

European Crystallographic Association

Draft Minutes of the Council Meeting held in Hyderabad, India
Day 1 13.05 -14:55 Wednesday 23-August in room MR 1.01-03
Day 2 13.05 -14:55 Friday 25 August in room MR 1.01-03

Reserve meeting 12pm Saturday 26 August in room MR 1.01-03



Reports can be obtained from the following folder on Dropbox:

https://www.dropbox.com/sh/ls6m7v8hg4s5lxe/AAC2PS1WK3U_49uJ80DyvvlXa?dl=0

Apologies

Agenda 1st day

1. Opening

1.1. Welcome to Council members and Guests

There were 17 out of 38 Councillors present, delegates were encouraged to contact delegates from countries not represented today so we can be quorate and enable voting to take place

1.2. Applications for ECA membership

There were no applications for ECA membership in the last 12 months

1.3. Review of former e-mail decisions

2. Annual Reports by the President and the Treasurer

2.1. Report by the President Alessia Bacchi

Report of the ECA President – September 2016 – July 2017

During my second year as President of the ECA I addressed issues related to education, links with national Associations, crystallography in Africa, ECA administration. Beside this, I have constantly cooperated with the organizers of the next ECM31 and with the organizers of the next European Crystallographic Schools to assist with suggestions related to experience on past meetings and schools.

The Executive Committee met in Oviedo in February 2017 to plan the activities for the present year, and to discuss the progresses in the organization of ECMs and ECSs with the colleagues involved in this. In that occasion we visited the venue of the next ECM31 and met some of the organizers to exchange ideas and address possible critical points. I would like to thank all the Executive Committee members for their valuable support, and their constant contributions.

I would like also to express, on behalf of the ECA, great appreciation for the great work carried out with enthusiasm by the colleagues who are organizing the European Crystallographic Meetings and the European Crystallographic Schools, which are central in consolidating and enlarging the community of the ECA crystallographers. A brief summary of some main general points addressed during the past twelve months is reported.

Administration

I prepared and shared with Georgina Rosair a draft for the revision of the guidelines for ECM organization. In this respect I wrote some statements to encourage the organization of child care service and to put the attention on the needs of people with disabilities, following suggestions from GIG1 and GIG2. I received the proposal for the establishment of a new SIG: Dynamic, Disorder, Diffuse (D³), the promoters of which are Björn Wehinger (Switzerland), Dmitry Chernyshov (France), Anders Østergaard Madsen (Denmark). Following the analysis of the future perspectives and critical points regarding the ECA administration prepared by the Treasurer and discussed during the Executive Committee Winter Meeting, a subcommittee

has been appointed to present the issue to the Council. The subcommittee comprises myself, the Treasurer, the Vice President and the Secretary. The subcommittee has discussed the main aspects regarding the resources to administer the ECA, the legal issues related to the ECA location, and the main points will be presented to the Council. The ECA archives have been collected from their temporary location in Nijmegen and will be kept in Mulheim by the Treasurer until their final location is decided.

Crystallography in Africa

I was invited together with Christian Lehmann and André Roodt to the First Pan African Crystallographic Conference, which took place in Dschang, Cameroon between 5th and 11th October 2016. The conference counted more than 200 participants from all over the world, mainly from several countries across Africa. The conference aimed to foster the creation of a steering committee gathering active representatives of crystallographers from most of the African countries, in order to initiate a roadmap to found an African Crystallographic Association in the future. Representatives of the main Crystallographic Associations, IUCr, ECA, LACA, ACA and AsCA were in Dschang. I wrote a brief report on the success of the meeting for the ECA web site. The names of the recipients of the ECA bursaries have been put on the ECA website as well. Thanks to the involvement of André Roodt, together with Claude Lecomte, the organization of the 2nd Pan African Crystallographic Conference in Ghana has been announced. The ECA will be represented in the relevant committees. I have been contacted by Mongi Debbabi and Marwène Oumezzine from Tunisia who expressed the intention to involve representative of the ECA in the Tunisian Crystallographic Meeting TCM6 in November 2017.

Links with National Members

I was invited, together with André Roodt, to the First Russian Crystallographic Conference. Mike Glazer and Hanna Dabkowska were also invited to represent the IUCr. The organizers reported 2100 registered participants, among which over 800 were under 35 year of age. Following a request from the Russian colleagues I wrote a memorandum on the history of the membership of Russia. Data to trace back the membership of Russia were kindly provided by Petra Bombciz and Giuseppe Filippini (who referred also to a paper by A. Authier, Acta A 66, 1-4).

I have been invited to represent the ECA at the inauguration of the 1st International Symposium on Metallocrowns and Metallocryptates, which will be held in Parma on the 27-28 of September 2017, with the endorsement of SIG13. Education I represented the ECA at the closing ceremony of the International Crystallography School of the Italian Crystallographic Association in Rimini, 7-11 September 2016. I assisted and facilitated the progress in the organization of 4th European crystallographic School 2-7 July Poland, together with the newly founded GIG3 officers. A particularly relevant issue is to renovate the call to National Associations to provide bursaries for their young researchers to attend ECS4. I represented the ECA at the opening ceremony of the school Hot Topics in Contemporary Crystallography – HTCC2017 organized by the Croatian Association of Crystallographers in Poreč, Croatia, Apr. 22 – 26, 2017

Parma, August 9th 2017 Alessia Bacchi, the ECA President

The president emphasised that her work was to nurture links with national members and ECA events particularly the first Pan African Conference in Cameron. There were no questions on the President's report

2.2. Report by the Treasurer Christian Lehmann

The following overview shows income and expenditure for the calendar year 2016.

The financial year 2016 finished with a small surplus, taking into account the first installment of € 6000 of the loan for ECM 31 (Oviedo, 2018) as expenditure and the transfer of membership fees from previous years as income. The Czech account was finally closed and all remaining credits transferred to the ABN Amro account. The PayPal account was used actively for the Young Crystallographers satellite meeting and additionally to receive some IM payments.

Income	Account			Sums
	ABN Amro	PayPal €	Czech in €	
IM	830.00 €	140.99 €	500.00 €	
IM 2014			1,670.00 €	
NM	4,478.00 €			
CAM	5,480.00 €			
CAM 2014			250.00 €	
Transfer CZ to ABN Amro	6,630.08 €			
Interest	229.37 €			
ECM donation	15,300.00 €			
Scholarship Fund		75.00 €		
SIG reimbursement	1,500.00 €			
Young Crystallographers	600.00 €	600.00 €		
Total income	35,047.45 €	816.99 €	2,420.00 €	38,284.44 €
Expenditure				
Bank charges, exchange rate losses	-188.80 €	-40.74 €	-475.02 €	
SIG support	-8,700.00 €			
ECM support	-6,000.00 €			
IYCr support	-3,000.00 €			
ECA Exec	-1,497.93 €			
ECA Fees	-2,000.00 €			
Leaflets	-503.36 €			
Transfer from CZ to ABN			-6,630.08	
Prizes	-6,540.46 €			
Young Crystallographers	-593.97 €	-600.00 €		
Total Expenditure	-29,024.52 €	-640.74 €	-7,105.10 €	-36,770.36 €
Total Result	6,022.93 €	176.25 €	-4,685.10 €	1514.08 €

The development of the ECA assets continues positively. A small amount of interest was earned in the savings account and the Perutz-Bertaut-Foundation has stabilized the value of its investments and now holds nearly € 4000 in cash and paid interest, enabling ECA to pay at least one of its prizes from the invested equities in 2018.

ECM 30 finished with a surplus and we expect a share, which has been included in the budget for 2017. There will be no European Crystallographic Meeting in 2017 because of the IUCr congress in Hyderabad. Income in 2017 will be restricted to membership fees. A major part of the expected expenses are further installments of the ECM 31 loan. This means that we expect to close the financial year with a deficit, however the solid budget for ECM 31 allows ECA to recover the loan fully.

The summed up changes of the opening and closing balances of the ECA accounts shown below match the result from the table of income and expenditure.

	ABN Amro Giro	ABN Amro Savings	PayPal €	Czech €
Opening Balance	14,343.75 €	30,262.97 €	0,00 €	4,685.10 €
Closing Balance	20,137.31 €	30,492.34 €	176.25 €	0.00 €
Difference	5,793.56 €	229.37 €	176.25 €	-4,685.10 €
Total Difference	1,514.08 €			

	Perutz-Bertaut-Foundation		
	Equities	Cash	Interest
Opening Balance	82,641.87 €	350.62 €	1,825.65 €
Closing Balance	82,938.69 €	0.00 €	3,769.37 €
Difference	296.62 €	-350.62 €	1,943.72 €

ECA Budget Planning 2017

	Account
Income	ABN Amro
IM	3,000.00 €
NM	7,000.00 €
CAM	5,000.00 €
Interest	200.00 €
ECM 30 donation	6,600.00 €
Total planned income	21,800.00 €
Expenditure	
Bank charges	-300.00 €
SIG support	-7,700.00 €
ECS4	0,00 €
ECM 31 loan	-15,000.00 €
ISE membership 2017	-1,000.00 €
ECA Exec	-1,500.00 €
Leaflets	-1,000.00 €
Travel grants	0.00 €
Prizes	0.00 €
Total Planned Expenditure	-26,500.00 €
Total Result	-4.700.00 €

The prize money will be paid from the Perutz-Bertaut-Foundation.

At Rovinj, we proposed that the national membership fee would be determined by nearest 25 of national members and the National committee was to tell treasurer how many each country had. This was requested in Basel but the Treasurer received only a few replies, but was not able to chase up those who had not responded so their statements are distributed today with the WDC numbers on the invoice. The National committee can reply with proof of lower number for an adjusted invoice or pay the new amount directly.

The Czech site has been closed to receiving IM payments so these payments must be through the new site based on WordPress site. The Czech based database is no longer updated.

11 have paid through PayPal, 20 by bank transfer. I hope by end of year all income will appear in our account

Council thanked the treasurer. The Treasurer's report was Approved

The President asked Councillors to spread the news about the new site for the payment of IM fees to their National members.

3. Approval by the Council of the submitted accounts

3.1. Report of the Auditors for the financial year of 2016

Both auditors approved the reported budget 20K divide regular an sure , lend to future to ECMs report contain please review by several ECMs e.g. 4 ECMs over 6 years how money has been lent and then paid back, how effective has this been? There was a large amount from Darmstadt and also Warwick, thank you to the organisers who contribute a lot, which is currently invisible.

total owned by ECA €140k , €50k available €90 in PBF makes 2% a year ok for a €2000 donation every year.

The auditors thanked the Treasurer and the Treasurer thanked the auditors

The ECM surplus outside ECA control, there are tax reasons to operate like this , we are very grateful for any surplus and we must show this is received with thanks

There were no questions on the Auditors report

We will formally Vote on Friday and hope we will be quorate then (more than 19 voting members)

4. Annual Reports by the Executive Committee and preliminary progress reports

4.1. Report by the Vice-President Udo Heinemann also on the Perutz, Bertaut and poster prizes

Quiet year since there are no prizes this year, next year ECA Bertaut prize, invite nominations for both Perutz prize late in December and Bertaut prize in November.

Bertaut prize is presented to young scientists and so is very close to the key aims of ECA.

ECA membership of ISE costs 1000 euro year, attended general assembly, ISE is in a phase of restructuring , they lost their president and host for their headquarters and they have a temporary president for one year

Report of ECA Vice President for Council Meeting 2017 (Hyderabad)

Represented ECA at the General Assembly of the Initiative for Science in Europe (ISE), Cologne, March 24, 2017. 11 organizations in direct attendance plus 1 organization by Skype Key points (from the minutes):

1. Hosting of ISE. ISE can no longer be hosted by the EMBL. A final agreement on a new host has not been reached.
2. ISE coordinator position. After the departure of Wolfgang Eppenschwander (EMBO) who served in this capacity, there is an urgent need for coordinator and administrative services. Both immediate and longer-term options were discussed. Decisions were deferred to the management committee.
3. New ISE president. Maria Leptin (EMBL) stepped down. In view of the current transition phase of ISE, it was agreed that the next president should serve an exceptional one-year term, for which Martin Andler (EuroScience) was elected. It was agreed that an exceptional General Assembly should be held in the autumn of 2017; a date has not yet been set. Pavel Exner (EMS) agreed to chair a working group on strategy for project selection. Current interests of ISE cover (i) the next EC Framework Programme, (ii) the H2020 interim review and (iii) collaborative basic research.

Proposal: ECA may wish to support ISE through the current transition period and re-evaluate its membership / financial contribution after the ISE General Assembly in spring of 2018.

There were no questions on the Vice President's report and he was thanked for his report.

4.2. Report by the Past-President Andreas Roodt

Apart from the general responsibilities, my contributions since the previous Council Meeting in Basel, Switzerland, can be summarized in the following points.

1. I opened, attended and lectured at ECS2 (3rd European Crystallographic School) and the 24th Croatian-Slovenian Crystallographic Meeting in Bol, Island of Brač, Croatia, during September 2016, organised by the Croatian crystallographers and spearheaded by Drs Alexander Visnjevač and Marijana Dakovic. Both meetings, were huge successes as manifested by the reports. Congratulations to the Croatian colleagues.

I was also as member of the Scientific committee associated with the 4th European Crystallographic School in Warsaw, Poland, in the 1st week of July 2017. Congratulations also to all the polish colleagues for a successful school [see report].

2. The Africa initiative of the ECA (in cooperation with the IUCr) was continued, and culminated in the following activities:

The First Pan African Crystallographic Conference, as part of expanding the crystallographic footprint in Central Africa, chaired and coordinated by Prof Claude Lecomte from Nancy in France, took place in Dschang, Cameroon, the 2nd week of October 2016.

Significant contributions from the ECA community were incorporated in the programme, and it was quite a successful meeting [see report]. Congratulations and thanks to Prof Claude Lecomte and the local and international members of both the Scientific and Organising Committees, for their tireless efforts.

I chaired two round table sessions during this meeting and presented a lecture on the vision for an African Light Source (AfLS).

I also attempted to activate the drive for a Steering Committee for a potential future African Crystallographic Association. This was less successful but will continue, although proceeding slowly.

3. I formed part of a ECA/ IUCr delegation to Moscow in November 2016, invited by Prof Mikhael Kovalchuk from the Korchatov Institute in Moscow. We attended the 1st Russian Crystallographic meeting [more than 1500 delegates] and had very good discussions with the Russian colleagues, also the younger ones. The Russian Federation and Prof Kovalchuk must be congratulated for this huge meeting and his efforts to expand crystallography.

Closer discussion with the Russian Federation to ensure that they again hold their full position at the ECA is being continued.

4. I attended and contributed to the ECA Exec meeting during February 2017, in Oviedo, hosted by the ECA past President, Prof Santiago Garcia-Granda, where the usual contributions by the immediate past president of the ECA were made regarding future strategies of the European Crystallographic Association.

Andreas Roodt.

ECA Immediate Past President: 2015-2018.

AR would like to give specific thanks to Tony Linden for offering to teach at short notice at ECS3
There was a Round table discussion here at IUCr regarding activity in Africa.

4.3. Report by the Secretary Georgina Rosair on summary of the work of the Executive Committee

Secretary report 2017

We had a productive and enjoyable Winter meeting in Sallas, Asturias hosted by Santiago Garcia-Granda and Laura Rocés. We spoke to the organisers of the Polish crystallography school by Skype, we also discussed ways to proceed with ECA administration which is being developed by our Treasurer.

I circulated the sad news that Howard Flack had died and some ECA members responded to ask for a session or other mark of respect at the IUCr. I would like to thank Petra Bombicz for taking this on as a member of the IUCr programme committee.

We had an enquiry from a prospective CAM but in the end they decided not to join but to sponsor a meeting instead.

The new website developed by Fermin is running. I have updated pages for National members on request, but there is a facility that they can do this themselves if they contact Fermin. I have re written the guidelines for SIG page

updating and these were in the Basel Dropbox folder and are now copied to the current Council folder. Please let me have any comments.

Georgina Rosair, August 2017

4.4. Report by Carl Henrik Görbitz on ECA links and National Councils

Albania and Kosova (combined) are a new member, searched IUCr journals for missing countries such as Iceland and Bosnia, but find activity in Romania, Moldova and also Iran, If you have Romanian contacts please approach them and send details to CG EC members have met Iranian delegates at this meeting and they want to make contact with ECA

4.5. Report by Marijana Đaković on SIG/GIG organisation

SIGs are actively engaged and GIG3 will be involved in the next ECS schools, annual rep in Dropbox, two reports are still to come. SIGs will meet the Exec Committee on Sunday starting at 1pm The notice regarding the election of sig and gig officers was posted and circulated recently

4.5.1. Vote on inauguration of new SIG D3- "Dynamics, Diffraction, Diffuse".

Documents in dropbox, MD showed inauguration document, First meeting of the new SIG will be in Oviedo

Vote on Friday, Council asked whether it does meet scientific requirements and Sylvian asked how many? MD said 20 members signing inaugural document for sigd3 UH asked mechanism to assign sig to FA, for programme committee? Just discuss with SIGs and GIGs, ask them to identify FA they should be in

4.6. Report by Joke Hadermann on sponsorship of meetings and schools and CAM liaison

4.7. Report by Fermin Otorola on education and the website related activities

5. Elections

5.1. No elections scheduled for this year

6. Reports regarding ECMs

6.1. ECM Guidelines

Catherine Esterhuysen asked to add sight impairment

Minimum room capacity for MS because in every meeting some rooms are overcrowded

Keep track of MS attendance please do so potential audience can be judged, some numbers are available from Basel, Oviedo asked for this

F Lahoz said attendance monitoring in MS has been done since Osaka.

Each organiser should pass these numbers onto following meeting organisers.

AR but in Africa they 5 parallel session 50 100, 200 300 600 arrangements at plenary special comment, name A B C D E people this session how many attend quickly count, assign room at that day, today his MS here in this room but IT WORKS

6.2. ECM29 (2016) Basel –: Katharina Fromm, J Schefer KF sends apologies

T Linden on the spot worked very well attendance high small surplus Swiss happy, rooms for MS some too small but then they get over popular, Council thanked our Swiss colleagues for a successful meeting.

6.3. ECM31(2018) Oviedo progress in organisation Santiago Granda Garcia

On Friday

Presentation in Dropbox, head of FA Spanish crystallographers, Perutz and Bertaut prizes, programme distributed in 4 days, Mieres school accommodation near Oviedo,

Fees and Committees presented

Local Organising Committee (LOC) The LOC is formed by 13 people at the moment, 8 male and 5 female. The members are:

1. Santiago García Granda, chair
2. Laura Roces, LOC coordinator
3. Enrique Pérez Carreño, secretary
4. Rafael Mendoza Meroño, treasurer
5. José Antonio Gavira, sponsoring and exhibition coordinator
6. Francisco Vander Maelen Uría, satellite meetings coordinator
7. José Rubén García Menéndez, social events coordinator
8. María Ángeles Fernández González, member
9. Pedro Álvarez Lloret, member
10. Mohammed Said, member
11. Marina Ilkaeva, member
12. Eva García, member
13. Adriana Suárez, FUIO representative

Program Committee (PC) Aug 2016. First meeting of the PC was held, where the local members of the program committee, including the FA coordinators were nominated. The SIGs and GIGs were appointed to nominate their representatives by email.

Feb 2017. The PC was nominated as follows:

1. Santiago García Granda, University of Oviedo (Spain). ECM31 Chair
2. Fernando J. Lahoz, ISQCH, CSIC (Spain). PC Coordinator
3. Jan Dohnalek, Institute of Biotechnology CAS (Czech Republic). SIG1 Representative
4. Krzysztof Wozniak, Warsaw University (Poland). SIG2 Representative
5. J. Manuel Perez Mato, University of the Basque Country (Spain). SIG3 Representative
6. Enrico Mugnaioli, University of Siena (Italy). SIG4 Representative
7. Marie Colmont, UCCS, ENSCL, University of Lille (France). SIG5 Representative
8. Ulrich Pietsch, University of Siegen (Germany). SIG6 Representative
9. Susan Bourne, University of Cape Town (South Africa). SIG7 Representative
10. Paolo Scardi, University of Trento (Italy). SIG8 Representative
11. Sacha Urzhumtev, IGBMC and University of Lorraine (France). SIG9 Representative
12. Michael Hanfland, ESRF (France). SIG11 Representative
13. Jerome Rouquette, University of Montpellier (France). SIG12 Representative
14. Clive Oliver, University of Cape Town (South Africa). SIG13 Representative
15. Andrew G.P. Maloney, CCDC (UK). GIG1 Representative
16. Helen Stoeckli-Evans, University of Neuchâtel (Switzerland). GIG2 Representative
17. Chiara Massera, University of Parma (Italy). GIG3 Representative
18. Katharina Fromm, University of Fribourg (Switzerland). ECM-30
19. Kristina Djinovic-Carugo, University of Vienna. ECM-32
20. Alessia Bacchi, University of Parma (Italy). ECA President
21. Udo Heinemann, Max Delbrück Center for Molecular Medicine (Germany). ECA Vicepresident
22. Marijana Daković. University of Zagreb (Croatia). ECA-SIG Coordinator

23. Andreas Roodt, University of the Free State (South Africa). ECA Past-president
24. Radomír Kužel, Charles University (Czech Republic). IUCr
25. Isabel Usón, IBMB, CSIC (Spain). Focus Area 1
26. José Luis Jordá, ITQ, CSIC (Spain). Focus Area 2
27. Mois I Aroyo, University of the Basque Country (Spain). Focus Area 3
28. Catalina Ruiz-Pérez, University of La Laguna (Spain). Focus Area 4
29. Angel Martín Pendás. University of Oviedo (Spain). Focus Area 5

Scientific Programme

In Feb 2017, ECM31 PC members are contacted by email and asked to send proposal to configure all aspects of the Scientific Programme (deadline 20th April 2017): 1) List of Keynotes lectures; 2) list of topics

for Microsymposia; 3) Satellite actions; 4) Tentative poster prizes; 5) Any suggestion/advice/comment. They are also asked to prepare a short description of each proposal.

ECM31 had the PC meeting, jointly with ECM32 yesterday. In two weeks we expect to have the first draft of the program with 16 KN, 48 MS and perhaps the 2 PL.

Satellite Meetings Up to now we have obtained two inquiries related to the organization of the satellite meetings:

- Computing School in organization of SIG9, Harry Powell. Local organization is ongoing.
- Young Crystallographers Meeting. Local organization is ongoing.
- Others are suggested

Registration Fees and Categories

Final registration fees have been set trying to get an adjusted balance in the budget. There are 7 registration categories. All the registration fees are lower than the corresponding registration fees of the three previous ECMs.

3

Registration fees of past ECMs as presented in the report from KF (ECM30):

Two new registration categories have been established: on-line and children registration.

Children registration (no cost!) includes:

- Access to conference venue
- snacks and lunch
- Family reception
- Tour
- On-site childcare service

On-line registration includes: • Virtual access (streaming) to Opening Ceremony and Closing Session, Plenary Lectures, Keynotes and a number of MS (selected by the ECM31 PC).

- Virtual access to programme book and book of abstracts.
- Full conference material including book of abstracts AT COST on demand.

Budget

4

ECA provided a loan of EUR 6,000 for funding the promotional activities related to the ECM31. Our breakdown number is 600 delegates and 24 exhibitors.

ECM31 Venue

ECA EC Winter Meeting In Feb 2017 the ECA Executive Committee Winter Meeting was held in Salas (Asturias). They had the opportunity to visit the venue of the ECM31, the Palace of Exhibition and Conferences (PEC). The feedback from them was very positive. Palace of Exhibition and Conferences (PEC)

The PEC has a spectacular urban design. It offers a modern, functional and versatile infrastructure and facilities, including a hotel and a shopping center.

The building has a total area of 15 640 m². It has a main auditorium with capacity for 2144 people, 8 conference rooms with capacity of 77 to 258 people, and several meeting rooms.

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The PEC has a very large central exhibition area (more than 3.200 m²), where commercial exhibition, poster sessions and coffee and lunch breaks will be held. All the posters will be presented during the entire ECM31.

Sponsors and Exhibitors (S&E)

A new S&E brochure is now available for download on the web site. It includes information about the sponsorship and exhibition packages and opportunities, and a plan of the exhibition area distribution. A booking form is also available on the web site. It includes terms, conditions, prices and cancellation and refund policies.

August 18th 2017. A first email has also been sent to the companies included in our database.

August 22-28 2017. Exhibitors will be contacted by our S&E Coordinator during the IUCr2017. Sponsorship & Exhibition Booking opens on 22nd Aug 2017. Packages, items and stands will be allocated on a first come first served basis.

Communication Plan & Web

We believe that a documented strategy will mark a big difference for a effective content communication and will reach an attract more delegates. Therefore, a communication plan has been implemented by a professional team (Contenidos en Red). This will keep the communication from the LOC & PC on the same page and our messaging will be consistent. We will be able to measure if we are meeting our objectives and continually improve our communication strategy.

Within the communication plan we have first fixed our communication objectives, target audiences and have a clear positioning statement. Then, an action strategy has been put into practice.

We are recruiting people among the crystallographic community worldwide that wants to be part of the ECM31 communication team. The work will basically consist in sharing the content that we are publishing in the social media.

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Design of communication graphics - Image for sliders, web, mailing. Examples:

- Memes for social media. Examples:

3. Images for presentations.
4. Images for announcements in different media.
5. Logo adaptation.

7

Social media We have launched profiles in the main social media channels:

Facebook: <https://www.facebook.com/ECM31Oviedo/>
Twitter: @ecm31oviedo, <https://twitter.com/ECM31Oviedo>
LinkedIn: <http://linkedin.com/companies/ecm31-oviedo>
Instagram: @ECM31Oviedo

We are using the main hashtag #ECM31Oviedo.

Other hashtags: #littlecrystallographers, #conferenceholiday, #AsturiasNaturalParadise.

Website & abstracts manager

The website of ECM31 is up and running under ecm31.ecanews.org.

It has been designed, programmed and administrated by a professional company (Eteria Brun). A user area application have been developed specially for the ECM31 and is currently being tested.

From the ECM31 personal user area each delegate will be able to do:

- Register in the conference and pay the fees.
- Download invoices and certificates, which are automatically generated.
- Edit, on-line preview and submit the abstract, which are automatically sent to chairs for review.
- Check the status of the abstract review.
- Chairs and PC members will be able to on-line review abstracts of their MSs.
- Bursary application.

The ECM31 programme will be accessible online when it is ready.

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Please, follow the ECM31 and share!!

Accommodation

Oviedo has a high quality of new and renovated hotel rooms, which offers a wide and varied range of accommodation and rooms for every especial need and budget. Oviedo has a large capacity and it can accommodate all types of events, including conferences with the highest level in logistics, organisation and quality service. Right now the city has more than 2.500 rooms.

The booking and reservation of the accommodation will be handled by a professional agency (BDC Travel). At the moment, we have booked 677 hotel rooms as listed on Table 1. In addition, we have booked 230 rooms in students residences for students.

It is very important to note that August is high season in Asturias. That means that hotels will be fully occupied during the ECM31. Some of the bookings that we have made have a release date of 9

March or April. That means that, to ensure to be able to book accommodation at the fixed rate for the ECM31, bookings should be made early on the year (ideally before 31st March 2018).

The hotels information and the booking accommodation application form is now on-line (venue/accommodation).

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HOTELS	BOOKED ROOMS	PRICE INDIVIDUAL	PRICE DOUBLE
AYRE HOTEL OVIEDO 4*	140	110,00 €	125,00 €
5* HOTELS			
HOTEL AC OVIEDO 5*	60	82,00 €	88,00 €
4* HOTELS			
HOTEL RECONQUISTA 4*	50	135,45 €	144,54 €
OCA SANTO DOMINGO 4*	50	76,36 €	85,45 €
GRAN HOTEL ESPAÑA 4*	60	109,10 €	118,19 €
SILKEN MON. NARANCO 4*	35	81,82 €	93,18 €
HOTEL SERCOTEL CIUDAD DE OVIEDO 4*	25	86,89 €	100,00 €
HOTEL NH PRINCIPADO 4*	25	109,10 €	116,36 €
CAMPOAMOR 4*	25	109,09 €	124,00 €
AYRE HOTEL ALFONSO II 4*	12	90,00 €	115,00 €
AYRE RAMIRO I 4*	35	100,00 €	125,00 €
HOTEL NAP 4*	30	86,36 €	91,36 €
GRAN HOTEL REGENTE 4*	20	91,00 €	118,19 €
BARCELO CERVANTES 4*	30	115,00 €	139,09 €
3* HOTELS			
FRUELA 3*	15	86,36 €	99,10 €
HOTEL CLARIN 3*	20	68,00 €	86,00 €
HOTEL ASTURES 3*	45	80,00 €	81,81 €
2* HOTELS			
HOTEL VETUSTA		108,00 €	123,00 €
IBIS OVIEDO 2*		73,95 €	81,90 €
NOT CONFIRMED HOTELS			
NEW HOTEL OVIEDO			
MAGISTRAL			
H. LONGORIA PLAZA			
STUDENT RESIDENCES			
SAN GREGORIO	100	28,39 €	
MIERES STUDENTS RESIDENCE	110	28,39 €	
OVIDA	20	45,00 €	60,00 €
BOOKED ROOMS TOTAL	910		

Program for Little Crystallographers

We want to actively promote the assistance of parents to the conference: ECM31 will be a child friendly meeting! We have developed a special programme for children and families. People registered at the ECM31 under category 5 (children, no cost) will have the following benefits:

- Family reception.
- Access to the children area and Little Crystallographers activities programme.
- On-site child care service.
- When coming with a child, an accompanying person can register no cost.
- And, of course, access to the conference venue, lunches and breaks.

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Social Program

Lunches and coffee break We understand the important role that food plays in the wellbeing of the conference participants. Therefore, we will offer a range of healthy, freshly prepared hot and cold menu

options. We will offer balanced menus that will always include vegetarian dishes and fish or meat dishes, so that everybody can enjoy the meals.

For lunch, we will offer a Buffet menu. It will consist on three stations:

- Green station - 100 % vegetarian food, with a massive presence of ecologic products from the region. Salads, pasta, rice, cooked potatoes, seeds and nuts, vegetables, etc
- Home-made food station - A selection of cooked dishes, including non-meat options every day.
- Sweet station - A selection of fruits, eco home made yogurt, pudding, cake, etc

The coffee break will include coffee, teas, milk, juices, cocoa and snacks (sweet and salty).

We will offer a special continuous coffee service for E&S. The service will include coffee, teas, cocoa, milk and snacks. This service will be placed in a private area and will be open from during all the day (exhibition times).

Welcome cocktail The Welcome cocktail will be held on the Exhibition Hall of the PEC.

Young Crystallographers Mixer The Young Crystallographers Mixer will be held on the patio of the historical building of the University of Oviedo (located in the city center) on Thursday 23 Aug. The Young Crystallographers will be offered a light informal dinner with snacks, soft drinks, beer and wine, and music.

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Conference Banquet The Conference dinner will be held in the Castillo Bosque de la Zoreda on Sunday 26 Aug. The venue was originally a castle and farm in the middle of a forest. A few years ago it was rehabilitated and transformed into a Luxury Hotel. Beside the palace, there is a multipurpose building with offers magnificent facilities to celebrate the ECM31 Banquet. The building is surrounded by beautiful landscaped gardens and can accommodate 900 people.

Cultural Event The Symphony Orchestra of Asturias (OSPA) will offer a concert in the Auditorium in Oviedo. Tentative dates for the cultural event is Friday 24 or Saturday 25 Aug.

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Discussion on accommodation Tony Linden asked if people book late what if hotels are full by June?, SGG wont be full but price will go up so book in March before rooms released, but some hotel rooms released much later

One 5 star is really 100 euro and 25mins walk 100 euro seems v cheap

Lee Brammer: virtual lectures which ones? Controversial is recording, ask permission first to transmit, has been discussed in EC (AB)

What are the plans for E-posters, Laura is coordinating, what is your opinion, mine not useful only if interactive but that expensive, Sylvain Ravy recommend e-posters to be available he found it useful here,

6.4. ECM32 (2019 Vienna (progress in organisation (K Hradil)

Know venue well as it is in the university, Gerhart Schneider also on organising committee

Vice rector can send money without having an advance on university account

ECM32 to be linked to the official site

Conference fee increase at 5%, from abstract handling fee

Not roof garden as its too expensive

There were no questions on the report

6.5. ECM33 presentation (France)

Joint with synchrotron Soleil and with PCO Hopscotch

Lots of symmetry in Versailles garden on poster

Congress centre at Versailles also music school concert 20km west of Paris

LOC balance 7 of 10 women and balance Physical chemistry and Bio and Materials

Layout of venue shown, Conference dinner in garden,

800 a day 450 members euros budget 1000 total 40 exhibitors, lunches not included
MD asked about Thursday evening start as sponsors don't like to work over weekend GIG1 want Young Crystallographers as part of programme, MD asked please include on day 0 of conference

Exhibitors rep Jorg Weismann, 2 levels not good exhibitors do not want level 2, 33 35 expect not more, smaller booth on one level some companies disappear, mix poster and exhibition, they agree they do not want level 2, what is the price per square meter?

People go out for lunch because its not included. We need lunch in exhibition
Under 3% income as revenue is risky, could run into debt comment from CL, healthy aim for bigger result at the end.

KH don't calculate for more than 12-15 exhibitors for profit/loss, so 40 is too high number

T Linden: but economical hotel rooms very limited need cheap accommodation which is further away.

UH asked for feedback over weekend, its true exhibitors don't like weekend

AB asked the French team to take note of observations

Thanks to Sylvain Ravy and Jean Paul Itie and Philippe Guionneau.

Programme committee for next ECMs at lunchtime Thursday

Close here start with Oviedo and questions on Vienna and Paris

End of the 1st day of the Council Meeting European Crystallographic Association Agenda of the Council Meeting Hyderabad2017_____

Day 2 ECA Council

ECM bid: Paris

Weekend dates, we can shift, discussed start on Wednesday stop on sat, as can see fountain show

Posters and booth, could have ground floor exhibition, next to posters and food on both floors

French crystallography workshop, got 25 exhibitors we expect to have 30, we did budget on 30 exhibitors

Price 50 for 4 days for travel pass, University accommodation requires a bus journey

(CHG) Normal time ECM last week in august, Nordic countries already teaching, can other countries push one week earlier,?

For Versailles earlier dates are more expensive, as proposed time is end of holidays but not yet start of business.

ECM student mixer complimentary in behalf of organisers, and meeting day 0 venue free for YC (MD)

Paris bid was approved

7. European Crystallography School

7.1. Report on ECS4

Bursary, mixed program basic and specialist Any comments to organisers

7.2. Progress report on ECS5 (AR)

Programme 8-14 July 2018 Sunday pm to Saturday AM, basics theory and tutorials, 2 streams bio and materials, bio programme still to finalised

Using mainly SA tutors to keep cost down which enables African students to attend, should combine with Open lab we really hope to incorporate this

AB important to have school in Africa, there are cost issues travelling to Europe for African students, and also interesting for Europeans to go there too, for them to realise Africa is part of the community and to make connections. NM please provide bursary for one student to go to school, travel cost high but rest inexpensive, I will write to Nat members to request this bursary for their students

7.3. Bid for ECS6

Any countries interested? We didn't receive any requests yet , comments form GIG3 , sustainability of every year of school may not be possible, suggest a school only every 2 years , Annalisa Guerri , agrees , GIG3 have few people , we could combine with Zurich school , complement Zurich school , AB commented that ECS and Zurich are different. ,

A Maloney felt ECS not as well advertised as Erice and Zurich and Durham , it's not usual to go more than once to school during PhD , ECA needs bigger advert and more focus for ECS.

7.4. Discussion on ECS guidelines and perspective (GIG3 officers)

AB says knowing demand is the issue, will past school attendance help?, first oversubscribed, Spain more local less people , more than 80 for Bol , Poland had 70 , numbers are good, so is demand but we should also create demand . This is key for ECA activity, national member one each time, to support , will be diverse . keep dialogue with GIG3 see what is optimal , GIG3 drafting guidelines for ECS , passing on good practise, guidelines in the next few months

8. IUCr-ECA link, (Radek Kuzel)

Tuesday we met IUCr EC, discussed success of ECMs and progress in education, promote crystallography in Africa, ideas on admin aspects of ECA , they asked ECA to support IUCr associates programme, We asked Council members to investigate it . RK reports on IUCr activity financial situation needs redressing therefore associate programme at the IUCr booth has more information. Maybe help ECA with admin

Happy with all four European candidates for IUCr President

What is the individual fee? , for 3 years , US\$,160 discount on publications , higher than ECA IM, fees AB different purposes should not be competition with ECA.

RK journals income down so trying to balance books.

9. Initiative for Science in Europe (ISE), (UH) VP report

10. National Crystallographic Associations (report from CHG)

10.1 Contact with councillors, upgrade of ECA web page

10.2 Observer Countries (Armenia, Belarus, Estonia), non-member countries

10.3 New contacts resulting from initiatives in Africa

Pan African congress for crystallography AR worked to develop a

Steering committee after Ghana meeting, communication is challenging , so if anyone has contacts with Africa. A professor had passed away last year but we had not known.

F Lahoz suggestion organise in Oviedo something to promote crystallography in Africa, workshop , any colleagues here from Africa to coordinate, AR says thank you will make use of that

10.4 Grouping ECA member and IUCr non-member countries to IUCr Adhering Body

Report on dropbox no comments

11. ECA membership

11.1 Enlarging the number of IMs and CAMs of the ECA, relationship between ECA, the ECM's and the CAM's

Admitted Excillum at the exec committee meeting, but no CAM rep present

11.2 New applications for ECA national membership no

11.3 CAM Applications for ECA membership

11.4 Report of the Individual Members Representatives

11.5 Proposals for changing the ECA administration (CL)

CL is most acquainted with tax laws and company laws but this is run by volunteers you as well as us, but we don't necessarily have professional skills for some requirements, but when our term finishes we need to pass on advice and skills

ECA legally registered as hobby club in Netherlands at private address, we don't have formal address, tax and law Dutch law, we are fortunate in having skilled treasurers,

Can we put this burden and administration of membership list, have an office where the archive is in permanent place, archives with CL in his office they need to be moved, e.g. a professional company expert in handling a scientific society.

what would be cost of handling memberships, archive, location of website, payment of fees, set of tax rule properly navigated, The ECA EC explore this and make a proposal in 1 years time to be discussed with Council

F Lahoz, agrees for admin to be in the hands of professional organisation, please explore this.

L Brammer also support we BCA not survive with out our Professional

P Bombicz, better to move but cost? ACA has employee,

AB says we say no to permanent staff because of responsibility and cost.

New committee need to relearn, need continuity,

UH says we don't know cost, but ECA has v small budget, professional fee big dent, cost neutral because we collecting membership fees not efficient, didn't know membership status, good professional organisation pay their way, we hope

L Brammer, need to choose a prof company incentivised to increase membership

Czech auditor J Hasek: company handles many organisation and not one person. BCA first to go with professional company in Europe, CL not in favour to begin with but now see need, for ECA no European law always national law, CL and JH can go in bank personally, have to, so treasurer has to do this with witness,

Action EC will go and get data for professional org for EC meeting in February

12. Annual Reports regarding SIGs / GIGs activity

- 12.1 SIG.1 Macromolecular Crystallography (Marjolein Thunnissen)
- 12.2 SIG.2 Charge, Spin & Momentum Density (Simon Grabowsky)
- 12.3 SIG.3 Aperiodic Crystallography (Artem M. Abakumov)
- 12.4 SIG.4 Electron Crystallography (Holger Klein)
- 12.5 SIG.5 Mineralogical Crystallography (Sergey Krivovichev)
- 12.6 SIG.6 Instrumentation and Experimental Techniques (IET) (Ulrich Pietsch)
- 12.7 SIG.7 Molecular Interaction and Recognition (MIR) (Carl Henrik Görbitz)
- 12.8 SIG.8 Powder Diffraction (SIGPD) (Paolo Scardi)
- 12.9 SIG.9 Crystallographic Computing (CCSIG) (Harry Powell)
- 12.10 SIG.11 Extreme Conditions (Karen Friese)
- 12.11 SIG.12 Materials Science (Andrzej Grzechnik)
- 12.12 SIG.13 Molecular Structures and Chemical Properties (Alessandra Crispini)
- 12.13 GIG.1 Young Crystallographers (Andrew Mahoney)
- 12.14 GIG.2 Senior Crystallographers (Menahem Kaftory)
- 12.13 GIG.3 Education in Crystallography (Chiara Massera)

We meet sigs on Sunday MD thanks SIG officers, she has received all reports

13. Progress in the European Graduate School of Crystallography (FO)

FO is trying again to set up this matters with SGG, who is now president of their university

14. Schools, Conferences and Workshops

14.1 Request for support from ECA to schools and workshops (Joke Hadermann)

Two applications

Deadline 6 months before event and it not less than 1 month before ECM , scholarship fair, gender balance , help is quite small , 5000 Euro total for all schools. 1200 Euro average support per school, only for student grants not for school organisation

15. Prizes of ECA: Perutz Prize, Bertaut Prize, Poster prizes and fund raising

UH No prizes this year , please nominate good people for prizes

CL Donate button on webpage for ECA scholarship fund

16. Votes

16.1 Approval of the venue for ECM33

17. The ECA : what to do - where to go Discussion regarding rules and future proceedings Written contributions from the Councillors as well as from Individual Members are welcome

18. Any other business

IUCr gender balance discussed, state more for IUCr, ask what ECA policies were? AB replies that they are considered very carefully for ECMs in Oviedo. EC well aware , in programme committee ecm31 32 reminded International Programme Committee of gender and national diversity , there is a statement in guidelines , F Lahoz has invited IPC to check their programme for diversity and reminder for Paris to consider this , and please keep insisting on this. Lee Brammer said that this will help move the IUCr on this issue.

19. Close

20. Next meeting in Oviedo, Spain August 2018