



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



Meeting of the ICOH Board

Session 1

**March 17, 2012
Cancun, Mexico**

Time: Saturday, 17 March 2012, 14.00 – 19.00

Venue: Hotel Fiesta Americana, Coral Kingdom Room,
Blvd. Kukulcán km. 9.5, Zona Hotelera 77500 – Cancún

Participants:

Dr. Kazutaka Kogi (Japan) - ICOH President
Dr. Sergio Iavicoli (Italy) - ICOH Secretary General
Ms. Suvi Lehtinen (Finland) - ICOH Vice President
Prof. Bonnie Rogers (USA) - ICOH Vice President
Prof. Jorma Rantanen (Finland) – ICOH Past President
Prof. Giovanni Costa (Italy) - ICOH Board Member
Dr. Marilyn Fingerhut (USA) - ICOH Board Member
Dr. Seong-Kyu Kang (Republic of Korea) - ICOH Board Member
Dr. Timo Leino (Finland) – ICOH Board Member
Dr. Jorge Morales (Mexico) - ICOH Board Member
Prof. Antonio Mutti (Italy) - ICOH Board Member
Mrs. Uche Ojomo (Nigeria) - ICOH Board Member
Dr. Claudio Taboada (Argentina) - ICOH Board Member
Prof. Harri Vainio (Finland) - ICOH Board Member
Prof. Frank Van Dijk (The Netherlands) - ICOH Board Member
Prof. Sheng Wang (P.R.of China) - ICOH Board Member
Prof. Peter J.M. Westerholm (Sweden) - ICOH Board Member

Mr. Carlo Petyx (Italy) – ICOH Staff
Ms. Valeria Boccuni (Italy) – ICOH Staff
Ms. Antonella Oliverio (Italy) – ICOH Staff

1. Opening of the Meeting

The President of ICOH, Dr. Kazutaka Kogi, opened the meeting welcoming all the participants. Before starting the discussion, Dr. Kogi proposed a moment of silence for Prof. Thomas Kieselbach, ICOH Board member and excellent personality in the occupational health field who passed away at the end of 2011. Dr. Kogi offered his thanks to ICOH 2012 Congress Organizers for the excellent preparation of the 30th International Congress on Occupational Health and wished everybody a successful and productive congress. The agenda items were read out by the President.

Decision:

- All the participants accepted the items of the proposed agenda.



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



2. Approval of the minutes of the ICOH Board Meetings held in Milan on February 2-4, 2011

The minutes of the activities and decisions made at the last Midterm Meeting held in Milan (February 2-4, 2011) were circulated among the ICOH Board Members for comments and amendments on May 2011 and then made available on the ICOH website.

Decision:

- The Minutes were approved.

3. Approval of the minutes of the ICOH General Assembly held in Cape Town in 2009

Also the minutes of the ICOH 2009 General Assembly were circulated among the ICOH Officers and Board members for comments and amendments and then published on the ICOH website.

Decision:

- The Minutes were approved.

4. ICOH 2012 welcome of the host

Dr. Jorge Morales, President of the ICOH 2012 Congress, reported on the work carried out and efforts made during the past three years in order to arrange the Congress and on the positive figures concerning the congress attendance (number of participants, nationality, topics' trend, number of posters and presentations, congress incomes, etc). Dr. Morales closed his speech by wishing everybody a productive and successful congress and pleasant stay in Cancun.

ICOH President, Dr. Kogi expressed again his thanks and congratulations to Dr. Morales for the excellent organization of the Congress.

5. President's Report

ICOH President, Dr. Kazutaka Kogi reported on the activities carried out in the triennium 2009-2011. In its renewed effort, ICOH has been active in all the essential elements of the mission, i.e., research, information, training and reinforcing good practices in the field of occupational safety and health. During the last triennium, ICOH has focused on the implementation of the strategic objectives set at the Cape Town General Assembly and Board Meeting in March 2009:

- **Priorities of ICOH action**
 1. Advancing proactive risk assessment and control at work
 2. Extending occupational health services to all workers
 3. Developing action-oriented ICOH toolkits
 4. Review of the Code of Ethics
 5. Strengthening ICOH network activities
- **Organizational Development**
 1. Continuation of ICOH's Organizational Development
 2. Developing collaboration with international allies
 3. Strengthening of information activities
 4. Development of membership
 5. ICOH finances



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



6. ICOH Congresses

During the triennium 2009-2011, ICOH has carried out activities according to these priorities and in accordance with the lines set by the Centennial Declaration approved at the time of the ICOH 2006 Congress in Milan.

The advancement of comprehensive and proactive risk management has been undertaken through the work of the Scientific Committees and Working Groups who have made concrete plans for developing guidelines and guidance materials in numerous technical areas.

Working Groups on Occupational Infectious Agents, Participatory Approaches in OH, the Elimination of Asbestos-related Diseases and Young Workers and Child Labour are preparing guidance materials on action-oriented risk management for use by occupational health services. The Working Group on Professional Curricula has focused on the development of a global online platform for guidelines and learning materials in the management of work-related risks and occupational health services (www.workershealtheducation.org). Significant progress was noted in field activities undertaken by Scientific Committees, Task and Working Groups and ICOH-related projects to extend occupational health services in many sectors and countries.

Reinforced collaboration with ILO and WHO has broadened the scope of effective and basic occupational health services in increasingly diversifying work settings. The developments in promoting action-oriented approaches and Basic Occupational Health Services (BOHS) are particularly notable. Country-wide programmes for BOHS have been supported through policy advice, guidance materials and support for implementation in China, Thailand, Vietnam and the Balkan area.

Special efforts have been made for developing action-oriented toolkits for use in occupational health services. Development of action-oriented ICOH toolkits reflects these advances in risk management procedures and occupational health services, and is therefore expected to lead to production and field use of a number of practical toolkits for risk management, occupational health services including BOHS and training. ICOH and the International Ergonomics Association (IEA) have jointly published in 2010 the Ergonomics Guidelines for Occupational Health Practice in Industrially Developing Countries. The Guidelines serve as a typical ICOH toolkit and aim at supporting occupational health practitioners in developing countries in assessing and controlling ergonomic risks at the workplace.

As for the Code of Ethics review, ICOH President briefly reported about the status of the process. Taking into account the remarks and comments from Board members following the Midterm Meeting held in Milan in February 2011, where the initial review results were presented by Prof. Peter Westerholm, Chair of the Ethics and Transparency Committee, the Ethics Committee presented its final review results in September 2011 in the form of a memorandum by Prof. Westerholm and a draft Code text. A review Meeting was organized on September 20, 2011 in Rome (See p. 10, *Report of Ethics and Transparency Committee*). The editing of the Code text is to be continued and amendments will be made in the forthcoming triennium by taking into account the review results.

Dr. Kogi also focused on the ICOH organizational development, which includes continued strengthening of organizational arrangements, collaboration with allies information activities and membership campaign. He stressed the good results achieved in the various objectives and tasks. Then he focused on the ICOH good financing policy of the triennium 2009-2011: ICOH finances have been stable and in balance as both incomes and expenses are in line with the forecasts.

Finally Dr. Kogi expressed his cordial thanks to ICOH Board, Vice-Presidents and Secretary General as well as to the Chairs and members of TGs, WGs, Networks and the ICOH Secretariat staff for the work done during the triennium.

ICOH President's report was followed by a lively discussion among Board members who widely recognized the excellent work made by ICOH in terms of results achieved, actions taken and finances management during the last triennium. The discussion focused on some important points such as how to increase ICOH external visibility by exploring more in detail the possibilities given by Internet and the web in order to spread reliable information on ICOH main activities and results.

Decisions:

- The President's report was approved.



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



6. Report on Scientific Committees

Prof. Bonnie Rogers, ICOH Vice President in charge of the Scientific Committees (SCs), reported on the status of ICOH SCs at the end of the triennium 2009-2011.

First of all, she mentioned that ICOH had 34 very active Scientific Committees during the triennium 2009-2011, each of them having its own Chair and Secretary appointed. At the Midterm Meeting held in Milan, the Board voted to dissolve the SC on Fibres because of its inactivity for several years and discussed about the possibility of having a new Scientific Committee on nanotechnology and nanomaterials.

The SCs worked diligently, collaboratively and generated high quality scientific work and products. Almost all of them organized at least one conference or meeting during the triennium, produced numerous published articles and proceedings, made contributions published in ICOH Newsletter.

All the SCs final reports were received and reviewed to be available on the website with the exception of the one from the SC on Education and Training, who had virtually no activity during the triennium. Several attempts were made by the VP to contact the SC Chair with no action received. Due to the important role of the SC on Education and Training, Prof. Rogers underlined the need to restore the active participation and close work of this SC in ICOH for the future tenure.

Additionally, Prof. Rogers remarked the high engagement of the SCs in contributing to ICOH 2012 Congress with a total number of 1439 presentations. 10 keynotes and 30 semi-plenary sessions were organized, 120 special sessions were planned, over 90 oral abstract sessions and more than 50 thematic poster sessions were planned, displaying nearly 550 posters in total. Prof. Rogers also reported that the Business Meetings were organized for all the SCs providing a good opportunity for people to share experience and information and to recruit new members. Prof. Rogers took the opportunity to thank Dr. Enriquez and Dr. Morales for their precious collaboration to develop and finalize the scientific programme based on inputs from ICOH leaders, National Organizers, International Scientific Committee, ICOH Scientific Committees, and other scientific bodies.

Then Prof. Rogers reported on the ICOH SCs Officers Meeting held in the morning (March 17, 2012) before the Board Meeting. The meeting was very productive and some issues for further discussion arose from the Breakout sessions: whether or not non members should be members of the SCs; whether or not some of the Scientific Committees should be merged, and how to increase collaboration among SCs based on their work plans.

Decisions:

- The Report on Scientific Committees was approved.

7. Proposal of Amendments to the Guidelines for Scientific Committees

After the Report on Scientific Committees, Prof. Bonnie Rogers showed to the ICOH Board Members a proposal of amendments to the Guidelines for SCs. This proposal came as a response for two critical points connected with the SCs activities arisen during the triennium:

1. Need of simplification of the Guidelines for Scientific Committees especially regarding the election procedures of the Officers of the Scientific Committees.
2. Need to define more clearly in the Guidelines for Scientific Committees what to do with the Scientific Committees Officers not answering and not acting in close collaboration with the Vice-President in charge, not performing Chairperson duties.

The proposed amendments concerned the issues of "Eligibility and Nomination" and "Voting and Election" in order to clarify that candidates who intend to be nominated for Chairperson of a SC must be ICOH members in good standing and that only ICOH Scientific Committee members in good standing may vote.

As for the SCs Officers who are not responsive, Prof. Rogers proposed to add in the Guidelines that in case of inactivity, no reply, failure of communication to the Vice President the reasons for delay in sending the



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



required outputs and reports, these SCs Officers will be notified that the President can appoint new officers in order to permit the continuity of the SC's work and activities.

Additionally, Prof. Rogers proposed to use the name "Transparency Declaration Form" uniformly to refer to the form that the Officers of SCs are requested to complete and transmit to the Secretary General at the time of announcing candidacy in order to avoid ambiguities.

Prof. Rogers' proposal was followed by a productive discussion among ICOH Board members mainly focused on the issue of the Scientific Committees' membership.

Prof. Giovanni Costa suggested to think more about the composition and action of the SCs: as a general rule, the members belonging to a SC should also be members of ICOH; in the specific experience of ICOH, there are both members and non members joining the Scientific Committees and the SC's work plan and activities are carried on also thanks to the active involvement of these external members. But as the SCs have a great responsibility and they act in the name of ICOH, the component of ICOH members should be dominant. Also Prof. Peter Westerholm, Dr. Seong-Kyu.Kang, Dr.Timo Leino and Prof. Jorma Rantanen agreed with this line and underlined the importance to be involved in ICOH and be part of the organization in order to participate in the decision-making and management process of SCs. On the other hand, Dr. Iavicoli remarked that occupational health has been changing a lot in the last years and that external inputs can be multidisciplinary and precious in some cases. This is also the reason why ICOH has in its rules the possibility to have some adjuncts and fellows within the Scientific Committees because of their great contribution to the SC. Prof. Mutti supported the need to make some exceptions when the SC can really benefit from the contribution given by an external professional. Prof. Vainio noted that the SCs meetings are very popular and generally involve many people, therefore he proposed to look for more incentives, good reasons for participants to join ICOH in order to use the SCs meeting also as a way to recruit young people in ICOH.

Decisions:

- The proposal of amendments to the Guidelines for Scientific Committees were approved and came into force.

8. Report on activities of National/Area Secretaries

Ms. Suvi Lehtinen, ICOH Vice President in charge of the National Secretaries (NSs), reported on the activities that ICOH National/Area Secretaries carried out during the triennium 2009-2011.

First of all Ms. Lehtinen highlighted the value of ICOH as a global association indicated by the fact that ICOH has members in 98 countries all around the world. A total of 61 ICOH National/Area Secretaries were appointed in the triennium 2009-2011. During the autumn of 2010, a process was launched to activate the appointment of ICOH NSs in 14 countries with no previous ICOH NS because of low membership. This action has been interpreted as a positive attempt to improve information regarding ICOH and to provide means for networking in these countries.

The four strategic priorities that guided ICOH National Secretaries work and activities during the triennium were:

- Proactive risk assessment and control at work
- Extending OHS to all workers
- Developing action-oriented toolkits for field use
- Reinforcing the ICOH network for worldwide action

In order to increase and improve the two-way communication among the ICOH NSs, ICOH Vice President circulated 3-4 times a year an Information Letter to all ICOH National Secretaries in order to complement the information and useful tools already available on the ICOH website and in the NSs Virtual Office. Ms. Lehtinen reported about the positive feedbacks she got concerning the usefulness and friendliness of the NSs Virtual Office.

ICOH NSs were also encouraged to collaborate with the National Associations in their countries in order to draw new members from their memberships, also acquiring new sustaining members.



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



As set at the beginning of the triennium, at least one regional meeting of ICOH NSs was held in each continent. These were planned in connection with other international symposia, to be organized by one of the countries in the Region. A total of 10 Regional NS meetings were organized, thus showing that the NSs have real interest in discussing among themselves on how to develop the activities not only in their countries but also on a regional basis.

As for the promotional material that NSs need for their promotion and recruitment activities, in addition to the information material already available on ICOH website, a one-page leaflet describing the benefits enjoyed by ICOH members was printed, thus helping to make the added value of ICOH membership more visible. The leaflet was firstly printed in English and then also in the French and Spanish version to be distributed at ICOH 2012 Congress with the application form on its backside.

National Secretaries were asked to report on their activities in the ICOH Newsletter in a similar manner as the Scientific Committee Chairs and Secretaries and to draft short minutes with the results of their meetings. As a result a total of 15 brief reports on NS activities were published in the ICOH Newsletter during this triennium and 6 reports of regional NSs meetings held in the triennium 2009-2011 were uploaded on ICOH website.

As for the NSs final reports, 54 reports out of 61 (89%) were received by the deadline with informative descriptions of the activities carried out and quite a number of proposals about how to improve the activities of NS and collaboration between SCs and NS, the communication with the Vice President, ICOH Secretariat and NSs, etc.

Ms. Lehtinen also reported on the Questionnaire survey conducted among the 61 countries where ICOH has a National Secretary. The aim was collecting information on the OSH organizations in the countries, as well as on the status of occupational health services. 47 replies were received. A directory of the OSH institutions and associations in the respondent countries was compiled and a summary article on the status of occupational health services was going to be submitted for publication.

Then Ms. Lehtinen shared positive information about the fundings received to assist experts from developing and transitory countries to attend ICOH 2012. She stressed the importance of all the contributions received and expressed special thanks to ICOH funding and KOSHA support because they ensured to provide partial funding for 68 experts attending the Congress from developing countries.

Finally, Ms. Lehtinen focused on the issue of election and appointment of ICOH National, Area and Regional Secretaries and briefly reminded the rules regulating these processes according to ICOH core documents (Bye-Laws and Guidelines for NSs). Special attention was given to the two-term rule included in the Guidelines for the NSs, approved by the Board on 15 March 2008 during the Hamburg Midterm Meeting. This rule clearly states that the NSs may be appointed to the same office for no more than one additional term (term: ICOH Triennium – three years between the ICOH Congresses), therefore they may serve a maximum of two terms. ICOH Officers and Board members briefly discussed this specific matter and remarked that this rule is valid and fully accepted. Only the Secretary General can be elected for more than one additional term as stated in ICOH Constitution, Art. 5, Sec. 2. ICOH Officers and Board members fully agreed that as the Board approved to have the 2-term rule added in the Guidelines for NSs in 2008, this rule has been in force and is enforced for the triennium 2012-2014. It will be applied to all NSs no matter whether they were appointed as a result of an election process among the ICOH members of that country (countries with more than 15 members) or directly by the President in consultation with ICOH members (for countries with fewer than 15 members).

Decision:

- The Report on activities of National/Area Secretaries was approved;
- The ICOH Officers and Board acknowledged the decisions made by the ICOH Board in March 2008 and decided to respect and apply the two-term rule for the 2012-2014 process of NSs appointment for all the countries. Therefore NSs who served for 2 or more terms will not be eligible for any additional term.



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



9. Reports of Task Groups

a) Report of Task Group on Membership

Dr. Sergio Iavicoli reported on the Task Group on Membership achievements and on the main tasks carried out during the triennium according to the 2009-2011 work plan. ICOH Secretary General pointed out a progressive and continuous growth of the membership starting from 2002 according to the final figures indicating a total number of 1783 ICOH members in good standing at the end of the triennium 2009-2011. Dr. Iavicoli showed the leading countries in ICOH membership and highlighted the best results achieved in Mexico, Brazil, India, South Africa and in particular in Peru which registered the best membership increase of the triennium. Another achievement was the further increase of developing countries affiliation (37% of the total members in gs) due not only to the differentiated system of ICOH fees but also to many activities intensified in these countries (organization of meetings, events, educational and training activities). This combined action is bringing ICOH more integrated globally not only in industrialized countries. The number of young members joining ICOH is increasing slightly, but currently the ICOH members' average age is still high. Therefore the implementation of a strategy aimed at a major involvement of young generations in ICOH remains a priority of this Task Group.

Also the renewed support of ICOH Sustaining and Affiliate Members was an important result of this triennium. Furthermore ICOH succeeded in having INRS renewing its ICOH Sustaining membership and taking responsibility for supporting initiatives for francophone membership recruitment. Another important result was the involvement of BauA (Germany) and INAIL (Italy) as Sustaining members. As for membership recruitment, Dr. Iavicoli reported about the actions done in cooperation with Dr. Morales in order to take advantage of ICOH 2012 Congress: the ICOH flyers and application forms were included in the kit to be distributed to each participant, the ICOH booth was going to be active during the Congress to provide the participants with information and promotional material, some facilities were going to be granted to new members recruited during the congress (gadgets, copies of Ramazzini book in its new edition, information material, discounted rate of the gala dinner), etc. In terms of benefits and tools for membership development, Dr. Iavicoli reported about the success of the PayPal platform allowing ICOH members to pay online their fees and the positive feedback received by ICOH members visiting and using the ICOH website that will be further implemented during the next triennium through the new journal platform.

Decision:

- The Report of Task Group on Membership was approved.

b) Report of Task Group on Information

Ms. S. Lehtinen briefly reported on the Task Group on Information, presenting the information activities carried out during the triennium according to the 2009-2012 work plan.

Both the ICOH Newsletter and the ICOH website remain the most important channels for information dissemination and both have been developed during the past triennium. With reference to the external communication, Ms. Lehtinen emphasized that all the Officers of Scientific Committees and the National Secretaries need to be well aware of ICOH Core Documents as a starting point to spread information also outside ICOH.

Decision:

- The Report of Task Group on Information was approved.



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



c) ICOH Newsletter

Dr. Seong-Kyu Kang, Editor-in-Chief of the ICOH Newsletter since the 2nd issue in 2009 (V7N2) reported on this important ICOH benefit. The Newsletter has been published three times a year during the triennium with the aim to provide information on members and their activities through ICOH communities, such as Scientific Committees, national gatherings and regional meetings. The printed copy and the electronic version were sent by email and postal mail to all members in good standing who could enjoy this ICOH benefit. For the next issues, some of the Board members suggested to enrich the section dedicated to new members. The Board members expressed their gratitude to KOSHA for the support given to the ICOH Newsletter.

Decision:

- The Report on ICOH Newsletter was approved.

d) ICOH website private area and Scientific Journals campaign

Dr. Sergio Iavicoli, Editor-in-Chief of the ICOH website, presented some positive figures concerning the use of the ICOH website. These figures confirmed that the investment made on ICOH website, aimed at revising the website in its style, structure and contents, was highly profitable as it led to an increase in the number of visitors from different countries all around the world. The ICOH private area with 833 members registered is becoming the largest occupational safety and health scientific social network where every member has an opportunity to upload his CV, photos, share information, etc. In order to make the Private Area more useful and attractive for members, it has been recently restyled and Dr. Iavicoli showed to Board members the major changes: the access to the historical section of ICOH Centennial Heritage has been included in the private area so that only registered members can see it. As for the Newsletter, only the last issue is available to all visitors while the newsletter archive is accessible through the private area. Finally, Dr. Iavicoli reported on the ICOH Scientific Journal platform, a specific section that will be available very soon in the Private Area to keep members updated on initiatives agreed with journals' partners and to allow them to directly have access to the negotiated discounted subscription rates.

Decision:

- The Report on ICOH website private area and Scientific Journals campaign was approved.

e) Report of Task Group on Constitution, Bye-Laws and Guidelines

ICOH President, Dr. Kogi reported that no specific changes or proposals were discussed and that special efforts were made during the triennium 2009-2011 in order to apply the rules of ICOH Constitution, Bye-Laws and Guidelines and to observe the provisions concerning the submission to Secretary General of the duly completed Transparency Declaration Forms by all Board members, Officers of Scientific Committees and National Secretaries.

Decision:

- The Report of Task Group on Constitution, Bye-Laws and Guidelines was approved.



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



f) Report of Ethics and Transparency Committee. Update on the Code of Ethics review

Prof. Peter Westerholm reported on the ICOH Code of Ethics review by reminding the ICOH Board members of the terms of reference, the strategy followed and reporting about the progress in the review process. He also informed about the organization of a special session on the Code of Ethics during the ICOH 2012 Congress to be used as a good opportunity to further discuss the ideas underlying the Code and the review process.

ICOH President, Dr. Kogi, concluded the discussion reminding that the Code review was initiated to update the existing code with the aim to keep its current structure and point out the need for any amendment of the existing code taking into account that the code has been incorporated into national legislation in some countries and that the application of the existing code has implication in the updating work. Dr. Kogi also reported about the Code review meeting organized in Rome on September 20, 2011 (attended by G. Costa, M. Guillemin, S. Iavicoli, K. Kogi, J. Rantanen and P. Westerholm). It was agreed to minimize the changes in the Code by examining the issues considered for revising the Code text while keeping the current structure and to continue the review work in the next triennium and form a Code Editing Group to be chaired by ICOH President for amending the existing code based on the review results. Dr. Kogi closed his speech by thanking Prof. Westerholm and the members of the Ethics and Transparency Committee for the review work carried out during the triennium.

Decision:

- The Report of Ethics and Transparency Committee was approved.

10. Proposal for Honorary Members appointment

Dr. Iavicoli took the floor to present the two ICOH members to be proposed to the ICOH General Assembly for appointment as Honorary Members, in recognition of their long-lasting contribution to ICOH and occupational health.

- Prof. Yukiko Okui, Japan
- Prof. René Mendes, Brazil

Decision:

- The Board decided to submit the proposal to the General Assembly for the appointment.

11. Issues related to the Elections of ICOH Officers and Board. Scrutinizers Committee Appointment

Dr. Sergio Iavicoli described to Board members the procedure related to the election of ICOH Officers and Board members. The procedure adopted was in line with the ICOH rules: the Call for Election was published in the ICOH Newsletter by March 18, 2011, then the candidatures were submitted by June 18, 2011 and finally the curricula were made available on the ICOH website starting from September 2011. Additionally, in November 2011 the ballots were sent out - to all ICOH members in good standing at March 18, 2011, i.e. one year before the beginning of the Congress - and the deadline for voting and returning the ballots to ICOH Secretariat General was fixed at February 18, 2012, i.e. one month before the beginning of the



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



Congress, as stated in the ICOH rules. ICOH Secretary General informed the Board members about the ballot counting planned on Wednesday 21, March 2012 at the presence of the Scrutinizers Committee. Dr. Iavicoli submitted to the Board the proposal of ICOH Officers to have the Scrutinizers Committee composed of three members: Prof. Jerry Jeyaratnam (Chairperson), Prof. Ruddy Facci and Dr. Timo Kauppinen and Prof. Frank Van Dijk as an alternate member, with the assistance of the Secretary General, Dr. Sergio Iavicoli.

Decision:

- The Board approved the proposal and the Committee of Scrutinizers was appointed by the President.



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



Meeting of the ICOH Board

Session 2

**March 18, 2012
Cancun, Mexico**

Time: Sunday, 18 March 2012 at 8.30 – 13.00

Venue: Hotel Fiesta Americana, Coral Kingdom Room,
Blvd. Kukulcán km. 9.5, Zona Hotelera 77500 – Cancún

Participants:

- Dr. Kazutaka Kogi (Japan)** - ICOH President
- Dr. Sergio Iavicoli (Italy)** - ICOH Secretary General
- Ms. Suvi Lehtinen (Finland)** - ICOH Vice President
- Prof. Bonnie Rogers (USA)** - ICOH Vice President
- Prof. Jorma Rantanen (Finland)** - ICOH Past President
- Prof. Giovanni Costa (Italy)** - ICOH Board Member
- Dr. Marilyn Fingerhut (USA)** - ICOH Board Member
- Dr. John Harrison (UK)** - ICOH Board Member
- Dr. Seong-Kyu Kang (Republic of Korea)** - ICOH Board Member
- Dr. Timo Leino (Finland)** - ICOH Board Member
- Dr. Bente Moen (Norway)** - ICOH Board Member
- Dr. Jorge Morales (Mexico)** - ICOH Board Member
- Prof. Antonio Mutti (Italy)** - ICOH Board Member
- Mrs. Uche Ojomo (Nigeria)** - ICOH Board Member
- Dr. Mary Ross (South Africa)** - ICOH Board Member
- Dr. Claudio Taboada (Argentina)** - ICOH Board Member
- Prof. Harri Vainio (Finland)** - ICOH Board Member
- Prof. Frank Van Dijk (The Netherlands)** - ICOH Board Member
- Prof. Sheng Wang (P.R. of China)** - ICOH Board Member
- Prof. Peter J.M. Westerholm (Sweden)** - ICOH Board Member

Mr. Carlo Petyx (Italy) – ICOH Staff

Ms. Valeria Boccuni (Italy) – ICOH Staff

Ms. Antonella Oliverio (Italy) – ICOH Staff

Before opening the second session of the ICOH Board Meeting, ICOH President welcomed Prof. Bente Moen who kindly agreed to assume a post as Board Member according to Bye Law 6.

1. Voting on the venue of ICOH 2018

The first item on the agenda was the Bid Committees presentation for determination of ICOH 2018 venue. ICOH Secretary General, Dr. Iavicoli, reminded the ICOH Board members of the decision-making process to determine the venue of ICOH 2018 Congress – Bid submission process, Board recommendation, Voting by ICOH Members - according to the Guidelines for ICOH Congress Organization.



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



Two applications were received for hosting ICOH 2018: Ireland (Dublin) and Morocco (Marrakech). A site visit was organized in each of the bidding country (Dr. Kogi visited Morocco and Dr. Iavicoli visited Ireland). The time allocated for each Bidding Committee was 15 minutes for the presentation and 5 minutes for discussion.

As for the Board recommendation, Dr. Iavicoli reminded the meeting participants of the terms of reference and the criteria to be taken into consideration by the Board as follows:

- professional strength, including the local Scientific Community
- occupational health situation in the country
- technical facilities, logistics, feasibility
- economic capacity
- geographical rotation.
- demonstrated experience in organizing Scientific Conferences with the involvement of professional conference organizing company with large experience in the organization of international conferences.

In this regard, Prof. Rantanen stressed the importance to consider also the safety and stability of the venue and its environments when voting on the Congress venue.

The first Bidding Committee in alphabetical order was asked to join the meeting.

Dr. Martin Hogan, member of the Local Organizing Committee and Dean of the Faculty of Occupational Medicine RCPI, presented the Bid for hosting the 32nd ICOH Congress in Dublin, Ireland. The conference proposed theme was: "From Ireland to the World; Uniting Occupational Health Professionals In Ireland in 2018 to Promote the Health of the Worker Internationally". The key points of the bid were a valuable scientific programme, the geographical location and accessibility of the venue - Dublin is a safe and friendly city and its competitive travel and accommodation costs can ensure the maximum number of delegates - and the Convention Center facilities.

Prof. Abdeljalil El Kholti, member of the Local Organizing Committee, and Mr. Abdelkader Amara, Minister of Industry, Trade and New Technologies, presented the Bid for the Moroccan delegation for hosting the 32nd ICOH Congress in Marrakech. The bid was organized by the Moroccan Occupational Health Association, the Moroccan National Institute for Working Life and the Occupational Health Unit of the Faculty of Medicine of Casablanca under the motto "Promoting occupational health, acting for sustainable development". The strong points were the Moroccan strong local organizers commitment and international support, attractiveness of Morocco as land of tradition and legendary hospitality.

After the two Bidding Committees presentations and the report of the Officers' site visits, the Board Recommendation took place by secret ballot.

The results of the voting were:

- | | |
|-----------------------|----------|
| ▪ Ireland (Dublin) | 11 votes |
| ▪ Morocco (Marrakech) | 9 votes |

Decision:

- The Board decided to recommend Ireland as the venue for ICOH 2018 Congress;
- The Board was informed that the President appointed the Committee of Scrutinizers for counting the votes for ICOH Congress venue in 2018. The members were Prof. Jerry Jeyaratnam (Chairperson), Prof. Ruddy Facci, Dr. Jorge Morales and Ms. Claudina Nogueira with the assistance of ICOH Secretary General, Dr. Sergio Iavicoli.



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



2. Reports of Working Groups

a) Elimination of Asbestos-related Diseases

Prof. Yukinori Kusaka reported on the activities carried out by the WG on the Elimination of Asbestos-related Diseases. He presented to the Board the second version of the Executive Statement on Prevention of Asbestos-related Diseases, whose first version was reviewed by the ICOH Board at the Midterm meeting in Milan in February 2011. As next step, the WG members reviewed the SC Executive Statement and suggested revisions, additions and corrections. All suggestions from the Board and WG members have been incorporated into the statement resulting in this second version. Prof. Kusaka explained in detail the whole text and reported on some reservations on this version that are still being raised by some of the WG members. In consideration of that, Dr. Kogi proposed to postpone the final decision of the Board.

Due to the importance of the asbestos issues, a productive discussion among the Board members followed this report. Board members agreed to strengthen the clear ICOH position in support of the global ban of asbestos, to liaise with other NGOs and fully support the IARC position. Dr. Kogi asked the Board to produce written comments on this important issue.

Decision:

- It was decided on the request of ICOH President proposed to postpone the approval of the ICOH Statement on Prevention of Asbestos-related Diseases. The Board members were invited to produce written comments for further discussion and final deliberation.

b) Network on International Communication and Information Technology

Dr. Max Lum reported on the ICOH Communication Network and on the networking activities carried out for promoting international communication and information technology for occupational safety and health during the triennium. After a general review of the state of art of global mass media communication, Dr. Lum provided information on ICOH Twitter and on the enormous possibilities and opportunities provided by this social media. Finally, Dr. Lum recommended to the Board to implement the use of this tool among the ICOH community and proposed to put a link to twitter on ICOH website to give it more visibility.

Decision:

- The Report of the Network on International Communication and Information Technology was approved.

c) Nanomaterial Workers' Health

Prof. Paul Schulte reported on the Working Group on Nanomaterial Workers' Health which was formed at the Midterm Meeting in February 2011 and made his proposal to turn the WG into a new ICOH Scientific Committee on Nanotechnology. Prof. Schulte gave a brief overview on some health issues related to nanomaterials and to the workers' exposure at such risks. He identified the need for having guidance for the risk assessment. He also suggested two main items for the Work Plan: ICOH can develop, on one hand the assessment of the compliance with precautionary guidance across a range of countries and, on the other hand, the guidance for start-up companies. The challenge for the nanotechnology SC would be not to duplicate the work of other committees, but to draw together experts from them for a concerted effort to protect workers where there may be challenges unique to nanomaterials so that the technology can be responsibly developed.

Decision:

- The Report of the WG on Nanomaterial Workers'Health was approved;



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



- The Board agreed to accept the proposal and the new Scientific Committee on Nanomaterial Workers' Health was established.

d) Occupational Infectious Agents

Dr. Mary Ross reported on the main activities carried out by the Occupational Infectious Diseases Working Group during the triennium 2009-2011. The approach to the triennial activities was to research what was already available and collaborate with relevant ICOH SCs and organizations to acquire or develop a range of materials and obtain best available evidence on protecting workers from OIA. Among the main outputs, she called the Board's attention to the HIV and AIDS draft policy for small enterprises prepared by the ICOH WGOIA with input from the Code Review Group Africa of the ICOH Ethics and Transparency Committee as a template for occupational health and human resource personnel to introduce appropriate policies to their workplaces.

Decision:

- The Report of the WG on Occupational Infectious Agents was approved.

e) Professional Curricula

Prof. Van Dijk reported on the activities carried out and mainly focused on the proposal raised in 2009 to develop a global online platform for educational materials for BOHS and for the exchange of opinions and experiences in BOHS. The plan received very positive reactions at that time and after hard work and efforts the website-portal www.workershealtheducation.org was launched in November 2011 as a pilot, including a well designed structure to present access to a rapidly growing number of online learning materials for OSH. The Board reacted with enthusiasm to this new resource considering the final intention to unit global resources and efforts for better education and for a better access to quality BOHS information and tools. In this view, it was proposed by the Board to include on this new website some related links to let people access easily information and websites of interest and to insert the link to the Workers' Health Education on ICOH website.

Decision:

- The Report of the WG on Professional Curricula was approved.

f) Young Workers and Child Labour

Dr. Marilyn Fingerhut reported on the main charges this Working Group acted on during the triennium. One of the major accomplishments of this triennium was the inclusion of wording related to young workers and child labour in the World Health Assembly resolution 64.27 Child Injury Prevention that was endorsed in May 2011 by the Health Ministers of the WHO Member States. With regard to future initiatives, Dr. Fingerhut informed the Board about the 'Knowledge Networks for vulnerable workers' set as one of the priorities at the last WHO Network Meeting with the main focus to work in order to develop global options and models for curricula for children of all ages.

Decision:

- The Report of the WG on Young Workers and Child Labour was approved.



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



g) Participatory Approaches in Occupational Health

ICOH President Dr Kogi briefly reported on the work of this Working Group on behalf of Prof. Ton That Khai who wasn't able to attend the meeting. The WG on Participatory Approaches in OH carried out the activities planned in the Work plan and produced some guidance materials on participatory approaches in occupational health practice such as the *Participatory Action-oriented Training – Practical Training manual for facilitators*, a practical guideline to support workplace initiatives based on self-help voluntary actions.

Decision:

- The Report of the WG on Participatory Approaches in Occupational Health was approved.

3. Financial update and budget 2009-2011 and Auditors' report

Dr. Sergio Iavicoli reported on the Budget 2009-2011 and informed the Board about the positive overall figures. He also pointed out the Auditors report which stated that "*the financial statements of ICOH as of October 31, 2011, comply with the International Financial Reporting Standards as adopted by the European Union; therefore they are clearly stated and give a true and fair view of the financial position and the results of the operations of the International Commission on Occupational Health for the three years period then ended.*"

Going deeper in detail, the incomes were higher than the forecasts as a result of the membership increase and of the revenue from ICOH 2009 Congress. As for the expenditures, they were in line with the estimations. 78,000 CHF were allocated for the ICOH 2012 Developing Countries participation support. In this respect, Dr. Iavicoli stressed the value of KOSHA donation (CHF 28,000) in order to help the ICOH policy supporting occupational health professionals of developing countries. Dr. Iavicoli also showed the overall figures of the temporary period from November 1, 2011 to March 23, 2012.

Decision:

- The Report on the financial update and budget 2009-2011 was approved.

4. Report of Finance Committee

Prof. Van Dijk as Chairman of the Finance Committee made some final comments on ICOH finances and confirmed the positive results of the work done. As one of the best achievements of the financial management, he mentioned again the sum allocated for the support to Developing Countries experts to participate in ICOH 2012 and the important contribution of KOSHA to this aim. Dr. Iavicoli took the opportunity to highlight the added value of the Sustaining Members (i.e. NIOSH, KOSHA, FIOH, INAIL, etc) whose support to ICOH is vital in many activities and has to be further encouraged in the future.

Decision:

- The Report of the Finance Committee was approved.

5. WHO-ILO relationships

ICOH President briefly reported that ICOH relations with ILO and WHO are in good progress and will be continued for the next triennium. During the triennium 2009-2011 ICOH's close collaboration with WHO continued at all relevant levels, including joint efforts to promote the WHO Global Plan of Action on Workers' Health and regional and country level activities, as well as active participation in the WHO Collaborating Centres Network in Occupational Health.



International Commission on Occupational Health - ICOH Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



Close collaboration with the ILO continued by contributing to the promotion of the ILO Global Strategy on Occupational Safety and Health, Framework Convention 187, and national projects. ICOH issued its statement on the World Day for Safety and Health at Work on 28 April in 2009, 2010 and 2011 to reinforce this collaboration.

6. Liaisons with NGOs

ICOH President referred to ICOH close collaboration with the sister NGOs in occupational health and safety (IEA, IOHA, ISSA, IALI). Among the results achieved, he reported that the Ergonomics Guidelines for Occupational Health Practice in Industrially Developing Countries have been produced together with the International Ergonomics Associations (IEA).

Decision:

- The Report on WHO-ILO relationships was approved.
- The Report on liaisons with NGOs was approved.

7. Proposal of amendments to the Guidelines for ICOH Congress Organization

With reference to the Guidelines for ICOH Congress Organization adopted at the ICOH Mid-term Meeting held in Hamburg in 2008, Dr. Iavicoli reported on the proposal of ICOH Officers to make the following four amendments:

1. to have an observer of each of the Bidding Committees to the bidding counting process in order to guarantee the transparency of this process;
2. to postpone the deadline of the appointment of the Trustees Committee three years before the Congress (instead of within three months from the winner announcement);
3. to postpone the deadline of the appointment of the Advisory Committee three years before the Congress (instead of within three months from the winner announcement);
4. to postpone the deadline of the appointment of the International Scientific Advisory Committee three years before the Congress (instead of within one year from the winner announcement);

Decision:

- The Board agreed to have these four amendments reflected in the Guidelines for ICOH Congress Organization.

8. Other issues presented by Board Members

Prof. Rogers reported an issue raised by one member of ICOH (Prof. Roberto Lucchini) and called the Board's attention to the proposed funding cuts in U.S. President's 2012 budget request that would eliminate funding for 17 Education and Research Centers (ERCs) sponsored by NIOSH. The Board discussed the possibility to take action to support training and education resources and express concern with this decision.

Decision:

- The Board agreed to have a letter made by ICOH President mandated by the Board to express concern with this action.