

## SECRETARIES COMMITTEE

The Secretaries Committee met in Iceland, June 2002, the draft of the minutes (to be approved in Sydney), is attached to this summary, moreover there was an informal dinner, bringing together 16 secretaries and IFMBE officers in Reykjavik.

A mailing list of the Secretaries is kept and is used to send occasional messages to the Secretaries, in 2002 this list was also used to start the campaign to promote the on-line version of the Journal.

This summarizes the committee's activities in 2002.

Marc Nyssen  
E-mail: marc@minf.vub.ac.be

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BRIEF REPORT  
IFMBE SECRETARIES COMMITTEE MEETING  
12th NBC CONFERENCE VENUE REYKJAVIK  
Thursday June 20th 2002 13h30 - 16h

Marc Nyssen  
June 21st 2002

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### 1) Chairman's welcome

Although it would be desirable that more be present, those present are welcomed; secretaries and representatives are urged to give more feedback to the Federation

As of now, reports of affiliated societies should be sent in electronically, to be published in the IFMBE News electronic newsletter, edited by Ratko Magjarevic.

### 2) Roll Call

Present:

Stefan Sigurdsson (Iceland)  
Fernando Infantosi (Brazil)  
A'Kos Jobba'gy (Hungary)  
Dov Jaron (USA)  
Walter Chang (Taiwan)  
Helena Grip (Sweden)  
Maria Linden (Sweden)  
Kalju Meigas (Estonia)  
Alan Murray (UK)  
Ratko Magjarevic (Croatia)  
Tsair Kao (Taiwan)  
Hans Nygaard (Denmark)  
Michal Grodzki (Poland)  
Jari Viik (Finland)

Heikki Terio (Sweden)  
Keith Copeland (UK)  
Marc Nyssen (Belgium)

Excused:

Jiri Holcik (Czech Republic)  
Laura Roa (Spain)  
Jos Vander Sloten (ESEM)  
Richard Kirsner (Australia)  
Marcello Bracale (Italy) by A. Evangelisti in person  
Makoto Kikuchi (Japan) by Walter Chang in person

3) Approval of agenda  
Approved as such

4) Approval of minutes of last meeting  
The minutes, carefully written by Keith Copeland are approved without amendments.

5) IFMBE Officers' reports

- IFMBE President Dov Jaron stresses the importance of IFMBE's website and the electronic newsletter as means of communication with the associated societies and their individual members.

Next year, the world conference in Sydney should be a major success.

Attention should go to the IUPESM/IFMBE policy: here a proposal should be countered, proposal to change the rhythm of tri-annual world conferences into 4-annual; this would disrupt totally the current system: IFMBE members are urged to be at the IUPESM G.A. and vote in favor of the current 3-annual periodicity.

IFMBE is setting up new more direct means of communication with the "membership at large" via mail exploders and a web-based on-line poll system, that will enable us to take decisions and start actions, based upon wide approval by the members.

- Secretary General Heikki Terio urges Secretaries to be more prompt in responding to his requests and in transmitting the IFMBE messages to their members.

Moreover yearly reports should contain: the number of members, correct names, positions and addresses (+E-mail) of their officers.

- Federation Treasurer Mladen Poluta sent in a report, stressing that associated societies should urgently settle their Federation dues.

- Alan Murray, the Federation Journal Editor reports on the journal and on the conference proceedings, if all goes fine, the delay from first reception of a new paper till publication is reduced to 3 months! Paper submission is very straightforward, provided guidelines are followed!

Free access to the Federation Journal "Medical & Biological Engineering & Computing" will be provided as of now, via a web subscription form, accessible through the Federation's home page: [www.ifmbe.org](http://www.ifmbe.org)

- Ratko Magjarevic, editor, reports on the IFMBE Newsletter in which he has taken three new initiatives:

- a "projects" section
- stories of prominent scientists in our field
- a "young investigators" section.

Moreover, reports such as these from the affiliated societies will be published in the newsletter rather than handed out on paper during the meeting.

#### 6) New Federation members

The Secretary General reports interest to join the IFMBE by following countries: Bosnia, Mongolia, Uruguay, Malaysia, Venezuela, New Zealand, France, Georgia, and Egypt.

Venezuela's request might be agreed upon in Sydney, next year.

Keith Copeland asks whether there is any news from India, but except "individual" contacts, no institutional request is reported.

#### 7) Reports from IFMBE bodies

- Walter Chang reports on several activities in the Asian-Pacific region, the next conference being in Singapore, December 2002

- Fernando Infantosi tabled a written Coral Liaison Report and stressed they are planning the 3rd Latin American Congress on Biomedical Engineering in Joao Pessoa, Brazil in September 2004.

- Mladen Poluta has submitted a combined report for the Working Group for Developing Countries and African Region; announcing the start of the "International Centre for Healthcare Technology Management (ICHTM); this report will appear in the next IFMBE News.

#### 8) Member Societies' reports

Stefan Sigurdsson (Iceland)

Fernando Infantosi (Brazil)

A'Kos Jobba'gy (Hungary)

Walter Chang reports for Japan, on behalf of Makoto Kikuchi

Jari Viik (Finland)

Maria Linden (Sweden)

Kalju Meigas (Estonia)

Ratko Magjarevic (Croatia)

Tsair Kao (Taiwan)

Hans Nygaard (Denmark)

Michal Grodzki (Poland) on behalf of T. Palko

Marc Nyssen (Belgium)

Reports were also obtained by E-mail from

Laura Roa (Spain)

Jiri Holcik (Czech Republic)

Richard Kirsner (Australia)

Fleurette Olive (Canada)

For full details on these reports: consult IFMBE News via the web.

#### 9) Forthcoming elections

Next year, during the World Conference in Sydney, the triannual IFMBE Administrative Council elections will take place, motivated candidates are encouraged to step forward as several key positions will become vacant:

- Vice-President
- Secretary General
- Board member

Moreover, candidates are requested for to chair the Secretaries Committee after 2003.

Dov Jaron (and Jean-Pierre Morucci via personal contact) repeat the request for nominations to be awarded in Sydney:

- Honorary Life Member (IFMBE)
- IUPESM Awards of Merit
- Otto Schmitt Award

Please send in names of candidates and a brief motivation to the IFMBE SECRETARIAT!

#### 10) Matters from Secretaries and new initiatives

- ICSU recognition of Biomedical Engineering results in the potential support of affiliated societies by their national academies: some societies have been successful in obtaining this support and resulting professional and institutional recognition, all others are encouraged to inform which procedures are to be activated in their countries!

- To encourage the presence of more Secretaries from affiliated societies, a measure should be worked out: a possibility being the waiving of part of or totality of the conference fee; possibly conditionally: provided more than 1 delegates accompany the secretary. Dov Jaron suggests that the result should be "financially neutral".

- Walter Chang proposes to work out a questionnaire in order to evaluate the situation of the Secretaries in the different affiliated societies.

- A mail-list server has been set up to reach all Secretaries at once. The question arises how to develop this further to reach possibly all individual members, there are 3 possibilities:

- IFMBE just keeps this list and Secretaries forward useful messages to their members
- IFMBE sets up a list for every affiliated country, the Secretaries provide the E-mails of their members
- a mix of the above

Here, some Secretaries say they cannot provide the E-mails of their members, some say they can convince their boards, ...

So this should be worked out on a "per country" basis.

- Meanwhile, it is OF UTMOST IMPORTANCE that Secretaries forward the messages of general interest such as the availability of new newsletters and the availability of free access to the Federation Journal to their members!!!

#### 11) Forthcoming conferences

See IFMBE website

2 are of immediate importance (unfortunately overlapping dates)

- MBEC Vienna December 2002
- Singapore December 2002

## 12) Other Business

- Fernando Infantosi stresses the need for 2-pages papers requested for conferences, smaller abstracts would be considered "not serious" by national authorities, to provide travel support to the authors of such papers.

Moreover, the best 2-page papers can be considered as "short papers", to be completed into full papers for the journal.

- Dov Jaron mentions the creation of a new IFMBE companies division, member-companies for this division are now actively recruited.

An IUPESM brochure has been created, to inform about the contributions of Biomedical Engineering to health care, targeted toward politicians, etc ... to get support. Copies can be obtained via Dov

- Keith informs about the Alfred Nightingale Prize in the UK

- Keith Copeland also reminds the agreement that the World Conference be named "Biomedical Engineering and Medical Physics" / "Medical Physics and Biomedical Engineering" on alternative occasions.

This will be reminded for the Seoul Conference

- Heikki Terio reminds that the IFMBE logo has been "renewed", affiliated societies are urged to

- update the IFMBE logo's they carry
- enhance and update their linking to IFMBE pages

## 13) Next Secretaries Committee meeting

The next meeting of this committee will be in Sydney, Australia during the 2003 World Conference, end of August 2003. Precise location and time will be communicated as soon as possible.

It is of utmost importance that most if not ALL Secretaries be present or at least be represented next year.

## 14) Closing

The Icelandic hosts are thanked for their kind hospitality and those present are invited to attend the Secretaries Dinner to continue the discussions and contacts in the relaxed atmosphere of an excellent Reykjavik Restaurant!

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## ACTION POINTS

- Verify that the dues to IFMBE were transferred by your society.
- Check that your yearly report contains the useful info for IFMBE: names of officers, E-mail, ... and number of members.
- Verify that an electronic copy is sent to the IFMBE secretariat.
- Verify that an up-to-date E-mail list of the members of your society exists and that all messages, destined to the membership at large are transmitted to this list: availability of IFMBE News, ...
- Check with your "Academy" or "Ministry of Science", what needs to be done to obtain support, as a consequence to ICSU membership.
- Check if you or your board members have any suggestions to nominate distinguished scientists for any of the 3 awards, transmit this suggestion to the IFMBE Secretary at once.
- Recruit interested companies to participate in IFMBE's corporate division, inform the Secretary General/President.
- Check the use of the new IFMBE logo on your web pages and make sure IFMBE and its activities are mentioned appropriately.
- Think of appropriate articles for IFMBE News.
- Send an E-mail to me (marc@minf.vub.ac.be) explaining in 3 lines your vision of how we can make sure that E-mails sent out by IFMBE officials can reach the membership at large (more than 50.000).
- Prepare to come to Sydney to attend the World Conference.
- Take good care of yourself and of your society!