

International Federation for Medical and Biological Engineering
Notes of the Administrative Council Meeting
Litz Room, Budapest Conference Center, Budapest, Hungary
13th & 14th Sept 2011

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 AC 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 (Day 2)

Prof KP Lin	Chair, PPC
Prof M F Secca	Chair, Societies Committee
Prof Jos Spaan	Editor, MBEC
Dr Yadin David	Chair, CED
Prof Monique Frize	Chair, WiBME
Dr Heikki Terio	Chair, Conference Committee

Apologies: Prof M. Kikuchi (Past President)
Dr G. Madhavan (Elected AC member)

1. President's Welcome

Prof Voigt welcomed members of the Administrative Council to Budapest, and hope that 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 3rd Meeting held in Greece in May 2010

The minutes of the third Administrative Council meeting held at the MEDICON, Porto Carras, Greece, 28th & 29th May 2010 were **agreed by all present.**(Proposer: Marc Nyssen & Seconder: Jan Wojcicki).

4. Matters arising will be dealt with in association with the specific agenda item.

5. President's Report (H Voigt)

President Voigt thanked all present for taking time to participate in this AC meeting. He highlighted an area where the Federation can take a lead, ie BME projects in developing countries. He mooted the idea of organising two sessions during WC2012 for students who have carried out BME projects in developing countries to present in these sessions. The selected students will be supported to attend the WC2012. He has had agreement from EWH to support 1 student, BMES to support 2, IEEE-EMBS to support 1 and IFMBE to support 4. He urged members to solicit student submissions. He will publicise this in the IFMBE Newsletter and Website.

Action: SM Krishnan, KP Lin, J Goh

President Voigt also spoke about sponsorship of Networking Fellowship for Young BME Faculty, along the lines of the Asia-Pacific Traveling Fellowship. He hopes that this will be set up in the following 4 regions:

- a. Latin and South America under CORAL
- b. North America (possibility of funding from NSF)
- c. Europe
- d. Asia- Pacific

One of the criteria for member societies to participate is that they must be a member of good standing, ie not owing any dues to IFMBE. Jan mentioned that for Europe, perhaps it is expedient to work with EAMBES. Ratko will explore the possibility. It is noted that Whitaker Foundation may fund International students, even those at post-doctoral level.

Action: R. Magjarevic, J Wojcicki, CORAL, APWG, SC

With regards to the virtual conferencing platform for IFMBE Divisions, Committees, Working Groups and Council, we have subscribed to WEBEX. It is now available in the IFMBE website for reservation.

Action: All to take note

6. International Liaison (H Voigt)

President Voigt attended the First WHO Global Forum on Medical Devices, 9-11 September 2010, Bangkok, Thailand. He participated in the Plenary Session on "Improving access, quality, and affordability of medical devices through ..." and presented a paper on the academia perspective. He presented a paper titled: "The Role of Academia in Improving Access, Quality and Affordability of Medical Devices to Resource-Poor Nations". Other IFMBE AC members who participated in the meeting were Marc Nyssen and Saide Jorge Calil. IFMBE's WHO Liaison person is Marc Nyssen, he has attended the WHO's 128th, 129th and 130th sessions of the Executive Board in Geneva, Switzerland. He has done a great job to keep us engaged with WHO and its activities that are relevant to IFMBE. Marc circulated his report on the 128th Session of WHO Executive Board for the meeting's perusal. President Voigt has been in communication with Melissa Driver Beard, Executive Director & CEO of Engineering World Health. There is mutual interest to work together in particular with the Working Group on Developing Countries. Mario Secca will report on their participation with EWH under Item 13.

7. Vice President's Report including Strategy Planning (R. Magjarevic)

Prof Magjarevic reported that the Strategy Planning Committee's paper on new areas identified for development at Port Carras is under preparation. One of the area is to develop strategy to bring people from all parts of the world to work together to solve challenges in BME. Therefore, Prof Magjarevic suggested mounting a special session on Global Collaboration in BME at the WC2012 Beijing.

Prof Magjarevic also touched on the regionalisation of the IFMBE affiliated societies for better communication, interaction and collaboration. He mooted that idea of having elected representatives from each region in the Administrative Council. This would require changes to the organisational structure and thus amendment of the bylaws. Prof Nyssen suggested the creation of Members-at-large positions or simply to co-opt members to the AC to ensure balanced regional representation. The Strategy Planning Committee will meet to discuss this and submit a proposal to the AC.

Action: RM

8. Awards (R. Magjarevic)

Prof Magjarevic reported that the Awards Committee has received nomination for both the Otto Schmitt Award and the Zworykin Award. Prof Sun I Kim proposed to close the nomination which is seconded by Prof Jan Wojcicki. All members present agreed. Therefore, Prof Magjarevic declared that the Otto Schmitt Award Recipient for 2012 is Prof Zhi-Pei Liang from UIUC. Prof Liang is the current President of IEEE-EMBS. The Vladimir Zworykin Award Recipient for 2012 is Prof Damijan Miklavcic from Ljubljana, Slovenia.

Prof Magjarevic proposed that Prof Joachim Nagel be nominated for the IUPESM Merit Award. Prof Akos Jobbágy seconded the motion. All present agreed. Prof Magjarevic will put forward IFMBE's nomination to the IUPESM Awards Committee for approval.

Prof Magjarevic clarified that the James Zimmerman Prize (JZP) is presented for exceptional contributions to the development of new methods in biomedical engineering. The IFMBE Awards Committee proposed that the Award is presented annually in conjunction with BIOMAG conference which is closely related to the research in the field of biomagnetism. The proposed agreement between IFMBE and the International Advisory Board (IAB) of the BIOMAG Conferences, and the JZP Charter were presented to the meeting for approval. All members present agreed.

Prof Magjarevic presented the proposed IFMBE Distinguished Service Award (DSA) Charter for the meeting's approval. The award recognises the contribution of individual members of IFMBE for their exceptional service contribution to IFMBE or to regional organisations of IFMBE. It will be presented either at the World Congress or IFMBE-sponsored regional conferences. The Meeting approved the proposal unanimously.

Prof Magjarevic reported that the Young Investigator Award is running well for World Congress 2102. He also informed Council that the Nightingale Prize was won by: LP Li, JT Cheung and W Herzog, for their paper "Three dimensional fibril-reinforced finite element model of articular cartilage" MBEC 47 (2009):607-615.

9. 50th Anniversary History Book (R. Magjarevic)

Prof Magjarevic reported that the book is still being compiled. It is on target and should be ready by WC2012. The book will highlight the contribution of IFMBE in the last 50 years, particularly our involvement with WHO, ie being the only NGO in WHO that deals with medical

devices and healthcare technology. Furthermore, we are the only international organisation that has a Clinical Engineering Division.

10. Treasurer's Report (SM Krishnan)

10.1 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.

10.2 Membership

The issue of "no accurate record" on national society membership numbers was raised at last meeting. It was **agreed** that any society whose subscription has not been paid for three years will not be allowed to vote at General Assemblies. The Secretary General reported that this has been communicated to the secretaries of affiliated societies in a circular requesting for confirmation of delegates to the General Assembly during WC2012 Beijing.

10.3 World Congress

At the last meeting, the Treasurer reported the need for IFMBE to work closely with the WC2012 Beijing organisers to avoid a repeat of WC 2009 in Munich. Therefore, he has been in communication with the WC2012 Beijing organisers.

Action: SMK

10.4 Audit

To address the issue of audit raised in the last AC meeting, the Treasurer reported that he has engaged a professional audit firm to produce an audited account for the last three years. It should be ready for the AC meeting in WC2012 Beijing.

Action: SMK

10.5 IAMBE membership fee

The Treasurer proposed that IAMBE membership fee should be waived as it is a very small amount to collect and that these are fellows of the IFMBE and had made significant contributions to the federation. All members present agreed.

Action: SMK

10.6 Budget 2011/2012

The proposed 2011/12 budget was presented by the Treasurer (please refer to the Treasurer's hand out). Following discussion the budget as presented was **agreed**.

Action: SMK

10.7 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

11. Nominating Committee (M Kikuchi)

Prof Kikuchi's report was circulated. Five nominations were received for Honorary Life Membership. They are:

- a. Prof Alan Murray (Nominated by: Ratko Magjarevic)
- b. Prof Dov Jaron (Nominated by: Herbert Voigt)

- c. Prof Jaochim Nagel (Nominated by: Ratko Magjarevic and SM Krishnan)
- d. Prof Robert Nerem (Nominated by James Goh)
- e. Prof Susanna Lianusa Ruiz (Nominated by: Ratko Magjarevic)

The AC members present endorsed the nominations unanimously. The list will be presented to the General Assembly at WC2012 Beijing for voting.

The Nominating Committee is preparing the “Call for Nomination” for the posts of Vice-President, Secretary-General, Treasurer and 4 new AC members.

Action MK

12. Constitution and By Laws Committee (M Nyssen)

Prof Nyssen reported that a second Australian Society, ie College of Biomedical Engineering, Engineers Australia and the transnational society, American College of Clinical Engineering have been approved for membership. His committee has also completed its review on the Clinical Engineering Division’s Charter and has recommended approval.

Prof Nyssen reported that his committee is still reviewing the implications of a paper on governance prepared by Ian Wolstencroft.

Action: MN

Prof Nyssen commented that the proposed change of name from Secretaries Committee to Societies Committee and the co-opting Division Chairs to AC may require amendment to the Bylaws. Furthermore, the proposed regionalisation of IFMBE requires structural changes to the organisation structure and as such may also require amendments to the Constitution and Bylaws and approval of the General Assembly. His committee will begin to look at the implications and advise the AC.

Action: MN

13. Developing Countries (M Secca)

Prof Mario Secca reported on the work of Engineering World Health (EWH), ie training of students in maintenance and repair of hospital equipment. Students go on a 8-week program, first two weeks in training schools and the six weeks on-the-job attachment to BME departments in hospitals in developing countries. At the end of the attachment, the students have to submit a report. 50 to 60 students participate in this program annually. They have to raise their own support (approx. \$6k) for the entire program. Prof Secca said that his WG will look at meaningful ways to be involved with EWH’s programs. Prof Voigt suggested encouraging some of these students to share their experiences in WC2012 Beijing.

Action: MS

Prof Secca also reported that Dr Kenneth I. Nkuma-Udah, Dr Andrel C. Linnenbank and himself participated in conferences sponsored by EWH held in Africa.

14. Global Citizens Safety and Security Committee (L Kun)

Prof Kun gave a verbal report on meetings he had participated. He also point to the Haiti Medical & Public Health Information Sharing Environment (Haiti/MPHISE) website for information on current health state in Haiti. He also mentioned about the “Human Security Index”.

On the need for IFMBE to provide tools to facilitate virtual committee meeting, IFMBE has subscribed to WEBEX. Interested users now can request for virtual meeting through IFMBE's website.

15. Industry Committee (J Wojcicki)

Prof Wojcicki updated the meeting on the progress of the electronic platform for industry contacts and other information, ie "Atlas of Knowledge" carried out in collaboration with EUCOMED. He will be organising a session on this at WC2012 Beijing. He also reported that the agreement with EUCOMET is being finalised. It should be ready for signatures before the WC2012.

16. WC2012 Beijing Update (DP Liu)

Prof DP Liu made a presentation to update the meeting on the progress of the organisation of the WC2012. AC members were encouraged to suggest "Tracks" and special topics of interest. These suggestions should reach Ms XiaoHong Weng as soon as possible.

17. IAMBE (N Saranummi)

No report was received.

18. Clinical Engineering Division (Y David)

Dr Yadin David, Chair CED provided a comprehensive written report which was circulated. An item to highlight is the WHO contract to compile glossary of medical devices terms that was successfully submitted to WHO in March 2011. IFMBE was awarded US\$5,400 for this work.

19. Federation Journal Committee (D Holder)

Prof David Holder reported that a Search Committee (comprising of David holder, Ratko Magjarevic and Olaf Dössel) was formed to look for a new Editor-in-Chief of MBEC. Advertisement for the new Editor has been publicised on IFMEB website and IFMBE News. The committee is also working with Springer on the renewal of the MBEC contract. Prof Holder mentioned that one way to increase income for IFMBE would be to introduction new journals with highly specific topics.

19a. Prof Jos Spaan, Editor-in-Chief of MBEC submitted a report highlighting that the Impact Factor of the journal is improving. It now has 3000 to 4000 citations per year, 130 papers published per year with 3 months of papers in stock. The reject rate is about 75%.

19b. Dr Christoph Baumann reported on the development of the IUPESM's new journal, ie Journal of Health and Technology. The Editors-in-Chief are Lodewijk Bos (ICMCC, Utrecht, NL) and Luis Kun (National Defense University, Washington, US). The Founding Editor is Joachim Nagel, University of Stuttgart, Stuttgart, Germany. Dr Baumann mentioned the possibility of accessing the journal by members through the protected area in the affiliated society's website.

20. Publicity and Publication (KP Lin)

Prof KP Lin reported the successful publication of the IFMBE News and urged members to contribute to the publication. It is available on the IFMBE website and Springer agreed to link it to their website. The IFMBE News has a column on Clinical Engineering and Women in BME. The committee intends to embark on a project to create a database for archiving purposes, ie minutes of meeting, photographs, conference reports etc.

21. Women in BME (M Frize)

Prof Monica Frize presented a written report for circulation. The committee had participated in a panel discussion during MEDICON 2010 and planned to do the same for EMBEC 2011 and WC 2012. It has populated the WiBME webpages in the IFMBE website. The committee had joined the International Network of Women Engineers and Scientists for 2011 as a trial. The committee intends to set up a database of women BMEs.

22. Asian Pacific Activities (I Sakuma)

Prof Ichiro Sakuma submitted a written report to the meeting. He reported on the successful conclusion of the 8th Asian Pacific Conference on MBE held in KL, Malaysia from 20th to 23rd June 2011. The WG is planning the Asian Pacific Networking Fellowship which will culminate in WC2012 Beijing.

23. CORAL (S Lianusa)

A written report was submitted to the meeting. It highlighted the successful completion of the 5th Latin American Congress on BME (VCLAIB2011) which was held in Havana, Cuba. During the congress, Prof Renato Garcia Ojeda was elected President of CORAL. Prof. Guillermo Avendaño Cervantes, Vice-President; Prof. Eric Laciár Leber, Secretary and Prof. Luis Vilcahuaman, Treasurer. CORAL will focus on WC2012 Beijing as their main activity for 2012.

24 Young Professionals and Career Development (M Guru)

No report was submitted.

25. Secretaries' Meeting (M Secca)

The President had requested during the last AC meeting that Secretaries be contacted to enquire whether their societies have a code of ethics. This is still on-going. The Societies Committee will continue to work with the Prof Saha, Chair, Ethics Committee to develop a code of ethics for developing countries.

Action: MS

Prof Secca reported that only representatives from 14 societies were present at the Secretaries Meeting in Havana, Cuba, May 2011. Those present agreed to work on collating dates of conferences around the world.

Action: MS

26. Conference Committee (H Terio)

Prof Magjarevic pointed out the regional meetings such as the Asian Pacific Conference on Medical and Biological Engineering and the Latin American Congress on Biomedical Engineering have been coordinated by the Asian Pacific WG and CORAL respectively. This is

reasonable as there is clear ownership of these conferences. However, it is not so clear for NBC, EMBEC and MEDICON. There needs to be a well-defined process for the selection of venues from these conferences. As of now there are two groups interested to bid for EMBEC 2014, ie IPEM and Czech Society for BME. Therefore, Heikki (Conference Committee) and Mario (Secretaries Committee) have to work together to develop a solution.

Action: HT and MS

27. Membership

The applications for membership from a second Australian society, ie College of biomedical Engineering, Engineers Australia and the American College of Clinical Engineering have been approved.

28. Ethics Committee

Prof Saha submitted a short report on its activities. The Committee is developing a proposed Code of Ethics for Bioengineers. It will be organising a session on Ethics at the WC2012 in Beijing.

29. Cell and Stem Cell Engineering

Prof G Artmann submitted a short report. The WG intends to organise a symposium in WC2012 Beijing.

30. Any Other Business

It was noted that the WC2015 to be held in Toronto, Canada will be from August 22nd to 29th, 2015. This will clash with the IEEE-EMBS meeting. The meeting requested Prof Monica Frize to convey out concern to the Canadian Organisers. It would be better to change it to sometime in May 2015.

31. Future Meetings

The next Administrative Council meetings will held in Beijing, China, 25 – 30 May 2012.

21 September 2011

Minutes taken by: James Goh

Vetted by: Herb Voigt