

**Minutes of
The 4th ASEAN Citation Index Steering Committee Meeting
15 December 2016
Mandarin Hotel Bangkok, Thailand**

Introduction

1. The Fourth ASEAN Citation Index Steering Committee Meeting was held on 15 December 2016 at Mandarin Hotel Bangkok, Thailand.
2. The meeting was participated by 23 ACI Steering Committee members and representatives from 10 ASEAN member countries, namely Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Viet Nam.

The list of participants appears in Annex 1.

Opening Session

3. Assoc. Prof. Dr. Bundit Thipakorn, Deputy Secretary-General for Higher Education Commission, Ministry of Education, Thailand delivered the opening remarks emphasizing the active collaboration among ASEAN member countries which could contribute to the well progress of the ACI and the quality improvement of ASEAN publications. Assoc. Prof. Dr. Bundit expressed his sincere gratitude to all participants for taking time to participate in the meeting and collective efforts towards the development of ACI. He also gave special thanks to Dr. Choochart Haruechaiyasak, senior researcher from NECTEC for his meaningful contribution to the ACI, and also Prof. Narongrit and his capable team for the efficient operation of the ACI Secretariat.

Update on the progress of ACI

4. Prof. Dr. Narongrit Sombatsompop, Chair of the ACI Steering Committee updated activities and events undertaken by the ACI Secretariat during last year. These included data inputting, journal evaluation, editor's workshops organization in 4 countries and the metadata extraction.
 - **Data inputting:** All 159 approved journals in 2014-15 were already input in the ACI database system. The required information were general information of the 159 journals, and metadata of the articles and references. As of 24 November 2015, the ACI database system comprises of 2,104 bibliographic records from journals published in Indonesia, 1,842 records from the Philippines, 3,020 records from Malaysia, 47,141 records from Thailand, and 162 records from Vietnam.
 - **Journal evaluation for the ACI:** There were 215 journals from 8 countries: 1 from Brunei Darussalam, 95 from Indonesia, 53 from Malaysia, 2 from Myanmar, 3 from the Philippines, 6 from Singapore, 52 from Thailand, and 3 from Vietnam submitted for the evaluation process this year. Only 94 journals from 5 countries met with the ACI criteria.
 - **Organization of the Editor's Workshops:** The ACI Secretariat organized 4 workshops in 4 countries namely Cambodia, the Philippines, Malaysia, and Vietnam, respectively during 18 March - 22 June 2016. Those workshop focused on the ACI criteria and allowed the participants to evaluate their journals against the criteria were organized successfully.

The PowerPoint presentation of ACI update appears in Annex 2.

5. Country Progress Report

The ACI Steering Committee members representing each respective ASEAN member country presented the country progress reports which were summarized as follows:

Brunei Darussalam

- Brunei Darussalam presented the case of Universiti Brunei Darussalam (UBD) especially the Faculty of Science which its research thrusts has focused on Biodiversity and Materials.
- The UBD's publication number in Scopus has been increased since 2000. The research funding has also been up to 50-fold since 2008.
- At the institutional level, two journals were highlighted namely *Scientia Bruneiana*, a journal of natural & Applied Science, produced by UBD, and *Brunei Darussalam Journal of Technology and Commerce* produced by Universiti Teknologi Brunei.
- At the national level, a national database system has not been yet developed but an idea about creating the national citation database is under consideration.

Cambodia

- Cambodia expressed the commitment to establish Cambodian Citation Index (CCI) and started to hire a full-time staff responsible for collecting journals and developing journal criteria. In the future, the CCI may possibly be set up at the Institute Technology of Cambodia.
- The Editor's Workshop was already organized in collaboration with the ACI Secretariat in March 2016 in Phnom Penh with a focus on journal evaluation against the ACI journal selection criteria.
- Cambodia will further work with ACI Secretariat for capacity building of editors to produce systematic publications and journals. Concrete means to promote academic journals and editors are also needed.
- It is expected that some journals could be submitted for indexing in the ACI by next year.

Indonesia

- The Indonesian National Journals Accredited System has been implemented since late 1990s. As a result, 247 journals were accredited, and 25 journals were indexed in Scopus. In addition, the Online National Journals Accredited System started in 2015 has been fully implemented since April 2016.
- Indonesia proposed the 25 journals indexed in Scopus and the top 55 accredited journals for the ACI. The Steering Committee agreed that the 55 journals will have to be re-evaluated against the ACI journal selection criteria before getting an approval for indexing in the ACI.
- Additional 15 Indonesian journals were directly submitted by their editors to the ACI. The ACI Steering Committee member from Indonesia informed the meeting that those 15 journals were not listed in the Indonesian National Journals Accredited System. Therefore, they should not be indexed in the ACI.

Lao PDR

- In Lao PDR, Research institutes and higher education institutions have potential to produce academic journals. Examples of those journals are *Scientific Journal of National University of Laos*, *Lao Journal of Economics and Management*, and *The Lao Journal of Agriculture and Forestry*.
- There are several good research papers published abroad rather than in the country, so researchers are encouraged to publish their papers locally.
- Lao PDR has a plan to organize the Editor's Workshop in February next year and will encourage the journals to apply for indexing in the ACI.

Malaysia

- The Ministry of Higher Education established Malaysia Citation Centre (MCC) since 2011 as a repository for national scholarly publications. The MCC's roles include enhancing visibility, generating, analyzing and disseminating analytical data as well as promoting the national excellent researchers and institutions which is in line with the Malaysian Higher Education Blueprint.
- The operation of the MCC comprises 4 systems namely MyJurnal—a repository for Malaysian journals; MyCite—a citation index center; MyJMS—Online system that support authors and editors for journal management; and MyRID—a platform for enabling researchers to build a unique ID as their identifier, manage and access their publication centrally. Currently, there are 408 journals stored in MyJurnal and 138 journals indexed in the MyCite.
- MCC has run many activities and events to improve journal quality, such as organizing series of workshops for editors and authors, establishing the publication incentive program, and initiating Malaysia's Rising Star Award 2016.
- This year, Malaysia submitted 35 journals indexed in Scopus for ACI and evaluated other 15 journals against the ACI criteria.

Myanmar

- Myanmar intended to cooperate with other ASEAN member countries to conduct quality research, publish quality academic journals, and develop the Myanmar Citation Index (MnCI).
- The ACI Steering Committee member from Myanmar had a chance to present on the ACI concept as well as the result of attending the 2nd and 3rd ACI Steering Committee Meetings in 2015 and 2016 at the Myanmar Professors' and Rectors' Conference. Most participants agreed in principle on the setup of the MnCI, but the decision on the setup process has not been made yet.
- Myanmar planned to organize the Editor's Workshop in 2017 in order to improve the quality of editors and academic journals.

The Philippines

- There was only 3.6% of Filipino journals (28 out of 777 journals) indexed in WoS/Scopus and 19 out of the 28 have zero impact factor. Therefore the Commission on Higher Education launched a new policy called "Journal Incentive Program" (JIP) to

improve the overall quality of Filipino journals, promote open access publishing, and encourage submissions to journals preferable with no publication charge.

- The JIP comprised 2 grant programs: 1) Journal Challenge Grant, and 2) Journal Incubation Grant. The first program aimed to promote the journal and its impact factor in Scopus/WoS. The second program provided other promising journals with digital platform called “Portal for Academic Knowledge” for online article submission, refereeing, and manuscript tracking. The first call for applicants is currently in the evaluation process, and the result will be announced in February 2017.

Singapore

- Singapore identified 20 journals from various disciplines that met ACI evaluation criteria. Of this number, 15 journals responded positively and will prepare their data and records to the ACI. At the same time, source of funding were also identified. In 2016, 6 Singaporean journal titles indexed in WoS and/or Scopus were submitted to the ACI. There will be another 7 journals submitted for the ACI in 2017.
- For the next step, Singapore will liaise with publishers of two journals namely *Asian Journal of Comparative Law* and *Asia Pacific Journal of Education* which were recently shortlisted for the ACI addition. Additional titles published by World Scientific and other local publishers will be further identified.

Thailand

- The Thai-Journal Citation Index Centre (TCI) has the parallel roles: one as the ACI Secretariat, the other as the National Citation Index Centre.
- As the ACI Secretariat, TCI has input general information of 159 journals published during 2013-2015, their metadata of the articles and their citations from 5 ASEAN member countries into the ACI system. The role also includes development and maintenance of the ACI website.
- As the National Citation Index Centre, TCI evaluated 52 Thai journals for the ACI. The extraction and plagiarism checking system (EPS) has been developed in collaboration with NECTEC (National Electronics and Computer technology Center) as a tool for journal metadata extraction and plagiarism checking for Thai and English texts.

Vietnam

- The Ministry of Education and Training and ACI Secretariat jointly organized the Editor’s Workshop in Hanoi on June 2016. There were editors from 70 journals attended the workshop whereby the quick journal evaluation of Vietnamese journal for ACI was undertaken. However, there were no journals met with the ACI criteria due to lack of peer review process, low diversity of authors and editors, and non-conforming to the international standard format.
- Regarding the establishment of the Vietnam Citation Index Centre (VCI), the Ministry of Education and Training will collaborate with the Vietnam National University (VNU) for further planning. However, the VCI’s administration and financial support are still matters of concern.
- For the next step, Vietnam will seek financial support from the government, propose new requirements for professor appointment and for bidding research projects, set up

Vietnamese Academic journal Association, train and provide consultancy on improving journal quality towards international standards as well as to encourage more journals to submit to the ACI.

The PowerPoint presentations of the each country progress report appear in Annex 3.

Journals Approval and Inclusion to the ACI

- There were 135 journals submitted to be indexed in the ACI, but only 88 journal titles met the set criteria. The Steering Committee approved all the 88 journals which 50 are from Malaysia, 32 from Thailand, 5 from Singapore, and 1 from Vietnam. In addition, Indonesia submitted 25 Indonesian journals indexed in Scopus for the ACI on the meeting date. Thus, the Steering Committee also approved the additional 25 Indonesian journals that already indexed in Scopus, but requested the ACI Secretariat to double check if those journals are still active in Scopus and/or already indexed in the ACI. After double check the profiles of the 25 Indonesian journals, the ACI Secretariat found that there are 18 titles already indexed in the ACI, whereas the other 6 titles are still active in Scopus, but 1 is inactive. Therefore 6 additional journals from Indonesia were approved. In total, there are 94 approved journals in 2016. In addition, the meeting suggested that the ACI Secretariat should focus more on “quality” than “quantity” of journals to be indexed in the ACI.

The list of (88+6) 94 approved journals in 2016 appears in Annex 4.

Sustainability of the ACI

- The ACI database currently houses 247 journal titles from 6 countries, namely Indonesia, Malaysia, the Philippines, Singapore, Thailand and Vietnam, while the major source of funding in developing and maintaining the database system solely come from The Thai Office of the Higher Education Commission. In order to ensure the sustained implementation, the ACI Secretariat proposed the financial support model according to the number of journals indexed in the ACI as shown in the figure below.

Number of Journals indexed in ACI	Budget/Year (US\$)
0-25	2,500
26-50	5,000
51-75	7,500
76-100	10,000
101-200	12,500
> 200	15,000

- All Steering Committee agreed with the above proposed financial model and will consider the possibility of seeking for funding from their government agencies. In relation to this, Malaysia asked the ACI Secretariat to give more detail in terms of costs involved in the ACI

implementation. Lao suggested the Secretariat to also consider the possibility of seeking the financial support from the ASEAN Fund.

Discussion issues

9. Reference is made to the presentation delivered by Ms. Susanne Steinginga, Scopus Product Manager at the 11th TCI Symposium on Thai Scholarly Journals held concurrently with the 4th ACI Steering Committee Meeting, and inputting journal information into the ACI system during the last 2 years, the ACI Secretariat has 3 major issues to discuss and seek consensus from the Committee meeting. The issues are 1) Establishment of the ASEAN Region Board for Scopus, 2) ACI Management, and 3) Journal Management.

Establishment of the ASEAN Region Board for Scopus

10. The issue on establishment of the ASEAN Region Board for Scopus arisen from a question asked by the Malaysian representative whether it was possible to have ECSAC of Malaysia like Thailand. Mr. Inn Beng Lee, the Elsevier representative, responded that it was possible to establish the ASEAN Board for Scopus comprising 1 member from each ASEAN member country rather than an individual country board. He emphasized that if the number of journals in the ACI reaches 500, there is high possibility for Scopus to connect with the ACI database. It is expected that this will occur by the year 2018 and allow both ACI and Scopus to work together. In the meantime, he encouraged each country to promote and train academic journal editors in order to improve the journal quality which could meet the international standards.

ACI Management

11. For the issues on ACI Management, the meeting agreed as follows:
 - A period of 1-2 years will be sufficient for resubmitting the rejected journals;
 - The input data for 2016 approved journal will be from 2013 onwards so as to be consistent with journals that already approved in 2014-2015;
 - The document type of inputting data for the ACI will comprise journal article, letters, and review;
 - The ACI Secretariat found that there were changes in editorial chief of journals, but the Secretariat had not been inform about those changes. The meeting agreed that for countries unestablished the NCIs, their representatives who are the ACI steering Committee member should assist in coordinating with those journal editors. This could help to keep the information available in the ACI updated and accurate.

Journal Management

12. With respect to the journal management regarding the abbreviation names of the journals in the ACI, the meeting agreed that each article should have its DOI (Digital object identifier) so that all information will be input correctly, either the abbreviation name or the full name. For example, the order of Vietnamese names, **Le Quoc Hoi**. The first order-Le is surname, follow by the middle name is Quoc, and given name is Hoi.

13. The meeting also discussed and gave suggestions on using the ACI as a platform for promoting collaboration among the 10 ASEAN member countries. The proposed collaborative issues included 1) monitoring the emerging collaboration as well as the citation growth resulted from the ACI platform, 2) consolidating efforts to improve, co-publish and serve as editorial board of academic journals, 3) co-conducting research in common topics for the benefits of ASEAN community. These issues should be further explored in the next ACI Steering Committee Meeting.

The Next ACI Steering Committee Meeting

14. Malaysia will kindly host the 5th ACI Steering Committee in Malaysia which tentatively scheduled in October 2017.

Closing

15. Thailand’s Office of the Higher Education Commission expressed its thanks and appreciation to all Steering Committee members and participants for their invaluable contributions to the meeting.

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Thursday 15th December 2016, At the Grand Ball Room, 2nd Floor, the Mandarin Hotel,
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Annex 2

PowerPoint Presentation of ACI Update

Annex 3

PowerPoint Presentations of the Countries' Progress Report

Annex 4

PowerPoint Presentations of the Approval of New Journals to ACI
and List of 7 Journal Titles of Indonesia