

**International Federation for Medical and Biological Engineering**  
**Notes of the Administrative Council Meeting**  
**Beijing International Convention Centre, Beijing, China**  
**25 & 26 May 2012**

**Present:**

**Officers:**

Herbert Voigt, President  
Ratko Magjarevic, Vice-President  
Makoto Kikuchi, Past-President  
James Goh, Secretary General  
Shankar Krishnan, Treasurer

**Elected AC Members:**

Akos Jobbagy  
Sun Kim  
Said Jorge Calil  
Jan Wojcicki  
Marc Nyssen  
Olof Lindahl  
Luis Kun  
Ian Wolstencroft

**By Invitation (Day 1)**

Monique Frize (WiMBE)  
Andrel Linnenbank (Societies Committee)  
Kang-Ping Lin (Publications Committee)

**By Invitation (Day 2)**

Mario Forjaz Secca (Societies Committee)  
Andrel Linnenbank (Societies Committee)  
Kang-Ping Lin (Publications Committee)  
Nicolas Pallikarakis (Healthcare Technology Assessment Division)  
Renato Garcia Ojeda (CORAL)  
Ichiro Sakuma (Asia-Pacific Activities Working Group)  
Niilo Saranunummi (IAMBE)  
Roger Kamm (IAMBE)  
David Holder (Federation Journal Committee)  
Jos Spaan (MBEC Editor-in-Chief)  
Christoph Baumann (Springer)

**1. Roll Call & Welcome**

Prof Voigt welcomed members of the Admin Council to Beijing to the last meeting of the AC 2009 – 2012.

**2. Approval of agenda**

There was no objection to the agenda that had been circulated via email earlier, but the sequence of the agenda will be left to the chair's discretion.

**3. Approval of Minutes of AC Meeting held in Budapest (September 2011)**

The minutes of the last AC meeting held in Budapest, 13 – 14 September 2011 was agreed by all present. (Proposer: Ratko Magjarevic, Seconder: Said Jorge Calil)

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

#### **5. President's Address (H Voigt)**

Prof Voigt expressed his gratitude to the council members who have supported and assisted him during his term in office. He is happy that to have kept his promise, when elected three years ago, to support as many worthwhile/good activities, and had allocated funds generously to these activities.

However, despite all the efforts to improve the federation's activities, for a variety of reasons, some issues may have inevitably fallen through the cracks and the progresses were not as expected. But he maintains optimise and high hopes that the incoming AC will move things forward and achieve the goals set forth by the federation.

He is also pleased to report that despite the gloomy global economy, the federation's financial health is still good, and expressed thanks to the treasurer, Prof Krishnan, for keeping a close tab on the budget.

Prof Voigt highlighted the MBEC Golden Jubilee reception which will be held together with the Presidential Reception on 27 May 2012. The Jubilee, supported financially by Springer, is held to recognise the efforts of the out-going MBEC Editor-in-Chief, Prof Jos Spaan and his assistants, for managing a successful journal that has been the main source of income for the federation.

##### **5.1 International Liaison (Marc Nyssen)**

Prof Nyssen, IFMBE WHO Liaison person, presented the report for 2009 – 2012.

IFMBE has been actively participating at the annual WHO Executive Board meetings in 2010 to 2012; with yearly representations at the World Health Assembly meetings in 2010 and 2011; and active presence at the WHO to prepare the "First Global Forum on Medical Devices in 2009, 2010 (3 different meetings). The WHO Executive and WHA meetings were also publicised in IFMBE News

IFMBE President, AC members and members also participated at the First Global Forum on Medical Devices held in Bangkok in September 2010.

The International Liaison committee (after electronic consultation of IFMBE representatives and AC members) also issued an official statement regarding the WHO re-organisation in February/March 2012. This statement was later published in Health and Technology, Springer: Volume 2, Issue 1 (2012), Page 1-3.

Prof Voigt commented that Prof Nyssen has done a great job in keeping IFMBE engaged with WHO and its activities. Marc circulated his statement regarding WHO's reform, reported at the WHO Executive Board meeting, in February 2012 for the meeting's perusal.

Prof Kun commented that IFMBE can assist WHO in epidemic outbreak detections by directing them to the right methodology so that response can be enhanced.

Prof Calil added that IFMBE can help to spearhead/set standards and guidelines by being a resource centre for WHO.

#### **6. President Elect's Address (R Magjarevic)**

Prof Magjarevic thanked Prof Voigt for his efforts and services in the last three years and look forward to his continued support and guidance as the Past-President of IFMBE for the next term.

##### **6.1 Awards (R Magjarevic)**

Prof Magjarevic updated on the award recipients:

IFMBE Vladimir Zworykin Award 2012

- Prof. Damijan Miklavcic, University of Ljubljana, Slovenia

Otto Schmidt Award 2012

- Prof. Zhi-Pei Liang, University of Illinois at Urbana Champaign, USA

He requested for future World Congresses to incorporate these 2 award winners as speakers in the technical programme, just like what is currently done in WC 2012.

The IUPESM Award of Merit (BME)

- Prof. Joachim H. Nagel from the University of Stuttgart, Germany.

Prof Magjarevic updated the council that the recipient for the first IFMBE Distinguished Service Award (DSA) would be given in honour to Dr. John A. Hopps (1919-1998). One of the pioneers of the artificial pacemaker and is often referred to as the "father of biomedical engineering in Canada", Dr John Hopps served as the IFMBE President from 1971 and as the Secretary General of the Federation from 1976-1985. The award, comprising a monetary award of 2,000 EUR and a plaque will be given out at WC 2015, Canada.

Prof Voigt and Prof Magjarevic felt that IFMBE is missing the recognition for the younger generation of BME developers and researchers. In view of this, Prof Voigt organized a special session at WC 2012 "IFMBE: Student Projects in Developing Countries" to involve and engage this group. Prof Magjarevic also proposed the establishment of the IFMBE Student Development Award (SDA). This proposal was discussed amongst the Awards Committee and all members agreed to the proposal. The IFMBE SDA Charter has been sent to the IFMBE AC for comments and endorsement.

## **6.2 Anniversary History Book**

Prof Magjarevic updated that the Anniversary History Book is almost completed. Three advance/ sample copies will be brought to WC2012 and presented during the MBEC Golden Jubilee reception.

## **7. Past President's Address & Nominating Committee Report (M Kikuchi)** *(Presented on Day 2)*

Prof Kikuchi thanked the council for their support in the last 3 years.

Prof Kikuchi updated that the call for nominations for the Officers, AC Members and HLM were carried out early this year and the list of nominees have been announced and ready for election at the General Assembly. He highlighted that Prof Depei Liu had withdrawn his nomination for the Vice-President's position.

Depending on the decision on the proposed organisation structure change, the election of the officers and Admin Council members will be held accordingly.

Prof Kikuchi also noted that the call for nominations, although announced in January 2012, did not receive much response and had to be extended till late April before applications were received. Based on the by-laws, since during the general assembly, nominations from the floor are still possible, he suggested amending the bylaws so that the time required for the call for nominations is changed from the current 120 days to a shorter period.

## **8. Secretary General's Address & IFMBE Website Report (J Goh)**

Prof Goh thanked the council and Prof Magjarevic, whose experience and institutional knowledge has helped him ease into the role of the Secretary General. Prof Goh felt privileged to be able to serve the federation and the many experiences and knowledge he has gained from working with the council.

The Secretary General's report was circulated for the council's perusal. Highlights of the report include a recap of the AC meetings held in the past 3 years; 2 major motions passed; the joining of 2 new affiliated members (American College of Clinical Engineers and College of Biomedical Engineering, Engineers Australia); and the list of regional, world and IFMBE endorsed conferences.

The IFMBE website underwent a total revamped and re-organisation in 2010. Re-launched in June 2010, the new website uses an easier website content management system for regular updates. Most of the communications for this general assembly has been distributed through the website.

Prof Kun commented that the website should also be able to support multi-language, for eg, Spanish, so as to reach out to a wide audience.

## **9. Treasurer's Address & Finance Committee Report (S Krishnan)**

Prof Krishnan thanked the council for giving him the opportunity to serve in an interesting, challenging and rewarding position in the federation.

He presented the Treasurer's report and confirmed that the finances of IFMBE are strong and healthy, enabling the Federation to undertake a broad range of activities.

### Membership

Despite the many reminders and attempts to get responses from the affiliated member organisations, it has been difficult to get response from a number of members. Out of the 56 nationals and 6 transnational, 82% of them had their dues paid up to 2011. Prof Krishnan has thus focused his efforts on getting the larger member organisations to pay their dues.

At this meeting, it was agreed that for member organisations who have not paid dues for 5 consecutive years, they will be given a last chance to make the payment. If this final reminder to pay is not met, then it will officially be removed as a member of the federation.

The council reviewed the members with outstanding payments and agreed that the following be removed as members:

- Australian Federation for Medical & Biological Engineering, Australia
- Société des Electriciens et des Electroniciens, France
- Norwegian Society for Biomedical Engineering, Norway
- The Society of Biomedical Engineering and Medical Physics, Serbia and Montenegro

And the following members who are not in "good standing" will be asked to complete their due payment if they turn up at the General Assembly:

- Cyprus Association of Medical Physics & Biomedical Engineering, Cyprus
- Société Française de Génie Biologique et Médical, France
- Icelandic Society for Biomedical Engineering, Iceland
- Lithuanian Society for Biomedical Engineering, Lithuania
- Mongolian Society Of Biomedical Engineerin, Mongolia
- Slovene Society for Medical & Biological Engineering, Solvakia
- Biomedical Engineering Society of South Africa, South Africa
- Institute of Medical Engineering and Clinics (Ukraine), Ukraine
- Bioengineering Venezuelan Society, Venezuela

*(post-meeting note: none of the above member organisations turned up for the general assembly)*

On the issue of how to reduce the number of non-payments, the following suggestions were made:

- (a) To reduce the fee for developing countries as they may have difficulty getting the funds to pay (suggested by Monique Frize)
- (b) To change the payment schedule so that payment is in advance at the World Congress, before the General Assembly, for the next 3 years. (suggested by Monique Frize)
- (c) For smaller member organisations, institute individual membership payments. (suggested by Monique Frize)
- (d) To get the nominee of the society who has defaulted on payments to get the payment made before he can stand for election. (suggested by Luis Kun)

### Audit

Prof Krishnan reported that he has worked with Ian Wolstencroft on the audit of the accounts. Year 2009 to 2011 accounts were inspected and found to be proper and acceptable.

### Engineering World Health

The IFMBE team and administration of Engineering World Health (EWH) team members have met a few times to discuss about collaboration and support. IFMBE is now officially a partner of Engineering World Health. Prof Calil proposed for more support to be provided to EWH's activities, this was seconded by Prof Kun.

### IFMBE Sponsored Conferences

With regards to IFMBE sponsored conferences, Prof Kun raised a request for the registration fee of AC members to be waived at such conferences.

## **10. Special Strategic Planning Report (H Voigt)**

At the last AC Meeting in Budapest, Prof Magjarevic mooted the idea of having elected representatives from each region in the Administrative Council for better communication, interaction and collaboration. A Special Strategic Planning Meeting was held in March 2012 in Brussels, Belgium (EAMBES Fellows Symposium) to review this proposal.

In order to get the widest possible feedback regarding the proposed changes of the structure, the Officers invited to the IFMBE Special Strategic Committee meeting regional representatives, EAMBES President and Manager, CORAL President, APWG Chair, AIMBE President; Chairs of following IFMBE Committees: Constitution and Bylaws Committee, WHO Liaison, P&P, Societies, and the Chair of the IAMBE. IEEE EMBS President and Division Chairs were also invited but were unable to attend the meeting. After a long discussion led by Prof Voigt, the unanimous decision to support the proposed re-structuring was reached. The proposal for restructuring was formulated and subsequently circulated via email by the Secretary General to the IFMBE AC for endorsement. (Refer to Document 10a for details)

### **10.1 Proposed Organization Structure Change (H Voigt)**

The council deliberated on the pros and cons of the new structure change and all members supported the motion and table it to the General Assembly for voting.

The following issues were raised and needs to be addressed in the constitution and by-laws should this motion be accepted:

- Should the IAMBE chair be included as an ex-officio AC Member?
- Can ex-officio AC Members vote?
- Which region should the representative from a transnational organisation represent? Should it be the HQ of the transnational organisation or the country where the representative resides?  
It was decided at this meeting that the HQ of the transnational organisation will be used in determining the representative's region.

There was also a proposal to have Africa as a separate regional group due to different needs and requirements from this region. This proposal was discussed and the council agreed that as the African region is not mature enough, it may be too pre-mature to institute it as a separate regional group, but this proposal should be re-reviewed in another 3 to 6 years.

### **10.2 Societies Committee (M Secca)**

Due to the lack of time, Prof Secca provided a quick update of the Societies Committee's activities in 2009 – 2012. The main highlight is on the change of name of this committee, from "Secretaries" to "Societies", to be more in line with the purpose and constitution of the Committee. The Societies Committee members also felt that it should be given more visibility and importance within the federation, and this has evolved into the proposed organization structure change ("Council of Societies"). It was agreed that Andrei Linnenbank to be the new chair for this council and he would draft the charter for discussion with the council.

### **10.3 Constitution & Bylaws Committee (Marc Nyssen)**

Prof Nyssen updated on the activities of the Constitution & Bylaws Committee, which were mainly on (a) reviewing the constitution and bylaws of candidate member societies; and (b) advising the Officers on the modifications/ updates of the IFMBE bylaws. The new structure change, if passed, will require the committee to amend the constitution and bylaws, as outlined in document 10a.

## **11. Status of Committee Activities**

### **11.1 Publication and Publicity (KP Lin)**

Prof Lin updated that February-April 2012 issue of IFMBE News was posted on the website. The committee have been reviewing/proposing columns/ sections to be included in the newsletter. Currently, there are 2 regular columns contributed by Clinical Engineering Division (CED) and Women in MBE (WiMBE).

Prof Voigt expressed his thanks to Prof Lin for helping to revive the IFMBE News.

Prof Lin also updated the council that 240 pieces of polo t-shirts, bearing the IFMBE logo and in green (colour of IFMBE) were made and these would be distributed at the general assembly to all IFMBE members.

### **11.2 Global Citizen Safety & Security (L Kun)**

Prof Kun presented the Global Citizen Safety and Security report for 2009 – 2012. He highlighted the website set up to help the Japanese disseminate information and aid their recovery from the Fukushima disaster (<http://japan.resiliencesystem.org/>)

He also highlighted the various seminars, workshops and conferences that he had participated under IFMBE's branding.

### **11.3 Industry (J Wojcicki)**

Prof Wojcicki updated that the final Agreement between IFMBE and EUCOMED on the "Atlas of Knowledge" project was signed by Mr. John Wilkinson representing EUCOMED and Prof. Herbert Voigt representing IFMBE. A preliminary scheme of the database and the information platform of the "Atlas of Knowledge" was designed and a programming team had started work on the project.

### **11.4 Membership (A Jobbagy)**

Prof Jobbagy presented the Membership Committee's report for 2009 – 2012.

A discussion on how to increase membership resulted in a suggestion to develop a questionnaire to gather feedback on what members find attractive in signing up as IFMBE members (ie, IFMBE's value proposition). The council also hopes that with the proposed structure change, the regional groups will organise more activities which will in turn help to increase membership.

### **11.5 Conference - Proceedings/ WC 2018 Bid (R Magjarevic)**

Prof Magjarevic updated that 4 conferences had returned their dues to IFMBE, and IFMBE had also extended financial support to conferences sponsored / endorsed by IFMBE.

For updates on WC 2012, Prof Fan Yubo was unable to attend this meeting as he had to handle the preparations for the congress.

As for WC 2015 progress and preparation, a meeting with the Canadian host (Tony Easty) representative is arranged during WC 2012.

The Expression to host WC2018 attracted 4 countries to submit their letter of interest – Brazil, Czech Republic, India and Singapore. Brazil, however, did not submit the final application by the deadline and withdrew its intention to host. India was disqualified as it is not an IFMBE member (despite having indicated at WC2009 that it will sign up as an IFMBE member). As such, there would only be 2 countries contesting to host WC2018 – Czech Republic and Singapore.

### **11.6 Women in MBE (M Frize)**

Prof Frize presented the WiMBE report for 2009 – 2012.

She observed an increase in the number of female engineers and efforts made to increase the visibility of women within IFMBE. To illustrate, two women were invited as keynote speakers for WC2012 in Beijing, while some were participating actively as Chairs of sessions in MEDICON 2010, EMBEC 2011 and WC2012. However, there is still no woman serving in the AC, only a few women on IFMBE committees.

Prof Frize also shared the committee's future plans for 2012-2015:

- Developing a database of women experts in various fields and for different levels of roles
- Creating a network of contact persons from each affiliated Society will be created to help assess the level of participation of women in respective countries and obtain names for the women experts' database
- Organise a symposium on women in biomedical engineering for one IFMBE event per year. Details will be worked-out during the committee's meeting in Beijing.
- Explore how social media can be used to raise WiMBE's profile and the profiles of senior women in engineering.

### **12.1 Federation Journal (D Holder)**

Prof Holder updated that Springer was reappointed as publisher for the new contract which commenced in January 2011 for a further 5 years. This was on the basis of the strong remuneration offered to the IFMBE, high quality of publishing services, and inclusive provision of other services, such as publication of conference proceedings and book services.

He reported that the MBEC journal had performed exceptionally well under the expert and diligent management of the chief editor, Prof Jos Spaan and his dedicated team of assistant editors. As Prof Spaan, is due to stand down at the end of 2012, a search committee, chaired by Prof Holder, together with Olaf Doessel, Ruben Coronel and Ratko Majarevic, was set up to recruit a replacement.

At the end of the recruitment exercise, 3 candidates were shortlisted. After reviewing, the committee recommended the appointment of Prof. Damijan Miklavcic from the University of Ljubljana, Slovenia to be the new editor-in-chief (incidentally, he is also the recipient of the IFMBE Vladimir Zworykin Award 2012). However, he has requested for a salary for his editorial service, citing that he would need to reduce his official working hours with the university (and therefore his remuneration would be adjusted) in order to set aside time for editorial work.

The other 2 candidates (from Cyprus and Ireland) were found to be unsuitable as they are relatively young and have no editorial experience.

#### **12.1.1 MBEC Chief Editor (J Spaan)**

The Chief Editor, Prof Spaan, made his report for 2009 – 2012, highlighting that the journal's impact factor had risen from 1.03 in 2003 to 1.79 in 2010. Submissions to the journal had increased to about 650 per year in 2010 but the acceptance rate remains at 20%. This has thus placed an increasing workload on the editor and his team on reviewing and editing the papers.

#### **12.1.2 Springer's Representative**

Dr Christoph Baumann, representing Springer, presented the Publisher's report for 2009 – 2012. He also updated the council that the History Book is almost ready and will present the sample copies at the MBEC Jubilee Reception.

#### **12.1.3 Recruitment of new Editor-in-Chief**

A lengthy discussion was held to review the request of salary from Prof. Miklavcic. He had asked for 25,000 EUR per annum for his salary, in addition to the current 22,000 EUR paid by Springer to support the operation of the editorial office.

Majority of the council are in support of appointing him as the new editor due to his qualification and experience, however, most expressed the concern on paying him a salary, as the MBEC editor-in-chief position has always been deemed as an honorary one. There was also concern that this may set a precedence which cannot be reversed later.

Suggestions on appointing an interim editor-in-chief (with lesser experience compared to Prof Miklavcic) and having Prof Spaan to continue as Emeritus Editor to assist the new editor were also raised.

As a result of the discussions, the following motion was put forth by Prof Luis Kun and seconded by Prof Sun I Kim. This was unanimously agreed by all present:

“IFMBE should not be paying salary to the MBEC Editor-in-Chief”

It was also decided that Prof Holder should initiate a discussion with Prof Miklavcic on his request and check if he would be agreeable to a no-salary approach, but to offer the reimbursement of related expenses instead.

#### **12.2 Bioethics (S Saha)**

The Bioethics committee report for 2009 – 2012 was circulated

#### **12.3 Education & Accreditation (W Chang)**

No report was presented

#### **12.4 Young Professionals & Career Development**

Prof Voigt expressed his regret that Guru Madhavan has resigned from the council due to personal reasons. As such, no report on the Young Professionals & Career Development was presented.

#### **13.1 Clinical Engineering Division (S. Callil)**

Prof Callil represented Prof David to report on CED's activities in 2009 – 2012. He highlighted the Ziken Book Series, an effort by CED to translate 6 health technology management books into Spanish, which are now posted free-of-charge online.

### **13.2 Healthcare Technology Assessment Division (N. Pallikarakis)**

Prof Pallikarakis updated that with the help from 3 other members, he was able to revive the Healthcare Technology Assessment Division. The charter was drafted and approved by the council earlier this year.

The Call for Nomination for HTAD board members resulted in 10 nominations received and 7 members will be elected at the General Assembly.

The division's future plans include:

- Preparation of an inventory of BMEs involved in HTA activities worldwide.
- Preparation of a publication on the role of Biomedical Engineers in HTA.
- Dissemination of information concerning the objectives of the division and call for participation in its activities.

### **14.1 Asian Pacific (I Sakuma)**

Dr Sakuma presented the past activities of the working group and highlighted the 4 fellows who will be at WC 2012 under the Asia-Pacific Research Networking Fellowship programme for 2012.

### **14.2 Developing Countries (M Secca)**

Prof Secca presented the activities of this working group and shared that the group has plans to implement an equipment donations programme or collaborate with international agencies that are already working on equipment donation, to help the developing countries.

### **14.3 CORAL (R Ojeda)**

Due to the lack of time, the council is to refer to the CORAL report prepared by Prof Ojeda and circulated electronically prior to this meeting. The 23-page report provided details on the past CORAL activities.

### **14.4 Cell & Stem Cell Engineering**

No report was presented

### **14.5 Physiome (F Kajiya)**

As Prof Kajiya was not able to attend the meeting, his written report was circulated electronically prior to this meeting.

## **15 IAMBE (R Kamm)**

Prof Kamm updated that the governing council members for IAMBE in 2012 – 2015 are:

- Roger Kamm – Chair
- Nillo Saranummi, Past Chair
- Peter Hunter
- Yoshiro Buino

- Walter Chang
- Laura Roe

He also highlighted that the restructuring of IFMBE may mean the appointment of the IAMBE Chair into the council.

#### **16. Any Other Business**

Prof Calil suggested that to better engage the AC members in the Federation matters, a regular monthly e-Meeting can be organised, similar to what the ACCE practices. This would allow more discussion and time for follow-up actions, rather than depending on just the limited face-to-face AC meetings held in conjunction with IFMBE conferences. Prof Magjarevic welcomed this suggestion and would look into organising such meetings online during his term.

Minutes taken by: Fong LEE

Vetted and approved by: James GOH