



# INTERNATIONAL FEDERATION FOR MEDICAL AND BIOLOGICAL ENGINEERING

*Affiliated with the International Union for Physical and Engineering Sciences in Medicine*

## IFMBE ADMINISTRATIVE COUNCIL MEETING

### MINUTES

**August 28, 18:30-21:15, 2003**

**Novotel Darling Harbour, Sydney, Australia**

Present: Joachim Nagel (President)  
Makoto Kikuchi (Vice President)  
Ratko Magjarević (Secretary General)  
Dov Jaron (Past President)  
Ofer Barnea  
Didier Gigier  
Fernando Infantosi  
Swamy Laxmanirayan  
Myoungho Lee  
Depei Liu  
Marc Nyssen

Invited: Alan Murray (MBEC Editor)  
Monika Nagel (Executive Secretary)  
Enrico Nunziata (CED & DHCTA)  
Mladen Poluta (WG Developing Countries)  
Miya Ishihara (Japanese BME Society - Observer)  
Y.T. Zhang (EMBS – Observer)

Absent with notice: S. Krishnan (Treasurer), H. Terio

#### **1. Opening of the meeting**

Joachim NAGEL opened the meeting and welcomed the AC members and the invited participants.

Comment on the Agenda: the 1<sup>st</sup> AC meeting after the General Assembly is intended to mainly discuss the appointment of chairpersons and members of Committees, Working Groups and Divisions. J. Nagel stressed that not all positions have to be filled immediately and that both the President and the Chairpersons should have the time and possibility to discuss the matters arising in committees with potential committee members before their appointment.

The Agenda includes action points from the latest AC meeting in Sydney, Aug. 21-22, 2003.

#### **2. Approval of the agenda - matters arising**

The agenda was looked at item by item and the following points were added: 8, 16, 17, 21,

## **AGENDA**

1. Opening of the meeting
2. Approval of the agenda - matters arising
3. Constitution & Bye-Laws Committee
  - 3.1. Chairman
4. Federation Journal Committee
  - 4.1. Chairman
5. Finance Committee
  - 5.1. Chairman
6. International Liaisons Committee
  - 6.1. Chairman
  - 6.2. Regional Liaisons
  - 6.3. Conference Liaisons
7. Nominating Committee
  - 7.1. Chairman
8. Membership Committee
9. Publications & Publicity Committee
  - 9.1. Chairman
  - 9.2. Book Series Editor
10. WHO Committee
  - 10.1. Chairman
11. Web-Site Committee
  - 11.1. Chairman
12. Secretaries Committee
  - 12.1. Chairman
13. Clinical Engineering Division
  - 13.1. Co-opted members
14. Division for Health Care Technology Assessment
  - 14.1. Co-opted members
15. Working Group for Cellular & Tissue Engineering
  - 15.1. Chairman
16. Neuroengineering WG
17. Physiome WG
18. Working Group for Asian-Pacific Activities
  - 18.1. Chairman
19. Ad Hoc Committee BME in Europe/Working Group for European Activities
  - 19.1. Chairman
20. Working Group for Developing Countries in Transition
  - 20.1. Chairman
21. New Initiatives
22. Ad Hoc Groups
  - 22.1. History Book
  - 22.2. Accreditation
  - 22.3. Women in BME
  - 22.4. Industry
  - 22.5. Marketing of the Journal
  - 22.6. Development
23. Finances
  - 23.1. Treasurer's report
  - 23.2. IUPESM dues
  - 23.3. Budget 2003, 2004
24. Membership fees
25. IFMBE news
26. Next Officers' meeting site
27. Next AC meeting site

## 28. Adjournment

Discussion: S. Laxminarayan asked whether founding of new scientific Working Groups shouldn't be a point of the Agenda. J. Nagel said that due to the limitation of time this matter should be discussed at the next AC meeting.

F. Infantosi moved to approve the agenda with the proposed changes . M. Nyssen seconded. The motion was approved unanimously.

J. Nagel explained that the Constitution and the Bylaws of the Federation demand appointment of new Committee chairs; most of the chairs are appointed by the Federation's President, some by the AC and some by the GA.

### 3. Constitution & Bye-Laws Committee

J. Nagel said that the C & B Committee is appointed by the GA (according to the Statutes). Therefore, the AC can make a proposal for the C&B Committee.

Discussion:

D. Jaron pointed out the need to change the Bylaw 24 out of practical reasons. At the next AC meeting, a motion recommending to the General Assembly to modify the existing wording of the Bylaw 24 (replace of "appointed" by "approved") should be considered.

F. Infantosi pointed out the need to appoint new AC members to the Committees.

J. Nagel proposed that F. Infantosi should formulate the wording of the proposal for the changes in the bylaw 24.

D. Gigier requests to check whether the change of the bylaws is in accordance with the French law.

J. Nagel asked D. Gigier to take care of that matter.

J. Nagel proposed that (after F. Infantosi prepares the motion and D. Geiger checks the French law) the motion to change the Bylaw 24, if accepted by the AC, is approved by GA by electronic vote.

3.1. J. Nagel proposed Joe Barbanel for the C&B Committee Chairman, members to be recommended by J.B.

### 4. Federation Journal Committee

#### 4.1. Chairman

Discussion:

J. Nagel commented that FJC is a well working, independent committee and proposed that B. Brown continues as the Committee Chairman. One person should be added to the Committee (since Newsletter editor became the Secretary General).

D. Jaron moved to approve the motion. F. Infantosi seconded.

The motion was approved unanimously.

### 5. Finance Committee

Discussion:

J. Nagel proposed the new treasurer for the committee chair.

D. Jaron proposed an independent member of the Federation. M. Nyssen agreed since new persons bring new viewpoints. Since the former treasurer has to finish the paperwork and prepare it for audit, in order to avoid the conflict of interests, he cannot be considered for the position.

J. Nagel brought up R. Kirsner as an alternative for the Finance Committee chair.

Further discussion:

M. Lee asked whether funds rising is included into the function of the Committee.

J. Nagel commented that the Finance committee has to consider how to invest and spend Federation's funds in the best way. S. Krishnan has a considerable experience in rising funds and should make a plan for the matter.

A. Murray raises the question whether there is a need for a new committee for funding matters or could that be added to the treasurers tasks.

The discussion included comments from S. Laxminarayan, D. Jaron, J. Nagel and M. Kikuchi.

- 5.1. Chairman J. Nagel finally proposed that S. Krishnan and R. Kirsner co-chair the committee.

## **6. International Liaisons Committee**

J. Nagel pointed out that this is an extensive committee and proposed to consider some changes in the committee membership to include younger Federation's members into the committee.

Discussion: J. Nagel said not all committee members – liaisons to International organisations - have to be appointed immediately and proposed N. Saranummi and N. Richter as co-chairs.

D. Jaron asked whether N. Saranummi would accept the co-chairship due to his other commitments and asked AC members to appoint themselves to different committees.

F. Infantosi commented that liaison committee members should be experienced persons and should advise new members of their connections in International organisations.

J. Nagel stated that serving in a Federation's committee is a privilege and recognition to a person; a benefit to the person, but that there must also be benefits for the Federation.

S. Laxminarayan commented that AC members should chair committees supported by experienced (former) committee members.

R. Magjarevic added that the committee should recognise International organisations in regions other than Europe too, and appoint liaisons to them.

- 6.1. Chairman

F. Infantosi proposed M. Nyssen as a committee co-chair.

- 6.2. Regional Liaisons – not discussed

- 6.3. Conference Liaisons – not discussed

## **7. Nominating Committee**

J. Nagel stated that the past president chairs the committee according to the Statutes. D. Jaron should propose a list of additional committee members.

Discussion: function of the Nominating Committee is to recruit people for officers and AC members and for Honorary Life Members; important committee because it influences the future development of the Federation.

- 7.1 Chairman: Dov Jaron

Members to be appointed by the AC: D. Geiger, O. Barnea, and M. Kikuchi.

S. Laxminarayan moved to approve the appointment. D. Jaron seconded.

The motion was approved unanimously.

## **8 Membership Committee**

M. Lee accepted to continue as the Committee Chair, and S. Laxminarayan accepted to co-chair the committee since he has excellent relationships with many colleagues all over the world.

- 8.1 Chairman: M. Lee, co-chair: S. Laxminarayan

Discussion: welcome package still to be prepared for new Federation members; in comparison with IOMP, IFMBE membership is much smaller. In numbers: IOMP has 80 member societies and IFMBE only 50.

J. Nagel commented that the Charters of the Committees should be revised or re-written; care should be taken that they are not in conflict with the constitution or the bylaws. Charters should include mission and expected results of the committee.

Members appointed by the AC: M. Lee, S. Laxminarayan; F. Infantosi, R. M. Rangayyan  
Approval moved by F. Infantosi, seconded by D. Geiger  
Approved unanimously.

## **9. Publications & Publicity Committee**

### **9.1. Chairman**

J. Nagel expressed his willingness to co-chair the Committee with S. Laxminarayan who has a long experience as a member of IEEE EMBS publication committee. J. Nagel and S. Laxminarayan shall propose a list for the remaining Committee members.

### **9.2 Book Series Editor**

J. Nagel is planning to solicit textbook authors for the IFMBE BME book series. The book series editor is according to the new contract with IoPP appointed by the AC. New books should increase the income from the book series.

A. Murray comments that the editor has to establish the initial contact with authors, IoPP follows. Proposal: add to the FJC meeting agenda the item: soliciting of book authors.

J. Nagel informed that J. Spaan has resigned as editor. J. Nagel is willing to serve as the series editor for an interim period of about 18 months.

F. Infantosi moved to appoint J. Nagel as the IFMBE BME book series editor (for an undefined period of time, discussed were also 18 months and three years)

S. Laxminarayan seconded.

D. Jaron added to the motion as a friendly amendment: interim editor until a permanent editor is found.

The friendly amendment was accepted and the motion carried unanimously.

## **10. WHO Committee**

F. Infantosi opened the discussion on the need of an additional WHO committee.

J. Nagel pointed out a need for a committee that would look into projects with WHO and plan the right approach to cooperate with WHO. This committee would be an Ad Hoc committee.

M. Poluta pointed out that the plan should be worked out in collaboration with IUPESM. WHO is expecting such a plan. The timing is good due to the success of the HTM track at the WC 2003.

J. Nagel asked M. Poluta whether he would be willing to chair the committee and whether he would nominate the members of the committee.

M. Poluta agreed and proposed E. Nunziata, N. Richter, J. Nagel, M. Nyssen.

M. Lee pointed out the importance of the regional presence in the committee, especially because of the recent interest of the WHO in oriental and alternative medicine.

Existing contacts of Chinese BME Soc. with the WHO were pointed out.

### **10.1 Chairman: M. Poluta**

## **11. Web-Site Committee**

Discussion:

Who are the appropriate members for the committee?

Definition of the web site design must be worked out.

Is there a need for an external audit of the bids?  
How and when to replace the server for free offer of the Journal?  
Is there a budget for the web? Concern: costs.  
Static / dynamic web pages.

- 11.1. Chairman: M. Nyssen  
Members: H. Terio, R. Magjarevic, and S. Laxminarayan

**12. Secretaries Committee**

- 12.1. Chairman: A. Jobbagy (elected by the Secretaries Committee)  
For continuity, M. Nyssen shall co-chair the committee and another co-chair should be added from another region .

**13. Division of Clinical Engineering**

The division has to organise itself.

- 13.1. Co-opted members – new: M. Poluta, James Wear (USA)

**14. Division for Health Care Technology Assessment**

Same as 13.

- 14.1. Co-opted members

**15. Working Group for Cellular & Tissue Engineering**

- 15.1. Chairman: G. Artmann  
Proposal: change to a division

**16. Neuroengineering WG**

The division has to organise itself.

**17. Physiome WG**

Chair: Fumihiko Kajiya  
Co-opted: O. Badea, Peter Hunter

**18. Working Group for Asian-Pacific Activities**

- 18.1. Chairman: Walter Chang, co-chairs: Depei Liu, M. Lee  
Discussion: invite people from trans-national organisations into the committees.

**19. Ad Hoc Committee BME in Europe/Working Group for European Activities**

- 19.1. Future of the Committee and Chairman to be decided at the next meeting.

**20. Working Group for Developing Countries in Transition**

- 20.1. Chairman: M. Poluta  
Proposal: Change the name to: Working Group for Developing Countries / Countries in Transition  
J. Nagel suggested close cooperation with IOMP and need for more activities. The committee should solicit funds from governments that offer support for the developing countries.  
Members: F. Infantosi and the WHO committee.

Items 21 to 24 of the Agenda were skipped due to lack of time.

- 21. New Initiatives**
- 22. Ad Hoc Groups**
- 22.1. History Book
  - 22.2. Accreditation
  - 22.3. Women in BME
  - 22.4. Industry
  - 22.5. Marketing of the Journal
  - 22.6. Development
- 23. Finances**
- 23.1. Treasurer's report  
The new and the outgoing treasurer shall meet in autumn and arrange the signature rights and transition between treasurers.
  - 23.2. IUPESM dues
  - 23.3. Budget 2003, 2004
  - 23.4. Membership fees
- 24. Membership fees**
- 25. IFMBE news**
- R. Magjarevic offered to serve as the editor for another three year term.
- 26. Next Officers' meeting site - TBD**
- 27. Next AC meeting site**
- Ischia, Aug. 28-29, 2004, before MEDICON 2004.
- 28. Adjournment**

Joachim Nagel  
President

Ratko Magjarević  
Secretary General