

International Federation of Medical and Biological Engineers
Notes of the Administrative Council (2006-2009) Meeting
World Congress, Munich 6th and 7th September 2009

Present::

Officers		
Prof M Kikuchi	President	(MK)
Prof H Voigt	Vice President	(HV)
Prof J H Nagel	Immediate Past President	(JHN) (7 th September)
Prof R Magjarevic	Secretary General	(RM)
Prof S M Krishnan	Treasurer	(SMK)

Elected Members
Dr S J Calil (7th September)
Dr J Goh
Prof A Jobbáry
Dr S I Kim
Prof Depei Lui
Dr H Teriö
Prof J Wojcicki

In Attendance
Dr L Boss (7th September)
Prof Don Jaron (7th September)
Dr M Secca (7th September)
Prof J S Spaan (7th September)
Mr I Wolstencroft

1. President's Welcome

Prof Kikuchi welcomed members of the Administrative Council to the meeting in Munich. He outlined the timetable for Sunday and Monday and asked for the co-operation of members in keeping to the tight timetable.

The President detailed the arrangements for the AC dinner to be held on Sunday evening, and the 50th Anniversary and State Receptions to be held on Monday evening.

Dr Krishnan informed AC members of the settlement terms for accommodation costs.

2. Approval of the Agenda

The Agenda as circulated was adopted, however, Dr Terio requested that Item 10.1.1 be held over until Dr Calil arrived.

3. Approval of Minutes

The Minutes of the Administrative Council held in Riga on 16th and 17th of June 2008 were accepted as a correct record and approved.

4. Matters Arising

There were no outstanding matters arising from the Riga meeting.

5. President's Report

Prof Kikuchi referred to his previously circulated report and highlighted the major issues it contained. In particular his report focussed on the achievements and work undertaken by AC members and Officers. He commented that the two previous Past Presidents had had an outward facing approach, whereas he had concentrated on the actual workings of IFMBE itself.

The President expressed pleasure that two new societies had joined the Federation in the last three years, Romania and Mongolia, and that the Federation now represents a large number of members.

He reported that six officers' meetings had been held during his three years as President and three AC meetings, in Slovenia, Latvia and Germany.

Members of AC congratulated Prof Kikuchi on his term as President. Prof Krishnan proposed a vote of thanks to Prof Kikuchi which was approved by acclamation.

6. President Elect's Report

Prof Voigt expressed his thanks to Prof Kikuchi, and stated how much he had enjoyed the last three years.

He commented that his main focus had been on the FJC Chairmanship, and reported that advances had been made in managing the journal, including:

- i) The Editor in Chief's contract had been extended by one year to match Prof Spaan's retirement from his employment
- ii) Page Charge policy has been refined.
- iii) Dr David Holder has been elected chairman of the FJC in place of Prof Voigt
- iv) A new Deputy Editor has been appointed.
- v) Proposals to publish the journal have been received from Springer and Elsevier.

7. Secretary General's Report

Prof Magjarevic in introducing his report which was tabled at the meeting, he expressed the hope that his work over the last six years as Secretary General had met the expectations of members. He paid tribute to the support he had received from his assistant at Zagreb University, Nicolina, and it was unanimously **agreed** on a proposition by Prof Voigt that the President should write a letter of appreciation. **Action MK**

The Secretary General highlighted a number of items from his report, including:

- i) Permanent Office
The change in Secretary General may facilitate a transfer of further work to York. He acknowledged that both IFMBE and IPEM share concerns over website performance.

A meeting has been arranged during the Congress between IFMBE officers and the President and General Secretary of IPEM to review the relationship.

- ii) Email Contacts
Prof Magjarevic expressed frustration at the difficulties in maintaining email contacts and identified the need for the website to be the vehicle for communication with societies
- iii) Membership
In addition to the two new members the Secretary General reported that he had received a number of expressions of interest and these will be passed on to the new Secretary General.
- iv) Publications
 - a) The Secretary General referred to his work with Springer in preparing the Conference Proceedings, and described the developments and processes for production.
 - b) He reported that publication of the IFMBE Newsletter had been postponed because of work on the Conference Proceedings, much material is to hand that will require editing in the coming months.
 - c) The history of IFMBE is to be published as book by Springer.
 - d) MBEC Tokens continue to be distributed on request.

Prof Magjarevic thanked officers and AC members over the last six years for their help and ideas.

Prof Kikuchi thanked Prof Magjarevic for his support and work during his tenure as Secretary General, this was received with acclamation by the Council.

8. Congress Arrangements

The President highlighted the various meetings during the Congress with potential for A.C. members' involvement.

- i) Meeting on Tuesday to receive the publishers' proposals for MBEC
A.C. members were encouraged to attend subject to the FJC Chairman's approval.
- ii) Tuesday – Opening Ceremony
- iii) Tuesday evening- presentation of the bids for the 2015 World Congress
There was some discussion regarding the status of some of the bidders, and it was **agreed** that changes in the bidding process were required to ensure more direct involvement by the IFMBE and IOMP. Prof Voigt agreed to take these concerns to the IUPESM Executive Committee. **Action HV**
- iv) Wednesday – gathering with Awardees

- v) Wednesday – General Assembly
Concern was expressed that only one nomination had been submitted for Secretary General, who was not known to AC members. One outcome of the subsequent discussion was for AC to receive an annual report from the Nominations Committee.
Action HV

9. Treasurer's Report

Dr Krishnan tabled his report which summarised the financial position of the Federation for the years 2006, 2007 and 2008. He described the bank accounts held and the procedures adopted to record the Federation's financial activities.

The Treasurer reported that he had developed software to incorporate the three currencies (Sterling, Euro and US dollar) with which the Federation operates. He then presented an analysis of the receipts and payments over the last three years, each of which has shown a surplus, finally he reported that at 31 December 2008 the federation had cash balances of £1,151,345.

The President thanked Dr Krishnan for his work over the last three years

A discussion followed on a number of broad issues:

- i) The status of non paying societies
- ii) The need for an audit of the accounts now they are in an improved state
- iii) The need for a debate on the strategy behind holding such amounts of reserves and an investment strategy .

The meeting was called off at 18.00, and resumed at 08.30 on the 7th September.

The President welcomed those A.C. members not able to be present on the 6th and briefed them on the previous day's discussions.

10. Review of Officer Nominations

Following yesterday's discussion regarding the single nomination for Secretary General, Prof Nagel, as Chairman of the Nominations Committee, described the process and difficulties encountered in acquiring nominations. It was **agreed** to revisit this topic at the end of the meeting, giving time for members to reflect on possible candidates for nomination from within A.C. itself.

11. Past President's Report

The immediate past president, Prof Joachim Nagel, tabled his report. Prof Nagel emphasised a number of his activities over the last three years. These included his involvement with IUPESM as its president, particularly the creation of the Health Technology and Training Task Force (HTTTG), and also developments at ICSU, WHO and the World Health Professions Alliance.

He reported on the publications within the IFMBE Book Series on Biomedical Engineering, where five titles have been published since 2006.

Prof Nagel commented on his involvement in the 2009 World Congress as joint chair of Track 12, and reported on his experience with the Congress organisers.

Following discussion, particularly on the lessons learned from the 2009 World Congress organisation, Prof Nagel's report was received.

12. Status of Divisions, Committees and Working Group

12.1.1 Clinical Engineering Division

Dr Terriö gave a presentation on the current position of the Clinical Engineering Division (CED). He reported that the changes to the Board and following four retirements, two new co-optees were required. The last Board meeting was held in Antwerp in November 2008.

He reported that the Clinical Engineering Update is to appear as a column on the Federation's website, and the possibility of having a separate CED website is being considered.

Dr Teriö then reported on areas involving the CED, including:

- Developing sessions at the World Congress in Tracks 7 and 12
- Reviewing how clinical engineers' training matches the Bologna protocols
- Involvement in an EU project on Curricula Harmonisation
- Links with HTTG and IUPESM to help develop training
- Involvement with a Patient Safety Programme in Bangladesh

Finally Dr Teriö reported that he was stepping down as Chair of the CED and would therefore be leaving the Administrative Council. He thanked officers and council members for their help and support during his tenure.

Dr Callil outlined progress on the survey of clinical engineering and also referred to proposed involvement with the WHO to identify clinical engineering training needs. He too reported that he is to retire from his elected position on the CED Board.

Prof Magjarevic proposed and Prof Voigt seconded that Drs Callil and Teriö should be co-opted to the CED Board to fill the current vacancies. This was **agreed**.

Prof Nagel thanked both Dr Teriö and Dr Callil for their support for the CED work at the WHO meeting in Geneva.

12.1.2 Division for Health Care Technology Assessment

It was noted that this division had undertaken no activities since the World Congress in 2006, and that no nominations had been received for the Division's Board.

12.2.1 Finance Committee

The role of the Finance Committee and its membership is to be considered at the AC meeting following the General Assembly.

12.2.2 Federation Journal Committee

Prof Voigt reported that Dr David Holder is now the Federation Journal Committee chairman and will be chairing the following day's meeting. It was **agreed** that Prof Ruben Coronel be appointed Deputy Editor of MBEC in place of Dr Stephen Smye.

He reported that a revised page charge policy has been agreed and implemented, and that the following day's committee meeting will receive the publisher presentations for MBEC.

12.2.3 Secretaries' Committee

Prof Jobbáry reported that the committee's chairman, Prof Gon Khang, was unable to attend the Administrative Council, however Dr Mario Secca, the incoming chairman was in attendance.

Prof Jobbáry commented on the difficulties of getting responses from members concerning their societies' activities, in the form of an annual report. A discussion followed on how best to improve involvement on this committee, and it was felt that stronger regionalisation may help.

12.2.4 Constitution and Bylaws Committee

No changes to the Constitution had been reported or considered.

12.2.5 Nominations Committee

Nominations had been submitted to the General Assembly for ballot.

12.2.6 International Liaison Committee

Reported by the immediate past president earlier in the meeting.

12.2.7 Education and Accreditation Committee

Dr Tabakov referred to his previously circulated report, and also gave a brief presentation. In particular he detailed his proposals for categorising applications by courses etc for IFMBE recognition:

- i) Reject
- ii) Endorse without financial support
- iii) Endorse with financial support.

This approach was supported by AC.

Dr Tabakov outlined his proposed activities for the coming year, including the preparation of an Education and Training booklet detailing various curricula. He also expressed concern about expectations that the committee should "accredit" courses rather than validate or endorse.

It was **agreed** that Dr Callil should join the Education committee to strengthen links with the Developing Countries Working Group.

12.2.8 Membership Committee

In considering the report of this committee Ac **agreed** that societies who had not paid their dues for two out of three years should have their ability to vote at a General Assembly withdrawn, and if three years are unpaid then they should be reduced to "observers" rather than members.

12.2.9 Awards Committee

AC received the Awards committees' report earlier in the meeting when considering the Congress timetable.

12.2.10 Women in Medical and Biological Engineering

Dr Maria circulated her report. She informed AC that the committee are to hold a session within the Congress on Wednesday afternoon. She also asked the Treasurer to consider making funds available to support the “European Platform for Women Scientists”.

12.2.11 Credentials Committee

On a proposal by Prof Voigt, seconded by Prof Magjarevic, it was **agreed** that a committee consisting of:

Dr H Teriö, Dr S J Calil, Prof A Jobbáry, Dr M Secca and Prof J Wojcicki

Be formed to oversee the elections and ballots at the General Assembly.

12.3.1 Developing Countries Working Group

Dr Callil reported on the survey undertaken in South America which is planned to be extended to other continents. 16 responses were received which gives a good profile of what is happening in Latin America.

He also reported that the proposal to develop a web based teaching course for use in Africa was not currently going ahead due to the financial crisis.

12.3.2 Asia Pacific

Dr Goh referred to his report. He informed Council that the Asia Pacific Working Group are encouraging non IFMBE societies in the region to become members of IFMBE. He also confirmed that there will be an Asia Pacific conference in 2011 in Kuala Lumpur, Malaysia, and in 2013 in Taiwan.

Dr Goh reported on the success of the 2009 Asia travelling scholarship, and that the Fellows are attending the World Congress as part of the scholarship.

12.3.4 Physiome

A written report was received by Council.

12.3.5 Global Citizen Safety and Security

No report was received.

12.3.6 Industrial Working Group

Dr Jan Wojcicki reported on the forum organised in 2008 and referred to the document prepared and circulated to officers after that meeting. He confirmed that there is to be a meeting during the Congress to move things forward, and that there may be another meeting in 2010.

13. International Academy of Medical and Biological Engineering

No report was received.

14. ICSU

Prof Jaron gave a prelude to the presentation he is give at the IUPESM General Assembly which gave his views on ICSU and his perspective of its work as a member of the Executive Committee.

15 MBEC

Prof Spaan gave a presentation on developments surrounding MBEC, in particular the current level of the Impact Factor and how this can be influenced.

16. Any Other Business

16.1 Conferences

Prof Magjarevic reported that all conferences with IFMBE involvement have that had been previously reported were confirmed, and had been reviewed to avoid clashes.

16.2 Secretary General

Dr James Goh agreed to allow his name to be put forward at the General Assembly for nomination as Secretary General.

16.3 The President, Prof Kikuchi, thanked the retiring members of the Council for their contributions over the years.

The meeting closed at 14.00 hours

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