

Minutes of
1st ASEAN Citation Index Workshop for Steering Committee
19 August 2013
Sigma room, 6th Floor, Pullman Bangkok King Power Hotel
Bangkok, Thailand

Opening Session

1. The 1st ASEAN Citation Index Workshop for Steering Committee was held in Bangkok on 19 August 2013. The meeting was chaired by Assoc. Prof. Kamjorn Tatiyakavee, M.D., Deputy Secretary-General, Higher Education Commission, Ministry of Education, Thailand.
2. In his opening remarks, Assoc. Prof. Kamjorn Tatiyakavee, M.D. pointed out that higher education sector has made significant contributions to the economic and industrial growth of the region through generation of new knowledge and innovation. But when looking into the research profile of each individual ASEAN country, it is noticeable that the impact factor is still nominal. As a result, ASEAN should make concerted efforts to enhance our research visibility in the international community. Therefore, Thailand by the Office of the Higher Education Commission and the Thai-Journal Citation Index (TCI) Centre, King Mongkut's University of Technology has volunteered to develop a regional database, so-called ASEAN Citation Index, (ACI), for indexing and retrieving bibliographical records and their citations of journal articles published by ASEAN countries.
3. Participants of the Workshop included representatives from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Singapore, Vietnam, and Thailand. *The list of participants appears as Annex 1.*

Overview of the ASEAN Citation Index

4. Prof. Dr. Narongrit Sombatsompop, Head of the Thai Citation Index (TCI) Center gave a brief introduction on TCI missions and tasks which was funded by the Thailand Research Fund. Currently, there are more than 500 databases in TCI including science and technology and humanities and social sciences. TCI has collected published articles and citations for Thai journals, and develop search and retrieval tools in the form of sustainable TCI database. TCI center has also monitored and evaluated a process for TCI journals in order to classify the journals in Group A, B, and C. Those journals in Group A will be published under TCI database.
5. Prof. Dr. Narongrit also reported the preparation for the establishment of ASEAN Citation Index (ACI) database which aims to compile the national journal databases in ASEAN countries to improve the quality of research and increase the academic visibility in the region and beyond. The ACI Steering Committee should be set up to lay down a policy, monitor and evaluate the ACI Performance. Roles and responsibilities

of such Steering Committee includes setting out the criterion for journal title inclusion in the ACI database and giving guidance to the sustainability of the ACI. In the beginning stage, each country is encouraged to select the top 5 journals to be included in the ACI database. *Prof. Dr. Narongrit's presentation appears as Annex 2.*

Operation of the ACI Database System

6. Dr. Nongyao Premkamolnetr, Assistant Head of TCI gave a presentation on the operation of ACI database system. The major functions of ACI includes data input, (bibliographic information and cited information), search and display, analyze and data exporting. Dr. Nongyao elaborated that the ACI database supports ASEAN languages and is able to link to full-text of the articles. The journals are divided into 4 major categories which are Physical Sciences, Health Sciences, Social Sciences, and Life Sciences. In each country, there will be 4 groups of ACI system users entitled System administrator, Journal approver, Article approver, and Data entry staff to input their own information. The templates of data input for journal, article, and reference are individually designed to respond to those journal categories. *Dr. Nongyao's presentation appears as Annex 3.*

Discussion and brainstorming session

7. The Meeting adopted the agenda for discussion and brainstorm comprising the establishment of the ACI Steering Committee, Terms of References, Criterion for journal selections, Criterion for journal de-selection, Quality assessments for ACI, Budgeting and investments, Training and annual meetings. *The detail of each agenda appears as Annex 4.*

8. The setup of ACI Steering Committee

8.1 The representatives from Brunei Darussalam, Cambodia, Indonesia, and Singapore agreed to serve as the ACI Steering Committee, and request Thailand to send an official letter to their concerned ministries for further approval.

8.2 The representative from Lao PDR informed the meeting that they have to consult their Ministry of Education before nominating the representatives to serve as the committee member.

8.3 As for Malaysia, Indonesia, and Thailand which already established their own National Citation Index (NCI), the Meeting agreed that Head of their NCIs will serve as the member of the ACI Steering Committee.

9. Terms of references

9.1 The meeting agreed that in the beginning stage, the tenure of ASEAN Steering Committee should be 3 -5 years. The functions of Steering Committee include:

- Designing and approving the standard indicators and database characteristics;
- Designing and modifying the criterion;

- Approval of select and de-selecting results;
- Approval of sub-committee, working group, Contact points for local countries partners and international peers;
- Seeking funds and supports;
- Approval of budget for activities.

9.2 The Meeting agreed that Sub Steering Committees should be set up to consider issues below and then submit results to the Steering Committee for further approval;

- Design and approve the standard indicators and database characteristics;
- Design and modify the criterion;
- Approval of selection results;
- Uniformity of the format e.g. Romanized script.

9.3 The ACI Secretariat Office which should be established to manage day-to-day work and administrative tasks. In the initial stage, the meeting requested Thai-Journal Citation Index (TCI) Center to serve as the Secretariat of the ACI. The Chairmanship of the ACI should be rotated whereas the ACI Secretariat Office should be permanent especially during the first phase of the ACI development.

9.4 ACI activities should also be reported to the SEAMEO Council for acknowledgement.

10. Journal selection process

10.1 Regarding the journal selection process, the meeting agreed to apply the TCI Criterion for the ACI which *appears as Annex 5*. Each country may set up a local citation committee to evaluate and select the journals before submitting to ACI.

10.2 Title selection workflow (diagram): The meeting agreed that each country should form a group of local committee to evaluate the submitted journals with recommendations to the ACI Steering Committee.

10.3 For the 3 countries which already established their National Citation Index namely Malaysia Citation Index Center, Indonesian Citation Index Center, and Thai-Journal Citation Index (TCI) Center, those centers will evaluate their local journals and submit recommendations to the ACI Steering Committee.

11. Criterion for ACI journal evaluation

11.1 The meeting agreed that ACI main criterion for ACI journal evaluation should comprise 1) Articles for publication must be peer-reviewed, 2) Timeliness (one issue delay is allowed).

11.2 The meeting agreed the following optional criterion for ACI journal evaluation:

- a) The journal age must be 3-year minimum (or after 6 issues published);
- b) Citations in TCI and/or other international database;
- c) Good diversity in authorship;
- d) Good diversity in editorial board members;

- e) Clear journal concepts and policy;
- f) Uniform journal formats (reference, illustration, tables, etc);
- g) Journal website or online publication (update, comprehensive).

There is a minor difference for social science journals (such as book reviews).

12. Journal de-selection process

For the journal de-selection process, the meeting agreed that there should not specify any criterion for de-selection at the initial stage, but should consider to de-select journals in case of on-complaints basis.

13. Quality assessment for ACI journals

The meeting agreed that ACI should have the quality assessment in order to enhance the indexed journals, e.g. awarding, upgrading journals. The further detail concerning quality assessment could be worked by an ACI sub-committee.

14. ACI sustainability: Budgeting and investments

14.1 The meeting discussed the sustainability of funding for the ACI operation, and proposed to seek funding support from the ASEAN fund to secure the operation ACI.

14.2 The meeting agreed that each country should bear expenses related to local activities, e.g. trainings, a setup of online journal system, evaluation and recommendation, input data, cleaning up data, and local travel costs.

14.3 The meeting took note that at the initial phase of establishing ACI, Thailand by the Office of the Higher Education Commission (OHEC) has provided the 3-year financial support amounting to USD 200,000 while the King Mongkut's University of Technology Thonburi (KMUTT) has provided in-kind support including human resource and facility.

15. ACI annual meeting

15.1 The meeting agreed that the ACI Steering Committee should meet twice a year. Venue and host of the next meeting should be discussed at the end of each meeting.

15.2 The meeting agreed that the next meeting will be hosted by Thailand and convened on the fourth week of February, 2014.
