



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 April 5-6 2003 Stockholm

Present: Officers:
 Dov Jaron (President)
 Joachim Nagel (Vice President)
 Heikki Terio (Secretary General)
 Mladen Poluta (Treasurer) item 16 Budget

Invited: Ratko Magjarevic
 Monika Nagel

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

1. Opening of the meeting

Dov Jaron opened the meeting and welcomed the Officers, Monika Nagel and Ratko Magjarevic.

2. Approval of the Agenda - Matters arising

The following items were added to the agenda:

Items 12.3) IFMBE News – information and 17) Any other business: Membership Pins – discussion, WHO Health Assembly meeting, merging the two IFMBE divisions, and report from Developing countries working group. Heikki Teriö moved a motion to approve the agenda. Joachim Nagel seconded and the agenda was approved with the additions unanimously.

3. WC2003

3.1. Improving visibility, publicity

Dov Jaron informed that the organisers have received about 600 abstracts before the first submission deadline, but after April 1st there were 1500 abstracts. He asked the Secretary General to send an e-mail both to the IFMBE delegates and the National Secretaries to inform them about the conference and encourage them to participate.

The organisers have had problems to find track chairmen. Ratko Magjarevic will contact people in Europe within the Medical Informatics/Bioinformatics and Artificial Organs fields to find persons who are willing to act as track chairmen.

IFMBE will have its own booth at the exhibition during the WC2003. We will need a computer and an Internet connection for demonstration of the electronic version of the FederationJournal: Medical and Biological Engineering and Computing. Alan Murray will be asked to take care that

the information leaflets will be available during the conference. This will be discussed further during the Federation Journal Committee meeting on Monday, April 7th in London.

3.2. Review all the tasks for WC2003

3.2.1 Reports

The Officers and chairmen of divisions, committees and working groups are asked to send an electronic activity report by mid July to the Secretary General. He will post the reports on the web and send them prior the WC2003 to AC members, and chairmen together with the agenda. He will also inform the chairmen that they will only be expected to provide an oral report or respond in case there are some questions on their report. In special cases they will be asked to prepare a presentation.

The WC2006 organisers will be asked to give a status report during the AC meeting and also during the General Assembly. Secretary General will contact Professor Sun I. Kim and inform him about this request.

3.2.2 Meeting rooms

The Secretary General will arrange together with the Australian organisers a meeting room for the AC meeting to be held August 21st and 22nd. All documents for the AC meeting as well as for the General Assembly will be handed out to the participants before the start of the meeting even though they are mailed in advance. By experience one can tell that people do not take the material with them. Secretary General will arrange for printing in Sydney.

The congress organisers at the convention centre already allocated the meeting room for the General Assembly meeting.

3.2.3 Elections

The Secretary General will send information to the Secretaries of the member Societies about the elections that will be conducted during the General Assembly in Sydney. The mailing will contain information about the vacancies, call of nominees and nominee information form. The nominees will also be asked to send together with the normal background description also a description of what the nominee can do for the Federation and a photo in electronic form. The photo and the description will be posted on the IFMBE web for information.

The chairman of the IFMBE Nominating Committee, Professor Jean-Pierre Morucci had informed that there are only few nominations and that we need more. So far there are 7 candidates for the vacancies in the Administrative Council. Professor Makoto Kikuchi and Professor Walter Chang have been nominated as President elect, Associate Professor Ratko Magjarevic was nominated as Secretary General, Professor Shankar Muthu Krishnan from Singapore was nominated as treasurer and Professor Akos Jobbagy, and Professor Liu Depei, and Professor Ofer Barnea from Israel as AC members. Hopefully we will get more nominees to the different vacancies after the information and call for nominations that will be sent out by the Secretary General.

For the elections IFMBE will use signs with dark green colour as at the last time in Chicago. The sign will have text "IFMBE delegate". The Secretary General will check with Professor Gary Fullerton what colour the delegates of the International Organisation for Medical Physics will have. It should be clearly different so that the signs can be distinguished during the elections in

General Assembly of the International Union for Physical and Engineering Sciences in Medicine.

There is only one application to host the 2009 World Congress. This application has come from Germany. The application should be available on the IFMBE web before the WC2003 and it should also be sent to the delegates and AC members. Representatives of the German Societies will have a presentation during the WC2003.

3.2.4 General Assembly Agenda

Delegates of the General Assembly should get the Agenda ahead of time. The delegates will be asked to add any essential business to the Agenda and send information about the item they want to discuss in writing to Secretary General with cc to Monika Nagel three weeks before the meeting.

3.2.5 Committee meetings

The Secretary General has received only few responses to his earlier message inquiring the need of meeting rooms for the different committee meetings. He will send a reminder to the chairmen.

3.3 Support for developing countries

The Officers decided to allocate \$10.000 to support participation of delegates/individuals from developing countries in WC2003. The Officers decided that persons from Bulgaria, China, Colombia, Cuba, Latvia, Thailand, Ukraine, and Yugoslavia are entitled to apply for support.

The criteria to be eligible for support are: 1) presenting an invited paper, 2) presenting a contributed paper or poster, 3) delegate to the General Assembly representing an affiliated Society, 4) the person is officially endorsed by the affiliated Society.

All the applications from the individuals should reach Ratko Magjarevic, who will chair the group deciding of the support, in mid May (e.g. May 15th). Nandor Richter, and Nigel Lovell were proposed to be members of this group. Ratko Magjarevic will contact them.

All Secretaries should know that IFMBE has allocated funds to support one person from each of the above-mentioned countries. The Secretaries should inform all their membership about the possibility. The information will be placed on WC2003 web, IFMBE web and the IFMBE News. Ratko Magjarevic will send also e-mail to the Secretaries.

4. Review of IFMBE documents

The Constitution and Bylaws of the Federation were changed after the vote in January 2003. Some corrections were made in wording of the changed parts of the documents and the revised ones were handed out. The correct versions of the documents have also been posted on the IFMBE web.

During the Reykjavik AC meeting it was noted that there were some redundancy in the document describing the IFMBE Policies and Procedures document. This redundancy has been removed and the updated version of the document was handed out and previously posted on the web.

5. Review and define tasks for IFMBE Secretary General

The tasks that the Secretary General has are defined in the Bylaws. However, during the last few years new tasks have been added, i.e. the administration and design of the IFMBE home page, some executive tasks for other officers and tasks that committee chairmen should do.

It was pointed out that the committee chairmen should manage their committees by themselves, for example: send requests of reports, inform the members and allocate time for constructive discussions.

It was proposed to create template report that the member Societies could use when reporting to the Secretary General their annual activities. This template should contain in addition to the official information that is required in Bylaws examples what the "Highlights of the year" could contain. These "Highlights" could, for example, be accomplishments of the year, information of special awards, meetings, new educations and accreditation/certification. This report should be sent in electronic format to the Secretary General with cc. to the News Editor, Ratko Magjarevic and to the chairman of the Secretaries Committee, Marc Nyssen. This year the report should be received in mid July so that it could be distributed to others before the Secretaries Committee meeting.

6. IFMBE Membership

6.1 Application from the new French Society

In January 2003 the General Assembly approved the change in the Constitution and Bylaws that allows multiple memberships from a single country. After the results of the vote and revised Constitution and Bylaws were published the SOCIETE DES ELECTRICIEN ET DES ELECTRONICIENS (SEE) has been notified and they have been asked if they have any comments to the membership application from the French Society of Biomedical Engineering (SFGBM). The Constitution and Bylaw committee has previously reviewed their application of affiliation with IFMBE and concluded that the application fulfils all the requirements that IFMBE Constitution and Bylaws issues. SEE has 60 days to make the comments and after this time we can proceed with the vote of SFGBM membership.

6.2 Nigeria

There is also an application from Nigeria, which has been reviewed by the Constitution and Bylaws Committee. This application also fulfils all the requirements and the vote of membership can be conducted at the same time as the vote of the SFGBM membership.

6.3 Thailand

Dov Jaron has been in contact with Dr. Vitoon Leelamanit who informed him that he is the current president of the Biomedical Engineering Society in Thailand. He is willing to reapply the IFMBE membership and asks for the documents to do so. Heikki Terio will send him these documents.

7. Awards Status

Joachim Nagel, the chair of the IFMBE Awards committee reported that the IFMBE Awardees are already chosen. There were finally 4 nominations to the Zworykin Award and 4 nominations to the Schmitt Award.

8. IFMBE web site

8.1 Web proposals

Joachim Nagel has had discussions with the Verband der Elektrotechnik (VDE), which hosts the German Society's (DGBMT) home page. They can offer to host the IFMBE web site and develop it according to the plans that have been discussed within the Administrative Council previously. The DGBMT/VDE has also made an offer to host and develop the European Alliance for Medical and Biological Engineering Societies' (EAMBES) home page.

The cost for development of the web is comparable with the costs offered by Uniweb from Belgium (Marc Nyssen have had this contact) or the Swedish company hosting the web for the moment. The cost proposed by Uniweb for Hosting and maintenance is more costly.

Joachim Nagel will discuss further with representatives of the VDE. He will give them the URL to the IFMBE "New site", which contains the new structure of the IFMBE web. He will also arrange for a meeting with Dov Jaron and people from VDE.

8.2 Update current web site

The web site is updated when new information is received or somebody notifies that something is incorrect.

The latest update was made last week when the new versions of the Constitution and bylaws were posted on the web.

8.3 Finalize all corrections for web

The new structure is available on www.ifmbe.org/nysite.html. The structure that was agreed on during the meeting in Sydney 2002 and further discussed in the AC meeting in Reykjavik will be implemented as soon as possible.

9. Review of IFMBE Committees

Richard Kirsner has agreed to check the charters and discuss with the chairpersons about changes if needed. However, because of the workload he has during the organisation of the WC2003 the Officers decided that the review would start after the Conference. Secretary General will inform Richard Kirsner about this decision.

10. Conference co-sponsorship

Ratko Magjarevic presented a draft Application for regional conferences (attachment 1) and guidelines for preparing IFMBE sponsored regional conferences. The drafts were discussed and the proposed changes to the guidelines are shown in the attachment 2.

11. Permanent office for IFMBE

During the last meetings it has been discussed how to improve the secretariat function. One proposal has been to start a permanent office that could handle several of the routine tasks. One possibility is to buy the service from some existing office like from U.K. or USA. The German VDE has been asked but they cannot offer this type of services. Another possibility is to have an office on our own with employees, locals etc. However, this is a very expensive alternative.

Joachim Nagel will ask Joe Barbenel to check with the British Society, IPEM what they pay for the services in U.K. Dov Jaron will check with AIMBE in USA what they would charge.

The following functions are possible to buy from some other organisation: maintaining the membership register, update information on web, send invoices, collect dues and chase countries in arrears, handle email to committees and divisions, handle votes, help with preparations for the World Congress and during the Congress, maintain archives, handle calendar of activities, oversee publications activities, arrange meetings (Council, officers, secretaries), write and send letters of appointment to committee chairs etc., prepare certificates and plaques.

Mladen Poluta was also asked to write down the tasks that a central office could do for the Treasures and how much time is associated with the tasks.

12. IFMBE publications

12.1 Conference proceedings

Joachim Nagel presented guidelines for conference organisers on how to prepare conference proceedings. Selling of the proceedings could bring money to the conference organisers, but the proceedings must in such case be of good scientific quality. The proceedings must be marketed in a professional way.

There will be two sets of proceedings from the WC2003 with two sets of ISBN numbers; one for IFMBE and one for IOMP. The proceedings from the WC2003 will be published only as CD.

It was decided that the AC would discuss how to make the proceedings available for people from developing countries.

12.2 Book series

The Institute of Physics Publishing (IOP) has changed the book series name according to the agreement from the meeting in London last October.

It was pointed out that IFMBE needs a new book editor. This person should be “aggressive” so that new books can be published and that these books are marketed in a professional way. Dov Jaron will write a letter to Jos Spaan, the former editor, and thank him for his efforts as editor.

12.3 IFMBE News

Ratko Magjarevic described the problems that the electronic version of the IFMBE News is facing with the publisher PPL. The publisher doesn't want to edit the submitted material and to work with illustrations in the way the News Editor wants. These problems will be discussed on Monday in London at the meeting with PPL.

Ratko Magjarevic also mentioned that there will be special features in the up coming issues of the News.

13. Deputy editor for MBEC

This item will be discussed in London during the FJC meeting.

14. Honorary Life Members

During the Officers' meeting in Singapore, December 2000 Dov Jaron wanted to have an endorsement from the Officers for his proposal to revise the Constitution & Bylaws so that the AC can approve the recommendations of the nominating committee and inform the General Assembly of the selection. This way, the Honorary Life Members can be informed in advance of the Congress and participate in the ceremony to honour them.

At the AC meeting in Pula 2001 Jos Spaan moved to leave the Constitution as it is and to carry out a vote in advance so that a decision is made before the General Assembly meeting. Jean-Pierre Morucci seconded. The motion was approved unanimously.

The IFMBE nominating committee proposes that Fumihiko Kajiya, Richard Kirsner and Niilo Saranummi would be elected as Honorary Life Members 2003. According to decision from the Pula meeting minutes, the Secretary General will send a ballot to the General Assembly delegates as soon as profiles of the nominees are available.

15. List of action items before WC2003

The attached list of action items from October 2002 (attachment 3) was gone through point-by-point and a new list was generated. Ratko Magjarevic's name will be added on the new Action items list.

The items where the Status is written in *Italics* on the Action list are commented below. (D1 = Dov Jaron, 1st item)

D1: Dov Jaron has talked to Eugne Eckstein and it is not appropriate to get him as a member of the Strategic Planning Committee.

D2: Mladen Poluta suggested that the work must be done before the Sydney meeting. Richard Kirsner should be asked to formulate certain questions to the chairs. These questions should help him to initiate the review work. However, the Officers had previously decided to postpone the work after the Sydney meeting.

D3: Check this in London on Monday April 7th during the meeting with PPL.

M2: Dov Jaron writes to Jos Spaan and asks him to close the Dutch account.

W1: Ratko Magjarevic sends the guidelines for preparing IFMBE sponsored regional conference to Walter Chang and Fernando Infantosi for last minute comments.

W3: Joachim Nagel will send an e-mail to Walter Chang asking the status of the Asian-Pacific conference 2005.

JB1: Heikki Terio sends a reminder to Joe Barbenel.

16. Budget

Mladen Poluta joined the meeting through phone connection when the budget was discussed. The Treasure's report that he submitted is attached (attachment 4).

He submitted also a current list of membership dues, attachment 5 and informed that he would send the invoices for the membership dues 2003 within the two coming weeks. He calculates the

dues for EMBS and ESEM and the ratio of increase for the largest societies. He will send the results and a draft letter explaining the reason for the raise of dues to Dov Jaron for comments/changes. The motivation to the raise is that the fees of all other member societies was raised already.

17. Other businesses

17.1 IFMBE pins

Professor Yimin Hu sent new samples, but they were the same as before, i.e. curve-covered pins. The Secretary General will ask him to send flat-covered pins instead and ask how much 20000 pins would weigh.

17.2 WHO Health Assembly meeting

Mladen Poluta proposed that IFMBE should announce that we would want to make a statement at the Fifty-sixth World Health Assembly to be convened on Monday, 19th of May 2003 in the Palais des Nations, Geneva, Switzerland. This statement should include what WHO and IFMBE can do together. He will liaise with Dr. Andre Issakov, WHO and Joachim Nagel in terms of IFMBE statement at the Health Assembly. He would also draft a revised plan of collaboration with WHO prior to this meeting. This plan would highlight the International Centre for Healthcare Technology Management and Healthcare Technology Management track at WC2003.

17.3 Merging CED and DHCTA

There was no discussion about merging the Clinical Engineering Division (CED) and the Division for Healthcare Technology Assessment (DHCTA). The Officers decided to postpone it to Sydney.

17.4 Report from Working Group for Developing Countries

See the attached report, attachment 6.

17.5 Appointment of Executive Secretary

The President appointed Monika Nagel to be an Executive Secretary to support the secretariat with the preparations of the meetings in connection with the World Congress in Sydney.

18. Adjournment

Minutes prepared by Heikki Terio, Secretary General, IFMBE



International Federation for Medical and Biological Engineering

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REGIONAL CONFERENCES APPLICATION FORM

1. Conference Information

a) Organizer(s) (society, group)

b) IFMBE affiliated society participating in organization

c) Name of the conference

d) Conference date(s)_____

e) Venue_____

f) Contact person (name, address, phone, fax, email)

g) Special interests of the conference (if necessary, enclose a list of topics)

h) Number of participants (expected)_____

2. IFMBE involvement (circle the appropriate)

- a) sponsored conference
- b) co-sponsored conference*
- c) cooperation
- d) endorsement

CO-SPONSORED CONFERENCES

Requests for the co-sponsorship must be received by the IFMBE President no later than 12 months prior to the conference date.

3. Financial participation of the IFMBE (for co-sponsored conferences only)

a) loan _____(please, specify the amount)

b) grant _____(please, specify the amount)

Proposed date of money transfer to the organizers _____

Request for financial involvement of the Federation must be supported by:

a) A list of conference officers

b) Conference budget

c) Statement from the organizers that they will prepare the conference proceedings according to the IFMBE Proceedings Guidelines

4. Financial obligations of the Conference Organizers

a) loan repayment (90 days after close). Add 10% of surplus.

b) grant repayment (90 days after close). If there is surplus, repay the whole grant or a part of the grant if surplus is less than the grant amount. If surplus is greater than the grant amount, add 10% of remaining surplus

5. Technical services requested from the IFMBE

5.1 Publications

a) Contracting printing and post-conference marketing of the Proceedings

b) Internet registration of the authors and papers including dissemination and collection of reviews

c) Contracting and printing of other conference publications

Please, specify what kind of publications you are planing to publish

a) Proceedings (printed) _____copies

b) CD Proceedings _____copies

c) Program _____copies

d) Abstract booklet _____copies

e) Web publication

f) Other (please, specify) _____copies

5.2 Publicity

- a) Request to the INSPEC, ISI and other relevant scientific databases to cite the Proceedings
- b) Including into the Calender of Events in MBEC
- c) Anouncement and link from the IFMBE web site
- d) Anouncement and publishing of reports in the IFMBE News*
- e) Advertising on other IFMBE sponsored and co-sponsored conferences

*Please note that the reports have to be prepared by the conference organizers themselves.

Answering to the Conference organizers' request, the IFMBE shall:

- 1) Prepare a Co-sponsorship contract with the organizers. This contract shall cover all financial and other business according to the IFMBE Regional Conferences Guidelines (see chapter 2.4 of the GUIDELINES Draft)
- 2) Deliver the organizers all relevant data for the Proceedings (ISSN, Cover, Volume number, IFMBE Proceedings Guidelines, advice)
- 3) Take care of supplying relevant scientific databases with information and proceeding copies
- 4) Appoint a Liaison Officer
- 5) Appoint a representative in the Conference Budget Committee



International Federation for Medical and Biological Engineering

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GUIDELINES FOR PREPARING IFMBE SPONSORED REGIONAL CONFERENCE

DRAFT - DISCUSSION PAPER
(Version 4)

April 2003

Foreword

From the time of its creation in 1959, the IFMBE has always supported international scientific meetings as a platform for meeting, collaboration and exchange of scientific viewpoints and discussions. IFMBE is co-sponsoring the three-annual World Congress of Biomedical Engineering and Medical Physics, probably the most important event in this challenging field of science. IFMBE launched a number of conferences, which gather scientists in and from particular regions like Asian-Pacific, Nordic-Baltic, Mediterranean, South American and also in some scientific fields that are of special interest for the Federation e.g. Cellular Engineering Conferences.

The intention of these *Guidelines for Preparing IFMBE Sponsored Regional Conferences* is to help the conference organizers to continue with traditionally high scientific level of the conferences. IFMBE is adding to the procedures in the Guidelines the possibility of preparing, publishing and marketing the outcome of the conferences, the Proceedings, in the recently launched IFMBE Proceedings Series that appear in printed or in electronic (CD) form. In such a way the results of the scientific research presented at the conferences will find its way to readers not only within the IFMBE community but to the other scientists all over the world. However, the Federation's Conference Committee will also in future assist the regional conference organizers in all matters that may occur before, during or after the conferences.

Section 1

IFMBE LOGO

The IFMBE logo is a registered trademark owned by the IFMBE. Any form of use of the logo must be submitted for approval to IFMBE through the Secretary General at least 12 months prior the beginning of the planned event. Any form of use which has not received such approval shall be considered as unauthorized use of the logo.

1.1 Incorporation the IFMBE Logo into another Design

Upon approval by the IFMBE President, the IFMBE logo may be incorporated in the design of awards or for similar purposes, provided that the total logo is used without modifications.

1.2 Uses in Conference Announcements and Publications

Conferences meeting the requirements in section 2.1 and 2.2 may display the IFMBE logo in their announcements or publications.

Section 2

CONFERENCES

This section delineates the role of IFMBE in conferences, defines the requirements for managing a conference sponsored by IFMBE and provides guidelines for partnership in conferences organized by other organizations. These include conferences whose purpose is to promote the mission of IFMBE.

2.1 Sponsorship

IFMBE may sponsor conferences that are consistent with the mission and bylaws of the organization. The term "conference" in this section refers to conference, meeting, workshop or symposium. Sponsorship indicates complete responsibility for technical, financial and administrative elements of the conference.

In the technical area, IFMBE will plan the scope of the program, plan the sessions, organize panel discussions, invite special speakers and review and select contributed papers.

In the financial area, IFMBE will prepare the conference budget, monitor the financial affairs and prepare the final financial report. IFMBE will be responsible for local arrangements, publicity, public relations and publications. IFMBE sponsored conferences are financially accountable to the IFMBE Administration Council. The President (or AC) appoints the sponsored Conference Chair(s), who is(are) directly involved with the Conference organization. Conference Chairs shall appoint an organizing committee which will lead the Conference.

2.2 Conference Affiliations

IFMBE may be affiliated with conferences of its national society members or conferences of non-IFMBE organizations and entities that have substantial and continuing interest in the field of Medical and Biological Engineering.

In all cases, the conference objectives must be consistent with the mission and bylaws of IFMBE. Prior to final IFMBE approval, notification will be given to the Chair of the Secretaries Committee on any pending request for co-sponsorship, cooperation or endorsement. The Chair will circulate the request to member organizations for response within thirty days, should they wish.

The administration council shall appoint one of its members or its designee to function in a liaison capacity with the conference organizers in order to provide close communication between the federation and the conference. Regional Conference Organizers (in further text RCOs) shall report to the IFMBE liaison at least every three months during the conference preparation.

Types of conference affiliation:

2.2.1 Co-Sponsorship

Co-sponsorship indicates a shared significant involvement in the financial, technical, publicity and administrative elements of the conference as defined under sponsorship. Financial involvement may be in the form of:

- a) an interest free loan
- b) a grant

to the conference. In either case, a portion of the conference surplus is to be shared with IFMBE. Co-sponsorship must be approved by the Administrative Council in time to be incorporated into the annual budget of the Federation for the coming year.

A request for co-sponsorship must be accompanied by:

- a) a list of conference officers
- b) the conference budget
- c) statement that the RCOs will follow the IFMBE Proceedings Guidelines when preparing the conference publications.

In addition to the individual functioning in a liaison capacity, the IFMBE shall have a representation on the conference budget committee (see section 2.4.3).

All conference announcements and publications must include a statement acknowledging IFMBE's co-sponsorship. Local or regional co-sponsored conferences must include participation by the local national society holding membership in IFMBE. The IFMBE will publicize the co-sponsored conference

- a) in the MBEC (Journal) - calendar of events
- b) at the Federation's web site
- c) in the IFMBE news
- d) by the e-mail lists

Publishing of the Conference Proceedings within the IFMBE Proceedings Series automatically assigns the series ISSN number to the Conference Proceedings. The IFMBE will ensure adequate citing of the proceedings in the relevant scientific databases.

2.2.2 Cooperation

Cooperation indicates direct involvement in the organization of the technical program and encouraging members to submit papers and to attend the conference. Cooperation by IFMBE entails no financial involvement in the conference. The president is authorized to approve the cooperation of IFMBE with the conference. All such actions must be reported to the IFMBE Administration Council at its following meeting. All conference announcements and publications must include a statement acknowledging IFMBE's cooperation. Local or regional conferences which are in cooperation with IFMBE must include participation by the local national society holding membership in IFMBE. Organizer of the Conference in co-operation with the IFMBE may also apply for the permit to publish the proceedings of the particular conference within the IFMBE Proceeding Series. In that case the Organizers shall accept and follow the IFMBE Proceedings Guidelines.

2.3 Endorsement

IFMBE may provide endorsement for conferences. Endorsement indicates that IFMBE approves the conference and its objectives but has neither financial involvement in the conference nor direct involvement in the organization of the conference or its technical program. Endorsement by IFMBE may be used to publicize the conference and to help solicit financial support. The president is authorized to provide endorsement. All such actions must be reported to the IFMBE Administration Council at its following meeting.

2.4 Obligations for Co-sponsored Conferences

This section provides guidelines for financial and administrative arrangements between the IFMBE and conferences co-sponsored by the Federation. The term conference in this section refers to conference, meeting, workshop, symposium, or other professional or educational event. The term Federation refers to the IFMBE. This section delineates the financially related responsibilities and obligations of an entity organizing a conference, which is co-sponsored by the IFMBE and outlines several possible financial models that can be adopted. The objective is to encourage financial responsibility and to ensure financial viability of the conference. A secondary objective is to create financial surplus for the entity organizing the conference and for the IFMBE. The share of surplus to be retained by the IFMBE shall be commensurate with the level of the Federation's potential financial exposure. At the same time, however, any arrangement must strive to minimize the financial risk to the IFMBE.

2.4.1 Conference Finances

2.4.1.1 Budget expectation

The conference budget must be based on a non-deficit expectation. It shall include a projected surplus of approximately 15-20% of the total conference budget.

2.4.1.2 Conference surplus

Conferences co-sponsored by the IFMBE shall return to the Federation a portion of the conference surplus not later than 90 days after close. That portion can be either a percentage of the surplus in proportion to the financial stake in the conference by the IFMBE, a fixed amount of money, or a combination of a fixed amount of money plus a percentage of the surplus. The formula is to be negotiated and agreed upon before the conference budget is approved by the Administration Council.

2.4.1.3 Financial obligations

For conferences initiated by the IFMBE, a percentage of the income derived from registration fees shall be retained by the Federation not later than 90 days after close.. A conference receiving a loan from the IFMBE shall also return a percentage of the conference surplus to the Federation. The fraction of the surplus to be returned to the Federation is to be negotiated and agreed upon before the conference budget is approved by the Administration Council.

2.4.1.4 Registration fee structure

Conferences co-sponsored by the IFMBE shall charge members of IFMBE affiliated organizations at least 25% lower registration fee than that charged to registrants who are not members of an IFMBE affiliated entity or the co-sponsoring entity.

2.4.1.5 Benefit/risk Assessment

The IFMBE shall perform a risk-benefit assessment prior to entering into co-sponsorship of a conference. This assessment shall be used to guide decisions relating to the nature and degree of IFMBE support. This approach is particularly useful for conferences which are strategically desirable, yet financially risky; for example, co-sponsorship of an event in a developing country, particularly if other sources of support may not be available or may not materialize. In such situations, the decision may be taken to proceed with IFMBE support if the risks have been identified and quantified and the potential benefits outweigh the risks involved.

2.4.1.6 Conference Insurance

The IFMBE strongly recommends that conferences co-sponsored by IFMBE shall include conference insurance coverage in their budget. Such insurance would provide protection against a financial loss in the event a conference is canceled or postponed due to unforeseen circumstances.

2.4.1.7 Approval of conference budget

Co-sponsored conferences with a budget exceeding \$100,000 (US) must have their budget approved by the IFMBE Administration Council. The budget shall be submitted to the Administration Council for approval at its regular meeting in time to be incorporated into the annual budget of the Federation for the coming year. If the budget of the conference is less than \$100,000 and the fiscal exposure of IFMBE is minimal, approval may be obtained from the Conference Committee, except in such cases where the IFMBE is providing a loan to the conference.

2.4.1.8 Pre-conference loan

Co-Sponsored conferences may receive an interest-free loan to enable the organizing entity to launch the conference. A loan must be repaid in full no later than 90 days after the conclusion of the conference.

2.4.1.9 Financial reporting

For the last six months leading to the conference, monthly financial statements will be made available to the IFMBE through the IFMBE Liaison Officer. A final financial report is due no later than 90 days after the conclusion of the conference if the conference budget is less than \$250,000 US and no later than 12 months after the conclusion of the conference if the budget is more than \$250,000 US, to allow time for a professional audit.

2.4.1.10 Conference audit

All conferences co-sponsored by the IFMBE must be audited if their budget is in excess of \$100,000. If the budget is between \$100,000 and \$250,000, the audit can be performed by a suitably qualified volunteer. The volunteer must not be part of the conference organization. If the budget exceeds \$250,000, the audit must be performed by a professional audit firm. The cost of the audit shall be included in the conference budget.

2.4.2 Conference Administration

2.4.2.1 Membership on Conference Budget Committee

Conferences co-sponsored by the IFMBE shall include on the Conference Budget Committee either a member of the IFMBE Conference Committee, its designee or a designee of the Administration Council. If unable to attend the meetings of the Budget Committee, written reports shall be sent to that person no later than 15 days following the Committee meeting.

2.4.2.2 Promotional material

Conferences co-sponsored by the IFMBE shall submit a copy of each sample of the promotional material for approval by the IFMBE conference committee or another body designated by the Administration Council at least 30 days before publication. The responsible body of the IFMBE shall respond within 30 days.

2.4.2.3 Copyright of conference proceedings

For conferences initiated by the IFMBE, all copyrights shall be the property of the Federation. For conferences that are co-sponsored by the IFMBE all copyrights shall be the property of the Federation (if not contracted otherwise). The Federation and the RCOs shall participate in the income derived from the publication of the conference and also receive an agreed number of free copies of the publication from the publisher. Free copies of the proceedings shall be sent to the office of the IFMBE Secretary General within 60 days after the conference

2.4.3 Special Allotments

This section lists special free arrangements that are expected of conferences co-sponsored by the IFMBE.

2.4.3.1 Complimentary hotel rooms and air transportation

Conferences co-sponsored by the IFMBE which receive complimentary hotel rooms and/or air transportation, shall allocate to the IFMBE a share of the complimentary benefits in proportion to the financial stake by the Federation.

2.4.3.2 Function rooms

Conferences co-sponsored by the IFMBE shall provide the Federation complimentary rooms for holding meetings of administrative nature such as council, committees, general assembly, office space for equipment and/or social functions. These meetings can take place just prior to, during, or just following the conference.

The IFMBE shall send a request for function rooms at least 6 months prior to the Conference.

2.4.3.3 Booth space

Conferences co-sponsored by the IFMBE shall receive adequate complimentary exhibit space for promotion, information dissemination and/or recruitment purposes.

The IFMBE shall send a request for booth space at least 6 months prior to the Conference.

2.4.3.4 Official ceremonies

Conferences co-sponsored by the IFMBE shall allocate time in the opening and closing ceremonies for addresses by the IFMBE president or his/her designee.

2.4.3.5 Awards

If necessary, conferences co-sponsored by the IFMBE shall provide time during the closing ceremonies or during a special awards ceremony for the presentation of IFMBE awards.

2.4.4 Other Provisions

2.4.4.1 Conference Cancellation

In the event that a conference being co-sponsored by the IFMBE is considered for either postponement or cancellation, the conference chair/s shall advise the IFMBE Secretary-General of the intention to initiate such postponement or cancellation. The request shall include a financial statement from the conference budget committee detailing expenses incurred thus far and expenses still to be incurred. An appropriate course of action will then be established by the IFMBE Administrative Council, in consultation with the conference chair/s, conference organizing committee and conference budget committee. In the case of cancellation, a financial report from the conference budget committee will be due 60 days after the decision to cancel the conference is taken.

A List of Action Items October 2002.		
	Dov Jaron	
1.	Contact Eugene Eckstein and ask him to become a member of the Strategic Planning Committee. Inform Didier Geiger about this.	Status: Done
2.	Ask Richard Kirsner to chair "internal review" group	Status: Done
3.	Discuss with Brian Brown, Mladen and Robin Mellors-Bourne how to handle the FJC travel account	Status:
4.	Send a letter to Heikki for delivery to the NS to remind them about the free trial of the Journal	Status: Done
5.	Update the IFMBE Policies and Procedures before the end of the year	Status: Done
6.	Help Makoto Kikuchi to find from US a member to the New initiatives WG	Status:
7.	Write to Adriana Velazquez and inform her that Enrico Nuziata has been appointed as an adopted member to the board of the Clinical Engineering Division to assist Adriana in the work of the Division and preparations of the activities during WC2003.	Status: Done
8.	Send a letter with a digital signature to the new chairs/co-chairs Rosmarie Almeida (DHCTA), Enrico Nuziata.	Status: Done
9.	Send a letter to Fernando Infantosi and Walter Chang and inform them that Ratko has been appointed as a member of the Conference Committee.	Status: Done
10.	Send a letter to MyoungHo Lee and inform him that Mladen has been appointed as a member of the Membership Committee.	Status: Done
	Mladen Poluta	
1.	Contact Niilo for discussion about the guidelines & duties for the Resource Group.	Status:
2.	Write to Jos and ask him to close the Dutch account. Send a copy to Marijke	Status: Changed
3.	Contact Barry Allen/Nigel Lovell and ask their assistance to reserve space on the WC2003 for the ICHTM	Status: Done
4.	Proposal how to market the Journal. Send list of names & addresses of professors, departments, institutions, and libraries to Keith Ison.	Status:
5.	Send a letter with an invoice to Societies in arrears.	Status:
6.	Draft a letter about the merge action between the DHCTA and CED	Status:
7.	Send the revised budget 2003 to Heikki	Status:

	Heikki Terio	
1.	Implement the ideas for the web improvement discussed in the Sydney meeting	Status: Working
2.	Check with Liu DePei if it would be possible to make the pins in China.	Status: Done
5.	Send a reminder about the committee charter to the chair persons.	Status: Done
4.	Send the English version of SFGBM statutes to Constitution & Byelaws Cmt	Status: Done
5.	Email ballot: the membership of SFGBM (GA)	Status:
6.	Send the Venezuelan application form to the Constitution & Byelaws Cmt	Status:
7.	Send the proposal of Multiple national membership to the delegates of the GA for vote	Status: Done
8.	Send the mail ballot about using all kinds of mail and the change of the closing date to the delegates with regular mail	Status: Done
9.	Send the revised budget 2003 received from Mladen to the AC members	Status:
10.	Contact Stéfan and ask him about the final statemen of the NBC'02. Ask him also to send 10 copies of the Proceedings.	Status: Done
11.	Contact Björn-Erik Erlandson and ask him if he could become the chairman of the Working Group for Industry.	Status: Done
12.	Remove the Awards Nomination information from the web.	Status: Done
13.	Send the MTF pin to China and ask them to give a new prize.	Status: Done
14.	Contact Didier and ask him about the SEE officials. Inform him at the same time about the procedure according to the new bylaws.	Status: Done
	Walter Chang	
1.	Write, together with Fernando a manual to the IFMBE regional congress organisers	Status:
2.	Proposal how to market the Journal. Send list of names & addresses of professors, departments, institutions, and libraries to Keith Ison.	Status:
3.	Contact the members of the Asian-Pacific WG and discuss with them how to develop the Asian-Pacific Conference (In co-operation with Joachim Nagel)	Status:

	Myoungho Lee	
1.	Write a plan how to approach new presumable member societies.	Status:
2.	The Membership Committee should prepare a proposal to the AC for a "Welcome package" for new members. Contact Keith Ison for discussion.	Status:
3.	Make a proposal how to calculate the number of delegates form a country that has more than one member society.	Status: Done
4.	Proposal how to market the Journal. Send list of names & addresses of professors, departments, institutions, and libraries to Keith Ison.	Status:
5.	Contact Mladen Poluta and discuss with him the proposal of travel stipend for the best paper in a regional conference	Status:
	Joe Barbenel	
1.	Develop a procedure, which make it possible for countries that like to become members of IFMBE, to waive the formal decision from the General Assembly and become as associate members during at most 3 years.	Status:
2.	Call Keith Boddy and discuss with him the IOMP proposal to change the time cycle of the World Congress	Status: Done
3.	Contact Richard Kirsner; inform him what we said in our AC meeting and ask him what New Zealanders have answered	Status: Done
	Didier Geiger	
1.	Check the document Strategic Plan on the web and update it	Status:
	Fernando Infantosi	
1.	Ask Susana Llanusa Ruiz if she could become the chair of the Ad hoc group Women in BME	Status: Done
2.	Update the IFMBE Policies and Procedures before the end of the year	Status: Done
	Joachim Nagel	

1.	Send a reminder to IoPP about the detailed information of royalties	Status: Done
2.	Contact the members of the Asian-Pacific WG and discuss with them how to develop the Asian-Pacific Conference (In co-operation with Walter Chang)	Status:
3.	Ask Gerhard Artmann what kind of agreement CED had with Korean people concerning the Cellular Engineering Conference and the choice of the venue.	Status: Done
	Jos Spaan	
1.	Draft an official letter from the IFMBE Administrative Council to IOMP Council and explain the IFMBE view on the IOMP proposal to change the time cycle of the World Congress	Status: Done
2.	Check with the bank if it is possible to get an Internet access to the Dutch account for Mladen	Status:
3.	Mail to Mladen ask what information he wants and how often	Status:

IFMBE TREASURER'S REPORT

Officers Meeting, Stockholm – April 2003

1. BUDGET/INCOME AND EXPENDITURE

All those responsible for line items in the budget will be asked – in the next month – to submit applications for 2003-4, and line item expenditures to date will be captured. The only budget request I have received this year is that from Enrico Nunziata – co-chair of the clinical Engineering Division – who has requested an amount of £6,200 for the current year, largely for activities/ expenses linked to WC2003. My suggestion is that the 2004 budget be drafted prior to – and approved in – Sydney.

As mentioned in my previous report, it is suggested that an interim committee or task force be established to (i) critically and constructively review the activities of the various IFMBE structures and (ii) submit a report for consideration by the Administrative Council in Sydney.

2. RESERVES

The current reserves of the IFMBE are as follows:

Account	Currency	Balance	As at	Comments
Lloyds TSB Main a/c	£	60,966.	10-Mar-03	
Lloyds TSB Subs a/c	£	21,039.	10-Mar-03	
Lloyds TSB Journal a/c (FJC editors)	£	5,589.	10-Mar-03	Need to process some reimbursements
Lloyds TSB Call Deposit 1 – 30-day	£	46,290.	10-Apr-02r	Waiting for later statements
Lloyds TSB Call Deposit 2	£	1,819.	10-Feb -03	
Lloyds TSB Fixed Deposit 1	£	191,809.	30-Apr-03	Total onmaturity
Lloyds TSB Fixed Deposit 2	£	35,922.	28-Mar-03	
Total	£	363,434.		
ABN-AMRO a/c	€	63,244.	31-Mar-02	(Still!) Waiting for later statements
JMS A/c 1 (General) – 4438-0097	\$	65,008	27-Sep-02	
JMS A/c 2 (Membership dues)	\$	6,701	9-Dec-02	Estimate (EMBS, Aus & Italy '01 dues – to be confirmed
Total:	\$	71,709		

3. MEMBERSHIP DUES

Membership dues notices for 2002 were sent out late (towards the end of 2002). Reminders for 2002 dues will be sent out shortly, together with dues notices for 2003. These will be followed up on a monthly basis to ensure that member societies – where possible – are in good standing by WC2003 in August.

The German Society has increased in number from 604 in 2001 to 1245 in 2002 with the inclusion of “clinical Engineering” practitioners. Some other member societies have also changed their membership numbers, to a much smaller degree. Numbers for EMBS and ESEM are outdated and their dues need to be reviewed. A number of societies are in substantial arrears (see Attachment). Please note it has not been possible to reconcile some payments made with their origins – hence the 2002 dues column reflects only those payments that have been verified.

[NB: Our IUPESM dues for 2002 and 2003 were paid in February.]

4. US ACCOUNT (JANNEY MONTGOMERY SCOTT)

The payment of membership dues into the JMS (via PNC bank) has not progressed smoothly:

- A number of member societies have not been able to conduct electronic transfers to JMS and have been requested to issue a cheque (bank draft) and post same to the President (either directly or via the Treasurer). Others have preferred to pay via Lloyds TSB, as previously done.
- In case where their banks use a US-bank other than PNC to convert into US\$, additional charges are incurred by the member (or the IFMBE).
- It has not been possible to reconcile many of the amounts deposited into the JMS account with the dues owing – these still need to be followed up.

My suggestion is that the current route for payment of membership dues be reviewed at WC2003.

5. ADMINISTRATIVE SUPPORT BASE

As discussed at the time of the Officers meeting in London last year, I would strongly support the outsourcing of “day-to day” administrative functions of the Treasurers and Secretary-General (and the President, Past-President and President-Elect), together with provision of administrative support to IFMBE structures as and when required. Using an existing service, which has spare capacity, would be a good option. Issues of cost, benefit, access, logistics and sustainability would need to be considered.

6. IFMBE WEBSITE

As discussed in the round of e-mail discussions earlier this year - and without in any way taking anything away from the work that the Secretary-General and other have done on the present website – I would strongly support the creation of a new website which provides more information and many more tools than the current one. It is my belief that the website is the single-most important strategic decision impacting on the future of the IFMBE (and extension, IUPESM).

Mladen Poluta
IFMBE Treasurer
5 April 2003

Tr_Rep_Stockholm

IFMBE Dues Paid - Status Quo (subject to verification)

	Member	Current #	Dues (\$)	2002 Paid	2001 Paid	2000 Paid	1999 Paid	
1	Argentina	98	179	N	N	Y	Y	
2	Australia	610	928	Y	Y	Y	Y	
3	Austria	224	400	Y	Y	Y	Y	
4	Belgium	31	156	N	Y	Y	Y	Processing payment
5	Brazil	265	472	Y	Y	Y	Y	
6	Bulgaria	21	42	Y	Y	N	N	Check why earlier years not paid
7	Canada	285	507	Y	Y	Y	Y	
8	China P.R.	3500	820	Y	Y	Y	Y	
9	China Taipei	577	887		Y	Y	Y	
10	Colombia	35	69	N	N	N	N	
11	Croatia	111	202	Y	Y	Y	Y	
12	Cuba	45	59	N	N	N	Y	
13	Cyprus	36	71	Y	Y	Y	Y	
14	Czech Repub	47	90		N	Y	Y	
15	Denmark	250	445		N	N	Y	
16	Estonia	60	113		Y	Y	Y	
17	Finland	97	178	Y	Y	Y	Y	
18	France	245	437		N	N	Y	
19	Germany	1245	1722		N	Y	Y	
20	Greece	70	130		N	N	N	
21	Hong Kong	260	463		Y	Y	Y	
22	Hungary	80	148		Y	Y	Y	
23	Iceland	56	106		N	N	N	
24	Ireland	80	148		Y	n/a	n/a	
25	Israel	220	393	Y	Y	Y	Y	
26	Italy	140	253	Y	Y	Y	Y	
27	Japan	4541	4806		Y	Y	Y	
28	Korea	800	1165		Y	Y	Y	
29	Latvia	32	64		N	n/a	n/a	
30	Mexico	208	372		Y	Y	Y	
31	Netherlands	500	790		Y	Y	Y	
32	Norway	160	288		N	N	N	
33	Poland	49	94		N	Y	Y	
34	Portugal	106	193		Y	Y	Y	
35	Singapore	50	95		Y	Y	Y	
36	Slovakia	43	83	Y	Y	Y	Y	
37	Slovenia	103	188		Y	Y	Y	
38	South Africa	25	50	Y	Y	Y	Y	
39	Spain	125	227		N	N	N	
40	Sweden	986	1398		Y	Y	Y	
41	Switzerland	120	218		Y	Y	Y	
42	Thailand	27	54		N	N	Y	
43	Ukraine	36	71		N	n/a	n/a	
44	UK	469	752		Y	Y	Y	
45	USA	667	999	Y	N	N	N	Trace earlier payment/s
46	Yugoslavia	49	93		N	n/a	n/a	
47	ESEM	300	340		Y	Y	Y	
48	IEEE-EMBS	8800	687		Y	Y	Y	
	Grand Total	26884	22445					

Paid-up	14	32	34	38
Not p-up:	4	16	10	6
To check:	30			

WORKING GROUP FOR DEVELOPING COUNTRIES

Report to Officers Meeting, Stockholm April 2003

1. INTERNATIONAL CENTRE FOR HEALTHCARE TECHNOLOGY MANAGEMENT (ICHTM)

The ICHTM has been launched recently (see <http://www.ichtm.net>). This project, funded by the UK's Department for International Development (DFID) with IFMBE support, was realised by the HTM Programme team at the University of Cape Town. The ICHTM serves as a platform/portal for the global family of HTM practitioners (including those in clinical engineering) and has the potential to become a powerful vehicle for building global HTM community and capacity. This gives the IFMBE a leadership role in this important area. Current discussions concerning the next phase of ICHTM's development include the WHO/PAHO and the ACCE (American College of Clinical Engineering). The server will shortly be moved off the UCT campus to improve access speed. The ICHTM will be the major activity of the WG-DC.

2. IFMBE-WHO COLLABORATION PLAN

As discussed at the time of the EMBEDC 2002 meeting in Vienna, a revised plan of collaboration was to have been drafted by the end of January 2003. This has not been done, although informal discussions with the WHO (and specifically the unit with which Dr. Andre Issakov) are ongoing. The ICHTM/WG-DC and the Division for Clinical Engineering and health Technology Assessment (yet to be merged) are central to this collaboration, as is the HTM Track at WC2003.

Mladen Poluta
Chair, WG-DC
April 2003.