

## Minutes of the BCS IRSG Committee Meeting

22 November 2022

Zoom Video Conference / In-person convened at 18:00 (London)

### Present

Udo Kruschwitz [UK] (Chair), Tony Russell–Rose [TRR] (Vice-Chair), Steven Zimmerman [SZ] (Secretary/Minutes), Ingo Frommholz [IF] (Treasurer), Jochen Leidner [JL] (online), Yashar Moshfeghi [YM] (online), Haiming Liu [HL] (online), Frank Hopfgartner [FH], Graham McDonald [GM] (online)

### 1. Apologies and Minutes of Previous IRSG Committee Meeting

Annalina Caputo [AC], Krisztian Balog [KB]

**Agreed** Minutes approved

### 2. Actions arising from Sep 2022

Action Number	Action	Action on
Sep 21.01	Nov 22.01 Set up document repository for committee documents on Basecamp. SZ to work with Kerry Weir to do this. [CARRY FORWARD]	SZ
Sep 21.02	Nov 22.02 Explore ideas for expanding diversity [CARRY FORWARD]	YM
Sep 21.03	Nov 22.03 Send [GM] any events, postings, etc that might be relevant [CARRY FORWARD]  Nov 22.07 Action - [HL] to contact BCS to determine if possible for members to approach new/recent members	ALL
Sep 21.04	Put out a call for proposals to hold 1-day events	DONE
Sep 21.05	Create a ticketing system for major updates to website	DONE
Sep 21.06	Secretary to submit committee minutes direct to BCS but with TRR in cc	DONE
Sep 21.07	Set up and send email for election	DONE
Sep 21.08	Set up a) doodle for those who wish to discuss inclusion and b) to hold meeting	DONE
Sep 21.09	Draft letter to send to University of Glasgow w.r.t ECIR 2023	DONE

<b>Sep 21.10</b>	<b>Nov 22.04</b> provide a report on ICTIR after next ICTIR committee meeting. [CARRY FORWARD]	FH
<b>Sep 21.11</b>	<b>Nov 22.05</b> send out call for 1-day events once we have clarity on budget [ADD TO JANUARY AGENDA]	UK
<b>Sep 21.12</b>	Work with Michael Upshall to create a report on current state of Informer <b>Nov 22.06</b> Udo to send around report from Michael Upshall	UK
<b>Sep 21.13</b>	Switch to bi-annual publication with [MW] acting as editor	DONE

### 3. Items Agreed by email

**Agreed (related to Sep 21.09):** ECIR 2024 will be held in Glasgow. Website is under construction and we are hoping to have an initial version by end of January or February. The logo is being developed with the website and it will also be used for the conference Twitter account. We will Tweet from the conference Twitter account when we have the logo in place.

**Agreed (related to Sep 21.07):** No Elections are necessary as nominations mapped perfectly to positions available. Full details of nominations and elected members can be found on IRSG AGM meeting minutes here:

<https://www.bcs.org/membership-and-registrations/member-communities/information-retrieval-specialist-group/governance/annual-general-meeting/>

### 4. Chair's report

[UK] instigated further discussion around ex-officio membership. See action under section 14.

Not much else to report given a short agenda of this meeting and the fact that the previous meeting was not long ago.

### 5. Report Inclusion Officer

[YM] Reports that it is not clear what the inclusion officer landscape and responsibility of the roles requires. BCS provides limited guidance on this.

### 6. Report Early Careers Advocate

[GM] Reports following

No updates to report on this. I did not receive a response from the Chair or the community coordinator to my suggestion to organise a virtual meetup for ECAs. I will follow up.

**Action Nov 22.08** [GM] to determine if there is a list of IRSG / BCS members that we can use to contact members directly.

## 7. ECIR 2023

[Annalina was ill] UK reported the following:

- Everything coming along nicely
- [AC] is now on long-term illness
- Workshops: this year the largest number ever accepted
- Long papers had the largest number of submissions ever
- [UK] and Cahal working on final details of sponsorships
- Sorting out technical details of presenters that cannot attend in person e.g. authors in China

1900 [YM] Logs off

## 8. ECIR 2024

[GM] Reports following (in addition to points in Section 3):

- Nearing confirmation of sponsorship chairs

## 9. Search Solutions 2022

- 48 registrants of 60 slots purchased
- Booking system had issues for tutorials. It permitted multiple tutorials being booked for the same individual which misled tutors into believing more had signed up for their tutorial. Some discussion around how to address this issue:
  - Ideally system should only allow 1 tutorial per person
  - Put a pop-up message that says 'only book one'
- We could have done more to market tutorials. Consider working with ISKO again

## 10. KSJ Award

[JL] reports the following:

- Data handed to judges
- Results should be ready next week
- Wants 10 minutes to advertise the award at both ECIR and EAEL in 2023

## 11. ICTIR report

[FH] reports that the committee meeting for ICTIR has not been held since event.

**Action Sep 21.10** - [FH] to provide a report on ICTIR after the next ICTIR committee meeting.

## 12. Strix Award

[GM] Reports the following

- There were 5 nominations for the Strix award.
- Written assessments and a ranking of the nominations were completed and returned to UKeIG for the 9th November.
- A Zoom call will be organised to discuss our assessments of the nominations but a date has not yet been agreed for this.
- The winner's Zoom lecture will be held in January. Likely to be Wednesday or Thursday of the week beginning the 9th Jan.

## 13. Budget

[IF] reports details of the budget to be included in AGM (see AGM minutes from 23rd November 2022)

## 14. Informer Strategy

Martin White [MW] joined meeting (online) at 1830 reporting the following:

No editor currently available that can work on a quarterly basis

The 2 issue per annum plan is an interim plan to cover current situation

Recommends that Informer be a more feature-focused newsletter

The discussion of a new template has gone on between MW, TRR and SZ for nearly 3 years now. Martin is looking into companies for a personal website and if they are good, they might be a solution for an Informer template.

[MW] circulated an email about the possibility to be an ex-officio member. In this case, MW would attend to discuss informer and related matters BUT not have voting rights.

**Action Nov.22.09** - [SZ] to look at constitution to determine if ex-officio member can sit in meetings i.e. [MW] would attend as ex-officio

## 15. AOB

None

## 16. Next meeting

Next meeting TBD

**Action Nov.22.10** - [UK] to send out a Doodle poll for the next meeting.

### 17. Actions Arising From Meeting

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Nov 22.05	Switch to bi-annual publication with [MW] acting as editor	MW
Nov 22.06	Udo to send around report from Michael Upshall	UK
Nov 22.07	Contact BCS to determine if possible for members to approach new/recent members	HL
Nov 22.08	To determine if there is a list of IRSG / BCS members	GM
Nov 22.09	Look at constitution to determine if ex-officio member can sit in meetings i.e. [MW] would attend as ex-officio	SZ
Nov 22.10	Send out doodle poll for next meeting	UK

Meeting Closed 19:45