Minutes of
The 3rd ASEAN Citation Index Steering Committee Meeting
10 September 2015
Windsor Suites and Convention Hotel, Bangkok

Introduction
1. The Third ASEAN Citation Index Steering Committee Meeting was held on 10 September 2015 at Windsor Suites and Convention Hotel, Bangkok, Thailand.
2. The meeting was participated by 20 ACI Steering Committee members and representatives from nine countries, namely Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Viet Nam. The list of participants appears in Annex 1.

Opening Session

3. Ms. Aporn Kanvong, Deputy Secretary General for Higher Education Commission, Ministry of Education, Thailand delivered the opening remarks highlighting research and development as a key tool to leapfrog the advancement of the country in terms of comparative advantage and competitiveness. The unified efforts of ASEAN member countries to conduct economics- and industry-driven research and development are instrumental in empowering the education sector to contribute to the post 2015 development agenda and build the strong and vibrant ASEAN Community. She noted the progress of the ACI in introducing the new ACI automated data input system developed by the National Electronics and Computer Technology Center (NECTEC), Ministry of Science and Technology, Thailand which will help save resources and time and assure the quality of the journals listed in the ACI database. Ms. Aporn concluded her remarks by urging all involved to remain committed and make necessary contributions to make the establishment of the ACI feasible and its operation sustainable.

Recap of the Second ACI Workshop for Steering Committee
4. Dr. Nongyao Premkamolnetr, the ACI Steering Committee member from Thailand recapped the result of the Second ACI Workshop for Steering Committee emphasizing the journal selection criteria and submission workflow, ACI promotion, approved journals, and need for financial support from member countries. She also reintroduced the ACI model which connects the ACI database to the National Citation Index (NCI) of member countries. At present, the NCI has been set up in four member countries, namely Indonesia, Malaysia, the Philippines, and Thailand. Dr. Nongyao's PowerPoint presentation appears in Annex 2.

Progress Reports
5. Cambodia expressed its commitment to establish Cambodian Citation Index (CCI). The development is hampered by the lack of research interests and public funding. Although the Cambodian government allocated budget to support research activities in certain institutions, the focus of higher education institutions is more likely on teaching rather than research. The Cambodian representative also informed the meeting that they are trying to secure additional budget to raise the awareness and visibility of the ACI and CCI.

6. Lao PDR expressed its support to the development of Lao Citation Index (LCI). Nevertheless, Lao PDR is facing challenges on the lack of funding, limited number of researchers, and quality of academic journals. The Lao PDR will submit journals to the ACI once they meet the selection criteria.

7. The Malaysian representative reported that 25 journals have been submitted to the ACI. To ensure the continuity of Malaysia's participation in the ACI, two representatives will be assigned to serve as members of the ACI Steering Committee. In addition, Malaysia informed the meeting that the financial support for the ACI is under consideration of the Ministry of Higher Education, Malaysia.

8. The Myanmar representative expressed its commitment to develop the Myanmar Citation Index (MnCI). However, the process has been delayed due to the number and quality of academic journals in Myanmar. Myanmar affirmed the idea by presenting the MnCI development at the Myanmar Rectors' Conference on Higher Education Development and Quality Assurance.

9. Indonesia reported that the Indonesian Journal Accreditation System has been in operation since late 1990's. The system accredited 200 paper-based journals. The online journal accreditation system will be implemented in 2015. In addition, Indonesia is preparing for the establishment of the Indonesian Citation Index (IdCI).

10. The Philippines reported that there are 74 journals accredited by the Commission on Higher Education, 44 of which are currently listed on the Philippine Citation Index Database (PJCID). The selection of these journals is based on the journal accreditation system which is similar to the ACI selection criteria. The PJCID is funded by the Philippine Commission on Higher Education.

11. Singapore reported that most of the journals in Singapore are already on the Scopus database. Singapore is planning to put up 15 journals, particularly in the areas of social sciences and humanities, in the ACI. At present, Singapore does not have any plan to establish the national citation index. To support the ACI, Singapore is seeking budget from the Ministry of Education, Singapore.

12. Viet Nam reported that there are 400 academic journals and the number is growing. Awareness on the importance of the ACI has been raised. The country is in the process of establishing the Viet Nam Citation Index Centre. The process has been facing challenges of the lack of funding and interests from the government and higher education institutions, as well as the quality of academic journals. In this meeting, Viet Nam submitted two journals to the ACI.

13. Thailand reported that there are approximately 600 journals on the TCI, 262 of which are categorized in the excellent group. 53 journals from this group have been selected and submitted to the ACI. Apart from the journal selection, Thailand has implemented the automated data input and plagiarism checking systems.

14. As the ACI Secretariat, Thailand has extended the implementation of the automated data input and plagiarism checking systems to the ACI. Additionally, Thailand will organize capacity building workshops and trainings for ASEAN member countries.

Journals Approval and Inclusion to the ACI

15. The Steering Committee approved 118 journals to be listed in the ACI. Out of them, 53 are from Thailand, 25 from Malaysia, 18 from Indonesia, 20 from the Philippines, and two from

Viet Nam. The ACI Secretariat will carefully reevaluate the approved journals prior to notifying the editors of those journals regarding the inclusion in the ACI. As a result, there are 159 journals on the ACI. The list of journals appears in Annex 3.

Sustainability of the ACI

16. Prof. Dr. Narongrit Sombatsompop, Chairman of the ACI Steering Committee admitted that the establishment of national citation index, as previously proposed, is facing challenges in certain member countries. To address this situation, he proposed the new operating model. The ACI Secretariat and member countries, which have yet developed the national citation index, may jointly organize the ACI editors' workshop. The objective of the workshop is to evaluate the quality of journals which will facilitate and accelerate the ACI journal submission process. To support this initiative, the ACI Secretariat will provide a platform and software for journal digitization and plagiarism checking.

17. Prof. Dr. Narongrit also revisited the proposed amount of financial support from each member country based on the number of indexed journals on the ACI Database. The detail appears in Annex 4. The committee members expressed the willingness to obtain additional information on the plan and impacts of the ACI, particularly on quality improvement and international research collaboration in order to justify the budget proposal in their respective countries.

Automated Input System and Plagiarism Checking

18. To address the challenges in metadata preparation and index, the ACI and NECTEC have collaboratively developed and implemented the automated data input and plagiarism checking systems. These systems facilitate the operation of the citation index in three aspects, namely metadata extraction, citation management, and plagiarism checking.

The Next ACI Steering Committee Meeting

19. As there was no volunteer country to play host to the Fourth ACI Steering Committee Meeting, Thailand has offered to host the fourth meeting in either September or October 2016. Malaysia and Singapore will explore the possibility to host the fifth and the sixth meetings in 2017 and 2018, respectively.

Closing

20. Thailand's Office of the Higher Education Commission expressed its appreciation to all the speakers and participants for their invaluable contributions to the meeting.

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