Minutes of
5th ASEAN Citation Index (ACI) Steering Committee Meeting
14 November 2017,
Le Meridian Hotel, Putrajaya, Malaysia

Introduction

1. Ministry of Higher Education, Malaysia in cooperation with Malaysia Citation Centre (MCC) hosted the Fifth ASEAN Citation Index Steering Committee Meeting on 14 November 2017 at Le Meridian Hotel, Putrajaya, Malaysia.

2. The meeting was participated by 26 ACI Steering Committee members and representatives from 9 ASEAN member countries, namely Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Viet Nam. The participants include ACI secretariats and guest speakers.

   The list of participants appears in Annex 1.

Opening Session

3. YBHG, Tan Sri Dr. Noorul Ainur MOHD. NUR Secretary General of Ministry of Higher Education, Malaysia delivered remarks by welcoming all ACI steering committee members to Putrajaya, Malaysia. Her speech was focusing on an importance of Research and Development (R&D) in global, ASEAN, and Malaysia context which effects economic growth significantly. To develop the region competitiveness, ASEAN member countries are to work collaboratively and effectively. Recently, Malaysia has implemented Industry 4.0 policy aligning with the world trend and education is one of the key features to produce manpower serving national and international demands. After that, Secretary General reviewed the recent achievement and future expectation of Malaysian higher education called U.M.A.R.
   - U refers to Universitas21 (U21) Ranking of National Higher Education Systems, also known as country rankings.
   - M stands for Universiti Malaya (UM) which is currently ranked 114th by QS World University Ranking
   - A highlights a position of Malaysia higher education in ASEAN. According to the QS rankings, Malaysia is home to five of ASEAN's top eight universities

- R is for research universities, all Malaysia research universities are ranked 264th and below, placing them within the top one percentile

This year, Malaysia hosted a number of activities to promote research publication and citation among researchers and publishers. Dr. Noorul Ainur ended her remarks by expressing a sincere gratitude to all participants for taking time to participate in the meeting and collective efforts towards the development of ACI. She also gave special thanks to all quest speakers and representatives from MCC for their contribution.

4. **Keynote speakers**

- **Speaker 1:** Prof. Dr. Narongrit Sombatsompop, Chairman of ACI, "Exploring the possibilities for inclusion of ACI journals in international databases: Thailand case study"

  The objectives of the Project were to develop and establish professional editors as career choice, to explore ways to reduce turnaround time for Scopus journal evaluation process and to pro-actively suggest 60 journal titles from Thailand to be indexed in Scopus during 2017-2020. The project was funded by the Thailand Research Fund (TRF). To achieve the set objectives, a number of Editor's workshop/training have been organized. In addition, local boards for Thailand were also selected and trained on Scopus's Journal Selection Criteria and the roles of the local boards.

- **Speaker 2:** Mr. Derrick Duncombe, Market Development Manager (APAC), "Improving the quality of ASEAN journals with Scopus"

  The ASEAN scholarly output since 2000 was presented and compared in terms of publications, citations, overall research performance, and publications by subject area. In addition, the characteristics of Scopus and the latest developments, such as number of indexed journals, data model, coverage, author profile, funding acknowledgement, CiteScore journal metrics, and PlumX Metrics, as an abstract and citation database was elaborately presented. In addition, the journal evaluation process, the Content Selection and Advisory Board (CSAB) and the Scopus Journal Selection Criteria were also highlighted.

- **Speaker 3** : Prof. Peter Brimblecombe, Scopus Subject Chair for Environmental Science, City University of Hong Kong, "Making decisions about a journal"

  To evaluate submitted journals into Scopus, the Scopus Content Selection Advisory Board (CSAB) works with 17 subject chairs who make the day-to-day decisions about admission of submitted journals into Scopus. The speaker reflected his own experiences as a Subject Chair on Environmental Sciences. There are 5 areas of evaluation the submitted journals, namely, Journal Policy, Content Quality, Journal Standing, Regularity and Online Availability.

- **Speaker 4**: Dr. Choochart Haruechaiyasak, Researcher, National Electronics and Computer Technology Center (NECTEC), "Extraction and Plagiarism Checking System (EPS)"

  The EPS is a tool for journal metadata extraction and plagiarism checking for Thai and English texts. The EPS has been used for the inputting of the ACI bibliographical records and references of all ASEAN journal articles indexed in the ACI. The plagiarism checking system has been embedded in the Thai Journal Online System (ThaiJo) for comparing the input texts in new article submission with the archived texts. The percentage of similarities of the original source and the submissions will be shown to inform the Editors for further actions.

- **Speaker 5** : Dr. Wong Woei Fuh, Consultant from iGroup, "Research Visibility & Collaboration"

  The speaker presented a platform called Kudos which is a tool to demonstrate and increase the influence of a research visibility. To increase visibility of research articles by Kudos, each researcher requires to follow 3 steps, *explain, share* and *measure*.

  The power point presentations of the first 4 speakers appear in Annex 2.

5. **Update on the progress of the ACI**

   Prof.Dr. Narongrit Sombatsompop, Chairman of the ACI Steering Committee updated activities and events undertaken by the ACI Secretariat during last year. These included data inputting, journal

evaluation, editor workshops and the metadata extraction system development.

- **Data inputting**: all the 253 approved journals in 2014-16 were already input in the ACI database system. The required information were general information of the 253 journals, metadata of the articles and references. As of 14 November 2017, the ACI database system comprises of 67,539 bibliographic records.
- **Journal Evaluation for the ACI** : There were 217 journals from 9 countries submitted for the evaluation process this year. Of the 217, 1 from Brunei Darussalam, 1 from Cambodia, 102 from Indonesia, 31 from Malaysia, 1 from Myanmar, 17 from the Philippines, 5 from Singapore, 55 from Thailand, and 4 from Vietnam. However, only 154 journals from the 9 countries met with the ACI criteria.
- **Organisation of the Editor's Workshop**: The ACI secretariat organized 2 workshops in Myanmar and Lao PDR on March 6th, 2017 and March 13th, 2017, respectively. Those workshops focused on the ACI criteria and allowing the participants to evaluate their journals against the criteria.
- **Improving the ACI database system** : the Metadata Extraction System for data inputting has been developed and tested. The Extraction System will be used during inputting metadata and references of each article from each approved journal from ASEAN countries into the ACI. The process guaranteed the correctness of the data and the speed in the input data.

Discussion Issues :

6. **Journal Selection Criteria for ACI** : Prof. Narongrit Sombatsompop presented the current criteria used for ACI inclusion which are mainly management-related issues (such as level and indication of peer review, timeliness of publication, Conformity with the journal's stated aims and scope, etc) comparing with those of Scopus which considering content-related issue. After detailed discussion, the committee confirmed to remain with the same criteria with additional consideration of "quality of abstracts" for evaluating the journals to be indexed in ACI for 2018 onwards.

7. Internal Evaluations for Journals indexed in ACI : ACI currently indexes 407 journals published by ASEAN member countries. Prof. Narongrit proposed that internal evaluations should be carried out after reaching 500 journals in ACI database. The meeting agreed and the criteria and methods to be used for such evaluations will be discussed in the next meeting. The Philippines suggested that we should make use of ACI information to encourage and promote the research collaborations among ASEAN countries.

8. ACI Sustainability :

The yearly country contributions were agreed by the meeting based on the number of indexed journals in the ACI. The contributions will be used to secure the ACI database. The cost involves running and maintaining the ACI database system, which includes, for example Partial salaries for ACI staff, Office and location expenses, ACI data/server updated and maintenance, ACI Database System Development and Office equipment and stationery

Number of Journals indexed in ACI	Budget/Year (US$)
0-5	Free of Charge
6-25	2,500
26-50	5,000
51-75	7,500
76-100	10,000
101-200	12,500
>200	15,000

Please be noted that Thailand would still be able to support the database but the Thai Office of the Higher Education Commission (OHEC) also requests partial contributions from other countries. Singapore suggested that he could get some budget from the library since they have some money on that activity. Indonesia agreed and suggested ACI secretariat send official invoice to every member country for this contribution. All the Steering Committee

members agreed on this idea and the above contribution table. Prof Narongrit confirmed that ACI secretariat will send the letter to every member countries as soon as possible.

9. **Expected ACI Activities in 2018**.
   - More ACI data input of accepted titles approved in 2017. The total 500+ journals expected in ACI in 2018.
   - More journals from ASEAN members to be submitted for evaluations.
   - Workshops for editors in all ASEAN countries should be organized and Prof Narongrit will be able to participate the workshops.

10. **Coordinate with the next host** (Singpore??). Singapore will be confirmed to host the 6th ACI meeting within the next 6 months. The expected month for the 6th ACI Steering Committee meeting will be on October – November 2018 may be in Singapore !!

The power point presentation appears in Annex 3

11. **Country Progress Report**
   The ACI Steering Committee members representing each respective ASEAN member country presented the country progress reports which were summarized as follow:

Cambodia

   - Cambodia Citation Index (CCI) has been working to analyze the academic journal in Cambodia. Necessary features such as selection criteria, layout, format of the academic journals were set up to develop Cambodian journal quality.
   - At present, 4 universities can issue journals namely, Royal University of Phnom Pehn, Institute of Technology for Cambodia, Center for Khmer Studies, and Cambodia Agricultural Research and Development Institute.
   - The workshop aiming at introducing ACI and preparing Cambodian journals was organized during 7-10 July 2017 in Siem Reap. Cambodian Journal of National History was prepared to submit to ACI in 2017.

Indonesia

   - New policies have been implemented after the unification of Ministry of Research and Technology and the Directorate General of Higher Education, Ministry of Education and Culture. The

policies included monitoring and evaluation of research, key performance index, and ranking system

- ARJUNA is a journal accreditation system while SINTA gives the index and grade of journals categorized in SINTA-1 (indexed in Scopus 35 journals) to SINTA-6. Journals in SINTA-3-6 are not nationally accredited. Criteria of journal accreditation, scoring, and work flow were clarified.
- Workshops on internationalization of Indonesian journals were organized.
- Indonesia submitted 102 journals to be indexed in ACI

Lao PDR

- The Editor's Workshop for ACI was organized in Vientiane during 13-14 March 2017 facilitated by ACI Steering Committee members from Thailand. 32 researchers and participants joined the event.
- 5 scientific journals were evaluated by Thai ACI Steering Committee members during the workshop. A journal from University of Public Health was ready to submit to ACI.
- For the other 4 journals, the quality and journals' website need to be improved and Lao PDR plans to re-submit to ACI next year.

Malaysia

- MCC established by Ministry of Higher Education in 2011 aiming to improve and increase ability and visibility of scientific publications. MCC has 2 databases; MyCite and MyJournal to monitor journals performances before submitting to international indexing database.
- Currently, Malaysia has more than 500 journals and 214 of them met MCC's selection criteria which increased dramatically since 2015.
- 75 journals from Malaysia were indexed in ACI database. In October 2017, Malaysia submitted another 25 journals and expect to be approved to be indexed in ACI

Myanmar

- MnCI Centre initiative was presented in Myanmar Rectors Conference on Higher Education Development and Quality Assurance in May 2015. However, the establishment of MnCI is still in process.
- Research Journal Editor's Workshop for ACI was held on 6 March 2017 in Yangon encouraging researchers to write high quality research paper. The event was facilitated by ACI Steering

Committee from Thailand and attended by 170 participants from 163 public universities.

- Myanmar Medical Research Journal and Journal of the Myanmar Academy of Arts and Science were submitted to ACI in 2016, however, the journals did not meet the ACI criteria. After some improvements, the Myanmar Medical Research Journal was re-submitted to ACI in August 2017 for an approval.

The Philippines

- 3.6% of Philippines Journal was indexed in Scopus which mostly are in the agriculture area. Financial remains a problem of journal publishing.
- Journal accreditation system policies implemented in 2009 to control and improve journal quality. In 2016, new national policy Journal Incentive Program (JIP) applied to encourage researchers to publish qualified paper.
- In 2016, 45 journals were submitted to ACI and 16 journals were accepted
- The idea of the World Café and its activities were introduced.
- CHED will launch strategic plan to push local journals to be indexed in ACI.

Singapore

- There were 5 journals from Singapore indexed in the ACI, namely *Asian Journal of International Law*, *Asian Journal of Social Sciences*, *China: an international journal*, *Contemporary Southeast Asia* and *Singapore Economic Review*.
- The number of articles published in the 5 mentioned journals in the ACI has increased by 52% since December 2016.
- There were 4 journals submitted for evaluation in 2017, namely *East Asian Policy*, *International Journal of Diasporic Chinese Studies*, *Journal of Southeast Asian Economies*, and *Sojourn: Journal of Social Issues in Southeast Asia*.

Thailand

- Improving quality of Thai Journals indexed in TCI by
    - organizing annual conferences for editors and editorial boards and informing them how to avoid predatory journals, giving some of them the 3rd TCI-Scopus-TRF Journal Awards, as well as informing them the new development on the Extraction and Plagiarism Checking System (EPS) which will benefit the quality of Thai journals

- o Internal journal evaluating of 94 new Thai journals for TCI inclusion (63 passed)
- o Quality re-evaluating of 71 Thai journals indexed in TCI (2015-2019). Upper tier = 40 journals ; Existing tier = 31 titles
- o Evaluating 55 Thai journals in Tier 1 for ACI inclusion
- o Upgrading the Thai Online Journal System (ThaiJo) to new version and providing the ThaiJo training for editors
- Improving TCI database system
  - o Data inputting system
  - o Search system
- Maintaining the TCI database and the website
- TCI-TRF-Scopus collaboration project
  - o Thai and ASEAN Journals for Indexing in Scopus

Vietnam

- Editor workshop was held in Hanoi by Ministry of Education and Training (MOET), attending by representatives from universities and Vietnamese editors
  - o Improving Vietnamese journals to meet with the ACI and Scopus criteria was discussed
  - o MOET provided 6 grants for 6 journals to upgrade their journal qualities for ACI and Scopus
  - o Certain journals were encourage and proposed to submit for ACI evaluation
- MOET and State Council for Professor Title will work together in establishing the Vietnam Citation Index Center (VCI)
- Challenges of the VCI
  - o Financial issue
  - o Who will lead and manage the Center
  - o Active involvement of universities and journals
  - o Lack of experiences on setting up the citation database
  - o The VCI's authority issue

The country progress reports are in Annex 4.

12. Approval of New Journals for Indexing in ACI

There were 217 journals submitted for evaluations, but only 154 journal titles met the set criteria. The Steering Committee has approved the 154 journals for inclusion in ACI database. The 154 journals comprises of 76 journals from Indonesia, 35 journals from Thailand, 25 journals from Malaysia, 9 journals

from Philippines, 3 journals from Singapore, 3 journals from Vietnam, 1 journal from Brunei, 1 journal from Cambodia, and 1 journal from Myanmar.

The list of 154 approved journals in 2017 appears in Annex 5.

13.Closing remarks

Prof. Narongrit Sombatsompop, the Chairman of the ACI expressed his appreciations to all the Steering Committee members and participants for their valuable contributions to the meeting. He also thanked Malaysia for hosting the 5th ACI Steering Committee Meeting.