

International Federation for Medical and Biological Engineering
Notes of the Administrative Council Meeting
Medicon, Porto Carras, Greece,
28th & 29th May 2010

Present::

Officers

Prof H Voigt	President	(HV)
Prof R Magjarevic	Vice President	(RM)
Prof J Goh	Secretary General	(JG)
Prof S M Krishnan	Treasurer	(SMK)

Elected Members

Dr S J Calil
Prof A Jobbágy
Prof S I Kim
Prof L. Kun
Prof O. Lindahl
Prof J Wojcicki
Prof M. Nyssen

By Invitation

Prof KP Lin	Chair, PPC
Prof M F Secca	Chair, Societies Committee
Prof Jos Spaan	Editor, MBEC
Prof Monique Frize	Chair, WiBME

In Attendance

Mr I Wolstencroft,

Apologies:

Prof M. Kikuchi
Dr G. Madhavan

1. President's Welcome

Prof Voigt welcomed members of the Administrative Council to Porto Carras, and trusted it would be a productive and worthwhile meeting.

2. Approval of the Agenda

The Agenda as circulated was accepted, but the order of topics was left to the President's discretion.

3. Approval of the Minutes of the 2nd Meeting held in Munich in September 2009

The minutes of the second Administrative Council meeting held at the World Congress in Munich in September 2009 were **agreed**.

4. President's Report

The President, Prof Voigt, gave a general report on his activities since taking office, and informed Council that he was currently acting as liaison with a number of world bodies, including WHO.

He commented on the report from the Secretaries' meeting regarding the need to develop a code of ethics for developing countries. It was noted that there is currently a working group on ethics and the Chair, Societies Committee was asked to ensure the group will address this issue.

Action: Prof M F Secca

Prof Voigt also encouraged all present to identify new societies as potential members of IFMBE.

5. Vice President's Report

The Vice President, Prof Magjarevic, reported that he had attended a meeting of the Italian Clinical Engineering Society, and the Austrian E Health Conference on behalf of IFMBE.

6. Past President's report

In the absence of Prof Kikuchi there was no specific Past President's report, however it was noted that a report from the Nominations Committee will be considered later in the agenda.

7. Secretary General's report

Prof Goh reported that he is investigating the possible platforms for virtual conferencing, particularly to augment the work of committees and Council.

8. Treasurer's Report

8.1 Finances

The Treasurer, Prof Krishnan, informed Council of the current cash holdings and amounts on deposit earning interest. He confirmed that the finances of IFMBE are robust, enabling the Federation to undertake a broad range of activities which may attract more members.

8.2 Membership

Council expressed concern that there is no accurate record on national society membership numbers, and asked that member societies be asked to provide this information.

Action SMK

Following discussion it was **agreed** that any society whose subscription has not been paid for three years will not be allowed to vote at General Assemblies.

Action SMK. JG

It was also **agreed** that fees for individual members should no longer be applied, but that individual membership be limited to five years. **Action SMK, JG**

8.3 MBEC Publisher

The Treasurer reported that a new contract was currently being negotiated with Springer for implementation in January 2011, with terms very similar to the current contract. He reported that a proposal from Elsevier had been considered but rejected.

8.4 World Congress

Prof Krishnan reported receipt of £25,000 from the World Congress organising committee, but pointed out that the 50th anniversary celebrations of IFMBE had incurred additional expenditure. Mr Wolstencroft reported that the World Congress had made an overall loss of €50,000, so no further contributions from the 2009 event will be forthcoming.

A number of issues regarding arrangements at Munich were discussed, with a view to improving the situation in Beijing. It was acknowledged that IFMBE needs to work closely with the Beijing organisers, and to this end the Treasurer reported that he is trying to organise a meeting between the IFMBE President, the IUPESM President, the Beijing organisers and himself. **Action: SMK**

He explained to Council that the usual \$25,000 contribution from the World Congress may not be paid in 2012. It was confirmed that the dates of the 2012 World Congress will be 25th to 31st May.

8.5 Other Conferences

The Treasurer reported that he was expecting a set of accounts from the 2009 Latvia conference imminently, and that the Antwerp conference is estimated to be in deficit by €10,000. The Secretary General emphasised that all conference organisers need to be made aware of the 10% of income contribution to IFMBE which is required when organising an event under the aegis of IFMBE. The President requested a report on conference financial results for the last three years. **Action: RM**

8.6 IPEM Support

Dr Krishnan updated Council on work undertaken by Ian Wolstencroft at IPEM, including page charge invoicing, and the development of governance options.

8.7 Asia Pacific Travelling Fellowship

The Treasurer reported on the administrative arrangements for the Travelling Fellowship.

8.8 Reimbursement of Expenses

The Treasurer referred to new reimbursement guidelines that had been circulated, it was noted that the overall limit for individual claims has been increased to \$1,800.

8.9 Budget 2010

The 2010 proposed budget was presented by the Treasurer, who explained the various items contained therein. Following discussion the budget as presented was **agreed**. Council members were asked to let the Treasurer know if they wanted a copy of the detailed budget statement. Prof Nyssen's comment about including the previous year's actual with the budget for comparison was noted. **Action SMK**

8.10 Audit

Following a question by Dr Kim, the Treasurer confirmed that he is working with Ian Wolstencroft to produce the 2009 accounts in a format for audit by a professional audit firm.

Action SMK, IW

The meeting was adjourned at 19.15 on the 28th May and reconvened at 09.00 on the 19th May.

9. Developing Countries

Dr Calil gave a presentation indentifying those developing countries where clinical engineering teaching has been identified, allowing the WHO to make contact with appropriate people. This survey is now complete and the data has been made available to WHO,

10. Strategic Planning Committee

Prof Magjarevic reported that a meeting of the Strategy Planning Committee had been held in Porto Carras and several new areas had been identified for development. It was **agreed** that Prof Magjarevic will prepare a paper on the outcomes from the committee meeting for consideration by officers and AC.

Action RM

11. Finance Committee

The Treasurer reiterated the continuing investment strategy of only holding cash deposits, however these are held in three currencies (GBP, USD & Euros). He reported that new reveue sources are constantly being sought and asked members of Council to let him have any thoughts on new income streams.

The President requested the Finance Committee to review the three year conference summary being prepared to identify ways of ensuring the 10% contribution to IFMBE in the future.

Action SMK

12. Federation Journal Committee

The previously circulated report was accepted. The Vice President proposed, and the Treasurer seconded that Prof Olaf Dössel and Karin Wardell as members of the Federation Journal Committee, this was **agreed**. It was reported that IUPESM is developing a new journal and that Prof Kun has been appointed as co editor in chief.

13. Secretaries' Meeting

Prof Secca reported on the Secretaries' meeting held the previous day. There was concern that the meeting, as currently constructed, was not fulfilling its purpose of providing a forum to inform societies of IFMBE activities. It was **agreed** that a change of name to "Societies' Committee" may improve things. It was **agreed** that the *By-laws and Constitution Committee* should review the process involved in changing the name of the group.

Action MN

The meeting had identified the challenge of gaining 5 – 10 new member societies over the next 2 years.

It was noted that the next meeting will be in Havana in May 2011.

The President requested that Secretaries be contacted to enquire whether their societies have a code of ethics, and how regularly they are reviewed. **Action MFS**

14. Constitution and By Laws Committee

Prof Nyssen reported that a second Australian Society is seeking membership of IFMBE, and that the application is supported by the existing member.

The Secretary General referred to a paper on governance options prepared by Ian Wolstencroft and considered by the officers. It was **agreed** that the Constitution and By Laws Committee should review the implications identified in the document. **Action MN**

It was reported that the Charter for the Clinical Engineering Division is complete except for a review of the By Laws.

15. Nominating Committee

The President referred to Prof Kikuchi's previously circulated report on the work of the Nominating Committee, in particular the current search for nominations for Honorary Life Members. Prof Magjarevic noted that as the 2012 World Congress is to be held in May the timetable for nominations for awards will need to be brought forward. **Action MK**

16. International Liaison

As reported earlier Prof Voigt confirmed that he has been acting as liaison to various international bodies, particularly WHO. He also reported that Prof Nyssen is involved with WHN and has attended the last two meetings.

WHO are anxious to develop the relationship with IFMBE and areas for developing a work plan have been identified and included in the report by Prof Nyssen. It was proposed by the Secretary General and seconded by Prof Kun that Prof Nyssen should formally be appointed as the IFMBE liaison to WHO, this was **agreed**.

17. Women in Medical and Biological Engineering Working Group

Prof Monique Frize described the membership and ongoing work of the group, and reported that a workshop has been arranged for the following day, and that she will circulate a report of the outcomes from that workshop to Council members. **Action MF**

18. Global Citizens Safety and Security Committee

Prof Kun gave a verbal report on meetings held by the committee and expressed disappointment at the number of proposed attendees who cancelled. He reported that IFMBE's views are being input to this work, but he is still trying to find those in the legislative process who need to be informed.

Prof Kun emphasised the need IFMBE to provide tools to facilitate virtual committee meeting.

19. Clinical Engineering Division

Council received the circulated report that highlighted areas of work to be expanded, which include:

- A Vision and Mission for Clinical Engineering, to make it more relevant
- Develop three working groups:
 - Professional Development
 - Standards and Information
 - Communications and Strategic Planning

The division is also looking to create a new class of membership of "Collaborator", it was **agreed** this should be referred to the Constitution and By Laws Committee. **Action NM**

A Clinical Engineering website is being developed which will be integrated into the full IFMBE website, part of its functionality is to allow division members to exchange messages. It was also reported that the division is holding bi monthly virtual meetings.

Finally the report also identified a number of projects completed in the last year.

20. Membership Committee

Prof Jobbágy referred to his circulated report. He informed Council of a proposal to develop corporate membership. It was **agreed** that a formal documented proposal be submitted to Council. **Action AJ**

Prof Jobbágy explained the background to the second application for membership from an Australian society, and reported that the application had been approved by the committee. Following a question from the President it was noted that where more than one society from a single country is a member of IFMBE, then the number of delegates is calculated on the aggregate membership from that country and the societies are free to allocate the total delegates between themselves. It was noted that this will need to be communicated to the Australian Societies at the appropriate time. **Action JG**

It was **agreed** that the application be submitted to the General Assembly for final approval. **Action JG**

21. Awards Committee

Prof Magjarevic reported that the request for nominations for the awards to be made at the 2102 World Congress will be distributed in May 2011. He also reported that the Young Investigator Award is running well.

He informed Council that arrangements are in place to present plaques to retiring officers, and that the Editorial Board is to award the Nightingale Prize.

22. Conference Proceedings

Prof Magjarevic reported that the production of conference proceedings is going well, and that Springer's production cycle is eight weeks. Links to web searches are being developed, and conference organisers are being requested to provide appropriate documentation to enable the proceedings to be produced. He also highlighted the need to appoint two new editors to take over when he becomes President.

23. IFMBE History

It was reported that the information collected on this project has been forwarded to Springer, and it is estimated that the publication will be ready in the autumn of 2010. Prof Voigt commented on the difficulties encountered because of the different languages involved.

24. Conference Committee

A report had been circulated by Dr Terio, the issue of the use of the EMBEC name for the IFMBE European Conference was discussed, but no action is to be taken.

25. Publications and Publicity Committee

Prof KP Lin gave a verbal report on the work of the committee and the outcomes of the meeting held the previous day. A number of issues had been raised, the principal ones being:

- Developing a website linked to IFMBE's and member societies, and encouraging societies to provide content.
- Encourage member societies to cite MBEC and other societies' journals
- Develop quarterly IFMBE Newsletter using regional contacts for content, and including articles on Women in Medical and Biological Engineering and a President's article.

Action KP

26. Website

The Secretary General gave a demonstration of the current position on the development of a new website, and commented that part of the development is to make it easier to upload content. He also reported that the site is using the domain name "ifmbe.org" and that "ifmbe.net" has also been acquired.

27. Asia Pacific

A report on the activities in the Asia Pacific region was circulated. It was noted that the next AP Conference on MBE will be in Kuala Lumpur in 2011.

28. Industry Committee

Prof Wojcicki gave a verbal report on the work of the committee, including the preparation of an electronic platform for industry contacts and other information. He also reported on the creation of EUCOMET, an umbrella organisation for various sized companies.

29. MBEC

Prof Jos Spaan gave a presentation on the development of MBEC over the last three years. He reported that the 2009 page budget had been capped at 1,320 pages and this had put pressure on authors. He also commented that the impact factor has now risen to 1.8 and that he is targeting an impact factor greater than 2.

Prof Spaan briefed Council on the processes involved in the production of MBEC, and answered a number of questions from members.

30. Future Meetings

Officer meetings are to be held in Havana, 16 – 21 May 2011, and Budapest, 14 – 18 September 2011.

The Administrative Council meeting will also be held in Budapest.

Action JG

The meeting closed at 13.40 hours

Minutes taken by: IW (21 July 2010)

Vetted by: JG