



January 8, 2007

Dear Chairs and Secretaries of ICOH Scientific Committees,

We wish you a very happy new year. It is our pleasure to provide you with some good news about funding and to tell you about a new electronic ICOH Scientific Committee Virtual Office to assist you in your work for the Scientific Committees. These decisions were made at the Rome meeting of ICOH officers on December 1 and 2, 2006.

Sponsorship Funding

As you know, Bye-law 11 section 10 says that *“On request of the Chairman of a Scientific Committee, the Secretary-General may be authorized by the President to assist financially a Scientific Committee in the organization of a meeting.”* For 2006-2008, 50,000 CHF have been allocated in the ICOH budget for scientific activities during the Triennium, and the use of them is strongly encouraged by the ICOH Board. We regret the relatively modest funding, but as we have 33 SCs, we anticipate triennial funding of about 1,000 – 2,000 CHF per SC, primarily to provide for participants and students from developing countries to attend a scientific meeting sponsored by the SC. In order to apply for financial support, your reporting obligations must be current (e.g. Triennium SC Work Plan, list of SC members, etc). To apply, you should send an email request to Dr. Marilyn Fingerhut, Vice President for Scientific Committees (mfingerhut@cdc.gov) and to Secretary General Prof. Sergio Iavicoli (icoh@ispesl.it), using the attached Sponsorship form, on which you will describe the scientific meeting, the amount you are requesting, and an explanation of how the funds will be spent. As we expect to receive more requests than funds are available, we note that the cooperation of several SCs will be considered a priority in the allocation and will permit additional funds to be allocated to a single scientific meeting, if requested by each of the SCs.

Scientific Committee Virtual Office

It is a pleasure to announce the development of the new SC Virtual Office at www.icohweb.org/scvo on the ICOH website. This Virtual Office is for reference and use by SC Chairs and Secretaries to understand the obligations of each SC, and to know about the activities of all Scientific Committees, which may facilitate collaborations. The Virtual Office contains a timetable listing the due dates for SC deliverables during the 2006-2008 Triennium, and new forms that you should use for your reports. The forms are also attached to this email. We hope that the new forms will make it easier for you to complete the SC reports that you are obligated to prepare, and that the timetable will help you to anticipate future obligations. A Calendar of SC Conferences is attached, which

was prepared from your submitted Work Plans and business meeting reports; it will be maintained and updated in the SC Virtual Office and is linked to conference details posted at the ICOH Event site.

To encourage collaboration among SCs and to make it easy to know what other SCs are planning, we will also post in the SC Virtual Office the SC Work Plans, Mid-term Reports and Final Reports. The Midterm Report covers June 2006 through September 30, 2007; it is due by November 1, 2007. The Final Report covers Oct 1 2007 through December 31 2008; it is due November 1, 2008.

Triennium Timetable

Below is the schedule of dates for the deliverables of the Scientific Committees. We are working on a Midterm Meeting of Officers, Board, and Scientific Committee Chairs and Secretaries, probably to be held in Berlin in January or February, 2008. We will inform you as soon as the details are settled. *We ask that you please provide by email at this time the five items that were due in August, 2006, if you have not yet sent them to Vice President Fingerhut.* If convenient, you may wish to use the attached SC Work Plan form, which includes three of the five items; otherwise, you may use your own format. Please use the attached forms for future deliverables. We have created new report templates with identical formats for the Midterm and Final Reports, so that you will need only to cover the second half of the Triennium in the Final Report. We hope the forms are useful and efficient for you; we will evaluate them later, with your help.

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| 1. August, 2006 | Scientific Committee Work Plan 2006-2009 |
| 2. August, 2006 | Names and details of the SC new Chairs and Secretaries |
| 3. August, 2006 | List of Members of the Scientific Committees |
| 4. August, 2006 | Notes from the SC Business Committee Meetings |
| 5. August, 2006 | Transparency Declaration Form from SC Chair |
| 6. January, 2007 | ICOH 2009 Scientific Committee recommendations <ul style="list-style-type: none">o Scientific topics and speakerso SC scientific session reservationo Volunteers to review abstracts |
| 7. January, 2007 | ICOH 2009 Scientific Committee Business Meeting Reservation Form |
| 8. October, 2007 | SC Triennium Midterm Report (use attached form) |
| 9. Until May, 2008 | SC Sponsorship Funding Request (use attached form) |
| 10. December, 2008 | SC Triennium Final Report (use attached form) |

ICOH 2009

We are working with the organizers of ICOH 2009, to be held from March 22 - 27 in Cape Town, South Africa (<http://www.icoh2009.co.za/>) to ensure a highly successful meeting. We and the organizers greatly appreciate the input received to date from many of you. Please feel encouraged to suggest additional scientific topics and speakers and additional volunteers to review the abstracts submitted to ICOH 2009 on the attached form. *If you wish to hold a Scientific Session for your Scientific Committee, you must recommend it now, unless you have done so earlier.* The Scientific Committee Co-Chairs

are meeting in late January, 2007 to firm up the scientific program, so please do reply immediately. In addition to sending scientific recommendations, if you have not already sent detailed requests for SC Scientific sessions, we ask that each Scientific Committee *complete the attached business meeting reservation form to ensure that time is reserved for the SC business meeting.*

Membership

ICOH is promoting a strategy to improve membership recruitment. We ask your help, as there are many non-members of ICOH in the Scientific Committees. Please encourage these individuals to become members (see <http://www.icohweb.org/membership.asp>). We are posting in the SC Virtual Office (see www.icohweb.org/scvo) a new ICOH membership brochure, a very nice powerpoint presentation about ICOH, and membership application forms in various languages.

Evaluation of Success and Impact of Scientific Committees

We are interested to know how your Scientific Committee assesses its success in improving occupational health globally and in your suggestions how to maintain or improve the current level of success. As you know, three Scientific Committees have merged to form the new SC Rural Health: Agriculture, Pesticides and Organic Dust. We are encouraging collaborations among the SCs during the Triennium and we request that each SC consider whether close coordination with others or possibly a merger would be valuable for the SC. We have added a question to the Midterm/Final Report form and we will discuss this at the Midterm meeting.

Women and Work

The Working Group, Women and Work, is now chaired by Vice President Fingerhut and is working to develop its proposal to become a Scientific Committee. As most Scientific Committees deal with topics of special relevance to women workers, we would like to include in the Working Group interested representatives from most or all Scientific Committees to develop the mandate and focus of the Women and Work SC. Please extend this invitation to your Scientific Committee members. Interested persons should contact Dr. Marilyn Fingerhut at mfingerhut@cdc.gov.

We greatly appreciate all of your work on behalf of the Scientific Committees and ICOH.

Sincere regards,

Prof. Sergio Iavicoli
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Dr. Marilyn Fingerhut
Vice President
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