cfr IASI-Statutes article 3

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66. The Association has five categories of members : Institutional, Personal, Sponsored, Patron and Honorary members.

67. All institutions, organisations or persons can apply for an IASI membership given they are willing to respect the IASI Statutes and By-Laws.

68. Each member has the opportunity to offer a "Sponsored Membership" (Institutional or Personal) to an organization or person of his/her choice.

69. A sponsored (Institutional/Personal) membership has the same right as an ordinary Institutional/Personal membership. The member or the organization offering a sponsored membership should provide the name and references of the organization (in case of Institutional sponsored membership) or person (in case of Personal sponsored membership) to the Executive Secretary.

70. The IASI member offering a "Sponsored Membership" can do this in two ways : (a) informing the Treasurer about the nominated member or (b) inviting the Presidium to attribute this membership to an appropriate organization.

71. The Treasurer will send the membership invoices during the first quarter of the calendar year. A membership starts upon receipt of the membership fee and must be renewed every year.

72. The Executive Committee has the right to change the amount of the membership fee for all membership categories, with the exception of the Honorary members.

73. There is no membership fee for the Honorary Members. These members have the right to vote (one vote) and will be invited to all IASI meetings, except the Presidium.

Part G : Elections and voting
Cfr IASI-Statutes article 3.4

General principles :

74. Only IASI Members have the right to participate in the elections and to vote.

75. The membership category defines the number of votes. Each Institutional Member, Sponsored Institutional Member or Patron Institutional Member have three votes in the working organs of the association. Each Personal Member, Sponsored Personal Member, Patron Personal Member and Honorary Member represents one vote in the working organs. The list of memberships will be based on membership in good standing in the course of the last eighteen months.

76. The Association shall strive to govern its affairs by consensus rather than by vote.

77. If case of no consensus, voting by secret ballot will take place by simple majority of those present.

78. In order to give all IASI members the opportunity to vote for the Presidency, the Vice-presidency and the Executive Committee Members, three different ways of putting forward their vote(s) exist : (a) by attending the meeting, (b) by proxy vote and (c) by postal vote.

79. Any Member of IASI can be a candidate for or propose candidate(s) for the Presidency, the Vice-presidency and the Executive Committee. Candidates for the Presidency and/or Vice-presidency should come forward with a nomination statement.

Elections and voting in the General Assembly :

80. The Presidium shall appoint an Election leader for the elections during the General Assembly to coordinate and lead the procedure for the election of the President, vice-president and Executive Committee Members.

81. The Election Leader shall introduce the candidates, the voting procedure and rules at the beginning of the General Assembly.

82. In order to implement the elections, the election leader shall invite two IASI members, beeing not candidate for vacant position, which will consist together with the Election Leader and the Executive Secretary the Commission of Scrutineers.

83. The Election Leader shall communicate the results of the elections to the General Assembly.

Election of the President :

84. Candidates for the Presidency should inform the secretariat at least three months prior to the General Assembly. Each candidate must submit a curriculum vitae and a statement containing the major key priorities for the next term of four years.

85. All IASI members will get, at least one month before the General Assembly a final list with the official candidates for the Presidency. The Executive Secretary will mail special voting sheets to all IASI members in order to allow them to vote by "Post" or by "Proxy". Only the official voting sheets will be accepted.

86. If there are two candidates, the candidate with the highest number of votes is elected. In case of a tie in the votes, the Presidium will vote on the basis of simple majority.

87. If there are two or more candidates, voters will be asked to complete a preferential voting sheet, prepared by the Executive Secretary, ranking all candidates.

88. If there are more than two candidates and one of the candidates achieves the clear majority (more than 50% of the votes cast), he/she is elected.

89. If there are more than two candidates and no candidate gets the majority (more tha, 50% of the votes cast), votes will be distributed to the two highest scoring candidates following principles of majority voting.

90. The Presidency of the Association can not be combined with a Vice-presidency.

Election of the Vice-presidents :

91. Any IASI Members can be a candisate for the Vice-presidency of his/her region.

92. The election of the Vice-presidency is a matter for the regional IASI Members and must conform to the general principles of the elections and voting.

93. The current Vice-president should guarantee all arrangements for the election of the next Vice-president.

94. If there are two or more candidates, the candidates should first strive toward a consensus for the Vice-presidency.

95. If no consensus is obtained, the regional members vote for the Vice-presidency by simple majority. The Executive Secretary prepares at the latest one month before the voting date, the list of regional members with voting right.

96. In case of a tie, all IASI members present at the General Assembly elect the Vice-president for the region concerned.

Election of the Executive Committee

97. All IASI members could be candidate for a seat in the Executive Committee.

98. The secretariat prepares a voting sheet including all the names of the IASI members and will mail it at least one month prior to the General Assembly.

99. All IASI members have the right to vote by proxy (with appropriate authority) or by postal vote.

100. The President and Vice-presidents are de facto members of the Executive Committee.

101. Members have the right to vote for a maximum of 25 Executive Committee members respecting the fact that the President and the 6 Vice-presidents are de facto members of the Executive Committee.

Election of the Members of the Managerial Unit

102. After being elected by the General Assembly, the President introduces to the Executive Committee the candidates for the Managerial Unit.

103. The President shall ask the Executive Committee to approve his/her slate of candidates for the Managerial Unit. If there is no consensus, a vote will be taken for each position.

   If the candidate(s) is (are) a member of the Executive Committee, he/she (they) has (have) no right to vote. In case of a tie, the newly elected President and Vice-Presidents will decide.

   Business voting

104. If the work of the General Assembly or the Executive Committee requires a vote (other than the elections) the following procedure will be followed:
   (a) the meeting shall first strive for a consensus;
   (b) three votes for each Institutional Member, Sponsored Institutional Member and Patron Institutional Member and one vote for each Personal Member, Sponsored Personal Member, Patron Personal Member and Honorary Member present at the meeting;
   (c) proxy with appropriate authority may be used.

Part H : IASI Funding
Cfr Minutes of the ExCo meetings

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105. The business rules related to the Criteria for Project Approval by IASI have been approved by the Executive Committee in May 1994 in Canberra and

modified by the ExCo meetings in Malaga (1995) and Netanya (1996). Any change in these rules must be confirmed by the Executive Committee.

General principles :

106. (a) The project must be in accordance with the current aims and tasks of the Association.

107. (b) Priority will be given to projects in this order : IASI ad hoc Working Group, international, regional/language, national, local. Joint projects might be accepted.

108. (c) Project proposals must be submitted by members and non-members must have a member sponsor.

109. (d) The project must be feasible, proposals will clearly describe, in detail, the expected outcomes, timetable and projected costs.

Process to be followed :

110. (1) The Presidium will examine all the proposals and inform the Executive Committee during the first session.

111. (2) The Executive Committee will decide which projects to fund with a majority vote of the members present during it's annual meeting.

112. (3) Written progress reports on the development of the projects should be prepared and presented at each Executive Committee meeting.

Part I : Meetings and Congress

IASI meetings

113. Any IASI Member can propose to host a meeting and are encouraged to plan in advance.

114. Candidates should come forward with a written proposal endorsed by his/her authority.

115. Proposals should be addressed to the Executive Secretary before the last session of the Executive Committee at least one year prior to the future meeting.

116. Proposals to hold a meeting should respect IASI's programme requirements.

117.   The Executive Committee will decide on the location and dates of its next meeting(s) at the latest one year before.

IASI Congress

118.   IASI strives to hold its World Congress at least every four years.

119.   Candidates should come forward with a written proposal endorsed by his/her authority.

120.   Candidate organizers should inform the Executive Secretary before the General Assembly, four years prior to the date of the Congress.

121.   The Executive Committee shall decide on the date and location of the next Congress at the latest three years before the Congress.

122.   The organizers of the Congress must provide the Executive Committee with a detailed congress package two years before the Congress.

123.   . The Executive Committee should guarantee the conduct of the Congress in accordance with the policy lines of the Association.

124.   IASI shall negotiate with the Congress organizers on the royalty fee for the Congress.

Part J : Miscellaneous

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125.   Any change in the By-laws of the Association must be screened by the Presidium and can only be approved by the Executive Committee.

126.   Any business not covered by the IASI Statutes and/or By-laws must first be discussed within the Presidium before going to other IASI organs.

127.   These By-laws are to be interpreted according to the IASI Statutes and the laws of the country where the Association is registered.

February 25 2002

EVALUATION OF IASI WORLD CONGRESS, LAUSANNE, 2001
Jill Haynes
IASI Vice President Oceania

At the meeting of the Presidential Board immediately following the 11th IASI World Congress it was decided an evaluation of the 2001 Congress would be beneficial in the planning process for the 2005 Congress to be held in Beijing.

Within a month of the Congress a questionnaire, Appendix A, was sent to all delegates. This document summarises the responses and provides recommendations from these responses for future IASI Congresses.

Summaries of responses from IASI Congress 2001 participants

Responses were received from 28 Congress attendees. There was a good mix of IASI and non-IASI members, presenters, Chairs and general attendees.

PRECONGRESS DOCUMENTATION

Generally positive comments (2 respondents wished for more material, and 2 wished for less paper material)
Should look to using the web more for future Congresses, could also advertise on listservs such as sport psychology, sport history

CONGRESS FEES

Two respondents found the Congress fees too high, all others found them reasonable or did not comment.
The point was made that it was commendable we did not have to pay for the Workshops.

REGISTRATION

Generally positive comments – very professional, excellent, efficient
Other comments – operating via email was a bonus
  - registration forms that were sent early did not arrive
  - possibly extra staff were needed
  - online registration would be advantageous
  - location not appropriate (small room in the basement)

There needs to be somebody at the registration desk on a permanent basis who can take responsibility for IASI registration and payment, and update list of IASI members for voting purposes.

CONGRESS PROGRAM

FORMAT OF THE PROGRAM
Generally positive comments – Excellent, good, interesting, appropriate
Good to have plenaries mostly in the morning
Frustrating when interesting programs conflict (are held at the same time). Perhaps it would be possible to have presentations of major interest presented twice.
Bit confusing in preliminary program, no problem with the final program
Possibly have more areas for presenting products
Parallel sessions on different themes so fewer conflicts of interest

TIMING OF THE PROGRAM

Well communicated and well coordinated
Enough time to ask questions and move to another room between sessions
Timing was adhered to
Longer lunch break to exchange ideas with international colleagues
Need more time for questions
Good timing – days were not too long
Starting times were not punctual

QUALITY OF THE PLENARY PAPERS PRESENTED

Generally well received, but some papers were not relevant or considered suitable for a plenary session.
Scholarly and exciting
Good to very good, with one poor paper.
Very good
Round table very successful – good to include for future Congresses around a hot topic that would generate interest among the audience
90% of plenary speakers read their text – should be presented rather than read at this level
Uneven – excellent to irrelevant
Plenaries were well matched
Quality better than previous Congresses

QUALITY OF THE PARALLEL PAPERS PRESENTED

Generally positive feedback
Some too specialised for general interest
Too many good papers, too difficult to choose where to go

QUALITY OF POSTER SESSIONS

Many advertised posters did not appear to arrive
Only a few posters of significant quality to be displayed
Especially interesting
Participants had more opportunity to examine the regional/local aspects of sport documentation.
Friendly approach of the authors.
Could change the methodology of poster presentation, its important the scientific rigor and professional presentation. A poster is not a picture exhibition
Should be placed in a more prominent position
Needed a separate room
Varying in quality
One was a personal diatribe, did not belong at the Congress
IASI may need a stricter definition of what is acceptable for a poster.
Quality of posters was disappointing
Poor
Expected more posters
Boring
Posters need to be rescued from the margins.

TRANSLATION SERVICES

Unanimously excellent

AUDIOVISUAL SERVICES

Excellent – apart from some problems at the University of Lausanne

CONGRESS SERVICES

FOOD SERVICES

Olympic Museum food considered good but pricey.
Many complaints about the price and lack of food at the Gala dinner
Possibility of including food in registration price

ACCOMMODATION SERVICES

Problems with discounts at the Continental
Some people had bookings different from those they had confirmed, and some found when they went to check-in they didn't have a booking.

TRANSPORT

Generally OK, but some problems with trips to the University. It was a long walk to the venue, and not much guidance on where to go.
Requests for transport where hotels were a fair distance from the venue.

CONGRESS OFFICE SERVICES

Excellent, helpful, polite, high-level, impeccable, perfect, friendly, efficient, personable, warm and reassuring.

Access to Internet was a problem for many. Only two machines were available, and they were often down. There was no time limit set so it was not possible to ask people to move.

SOCIAL PROGRAM

Many complaints about the Gala evening – the high cost and low quality and amount of food.
Additional social events would have been a welcome addition, possibly a more casual event, or a sightseeing event, trip on the lake, walking tour etc.
A couple of people suggested a trip to the Macolin school would have been interesting.

CONGRESS PROGRAM AND PROCEEDINGS

The availability of the proceedings prior to the Congress was considered a wonderful service.
Beautifully formatted, printed and published.
Stylistically accessible, concisely edited and promptly produced.

A map of the Olympic Museum would have been useful to locate meeting rooms.
Unfortunate that all the papers did not make the proceedings.
High level

It's great to see selected papers on the Olympic Museum site and to have the papers electronically to make them available on the IASI site.

WORKSHOP SESSIONS

Focused, topical and skilfully executed.
Not enough details on the workshops were provided with the pre-Congress documentation.
Very informative and interesting.
Very interesting and well scheduled. Excellent
One of the most memorable parts of the program.

IASI MEETINGS

- Need a more efficient way to do business.
- Too tight an agenda – was affected by absence of Secretary General
- Good idea to hold the meetings prior to the Congress, rather than after as in Paris.
- Working program session too long and should be more strictly presided.
- Public forum a bit slow to get started. Maybe IASI could "plant" individuals in the audience to start discussions moving within the Forum.
- Could have been more preliminary work undertaken by the participants especially concerning the working program.
- Need to look at having "on-line" pre-meetings, and at the meeting itself we just need to "shine" the idea and vote.
- Afternoon sessions were sometimes a bit heavy, particularly for non-English speakers.
- More time is needed for the working program, less for reports.
- Good to consider circulating copies of issues to be discussed in advance electronically so people have time to prepare. VP reports were sent in advance for this meeting and this worked successfully. This may avoid the sense of confusion during the discussions as to who is to be doing what.
- Presidium needs to do more homework to assist in smoother deliberations at the 4 yearly meetings. Good to have Nerida using the lap top to record on the spot the members ideas during the deliberations of the working program.

ADDITIONAL COMMENTS

- It was an inspiring Congress
- Please convey my appreciation to all the committee members who put in so much effort preparing this conference.
- Overall, I would say that the Congress was a success. From the initial welcome to the quality of the speakers and the location of the whole event, the experience was quite positive.
- Very satisfied with this congress which offered me the opportunity to exchange information with other delegates.
- Best compliments to the colleagues responsible for the management of the IASI meetings. There has been a big change in the last 12 years in this field in our Association.
- It was an interesting Congress. Very good organization, perfect coordination and I've a lot of ideas and contacts.
- In general the Congress was excellent and very well organized.
- The Congress was a wonderful opportunity to meet colleagues, exchange ideas and hear about work being carried out in this area. Lausanne was a beautiful setting for a very enjoyable few days.

- I thought this was the best congress we've had – it was well organized, the content was very good, the workshops well done, and the location beautiful and somewhat central. As our organization grows and develops strongly relationships with other Olympic sports organizations (i.e. the IOC and Ifs) I think our Congress will become more and more professional and relevant to those working at all levels of sports information.
- Congratulations
- I think a "small" place like Lausanne is ideal to host a meeting/congress. Beautiful site, efficient staff and short distances between the Congress centre, hotels and city centre. Thank you for an interesting and wonderful week in Lausanne.
- I think that each time we make progress.
- Large rooms are needed for all parallel sessions
- Papers generally of higher calibre than Paris
- Program Committee should not be shy to make certain all aspects of a theme is covered and perhaps to be more pro-active in seeking out volunteers to do papers on topics that need to be covered.
- It is OK to reject papers.
- I think you could really expand the brief for IASI. I think the whole area of sports information needs to be taken to a higher level and you could attract some commercial companies who specialise in this area. It would make it more attractive for the federations and increase your profile enormously.
- Academic sessions could have attracted more scholars for presentation within a variety of sub-fields in sport sciences.

Recommendations

In general comments regarding the Congress were very positive.

Recommendations for future IASI Congresses

1. The web, listservs and emails can be used more effectively in the future for promoting the Congress and online registrations.

2. IASI needs to assign one person on a permanent basis at the registration desk to take responsibility for IASI registration and payment.

3. Plenary papers should be presented rather than read.

4. Posters should be placed in a more prominent position

5. Guidelines for poster presentations need to be strict and adhered to.

6. Food services need to be affordable and details provided in advance to the cost. Alternative food outlets are preferable.

7. Sufficient machines for delegates to access the Internet need to be available.

8. Social events are an important part of the program and need to be included.

9. It is highly desirable to have the Congress Proceedings available prior to the Congress.

IASI CONGRESS EVALUATION FORM

Dear Congress Participant

In order to ensure that IASI continues to deliver a high level of service to its members and so that we can plan for the 2005 IASI Congress to be held in Beijing, China we would value your feedback on the Lausanne Congress you recently attended.

Could you please comment on the various aspects of the Congress listed below making both positive comments and suggestions for future improvement.

PLEASE COMMENT ON THE FOLLOWING ASPECTS OF THE CONGRESS:

PRECONGRESS DOCUMENTATION

THE CONGRESS FEES

REGISTRATION

CONGRESS PROGRAM

FORMAT OF THE PROGRAM

TIMING OF THE PROGRAM

QUALITY OF THE PLENARY PAPERS PRESENTED

QUALITY OF THE PARRALEL PAPERS PRESENTED

QUALITY OF POSTER SESSIONS

TRANSLATION SERVICES

AUDIOVISUAL SERVICES

CONGRESS SERVICES

FOOD SERVICES

ACCOMODATION SERVICES

TRANSPORT

CONGRESS OFFICE SERVICES

SOCIAL PROGRAM

CONGRESS PUBLICATIONS
PROGRAM & PROCEEDINGS

WORKSHOP SESSIONS
FORMAT, CONTENT, TIMING

IASI MEETINGS
FORMAT, CONTENT, TIMING

ADDITIONAL COMMENTS

NAME & ADDRESS (OPTIONAL)

Thank you for your response:

Please return this questionnaire to:

Jill Haynes
IASI Vice President, Oceania
National Sport Information Centre
Australian Sports Commission
PO Box 176
Belconnen, ACT 2602
AUSTRALIA
jill.haynes@ausport.gov.au
Fax +61 26214 1681

<div align="right">**Appendix 024**</div>

International Association for Sports Information

> # *IASI Meetings in Barcelona, Spain*
> # *14-18th March 2002*

Report of the Ad Hoc WKG Group "to consider framework for Surveying members needs"

Presented by: Erika Schwarz, Higher Sports Council of Spain

Docs:
- IASI Working Program 2001-2005 and Key tasks 2001-2002 (Objective 1)
- Minutes of the 2001 IASI Meetings, Lausanne, p. 20
"Survey of Information Centers"

First of all I should like to apologize for presenting this "report" at the last moment before going to meet in Barcelona. But I hope you will understand the reason.

As a matter of fact, this is rather a report of "what the working group, created last year in Lausanne, did NOT do during the period 2001-2002".

I consider myself mainly responsible for this lack of activity due to problems at work and also of a private character, which in this case are were more decisive as in the past years, the small contributions I have occasionally been able to offer to the IASI program had always to be done during my free time, as I gather is the case of many IASI members.

There is another reason which made it a little bit difficult to me to start some activity and which in normal circumstances I should have tried to clarify by contacting the other members of the small working group.

When I read the different papers as the minutes of last year's meetings and the IASI Working Program 2001-2005, I found out that the WKG was given

different names and this made me doubt about what we had actually decided in Lausanne.

To my understanding, the purpose of the group whose creation I had supported was to "consider a framework for Surveying members needs", as it says in the IASI Working Program 2001-2005, whilst the name given in the Minutes "Survey of Information Centers" means a different thing.

As you will see, the text following the title in the minutes, which I reproduce below, does not help much to clarify:

"There was some discussion regarding elimination of this task, but Mr. Poncet believed it should be left in the Working Program, even if resources are not currently available to complete the task. This will serve as a reminder to everyone that IASI believes this to be a task worth conducting. Mr. Poncet, Erika Schwarz, and Li Tak Nang will begin to consider the plans for conducting such a survey."

What I did without contacting or communicating anything to the other two members appointed was studying similar iniciatives IASI had carried out in the past, following the suggestions received in Lausanne by Hege Underthun, who draw my attention upon a Survey carried out by a small working group (Hege Underthun, Maurizio Bruni and Jose Aquesolo) in 1992-1993 according to what had been decided at the IASI Meetings in Jyväskylä, June 1992 and leading to "the creation of a small ad hoc group with the task to give a report on the position of each IASI member in relation with the SPORT-IASI database". The result of the survey was presented in Rome 1993 and included in the Minutes.

After reading these papers, it was my impression that this Survey was not really helpful for what we needed at present.

I also checked the meetings and papers of other Meetings to remember if we had carried out similar surveys as the one I had understood we had to prepare during this period. The only action which I came to consider as possibly useful is the Questionnaire Bruno Rossi Mori had prepared for the AHWG "Future of IASI", co-chaired by Nerida Clarke, for the IASI Meetings held in September 1996 in Israel.

Please find attached the copy-summary I made of the questions included in these two surveys.

The following are my proposals for the next year, I wish to present to the Executive Committee:

1. Clarify the purpose and aim of the survey to be carried out, and decide if the working group should be maintained and actually start work during the next year.
2. In case the aim is to survey members' needs, involve the regional presidents to decide the kind of questions to be included in the questionnaire, considering that the different regions of IASI are likely to have very different needs and that according to IASI's policy everybody should be given the chance of expressing his needs.
3. In any case, the objectives approved for the Working Program 2001-2005 should be included or taken in account when drawing up the questionnaire.
4. In case the decision is to maintain the working group, invite other members to join, especially those who have some experience in this kind of survey.

March 2002

ADDENDUM I
INTERNATIONAL ASSOCIATION FOR SPORTS INFORMATION
Copy-Summary of the Questionnaire used for the
Survey carried out the working group (Hege Underthun, Maurizio Bruni and Jose
Aquesolo) in 1992-1993 according to what had been decided at the IASI
Meetings in Jyväskylä, June 1992 and with the aim of presenting "a report on the
position of each IASI member in relation with the SPORT-IASI database" in
Rome 1993.

**Question: Does your organisation already index national sports literature
on a regular basis?**

n	Yes	No

**Question: If you index on the computer, what software programme do you
use?**

n	CD-ISIS	Other

**Question: Do you index foreign literature in your own language as well? If
so, from what countries?**

n	Yes	No

**Question: Do you have an agreement with SIRC for sending references to
the SPORT/IASI database?**

n	Yes	No

Question: How often do you send references to the database?

n	Regularly	Irregularly	Not at all

**Question: Do you send the information on coded sheets (paper) or floppy
disk?**

n	Coded sheets	Floppy disk	Magnetic tape

Question: What level of information do you send?

n	Advanced	Intermediate	Basic

Question: Do you think cooperation is satisfactory for both SIRC and yourself?

n	Yes	No

- preparing abstracts takes too much time
- problems in finding the bibliographic numbers (codes)
- it takes too much time to fill in the coded sheets
- problems in finding the English keywords
- problems in adapting a non-Latin alphabet to an English-based framework
- the translation of the title
- software problems
- others: cost, staff

Question: Who do you ask for help if you have problems?

n	Work colleagues	Other IASI members	SIRC	Others	I don't ask

Question: To improve cooperation you suggest:

n

- Cooperation with other countries from a similar linguistic group
- More help from CDS-ISIS etc.
- Sending information to SIRC without filling in the whole coded sheet
- Having your personal reference contact at SIRC
- Financial support from other IASI members
- Support for the translation of the English fields

Others: Practical training courses for information officers from the non-English speaking countries.

Question: Assuming your organisation does not operate a nation-wide sports bibliography as yet, would it be interested in doing so in the immediate future?

n	Yes	No

Question: If so, what do you think are the difficulties that have hindered implementing this project so far?

n

Question: Would your organisation be interested in cooperating with the IASI/SPORT database?

n	Yes	No

Question: You have access to the SPORT/IASI database

n	On line	CD-ROM	Hard-disk	Magnetic tape

Question: Are you satisfied with the SPORT/IASI database as an end-user?

n	Yes	No

5. STEPS TO IMPROVE THE CONTRIBUTION FROM IASI MEMBERS TO THE SPORT/IASI DATABASE

5.1 The number of participants in the SPORT/IASI database.
5.2 Clarify the membership obligations.
5.3 References: clarify level, what field to fill in, etc.
5.4 Requirements for IASI.
5.5 Requirements for SIRC.
5.6 Requirements for IASI members.
5.7 Include the national database of each centre in the CD-ROM SPORT Discus?
5.8 Conclusion.

5.2. CLARIFY MEMBERSHIP OBLIGATIONS

5.2.1. There exists an agreement between IASI and SIRC. (See appendix D). As question 7 shows, some centres have a bilateral agreement with SIRC, whereas some are sending references to the SPORT/IASI database without having an agreement. It should be clarified if it is compulsory for all contributors to have a formal agreement. Without such a binding commitment to the project it is difficult to insist that participating countries send in updates on a regular basis.

5.2.2. Many centres invest resources in the SPORT/IASI project in terms of staff, equipment, time and money. IASI and SIRC should discuss if it is possible for such centres to receive some form of compensation such as:

- cheaper subscription rates to SPORT Discus
- free or reduced rates for online access, photocopies or thesaurus, etc.

5.3. REFERENCES: CLARIFY LEVEL, WHAT FIELDS TO FILL IN ETC.

In Jyväskylä a wish was expressed that the participants should send documents at all levels. The Ad Hoc Group considers this neither possible nor desirable. However, IASI members and SRIC should discuss the following points:
- the agreement between the two parties ought to clarify the level of the document
- if not, is it possible for some fields - for example the abstract field, to be filled in on a voluntary basis?

5.4. REQUIREMENTS FOR IASI

IASI should act as a coordinating body with the following tasks:

5.5. REQUIREMENTS FOR SIRC

5.6. REQUIREMENTS FOR IASI MEMBERS

5.7. SHOULD THE NATIONAL DATABASE OF EACH CENTRE BE INCLUDED IN THE CD-ROM SPORT DISCUS?

5.8. CONCLUSION

ADDENDUM II

INTERNATIONAL ASSOCIATION FOR SPORTS INFORMATION
Summary of the
"QUESTIONNAIRE ON THE FUTURE DIRECTION OF IASI
KEY ISSUES FOR COMMENTS" used by the AHWG "Future of IASI", co-chaired by Nerida Clarke and Bruno Rossi Mori, for the IASI Meetings held in September 1996 in Israel.

ISSUE 1. IDENTIFYING USERS AND SERVICING THEIR NEEDS

KEY ISSUE 1: IDENTIFYING SPORTS INFORMATION USERS AND SERVICING THEIR NEEDS		
WHO ARE THE KEY USERS OF SPORTS INFORMATION?	WHAT ARE THEIR INFORMATION NEEDS?	WHAT ACTION SHOULD IASI TAKE TO MEET THEIR NEEDS?
EXAMPLE: Sports Scientists	Access to research information.	Maintain a bibliographic database with sports research articles.

What are the problems in identifying and servicing sports information needs? Please describe.

ISSUE 2. APPLYING NEW TECHNOLOGY TO SPORTS INFORMATION

KEY ISSUE 2: APPLYING NEW TECHNOLOGY TO SPORTS INFORMATION	
WHAT NEW TECHNOLOGIES ARE AFFECTING SPORTS INFORMATION?	HOW COULD IASI USE THESE NEW TECHNOLOGIES?
EXAMPLE: Internet	Promote the use of Internet in sports organizations.

What are the problems with these new technologies? Please describe.

KEY ISSUE 3. SERVICING THE IASI MEMBERSHIP

KEY ISSUE 3: SERVICING THE IASI MEMBERSHIP	
WHAT ARE THE NEEDS OF IASI MEMBERS?	WHAT ACTION SHOULD IASI TAKE TO MEET THESE NEEDS?

EXAMPLE: To have a regular means of communication among members.	IASI should publish a regular newsletter for members.

What are the problems in meeting the needs of IASI members? Please describe.

ISSUE 4. ENCOURAGING LOCAL, NATIONAL, REGIONAL AND INTERNATIONAL COOPERATION

KEY ISSUE 4: ENCOURAGING LOCAL, NATIONAL, REGIONAL AND INTERNATIONAL COOPERATION	
WHAT SORT OF COOPERATION SHOULD THERE BE AMONG SPORTS INFORMATION PROVIDERS AT THE NATIONAL, REGIONAL AND INTERNATIONAL LEVEL?	HOW COULD IASI HELP WITH THIS COOPERATION?
EXAMPLE: Each country should try to have an annual forum on sports information.	IASI should disseminate the reports of these meetings to all members.

What problems are there in developing cooperation at the local, national, regional and international level?

ISSUE 5: DEVELOPING STRATEGIC ALLIANCES IN THE FIELD OF SPORT

KEY ISSUE 5: DEVELOPING STRATEGIC ALLIANCES IN THE FIELD OF SPORT	
WHAT OTHER ORGANIZATIONS SHOULD IASI WORK WITH IN SPORT?	WHAT SHOULD IASI DO IN RELATION TO THESE ORGANIZATIONS?
EXAMPLE: IASI should have a formal relationship with the IOC.	A liaison committee of IASI should be formed and it should meet with the IOC Director of Information at least once a year.

What problems are there in working with other organizations? Please describe.

ADDITIONAL KEY ISSUES

WHAT OTHER ISSUES DO YOU THINK IASI SHOULD ADDRESS?

QUESTIONNAIRE RETURN

PLEASE RETURN THE COMPLETED QUESTIONNAIRE TO:

Appendix 025

Ad Hoc Working Group on International Database Contributions

Here is a list of content development topics that deal with the international coverage of the SPORTDiscus. The purpose of this report is to provide a basis for discussion during the upcoming meetings.

Importance of comprehensive coverage

This topic has been mentioned in the past, and is of importance in order to further develop the content of the SPORTDiscus. It is expected that when an indexing partner takes the responsibility of indexing the content of a particular journal, the content will be covered exhaustively, i.e. all relevant material will be indexed and submitted.

As well, it is expected that all relevant journals produced in the country will be covered and indexed for the database, especially those journals that are in languages other than English. This is what helps to make the coverage of the SPORTDiscus international and appealing to people throughout the world. While there is at times some reticence to include material in languages other than English, there are arguments that need to be looked at closely.

For example, the argument that the addition of foreign language records to the SPORTDiscus does not make sense because many people do not understand the language. If foreign language material is described using descriptors and bibliography codes from the SIRCThesaurus, then it becomes accessible and searchable by many whose language is not that of the country. If the material is of interest, then the person can refer the content to a translator or interpreter in order to be able to benefit from the information it contains.

Another argument that is often presented is that the submission of foreign language material to SIRC would represent duplication in work as a number of records are to be sent to the national bibliography of the country. The format of the information would be different and the work required to adapt the format to what SIRC requires would be costly.

SIRC is ready and willing to look at the format issue and does not see this as a barrier. If a sample is submitted to SIRC, it will be looked at and the necessary steps to load it will be taken. SIRC has experience in the integration of records in various formats and welcomes the challenge to consider other options.

Increase in content diversification

In the continuing search for new content to further develop the SPORTDiscus, it is expected that new document types will be included, such as electronic journals, DVD material, to name but a few. Such diversification is important to demonstrate that the various partners throughout the world are aware of ongoing developments and share in the responsibility of ensuring adequate coverage of all material, in whatever form it is produced. SIRC has developed an indexing manual that includes sections on new document types and the implications on indexing procedures for this material. The procedures are in place and available to all indexing partners. This section will continue to evolve as new material develops.

Indexing of websites for the SPORTDiscus

Another example of content that can be indexed and submitted to the SPORTDiscus. SIRC has developed a list of categories to cover this material as well as an online site submission form (http://www.sportquest.com/addsite.cfm). We strongly encourage users to submit the site via this form as it provides an efficient way to submit data for inclusion to the SPORTDiscus. It is expected that the person submitting the site will have done some verification as to its stability. In certain cases, the site is archived, such that the long term access is guaranteed.

Importance of consistency in indexing

Over the years, SIRC and the various external partners have indexed a considerable amount of records for the SPORTDiscus. With the many individuals involved in the process and their very diverse backgrounds it is to be expected that the approach to selection of descriptors and bibliography codes will vary as well over time. This is a given in the world of indexing and abstracting services and comes to no surprise to those who are close to the field. With this diverse approach comes the need to create, make available and use specific guidelines and procedures for document analysis.

SIRC has developed such tools in the SIRCThesaurus and SIRC Indexing Manual and expects that those submitting indexed records will refer to these when preparing records for inclusion in the database. It is also expected that the people responsible for indexing records will maintain a level of consistency over time, such that information dealing with a specific topic will be represented in the same manner. In this way, consistent and accurate retrieval of this same information on the part of the end-user will be possible.

SIRC ensures that the controlled vocabulary used in the indexing of content reflects current developments in sport terminology and plans to update the Thesaurus on a regular basis. Between updates, SIRC posts all relevant information to the indexing web board (http://chat.sportquest.com/~sircindexing) such that all concerned individuals are aware of recent developments concerning availability of new descriptors for use in the indexing process.

Frequency of indexing submissions

With the goal of ensuring ongoing content development of the SPORTDiscus, the matter of timely regular submissions is of importance. The SPORTDiscus is updated monthly on all vendor platforms. As such, if the material being indexed for inclusion should arrive regularly so that it can be loaded and included in each monthly update. As a rule, the file that is to be sent to the vendors is created on the last day of each month. In order for the submitted material to be included therefore, it is imperative for it to arrive as early as possible in the month.

SIRC's goal presented at the last ExCo meeting was to receive external indexing submissions on a regular basis, in time to include them in the quarterly updates. This goal has been reached, as indicated in the graph below:

International Indexing Statistics 2001-2002

This year's goal is to increase frequency of these submissions, in keeping with the monthly update schedule of the SPORTDiscus.

Selection of Descriptors and BB codes

A topic that is often mentioned in discussions related to indexing for the SPORTDiscus has to do with the number of descriptors and BB codes that one is to include in each indexed record. Is there a standard number? Is repetition between descriptors and BB codes a problem? The answers to these questions vary, but the essential rule to keep in mind is that the points that are central to the content of the document must be represented in the descriptors and bibliography codes selected. A hard and fast rule to remember is that the level of difficulty of the information can help in the selection of description points.

SIRC has established three levels of difficulty for the content of the SPORTDiscus. Basic represents easy-reading material, Intermediate represents material that is slightly more technical in nature and Advanced represents original research, be it on the master's or doctoral level. As such, it is useful to keep in mind that fewer descriptors and BB codes are likely necessary for basic level than for advanced level material, only because the complexity of the advanced level material may require more access points. However, one need only choose the descriptors that represent the concepts that are central to the information being described. This means that 4 or five descriptors might be sufficient for a purposes of describing one advanced level research paper, while another might require more. This is a very subjective decision that varies depending on the indexer performing the task. For background details on this, consult the "What is indexing?" section in part I of the SIRC Indexing Manual.

Quality control of content submitted to SIRC

Crucial to accurate retrieval is the quality control of content prior to submitting it to SIRC for inclusion in the database. Key issues include verification that:

- all necessary fields are present in each record,

- - the correct syntax in each specific field is used,

- - only descriptors that are found in the SIRCThesaurus are included in the descriptor field.

It is important to specify here that the use of the SIRC Indexing Manual provides the indexer with the necessary background to ensure accurate description of content. In the Indexing process, the use of the spell check function within a word processing package is useful to eliminate typographical errors in records prior to submission.

Future development

SIRC will continue to develop the SPORTDiscus database, both in terms of content and design, such that it will continuously evolve in advance of and in response to the demands of the user community. SIRC recognizes the importance of the external indexing contributions to the SPORTDiscus and looks forward to future collaboration with all current and future partners.

March 8th, 2002

Jean-Michel JOHNSON (jmichel@sirc.ca)

Director of Indexing, SIRC

SIRC report to the IASI Executive Committee
March 2002

Over the past year, the emphasis at SIRC in terms of content development for the SPORTDiscus has been on partnerships. Besides the increase in e-journals covered, the increased coverage of book chapters to include chapters from single-authored monographs, other items of note have come to enhance the inherent value of the SPORTDiscus over the last twelve months.

A new indexing partner has joined the ranks of those contributing indexed records to the SPORTDiscus. The Centro de Estudos e Formação Desportiva, based in Lisbon, Portugal has begun indexing content for the database, with an initial submission sent in October of 2001. An updated list of Portuguese language journals was supplied by this centre, with the intent of covering as many of them as possible for the SPORTDiscus.

A series of recent Estonian publications have been sent to SIRC for indexing from the University of Tartu, these publications cover the research areas of kinesiology, physiology and anthropometry.

A number of special projects have been undertaken to enhance content of the SPORTDiscus. These include the following:

- The inclusion of records from the Physiatric Association of Spine, Sports and Occupational Rehabilitation (PASSOR) Lower Extremity Bibliography into the SPORTDiscus. Coded with P in the SS field, these records cover the area of injuries, specifically biomechanics, epidemiology, diagnosis, treatment (non-operative and surgical) as well as rehabilitation. 365 of the 545 current records are located at SIRC. (246 remain to be indexed).

- The inclusion of the records from the Grosse Adapted Aquatics Database. Susan J. Grosse developed a collection of swimming research over the years and has agreed to donate the collection to SIRC. Once incorporated in the SPORTDiscus, this package will complement the existing coverage in the area already in the database.

- Information on the subject of Handicapped sport is being submitted to SIRC for inclusion in the SPORTDiscus by representatives from the Disability Research Institute. Concentrating so far on research reports and websites, this information will help to build up the content in an important area of coverage.

- An initial submission of content from the South African Sports Commission indicates a start to what will become an important source for information in the field covered in the SPORTDiscus. The initial effort contained websites and publications that will be incorporated in the database.

- In an effort to further enhance content of records in the database, short abstracts will be provided to basic and intermediate level records. This will

provide more information in cases of misleading titles, and supplement the description already provided by the descriptors and Bibliography codes.

Further expansion of activities includes the following development. As of January 2002, SIRC has taken on the role of resource and documentation centre for the national ADR-SPORT-RED program, an out of court settlement system for disputes that offers mediation and arbitration services to the national sports community. For further information on the program, consult this web site: http://www.adr-sport-red.ca

Indexing contributions:

SIRC continues to encourage all external indexing partners to pursue the project of submitting indexed content to the SPORTDiscus. The following graph will provide an idea of the breakdown of contributions to the SPORTDiscus by region over the current fiscal year:

2001-2002 SPORTDiscus
Indexing contributions by region
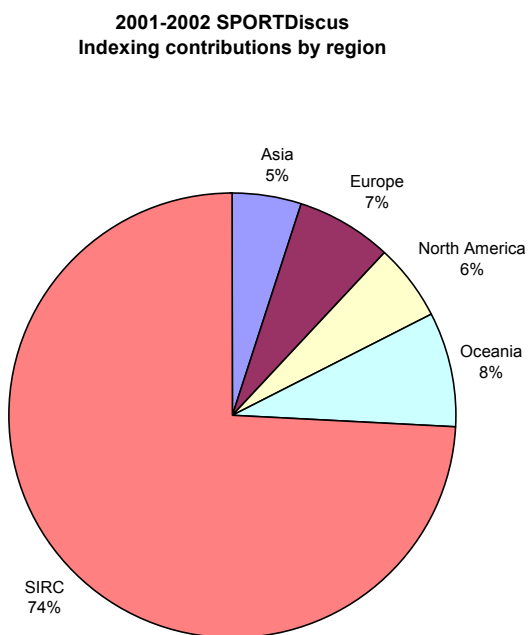
SIRCThesaurus:

The 2001 edition of the SIRCThesaurus was much appreciated by all, as it provided the end-users of the database with an updated list of available descriptors and bibliography codes to use in the indexing and retrieval of content. SIRC is pleased to announce the upcoming production of the 6th edition of the SIRCThesaurus, that will be available in both print and PDF formats in the Spring. This new edition contains over 400 entries that have been modified since the 2001 edition, including over 200 new descriptors. Of these, many deal with the medical, sociological and historical aspects of the information covered in the SPORTDiscus.

SIRC has paid particular attention to the addition of see references in the descriptors, adding access points from common concepts to official descriptors in the thesaurus. There are over 60 of these added since the previous edition. Their presence facilitates the searching procedure, by allowing the end-user to quickly locate the correct descriptor to use.

The cost for this new edition will be as follows:

- 95 US$ for the pdf version downloaded from SIRC's ftp site;
- 115 US$ for the pdf version on CD-ROM + 15% shipping and handling charge (25% for customers outside Canada)
- 149 US$ for the print version + 15% shipping and handling charge (25% for customers outside Canada)

Note that for Canadian residents, the Canadian currency is accepted at par.

Those interested in obtaining a copy can visit the SIRC website at: http://www.sportquest.com/products/sircthesaurus/index.html

An updated file will be sent to all the vendors in June 2002, thus allowing the end-users of the SPORTDiscus to benefit from the latest developments in terminology used to index and search the material included in the SPORTDiscus.

Ongoing development of the content leading up to the production of the 6th edition is largely due to the regularly scheduled meetings of SIRCThesaurus Committee. All decisions taken at these monthly meetings are posted to web board. (http://chat.sportquest.com/~sircindexing) following each meeting. SIRC encourages all interested individuals to consult this area on a regular basis to stay informed on the ongoing developments of the SIRCThesaurus.

New journals indexed at SIRC:

Recent titles added to the coverage provided by the database include the following:

- Athlitiki Psychologia (Sport Psychology)
- International Journal of Performance Analysis in Sport
- Sports Marketing and Sponsorship Journal
- Pandektis (International Sports Law Review)
- Revue européenne de management du sport
- Sports Biomechanics

Upcoming developments:

In the coming year, the following projects will be worked on as SIRC continues to diversify, increase and enhance content of the SPORTDiscus:

- Amateur Athletic Foundation of Los Angeles library collection – ongoing integration in the SPORTDiscus. Some highlights of this collection include the official reports from many Olympic Games.

- Olympic museum Catalogue file – a complete update of the file containing
  17 571 records will be incorporated into the SPORTDiscus.

- Heracles database – a complete update of the file containing 92 848 records will be incorporated into the SPORTDiscus.

- Atlantes database – Work is ongoing towards the reload of this important file.

- Full text content – SIRC continues to build database content in this area as the importance of rapid access to full text content is ever increasing.

SIRC is pleased to maintain one central source that offers users around the world easy searching of all complimentary sport databases. To provide this service, SIRC verifies the files, checks for duplicates, incorporates standard terms and bibliography codes from the SIRCThesaurus, and where possible adds links that enable end users to contact the author, publisher, and most importantly the full text of the article. The result is a very unique and global sport information resource. To continue promoting the global interest in sport information, SIRC encourages further collaboration with other sport databases.

Vendor news:

SIRC currently has agreements with three vendor organizations that provide access to the SPORTDiscus database. The vendors are all headquartered in the United States and they are OVID Technologies, New York City, New York, EBSCO Information Services, Birmingham, Alabama and Dialog Corporation, Cary North Carolina.

The interface varies from vendor to vendor. **OVID Technologies** offers two platforms to search the SPORTDiscus. The first is the original OVID platform that is available through the Internet, CD-Rom and pay-as-you go transactional usage. The second platform is the former SilverPlatter interface, which is also available through the Internet and CD-Rom.

EBSCO Information Services provides the subscriber access to the SPORTDiscus through the Internet.

Finally the **Dialog Corporation** offers two platforms to search the SPORTDiscus. The first platform is File 48 on the Dialog Product line that services customers globally, and the second platform is on Datastar under SPOR. Datastar is available globally but is more broadly used in Europe. Access on either platform can be had through the Internet, Intranet and classic dial-up access.

The database is updated monthly across all vendors. All the vendors offer a 30-day trial that includes free full text. Collectively the vendors have distribution channels that span the globe.

March 8th, 2002

Jean-Michel JOHNSON

Director of Indexing, SIRCjmichel@sirc.ca

Report on the ahWG IASI Website
To the IASI Annual Meeting
Barcelona, March 14-18, 2002
By
Gretchen Ghent, IASI VP North America and Publications Officer
& Jean Michel Johnson, SIRC

1. Committee Members
Gretchen Ghent, IASI Publications Officer, gghent@ucalgary.ca
Jean-Michel Johnson, SIRC, Director, Indexing Services, jmichel@sirc.ca
Anitta Palvimaki, LIKES, Finland, anitta.palvimaki@library.jyu.fi
Roland Regner, U of Leipzig, regner@iat.uni-leipzig.de
Ervin Sramel, Slovenia, ero@spic.tv
Esperanza Bobes Ruiz, INDER, Cuba, bobes@inder.co.cu
Ex-Officio: Alain Poncet, INSEP alain.poncet@insep.fr

2. Website Goals and Objectives

The general objective for **iasi.org** is to produce an informative, content rich website that meets the educational, informational and service objectives of IASI. The website goals are to show:
- a rational organizational structure,
- is easy to navigate and loads quickly,
- has a consistency in format, font, and color to promote readability.

3. Work of the Committee, May-September, 2001

With these goals in mind, the ahWG chair thought it easiest for committee members if an outline for the website were drawn up and sent out to ahWG committee members first for comment, suggested changes, additions and reorganization.

This work began in early May. By the end of the summer, the fourth draft of the proposed website reorganization was completed and additional comment was sought from IASI-L readers. A few IASI members sent in their comments about the proposal and as a result the first sections of the website were ordered differently.

During the summer, all the documents were sent to SIRC and over a period of time all were PDF'd in order that the entire updating procedure could be done in one time period. Approximately two days were spent by SIRC staff scanning or otherwise preparing documents (IASI Yesterday, Today, Tomorrow booklet, IASI

manual, proceedings, V-P and Presidents' reports) that needed to be incorporated in the site content in PDF format.

A revised document with the order of the sections changed was submitted to SIRC in late September.

4. Implementation

Staff at SIRC were able to do the major reorganization and update of the site in December. As SIRC staff found a few problems with the September document, these were worked out easily during the December update period.

A second update to the major reorganization was done in January 2002 as a few links, statements and a name of affiliated organization were found to be out of date.

The following is a breakdown of the time spent on the IASI website by SIRC staff in this period:
- Graphics and site design/template   1 day
- Loading content on site   2 days
- Modifications to site   1 day
- Changes from the ahWG   3 hours
- Miscellaneous (Meetings, etc)   ½ to one day

Statutes and By-Laws
Access to these documents used to be a button on the left side of the old iasi.org but in the new configuration this document reference was added to the About IASI section. In order to increase the visibility of the Statutes and By-Laws a sentence was added after the Introduction

4. Work to be Done by the ahWG, 2002-2003

- **Add the new Statutes and By-Laws in PDF format**

- Implement the new World Directory of Centers of Sport Expertise when it is ready

- Add the Guides to Database Research (in Publications section) when they are completed
  (This should include: guides to searching SPORTDiscus, Heracles, SPOLIT, SPONET, and Other databases)

- Update the Recent Activities part of the About IASI section, if necessary

- Complete the section on IASI Congress Proceedings

The following proceedings have been identified and need to be added:

1985, 8th, Dresden
(TI: Bericht: VIII Internationaler Kongress fuer Sportinformation 15-18.10.1985, Dresden –DDR)
   Held by SIRC, Completely analyzed, 9 papers in English; 16 in German

1981, 7th Snagov (Congress proceedings have not been found nor identified

1977, 6th Duisburg (On iasi.org already)
1975, 5th Graz   (On iasi.org already)

1973, 4th Magglingen
(TI: Sportinformatic: international Dokumentation des Sports)
 Proceedings held by Olympic Museum, Univ of So. Carolina, Lib of Congress and SIRC who completely analyzed the 17 papers – 14 in German, 2 in English, 1 in French)

1970, 3rd Schielleiten
(TI: Sport Dokumentation im Durchbruch:…. Ed by J. Recla.
(Proceedings held by SIRC. Not analyzed. Also held by 6 US libraries)

1962, 2nd Leipzig
(TI: Internationale Arbeitstagung fuer Bibliographie and Dokumentation der Sportwissenschaft)
Found in DBI-Link, held by two German libraries (Note: this title needs further verification for it may not be the correct document)

1961, 1st Cologne (Congress proceedings have not been found nor identified)

Further Questions about the Present IASI.org

The **About IASI** section is quite long having the following parts:

Introduction	Members
IASI History	Current Ad Hoc Working Groups, 2001-2002
IASI Goals & Objectives	Regional Groups and Networks
Recent Activities	Statutes/By-Laws
Executive Structure	Past Presidents

   1. Should there be an alphabetical list of the parts (shown above) placed at the top of the page as has been done for the Publications section? Would this enhance access by website users?

2. Should there be more links added to the Links section?

(Presently there are links in the categories: Directories to Sport Sciences Research, Events/Conference Calendars, Post-Secondary Education, Sport Specific Resources. The majority of the links listed here are for comprehensive websites, many of which are maintained by IASI members)

3. IASI Information on Websites in Spanish, Portuguese, French and Italian

Now that the main **iasi.org** has been updated it is suggested that the websites that contain information on IASI should also be updated. It is suggested also that these websites follow the format and organization of information as found on **iasi.org** and that work be done to directly translate information on **iasi.org** on these four websites. (Note: work on updating the French version is underway)

Does the Executive Committee agree with the principles regarding the other language websites outlined above?

4. Discuss and decide upon the update frequency and procedure for the membership list

It is suggested that the mechanism for updating the membership list only include the conversion of the whole file to PDF format. It is too time consuming for SIRC staff to constantly modify little bits and pieces of an already PDF'd document. The frequency of updates is the central question (e.g. once every two months?? Or when necessary??…)

5. Discuss and approve the Procedures for Updating iasi.org (see below)

5. Updating iasi.org

Registration

The Domain name, **iasi.org** is registered through the company, Network Solutions (http://www.networksolutions.com). The registration fee is paid up to March 30, 2004. Between now and then, alternative (possibly less expensive) registration options should be investigated.

Updating

These guidelines were written to inform IASI members of who has responsibility for various aspects of the IASI website. They also outline how updating the website should be carried out to promote logical changes that will keep the website well-organized.

Suggested Procedures for Updating iasi.org

- All requests for updating the contents of the IASI.org website are to be sent to the IASI Publications Officer.

- Changes or updates to the format of the IASI website are the responsibility of the ahWG IASI Website.

- For the most part, all fulltext reports and documents placed on **iasi.org** will be in PDF format to conserve on time needed to do updates and/or additions to the website

IASI/SIRC iasi.org Hosting Agreement

- SIRC agrees to host **iasi.org** as a cooperative partner with IASI.

- Copyright of the contents of **iasi.org** belongs to IASI.

- Domain registration fee payment is the responsibility of the IASI Financial Officer.

- Contact person at SIRC is Jean-Michel Johnson, who has international liaison responsibilities within SIRC. Jean-Michel supervises SIRC staff who will do the updates to the **iasi.org** website

- IASI will pay for major updates or reorganization projects for the IASI website.

- SIRC agrees to provide, on a yearly basis, 24 hours work time for maintenance and the miscellaneous updating of the IASI website.

Respectfully submitted,

Gretchen Ghent, Librarian Emeritus
(VP for North America and Publications Officer, International Association for Sport Information & Chair, North American Sport Library Network)
C/o The University of Calgary Law Library
2500 University Dr. NW, Calgary, Alberta, Canada T2N 1N4
Tel: 403-220-6907 FAX: 403-282-6837   Email: gghent@ucalgary.ca

IASI WEBSITE

Section 1. Home Page

None

Section 2.Membership
(SIRC, most of this page needs updating)

Current IASI Membership List (in PDF format)
(SIRC add the word List and (in PDF format))

IASI Membership Fees

IASI welcomes new members and offers **five** kinds of memberships (US$):

Institutional $75
(for associations, organizations, institutes, libraries, schools)

Personal $50
(for individuals)

Sponsored
(Sponsored Institutional Member - $75)
(Sponsored Personal Member ----- $50)
(for institutions or individuals, where their membership fees are paid by another member)

Patron
(Patron Institutional Member - $150)
(Patron Personal Member ----- $100)
(for an institution/organization or person who is interested in supporting the work of IASI. A Membership fee at least double that of the basic personal or institutional membership is required)

Honorary Members
(conferred by vote of the Executive Committee

IASI Membership Application Form

(SIRC- Keep the same form as it now appears in the present Membership section)

Payment may be made by cheque or bank transfer to:

(SIRC - Keep the same bank, address and account number)

Please send this membership form to:
(SIRC - Add the note below)
(Note: a cheque or US money order may also accompany the membership form. Also note that membership fee payments by credit card cannot be accepted at this time)

(SIRC - delete this whole paragraph with Exec Secretary and add)

Anitta Palvimaki
IASI Treasurer
Head, LIKES Information Service
PO Box 35
40351 Jyvaskyla, Finland
Tel: +358 14 260 3390
Fax: +358 14 260 3922
Email: anitta.palvimaki@library.jyu.fi

Section 3. Listserv

(SIRC, under the How to Join part, change the first sentence to:

If you are not a list member and wish to become one, please click on:
Join or Leave the List (http://listserv.tau.ac.il/cgi-bin/wa?SUBED1=iasi-L&A=1) and follow the instructions on this page.

(SIRC, delete sentences beginning with Leave and also Write. Add a title in the same font and color as How to Join with the wording: How to Use IASI-L and modify the next sentence to read:)

List Members who wish to send a message to IASI-L can use the following email address: iasi-l@listserv.tau.ac.il *(SIRC note slight change in email address and add the next sentence)*

List members may also Search the IASI-L Archives (http://listserv.tau.ac.il/archives/iasi-l.html) to find past messages and distributed documents.

SIRC, keep the last paragraph and name of list owner as is.

Section 4. Contact Us

SIRC, under Vice-Presidents change Jill Haynes FAX number to:+61 2 6214 1681

Section 5. About IASI

SIRC, PDF the updated Statutes and By-Laws passed at the Barcelona meeting. Delete the old Statutes and By-Laws.

Section 6. Congresses/Meetings

Forthcoming Annual Meetings
SIRC retain the two lines starting with 2002 and Hosted by…. And place these under heading Past Annual Meetings in same font etc as Forthcoming Annual Meetings.
Add information on 2003 as follows:

Section 7. Publications
Publications – Congress Proceedings

SIRC, under Congress Proceedings, move the information about the Sports Archives Workshop Papers (2 lines plus Nuria's address) and place them after the information on the 2001 – 11th Lausanne proceedings information and just prior to the 1997- 10th Paris part.

1993 – 9th Rome

(SIRC, after the 1993 – 9th Rome delete what is presently there and add the following☺

Sports Information in the Nineties, 9th Scientific Congress of the International Association for Sports Information. Rome, Scuola dell Sport, 1993.
The unpublished papers from this congress are indexed in SPORTDiscus and available from SIRC SPORTExpress. To find all 55 papers and two abstract volumes, use the search phrase: 9th 1993 Rome in CN

1985 - 8th, Dresden
Bericht: VIII Internationaler Kongress fuer Sportinformation 15-18.10.1985, Dresden –DDR. Berlin: Wissenschaftlicher Rat beim Staassekretariat fuer Koerperkultur und Sport, 1986, 161 p.
Available at SIRC, Completely analyzed in SPORTDiscus and available via SPORTExpress (9 papers in English; 16 in German)

1981 – 7th Snagov ??

Publications – President's Reports

PDF and add the President's report for 2001-2002.

Publications – Vice-Presidents' Reports

PDF and add the Vice-Presidents' Reports for 2001-2002

Section 8. Affiliations

Section 9. Sport Information Centres

Section 10 Links

Report on the « World Directory of Centres of expertise » to the IASI Annual Meeting
Barcelona, March 14-18 2002
by
Alain Poncet, IASI President

In year 2000 IASI and the International Olympic Committee (IOC) agreed to initiate a joint project to develop an electronic database of Sport Information/Documentation Centres, available through Internet (both on IASI website and the National Olympic Committee (NOC) extranet network).

This database presents to those interested in obtaining sport information the details of the competencies of the Centres. These areas of competence correspond to:
-   the contents of the document funds and the collections of the information and documentation centre which can be available to users, on the spot or on request (supply of documents)
-   and/or the capacity of the centre to supply information related to the subjects announced through its ability to mobilize specialized sources and national networks (supply of information).

To achieve this project, a questionnaire was prepared in collaboration with Nuria PUIG, head of the External Relations for the IOC Olympic Studies Centre, Michel FILLIAU Manager of the Administrative Department of the NOC in the IOC, and Alain PONCET, between October and December 2000.

Two meetings in Lausanne were necessary to set up the questionnaire, AP sent it to all the institutional members of IASI in January 2001 (by e-mail and post), the Olympic Studies Centre of Barcelona University sent it to the contacts of the Olympic Studies Directory.

Today, 83 centres gave an answer and will constitute the first directory available on the net.
A specialized website available from IASI.org and the NOC Extranet has been created (**www.directory-iasi.org**).
It allows quick and relevant answers to questions thanks to a search engine. So it is possible to locate a centre in a Region, in a Country , according to a competence, a sport or a target group.
In the same way, it is possible to create a new centre and, of course, to correct the references of those already created.

I warmly request all IASI centres to be refered in this Directory using the appropriate form available on the website.

Alain Poncet

The IASI Listserv

http://listserv.tau.ac.il/archives/iasi-l.html

List Owner: Ayala Maharik, Israel   willib@post.tau.ac.il

Archives of IASI-L@listserv.TAU.AC.IL
Sport Documentation List

- Search the archives
- Post to the list
- Join or leave the list (or change settings)

Using the List through the Web is Easier, Faster, Neater, more Friendly

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Using the list through the Web will enable you to:

- ## Post to the list
  You may send a message to the list

Search the archives -
You may search the archives by word, subject, author's address, date and more

- ## Join or leave the list (or change settings)
You may join or leave the list through the Web

- ## Manage the list (list owners only)
Allows us to manage the list: add and delete subscribers, change e-mail address, etc.

WORKING PROGRAM ahWG Members Survey 2002-2003
(c.f. IASI WORKING PROGRAM 2002-2003)

Draft prepared by Erika Schwarz in April 2002, after EXCO-Barcelona (Note: Point 1 is just to remember what was said mainly before the EXCO session)

Barcelona B.4.1. Members Survey (point B.4. Follow up of the ahWg).

1º Informal meeting A. PONCET, Li Tak Nang and E. Schwarz prior to EXCO-session

Comments by Poncet:

- What are the needs of your main public
(vid. Typical questions)
- What are your needs as a center to meet the needs of your users
    - Education
    - Technology
    - Etc.
    - (avoid answers such as "more money")
- What do you expect from IASI?

Recommendation:
Open questionnaire (not limited to answers YES or NO)

Three previous steps (take in account the relation of Survey with the IASI Marketing plan):

1) Define main items of the questionnaire
2) Submit to the IASI vice-presidents to define the detailed questions they want under each main item (different views and needs are expected to be suggested by different regions and groups)
3) Test questionnaire

Then SURVEY

Erika Schwarz in charge of:

- Working out guidelines and draft questionnaire
- Email it to the Vice-presidents

Li Tak Nang apologized for not having presented suggestions due to his lack of experience in the field.

Notes from discussion of other items during the EXCO, put somehow related or of interest with regard to the Member Survey:

Question "IASI's Mission"

¿Include in the questionnaire? ¿What should the mission of IASI be?

Note: from here onwards is the text of a sort of summary of what was decided for the next period during the Barcelona EXCO, and a timetable proposed by Erika to be sent to the other members of the group (Poncet, Li Tak Nang and J. Aquesolo), and QUESTION TO Poncet : also to D. Coleman who was the only Exco-member who forwarded suggestions (see ADDENDUM)

2º Presentation by Erika Schwarz of the report prepared for the Barcelona 2002 meeting and discussion during the session B 4.1. by the EXCO:

Erika Schwarz pointed out that she had no experience in direct elaboration of the kind of questionnaire needed for the survey and invited IASI members with better experience to join the working group.
As an alternative, she suggested to budget an expert in this matter.

SUMMARY OF THE DISCUSSION:

- Aim of the working group at this stage: **SET UP A FRAMEWORK FOR SURVEYING USER'S NEEDS (only INSTITUTIONAL needs)**

- Take in account relation between this project and the IASI Marketing plan

- Oposite opinions concerning the questionnaire:
Some consider the questionnaire should be an **open** one (not limited to answers YES/NO) (e.g. Poncet)
Others on the contrary think it should **not be open** (e.g. COLEMAN)
(Note: to be clarified/decided)

- Recommendation: Avoid questions in the questionnaire raising expectations impossible to be fulfilled by IASI

The following Main Items were suggested as a starting point for the Questionnaire:

- ¿What are the needs of your main user groups? (See existing standard surveys)

- ¿As Information Center, how do you meet your user's requests, and which are your needs to be able to satisfy them? (Exclude answers as "I need more money…")
- ¿What do you expect from IASI?

Suggestion made during the discussion: Include the needs of potential future IASI members

-Budget alloted by the EXCO in Barcelona to the working group for 2002: 1.500 US $

- David Coleman gave a list of suggestions for the survey and the questionnaire to Erika Schwarz during the Barcelona meetings.

(Secundary Note Erika: Mr.Yamaguchi - Japan – has a good experience in survey and questionnaires created for TAFISA)

Three steps for the working group during 2002-2003 (c.f. summary in the IASI WORKING PLAN 2002-2003, sent out by email by Jill Haynes on 25/03/02):

Steps and tasks:	Deadlines	Commitments:
STEP ONE: Define main items of the questionnaire.		
1) Exco-members are requested to send suggestions by email to Erika Schwarz after the Barcelona 2002 meetings (additional members for the working group are wellcome): deadline 15/05/02 (*)	15/05/02	Erika Schwarz
2) First draft questionnaire (results of point 1)	30/06/02	Erika Schwarz
3) Send first draft to the Vicepresidents (and the other members of the working group)	31/07/02	Erika Schwarz
STEP TWO: Define questions under every main item		
4) Vicepresidents send their suggestions for concrete questions they want under the main items to Erika Schwarz	30/09/02	Vicepresidents
5) Analysis and summary of suggestions received - 2nd draft questionnaire		Erika Schwarz and the other members of the working group **A non IASI affiliated expert, if necessary**

Steps and tasks:	Deadlines	Commitments:
6) 2nd draft questionnaire to be sent to EXCO-members	15/11/02	Erika Schwarz
STEP THREE: Testing the questionnaire		
7) The questionnaire will be submitted to a few randomly selected institutional members in the different regions in order to be tested Note: to be decided: - how many to be tested - where/who Deadline for reception of the answers by the tested members	31/12/02	Erika Schwarz and the other members of the working group
8) Analysis of answers and elaboration of documents to be presented and discussed/approved at the 2003 EXCO meeting: a) Final draft questionnaire b) Report to the EXCO c) Proposals and working plan of the group for the next period	Before the Meeting 2003	Erika Schwarz, with the help of the other members **A non IASI affiliated expert (questionnaire), if necessary**
PURPOSE OF THE SURVEY: - The results should direct the members' work towards a more efficient action - They should make IASI better aware of the needs of its members (which reflect the needs of their users) - They should be integrated in the IASI working plans and also be taken in account for the IASI marketing plan, and Website.		

(*) **Only EXCO member who submitted suggestions: David Coleman (in Barcelona, see ADDENDUM)**
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IASI WORKING PROGRAM 2002-2003 (extracted from paper by Jill Haynes)

Task	Responsibility	Sub-tasks for group
Members survey	Erika Schwarz (Chair) Li Tak Nang Jose Aquesolo Vice Presidents	• Define broad topics for survey for IASI members (May 15 2002) • Vice Presidents to prepare questions under broad topics for their

		region • Expert advice sought on design of survey • Determine need for future survey of potential members needs

ADDENDUM:

Suggestions presented by David Coleman to Erika Schwarz during the IASI-EXO Barcelon 2002:

Principles
1) Annual member survey sent out on time so that results can be reported at the Executive Committee. Sent out e-mail and post
2) Dedicated section of web site for members to post comments and suggestions - reminder of this in the newsletter
3) Results of annual membership survey published on the website and sent by post to all members and in newsletter
4) Following EXCO consideration of survey it may be sensible to produce an article to be disseminated via national library, information, sport etc. journals/websites
5) Attempts should be made to "benchmark" results year on year so that comparison can be made and targets for improvement established (you can check out Sport England's survey at www.sportengland.org, go to leadership factor report on home page.

Purpose of Survey:

1) Make clear to members what is the role/mission of IASI
2) Engage a response from members about how they think we should do this
3) Look to ask members how we can add value to their own experience/role

SAMPLE SURVEY

IASI has recently re-defined its mission as "to develop and promote the value of sports information".

We will take a leading role in this, internationally and nationally, through our work programme in order to ensure that sports information, research and knowledge is valued and understood.

1) Do you agree with IASI's mission?

   ---YES   ---NO   COMMENTS

2) What means should IASI pursue to achieve this mission?

a) Establish international/national standards for sports information

   ---YES   ---NO
   COMMENTS:

b) Ensure that international/national organisations responsible for sport develop/adopt a strategy for sports information?

---YES   ---NO
COMMENTS:

3) Does your organisation have a policy for sports information?

---YES   ---NO
COMMENTS:

a) If yes, is this policy recognised by the national strategy for sports information?

---YES   ---NO
COMMENTS:

4) Please indicate which of the services below is provided by your organisation:

List of the whole range of services/products we wish to have information to follow

5) Please indicate which of the services above you would like to receive more information from IASI on:

List of the whole range of services/products listed in 4 to follow

6) Please indicate if you use/are aware of the services provided by IASI

- LISTSERV   ---YES………..---NO
- Sports information centre brochure   ---YES………..---NO
- World Congress   ---YES………..---NO
- Web site   ---YES………..---NO
- Newsletter   ---YES………..---NO
COMMENTS

7) What sort of cooperation should there be among sports information providers at international, national and regional level?

8) Please indicate any issues you think IASI should be considering?

Please respond to…………………………..by…………………………
Your submission will be acknowledged.

Thank you for taking the time to help IASI in improving its working programming.

The outcomes of this survey will be published on the IASI website and reported in the Newsletter.

IASI WORKING PROGRAM 2002-2003

Task	Responsibility	Sub-tasks for group
Members survey	Erika Schwarz (Chair) Li Tak Nang Jose Aquesolo Vice Presidents	• Define broad topics for survey for IASI members (May 15 2002) • Vice Presidents to prepare questions under broad topics for their region • Expert advice sought on design of survey • Determine need for future survey of potential members needs
IASI web site	Gretchen Ghent (Chair) Jean-Michel Johnson Anitta Palvimaki Roland Regner Ervin Sramel Esperanza Bobes Ruiz Chikara Miyaji	• Spanish, Portuguese and Italian versions of iasi.org to be updated and to follow the organization of information as found on iasi.org
Marketing Plan	David Coleman Ervin Sramel Jose Aquesolo (Chair) Jill Haynes Li Tak Nang	• Communicating the role and purpose and services of IASI to current and potential members. Preparation of content for the IASI brochure. • Communicating the role and purpose and services of IASI to influential international and national

		commercial and non-commercial organizations • Develop partnerships to do the above
Preparation of best practice guidelines for IASI members and international groups to archive electronic resources	Jill Haynes (Chair) Jean-Michel Johnson	
Review and recommend methods for acquiring and disseminating sport and physical education test information.	Ayala Maharik (Chair) Hartmut Sandner Gretchen Ghent Jean-Michel Johnson Ervin Sramel Yasuo Yamaguchi	
IASI 2005 World Congress Program Committee	Cindy Slater (Chair) Alain Poncet, Ayala Maharik Beatriz Barbera Chikara Miyaji Yasuo Yamaguchi Dennis Whitby Jill Haynes Li Tak Nang Gretchen Ghent Andrei Teodorescu Anitta Palvimaki Jose Aquesolo Wang Huanfu	

	Bruno Rossi Mori	

ACTIVITIES OF THE WORKING PROGRAM 2002-2003

Publication of newsletter April, July and November	Gretchen Ghent Vice Presidents to contribute content for newsletter	
Provide material for the ICSPPE Bulletin	Gretchen Ghent	
Human Kinetics donations program		Ongoing
Support for developing countries	Alain Poncet	Contact IOC, NOC & Olympic Solidarity to launch program to bring expertise of IASI to develop sports information.
Funding for projects	Li Tak Nang Dennis Whitby	Preparation of official proposal for IASI Asian region workshop for 2003 meeting.
Cybercafe at ICSSPE Conference 2004 Thessaloniki	Ayala Maharik Alain Poncet	Ayala Maharik to contact Julia Kaponi, Alain Poncet to contact President ICSSPE
Development of guidelines for Vice Presidents	Cindy Slater (Chair) David Coleman Gretchen Ghent	
Examine accessibility issues for the IASI web site	Jean-Michel Johnson	

Proposals for the 2005 IASI World Congress

--by Beijing University of Physical Education

1. The theme
1.1 The Value of Sport Information – toward Beijing 2008
1.2 Sections of the Congress
    -- promoting international competitions' information service;
    -- promoting sport archives and digitalization;
    -- promoting sport statistics, standards and sources;
    -- promoting sport information;
    -- future needs in sport information
2. Time Arrangement
2.1 The Congress is proposed to be held in late April or mid May, 2005
2.2 9 days will be arranged for IASI business meetings and the Congress --- 1 day for arrival of participants, 3 days for IASI business meetings (General Assembly, Executive Committee meeting, Open Forum, etc.), 1 day for local workshop and visit of PUBE campus, 2 days and half for the Congress, half day for sightseeing, and 1 day for departure.
3. Organization of the Congress
3.1 The Congress will be under the patrons of IOC, ICSSPE, and the Chinese State Sport General Administration
3.2 The Organizing Committee and a Standing Secretariat will be set up by the local people.
3.3 The Scientific Committee will be set up by IASI experts.
3.4 Plenary sessions will be held for the 5-6 topics, specific sessions for various aspects, and posters for presentations.
4. Activity Venues
4.1 One main hall of about 300 seats, equipped with audio-video facilities and a tea (coffee)-break area.
4.2 Five or six small halls of at least 50 seats, equipped with audio-video facilities and a tea (coffee)-break area.
4.3 Poster area: 80 standard poster boards.
4.4 Other areas: place for social exchanges, place for business meetings with books and sports facilities exhibitions will be served.
5. Registration and Accommodation
5.1 Registration Fee: including Congress documents and proceedings, access to plenary sessions with simultaneous interpreting, access to specific sessions and poster presentations, access to the local workshop, refreshments, bus shuttle

service between hotels and Congress sites, half day sightseeing, and welcome reception.

5.2 Participants can stay in the BUPE campus Guesthouse with meals served.

5.3 Local hotels such as the Friendship Hotel or the Tianxinkeyuan Hotel (once for the 21st Universiade) can also be arranged at participants' request.

6. Language

6.1 English shall be the working language for the Congress. The simultaneous interpretation in both English and Chinese will be arranged.

6.2 All the official publications for the Congress will be in English (or in both English and Chinese).

7. Notice Release and Compilation of Proceedings

7.1 Notice will be released to the world via post and Internet.

7.2 Time table:
  - The first notice of the Congress will be made 2 years earlier;
  - The second notice of the Congress will be made 1 year earlier;
  - The abstracts should be submitted to the Science Committee 9 months earlier;
  - The acceptance of papers will be announced 6 months earlier;
  - The full texts of the papers should be submitted to the Organizing Committee 3 months earlier.

7.3 Documents shall include the Official Program, the Proceedings, and name list of participants.

7.4 Certificates will be delivered to all the on-site participants at the end of the Congress.

8. Service to the Congress

8.1 The sites for registration and information will be designated.

8.2 The bank account will be opened for the Congress, the ID card facilities be installed and the currency exchange service be offered.

8.3 Travel ticket confirmation service will be provided.

8.4 Free Internet access will be provided for sending and receiving e-mails.

8.5 Detailed access arrangements from the airport to the hotels will be made.

8.6 Free transportation from hotels to the conference sites will be provided.

8.7 Tour information on China will be available at the Congress information desk, or tour in China after the Congress be organized by assigned travel service on participants' request.

IASI Congress 2005 Program Committee Meeting 18/3/02

Present: Cindy Slater (Chair), Li Tak Nang, Ayala Maharik, Yasuo Yamaguchi, Jill Haynes, Chikara Miyaji, Dennis Whitby, Andrei Teodorescu, Ma Tie, Alain Poncet, Gretchen Ghent, Anitta Palvimakai, Bruno Rossi-Mori, Wang Huanfu, Lisa Hu
Apologies: Jose Aquesolo, Beatriz Barbera

The theme proposed by the Organizing Committee: Sport Information in the Olympic Games was discussed. It was felt this theme was too narrow in scope and the challenge was to find a theme that covered all the topics we wished to cover in the Congress.

The discussion first concerned the topics of the Congress. The following topics were suggested and Chairs and Deputy Chairs assigned for each of these:

Information Services for Olympic Games and International Competitions
Chair: Jill Haynes
Vice Chairs: Ayala Maharik; Li Tak Nang

Sport Archives & Digitalization
Chair: Wayne Wilson (Cindy to discuss with Wayne)
Vice Chair: Representative from BUPE (Ma Tie to advise name)

Sport Statistics, Standards & Services
Chair: Yasuo Yamaguchi
Vice Chair: Bruno Rossi-Mori

Future needs of sport information
Chair: Gretchen Ghent
Vice Chair: Dennis Whitby

Sport Information for Elite Athlete Development
Chair: Andrei Teodorescu
Vice Chair: Chicara Miyaji

The agreed theme for the Congress was to encompass the new IASI mission statement and the fact that Beijing are to host the 2008 Olympic Games.

The suggested theme is:

The value of sport information: towards Beijing 2008

It was agreed the Chair of the Congress Program Committee would be Cindy Slater and the Vice Chair Wang Huanfu.

Action items for the Program Committee

1. Cindy to discuss workload with her Department Head and request approval to take on the role of Chair of the Program Committee. A timetable of work to be completed by the groups responsible for each theme will be emailed to the Committee.
2. Cindy to establish possibility of hosting a listserv for the Congress Program Committee.
3. First task will be to develop the content for each theme.

IASI Meetings
Havana, Cuba 2003

Proposal
Draft Program No. 1
March 16, 2002

Tuesday 18th

    Arrival of participants
    Afternoon: Presidential Board
                  Welcome address by the President for Sports, Physical Education and Recreation of Cuba

Wednesday 19th

    Morning: Seminar: "Advanced Technology Applied to Sports Information Centers"
    Afternoon: "Ad Hoc" Working Group Meetings
                  Regional Group Meetings

Thursday 20th

    Morning: Opening of the meeting by the Vice-President for Sports, PE and Recreation of Cuba
                  IASI Executive Committee Meeting (Session I)
    Afternoon: Open Forum

Friday 21st

    Morning: IASI Executive Committee Meeting (Session II)
    Afternoon: IASI Executive Committee Meeting (Session III)

Saturday 22nd

    Morning: Social Program
    Afternoon: Free Time
                  Presidential Board (if required)

Sunday 23rd

    Departure of participants or post-meeting tours

Hotels and meals

HOTEL PALCO ****

Double room (per person per day) US$65
Single room   (per person per day) US$75
Prices include lodging, breakfast and one meal (This may be lunch or dinner)

Double room (per person per day)   US$75
Single room   (per person per day)   US$85
Prices include lodging, breakfast, lunch and dinner

The hotel is located on 146 and 9th Avenue, CUBANACAN, Playa

HOTEL NACIONAL*****

Double room (per person per day)   US$115
Single room   (per person per day)   US$135
Prices include lodging , breakfast, and one meal (This may be lunch or dinner)

The hotel is located in downtown Havana in O and 21 Street, Vedado, Plaza

General Information About the Meeting

Meeting Place

The 2003 IASI Executive Committee Meeting will be held at Hotel Palco on March 20-21.. The Seminar will be at the "Manuel Fajardo" Higher Institute of Physical Culture in Havana, close to INDER (Cuban National Institute for Sports, PE and Recreation). Hotel/Institute transfer service (buses) will be provided.

Organization

INDER has assigned Mrs. Esperanza Bobes – Director of the Sports Research and Information Center and IASI EC member, as head of the Organizing Committee (OC) of the Meeting.

General Information about the City of Havana and Cuba

http://www.cubasi.cu

Power Supply

Hotels' standard voltage is 220 but 110V is also provided.

Transportation

The OC will provide free airport-hotel-airport transportation and transfer from the hotel to the meeting venue and backwards (Seminar and Open Forum) in the morning as well as for the social program day. More details will be provided after registration. The airport is 15 minutes away from downtown Havana.

Passports and Visas

Currency

The Cuban currency is the Peso, but the US Dollar is nationwide accepted.

Banks and Shops Timetables

Banks are open from Monday through Friday from 08:00 a.m. to 04:00 p.m. Shops and commercial centers are open Monday through Saturday from 10:00 a.m. to 06:00 p.m. (Sundays: 10:00 a.m. to 01:00 p.m.)

Travels

See attached document

IASI Meetings   -   2003
Habana (Cuba)   -   18-23, March

Proposal
Draft Program n.1

Tuesday, 18th, March
_____
          Arrival of participants
          Afternoon: Presidencial Board
                          Welcome address by the President for Sports
,Physycal
                          Education and Recreation of Cuba

Wednesday, 19th
_____
Morning: Seminar: "Advanced technology applied to the Sport
                Information centres"
          Afternoon: "Ad hoc" working Groups Meetings
                          Regional groups meetings

Thursday, 20th
_____
          Morning: Opening of the meeting by the Vice-President for
                          Sports, Physycal Education and Recreation of Cuba
                          IASI Executive Committee meeting (session I)
          Afternoon: IASI Executive Committee Meeting (session II)

Friday, 21st
_____
          Morning: Open Forum (+/- 3 hours)
                          IASI Executive Committee meeting (session III)
                          (+/- 1'5 hours)
          Afternoon: IASI Executive Committee meeting (session IV)

Saturday, 22nd
_____
          Morning: Social Programme
          Afternoon: Free time

Presidential Board (if needed)

Sunday, 23rd

Departure of participants or post-meeting tours.

General information on the city of Havana and Cuba

http://www.cubasi.cu

Climate

The average daily temperature in Havana in March is +/- 26º C.

Electricity supply

The standard voltage is 220 V.

Transportation

The organisation will provide free transportation between the airport and the hotel and from the hotel to the meeting room (Seminar and Open Forum) in the morning as well as the day of the social programme. More details will be provided when you register.

Passports and visas

See attached document.

Currency

The cuban currency is the Peso, but the US dollar is accepted every where.

Banks and shopping timetables

Banks are open from Monday to Friday from 08.00 a.m. to 16:.00 p.m. The shops and commercial centres are open from 10.00 a.m. to 18:00 p.m.

Travelling

More information

Bobes@inder.co.cu

IASI Meetings - 2003
Habana (Cuba) - 18-23, March

Calendar for the preparation
Draft 1

*   Date: Till **1st April**
Sender: Local authority
To: IASI President
Contents: **Official invitation** and engagement of the offer

*   Date: **1st, June**
Sender: Executive Secretary
To: All IASI members
Contents: **1st announcement**   1.1. Date, place, general schedule
By: email to IASI-List, IASI Newsletter, hard copy by post office

*   Date: **15th, August**
Sender: Local authorities
To: All IASI members
Contents: **2nd announcement**   2.1. Official invitation from the local authorities
                                              2.2. Inscription form
                                              2.3. General useful information
                                              2.4. Information about accommodation, meals, etc.
                                              2.5. 1st draft Agenda
                                              2.6. Deadlines
                                              2.7. Title and 1st draft of the Seminar contents
By: email to IASI members and the original signed invitation by post office

*   Date: **15th, November**
Sender: Executive Secretary
To: All IASI members
Contents: **3rd announcement**
                                              3.1. Official invitation from the ExSecret.
                                              3.2. Annotated Agenda
                                              3.3. Open Forum definitive Program
                                              3.3. Reminder of deadlines for inscription
By: email to IASI members and the original signed invitation by post office

*   Date: 10th, January, 2003.
Sender: Local authorities

1st option

To:	ExCo IASI members that haven't answer yet
Contents:	**4th announcement** 4.1. Last reminder.
By:	email and fax

2nd option

To:	ExCo IASI members that have already answer
Contents:	**5th announcement**
	5.1. Definitive SEMINAR Program.
	5.2. Confirmation of inscription and accommodation reserve
	5.3. Definitive schedule (including protocolary events)
	5.4. Information about tourist program, post-meeting tours, etc.
By:	email, fax and post

Budget Plan IASI : Guidelines for 2002
Budget available : Max. $17,000

Nature of Activity	Explanatory Comments	Amount Budgeted 2001 Max $14,000	Proposed Budget 2002 Max $17,500
Annual Meeting	Preparation of Annual Meeting Practical costs Production of minutes (free of charge)		500
Links with sports science world	ICSSPE membership fees Meetings ICSSPE Editorial Board	1,200	2,000
Internal Management	Meeting with auditors Meeting with bank Meeting Managerial Unit	1,500	1,500
Contact with IOC	Meeting with IOC and Olympic Solidarity		
Daily Secretariat and Treasurer Business	Mailing Newsletters (free of charge) Circulars Minutes Executive Secretary Treasurer Publications Officer	1,500 500 500 500	1,500 500 500 500
Marketing plan	New IASI Brochure (partially free of charge) ID cards New History Brochure Marketing Plan	1,500	2,500 1,000
IASI web site	Updating and Maintenance	2,500	2,000
Members Survey			1,500
IASI Congress Scientific Committee			
Miscellaneous	Unexpected commitments	4,300	3,500

	Any other business		