



# INTERNATIONAL FEDERATION FOR MEDICAL AND BIOLOGICAL ENGINEERING

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

## **Minutes of the Officers Meeting IFMBE October 19 2002 London**

Present:        Officers:  
                  Dov Jaron (President)  
                  Joachim Nagel (Vice President)  
                  Heikki Terio (Secretary General)  
                  Mladen Poluta (Treasurer)

Invited:        Ratko Magjarevic

Specially invited: Dr. John Navas, Senior Commissioning Editor of Institute of Physics Publishing.  
Item 5a: IFMBE Book Series.

Absent with notice:  
                  Jean-Pierre Morucci (Past President)

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

Dov Jaron opened the meeting and welcomed the Officers and Ratko Magjarevic.

### **2. Approval of the Agenda - Matters arising**

Items 5a) Publications, 11a) ICHTM, 20a) AC in Sydney and 20b) e-archives were added to the presented draft agenda. Heikki Teriö moved a motion to approve the agenda. Mladen Poluta seconded and the agenda was approved with the additions unanimously.

### **3. Review of the minutes from AC meetings in June 2002**

The minutes from the AC meetings on June 16-17 was reviewed. Mladen Poluta moved to recommend the AC to approve the minutes. Heikki Teriö seconded. The motion was approved unanimously.

### **4. Officer's interim reports**

#### **President's report**

Dov Jaron submitted a report from the ICSU meeting in Rio de Janeiro where he represented IUPESM (attachment). This report should be sent to National Secretaries. Ratko Magjarevic will send Heikki Teriö a copy of the report. Dov Jaron pointed out that all scientific unions in ICSU adopted the proposal of Science for Health and Well-being made by IUPESM. This is a very important decision.

Dov Jaron met the chair of the UNESCO division for basic sciences and engineering Dr. Maciej. They discussed a grant to get people from developing countries to the World Congress in Sydney. Mladen Poluta will be added to the committee list for UNESCO grant. Dr. Maciej has one position vacant in his division in UNESCO office in Paris that could be filled up by a younger person from the

field of Biomedical Engineering (BME). This is an opportunity to enhance the BME within UNESCO.

A person from India has required information about the IFMBE membership. India applied membership already in 1968 but they did not pay the membership fee and therefore they never got the full membership. Perhaps the Indian National Academy of Sciences will pay the dues this time since IUPESM is a member of ICSU. We will wait and see their next contact.

The European ProTem group has been very active in seeking funding from European Union for its activities. One of these tasks is to create BME cartography for Europe. This means that a sort of map of BME activities and experts is created. Niilo Saranummi starts the Cartography project in November.

The discussions with BMES of starting a joint journal on cellular engineering are still going on, but there is no progress so far. We must, however, continue discussions with the federation how to strengthen the Cellular Engineering section of the Journal.

The free trial of the electronic version of the IFMBE Journal ends in the end of the year. There has been about 1600 trial subscription so far. It was discussed how to proceed after the trail period. This matter will be discussed further during the Federation Journal Committee (FJC) meeting to be held on Monday, October 21. We can for example propose that the e-version of the Journal could be offered for lower prize in the future.

Dov Jaron briefed how the inquiry, which is conducted about the World Congress in Nice, France in 1997. Unfortunately the French people have not responded.

Dov Jaron pointed out that there still are substantial time delays before AC-members respond to the e-mails from the Officers. Unfortunately there are some members who never respond.

The President expressed his concern about the problems with delays in actions and help from the IFMBE secretariat. One reason for these problems is that Secretary General (SG) has no assistance (see also the SG report). It was proposed that the SG would write down what kind of help would be needed. We will also discuss if IFMBE would hire support individual or re-organise the secretariat function to a permanent secretariat. These matters will be discussed further in the next meeting.

Dov Jaron has agreed with Gerhard Artmann, the chair of the Cellular Engineering Working Group that 5% of the registration fees from the Aachen Cellular Engineering conference that should have been returned to IFMBE can be used for further activities, for example during the World Congress 2003.

### **Secretary General's report.**

AC decided in Reykjavik that the vote on the changes of the Constitution and Bylaws should be redone. The preparation of this vote has been going on since September. SG has sent an e-mail to every delegate in order to check that the mailing address in the register is correct. This has taken several weeks and still there are some delegates that have not replied. In many cases SG asked the national secretaries for help. Formulations of the motions have also been discussed and some of them still are discussed. Hopefully, the ballot will be mailed in the end of November.

SG has been in contact with the company hosting the IFMBE web site in order to get the new structure implemented. However, for the moment we disagree if the proposal they have made answers to the agreement that was made in 2001. SG considers that this is not the case and the company should redo the proposal according to the changes that the Officers' meeting in Sydney agreed on. For the moment SG is waiting for an answer from the company.

During the autumn all the committee chairs that have not yet sent a charter to SG have received a reminder. SG has already received some new charters, but there still are committees that lack all information.

It has been pointed out that the work of the secretariat is not satisfactory. The President has been especially concerned about the delays in receiving responses and material from SG and he also has noted that the web handled by the SG cannot be used.

The main reason for these problems is that IFMBE has no executive secretary that could work continuously for the Federation. The number of tasks for the SG has increased since he is asked to take care of routine secretariat work for other members of the AC, some committee chairs and keep contact with several organisations around the world. The terms of the secretariat function must be revised and improved before the new Secretary General takes over the office in Sydney.

### **Treasurer's Report**

Mladen Poluta submitted a report including a revised budget for 2003 (attached). The report included also a summary of the IFMBE dues.

Mladen Poluta will send e-mail to Jos Spaan concerning the account in Holland. The statements are still not adequate. Officers decided that if the reports to the Treasures are improved and are of satisfactory quality we will keep the account, but if the reports are not improved we will close the account.

Mladen Poluta should also send a reminder to the member societies that are in arrears. He was also asked to write a new committee charter for the Finance committee.

### **5. Reports on Action Items**

The attached list of action items from June 2002 was gone through point-by-point and a new list was generated.

During the discussion the Officers decided to appoint Ratko Magjarevic as a member of the Conference committee. Information of this appointment will be sent to Fernando Infatosi and Walter Chang. Mladen Poluta was appointed as a member of the Membership committee. Information of this appointment will be sent to Myoungho Lee.

Dov Jaron will send a letter with a digital signature to the new chairs/co-chairs (Rosimarie Almeida, Enrico Nuziata)

### **5a) Publications**

IFMBE Book Series. Dr. John Navas, Senior Commissioning Editor of Institute of Physics Publishing (IOP) was specially invited to the Officers' meeting. He informed about the situation with the book series, "MEDICAL SCIENCE SERIES", and the publishers opinion of the future. Joachim

Nagel has discussed this previously in his capacity as the chair of the Publications and Publicity committee with IOP. The result of the discussions has resulted in an updated version of the agreement between IFMBE and IOP (attached). Dov Jaron also signed the agreement. Purpose of the new agreement is to improve the benefits of the book series for IFMBE, to change the title of the series to include BME, and to reactivate the series.

Joachim Nagel had also prepared a procedure to publication of proceedings. There will be guidelines for the conference organisers how to prepare the conference proceedings. IFMBE is in discussion with IOP how to publish and market the proceedings. There is one question, which AC must answer and that is if IFMBE shall contact other publishers as well. We must think what scientific field we want to reach in first place. For example the Springer Verlag is specialised on medical field and IOP is more on the medical physics and BME field.

It was pointed out that IFMBE should have material to inform people who could write books. Ratko Magjarevic asked for review copies so that he could write reviews to the IFMBE News. Also, the statement of the sales account should be sent to the treasure, the chair of the Publishing and Publications committee and the President.

#### **6. Budget 2002, 2003 (Poluta)**

It is still of interest that the AC/Officers look little closer on this and constructively review the activities of the different structures as the Treasures suggested in Reykjavik. There are only slight modifications to the budget presented in Reykjavik. Mladen Poluta will send the revised the budgeted to SG who will send it further to the AC-members.

#### **7. Changes to constitution and bylaws**

Firstly it was discussed why IFMBE needs to change the Constitution and Bylaws because of the U.S. tax regulations. Dov Jaron explained that in the U.S. scientific organisations as are not allowed to directly influence legislation, but can establish contacts with legislators and governmental organisations in order to make the organization a source of expert information and advice, and hence of influence. The language of the amendment to the IFMBE By-Laws is taken directly from the USA Internal Revenue code and cannot be modified. The exclusion will not limit these IFMBE activities.

It was also proposed that the motion number 5: Modifications to IFMBE By-laws to allow multiple memberships from a single country, would be dropped from the group of motions and sent back to Joe Barbenel and the Constitution and By-law committee for clarification how to deal with the Society that already is a member of IFMBE. However, it was agreed that when the AC follows the procedure out-lined in the Bylaws there should not be any problems.

It was agreed that the wording would be checked once more and then the ballot would be sent to the delegates without delay.

#### **8. French Society membership**

The French Society of Biomedical Engineering (SFGBM) has sent a formal application of affiliation with IFMBE. The Constitution and Bylaw committee has reviewed the application and they say that the application fills all the requirements that IFMBE Constitution and Bylaws issues for a single society from one country. Before we can proceed with this application must the General Assembly vote on the motion number 5. After the vote, depending on the result, we inform the SOCIETE DES

ELECTRICIEN ET DES ELECTRONICIENS of the situation and if necessary ask they opinion according to the new wording of the Bylaw.

### **9. Membership of New Zealand**

There is no new information from New Zealand.

### **10. Membership of Venezuela**

The Constitution and Bye-Laws Committee has the application, but since the formal application form has not arrived yet, the committee is waiting with the recommendation.

### **11. IFMBE web site**

The web site is updated when new information is received or somebody notifies that there is something wrong. Information about free trial of the electronic journal was placed on the web already during the NBC'02 in Reykjavik and information about the forthcoming World Congress in Sydney in August.

Unfortunately the development of the web site is not proceeding as planned, see item 4, Secretary General's report.

#### **11a. ICHTN**

Mladen Poluta submitted information about the new activities of the International Centre for Healthcare Technology Management (ICHTM) (attached). See also the minutes from AC in Reykjavik.

### **12. Conferences**

**WC2003.** It is now important to inform about the World Congress. Richard Kirsner will be asked to send information material to EMBEC'02, to the Singapore meeting (Asian Pacific) and to AIMBE meeting in USA. A list of all satellite meetings would be important to get. Joachim Nagel will handle the information delivery concerning the Proceedings.

**WC2006.** There is nothing to report at this moment. Joachim Nagel will be the liaison to Seoul during the time between October 2002 and WC 2003. We must get official information from the Korean representatives how the planning is starting.

**WC2009.** There is one letter of interest so far. This letter comes from Greece.

The organisers of the **NBC 2002** have not informed about the final financial statement. Heikki Terio was asked to contact Prof. Stefan Sigurdsson in Reykjavik, the chair of the organising committee and ask him the information. He will also be asked to send 10 copies of the proceedings.

Heikki Terio was appointed as a liaison to the **NBC 2005** to be held in Umea in Sweden.

**EMBEC 2002.** The organisers of the European conference will carry personally 75% of the possible loss and IFMBE will carry the rest 25%. Helmut Hutten who is organising the conference says that the old contract from the EMBEC '99 will be used. Dov Jaron will look at the old contract, but it must be found first. Joachim Nagel considers that Dov Jaron should reject the old contract and write a new one.

**The 6<sup>th</sup> Asian-Pacific Conference in 2005** will be arranged together with EMBES. Walter Chang and Dov Jaron will meet in December and discuss details.

Joachim Nagel would like to see that the conference would be organised in the spring 2005 in Japan. The IFMBE part would be strengthened in this case. The problem is that EMBES probably already has decided to organise their conference in China.

**Cellular Engineering in Sydney.** The organisers of this conference were surprised over the IFMBE 10% share of the registrations fee. Dov Jaron send e-mail to Laura Roa about the agreement. This congress was originally supposed to be organised in Korea, but it was moved to Sydney. Joachim Nagel will speak with Gerhard Artmann what is the agreement with the Korean people.

**Medicon '04.** Marcello Bracale had sent a request of advice when the conference should be organised. The Officers considered that September would be the best time, because it would probably be easier to get flights then. Ratko Magjarevic was appointed as liaison to the Medicon'04

**Coral '04.** Fernando Infantosi will be the liaison. He submitted a budget for the meeting earlier and they will sign a contract shortly.

Other conferences and upcoming regional conferences with liaison persons.  
No other conferences were discussed.

### **13. IFMBE Academy**

Dov Jaron wanted to find out what the Academy does with the money on their account. He considers also that the Academy should be more active on the regional meetings. For example they should help the organisers to get key-note speakers This must be described in the IFMBE Policies and Procedures.

### **14. Industrial Working Group**

It is important that IFMBE has good contact with the industry. Therefore there is need for a Working Group that works to create good relationship with industry. The chair of this WG should have good links to industry and be aware of the IFMBE structure. The chair must co-operate with the congress organisers and the WG should be recourse for the other committees. Heikki Terio will contact one possible candidate who could work as the chair of the WG.

Gideon Kantor will start a WG dealing with safe and effective usage of medical device in hospitals, primary health care and home health care. He and Dov Jaron will finalise the charter of this new WG.

### **15. Missing Committee Charters**

Dov Jaron will ask Richard Kirsner to check the charters and discuss with the chairpersons about changes if needed.

### **16. Interim reports**

No reports were available.

It was proposed that Enrico Nonzaita from Italy would help Adriana Velazquez on running the Clinical Engineering Division. Mladen Poluta has contacted Enrico Nonzaita and he accepted to become the co-chair of the division.

### **17. Awards Committee**

Joachim Nagel, the chair of the IFMBE Awards committee reported that there are 3 nominations to the Zworykin Awards, 3 nominations to the Schmitt Awards and 7 to the IUPESM Merit Award.

The Call for nominations with information should now be removed from the web site. SG will do this.

### **18. IFMBE pins**

In a previous meeting it was proposed that IFMBE should have a membership pin that could be given to every member. SG had sought information in Sweden about how much it would cost to produce a pin resembling the pin that the Swedish Society has. In the last AC-meeting it was proposed that we ask some other producer also and SG sent a letter to Professor Liu in China asking him to check what it would cost to produce the pins there. The prize was 80 US cents for quantities over 5000. This is only slightly less than in Sweden.

The Officers support strongly the idea to get pins but the question is how much we have afforded and how many pins we should buy. The approximate amount would be 25 000 pins and they should not cost more than 50 US cents each.

Joachim Nagel was not happy with the design of the sample pin from China. Mladen Poluta proposed that the pin should have the IFMBE logo and the acronym, but not text. SG will send a letter/e-mail to Yimin Hu in China who has handled this matter on behalf of Prof. Liu.

The pin should have a diameter of 16 mm, the text colour should be dark green and it should be printed in relief.

### **19. Strategic Planning discussion**

Joe Barbenel have discussed with Dov Jaron and Joachim Nagel about adopting members to AC. In this way active persons could be involved in the work and they could be nominated later as members of the AC. Closer relation between the committee, working group and division chairs and the AC could perhaps result in more activity reports. For the moment many committees and working groups lack activities.

It was proposed that there could be a "Support Centre" for the chairs, SG, treasurer, regional conference organisers, national secretaries etc. This centre could consist of active persons who are willing to help when needed.

A list of Academy members with their area of expertise should be on the web. The Academy web site should be closely linked to IFMBE web.

IFMBE should increase its visibility within WHO. Very good co-operation with WHO is very essential.

### **20. Other business**

**20a) AC in Sydney**

It was agreed that the next AC meeting would be held in Sydney two days before the opening of the WC2003.

**20b) e-archives**

Joachim Nagel proposed that the IFMBE archives would be scanned and stored electronically on CD. This proposal will be discussed further in following meetings.

**21. Next officers' meeting site**

It was proposed that the next Officers' meeting would be combined with the FJC meeting. The President will inform the Officers after the date for the next FJC has been decided.

**22. Adjournment**

Minutes prepared by Heikki Terio, Secretary General, IFMBE