Report of TG on Information

ICOH Mid-Term Meeting
February 8-10, 2014
Helsinki, Finland
Task Group on Information: Report for 2012-2013

1. Members and Tasks
Members: Patabendi Abeytunga (Chair)
Sergio Iavicoli (Editor in Chief of ICOH web)
Seong Kyu Kang (Editor in Chief of the Newsletter)
Suvi Lehtinen, Louis Patry, Mary Ross, Eduardo Santino, Frank van Dijk

Tasks:
1) Advise the Officers and the Board on information activities and internal communication of ICOH
2) Function as an editorial board for advising the Editor in Chief of the ICOH Newsletter
3) Review the development and utilization of the ICOH web system for advising the Editor in Chief of ICOH web
4) Develop and support web-based facilities for promoting research, training and information in occupational health fields
5) Improve ICOH internal communication
6) The Secretary General is responsible for publishing the ICOH official documents (core documents, minutes, reports, etc.)
7) Work in co-operation with the International Communication and Information Technology Network for Occupational Safety and Health

2. Aims for ICOH Information Activities
The aim of the information activities of ICOH is to
a) inform about the strategies and activities of ICOH, and actions of the ICOH Officers and the Board, collect feedback from the members and the Scientific Committees (SCs) as well as from National/Area Secretaries (NSs) to the ICOH leadership
b) keep members of ICOH informed of the advances in various matters related to ICOH, work of the SCs and NSs, and of developments in occupational health in general
c) provide information to potential members about ICOH and the benefits related to being an ICOH member
d) provide and disseminate information on occupational health and safety compiled in various SCs, Working Groups and other related activities.

3. Tools for Information
An overall picture of the ICOH instruments for information is as follows:

ICOH instruments for information

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ICOH Triennial International Congresses

ICOH organizes an International Congress on Occupational Health every three years. The International Congresses are organized by national organizers and always provide a great deal of information that should be effectively disseminated also to those who could not attend them as well as to various users of that information outside ICOH. The abstracts of papers presented in each Congress are made available on the ICOH website.

The administrative decisions made in the General Assembly and Board meetings, as well as results of the elections have been informed after the International Congress, both through the Newsletter and the ICOH website.

Symposia organized by Scientific Committees

Scientific Committees organize their symposia and scientific conferences between the ICOH Congresses as well as their business meetings during the ICOH Congress. After the ICOH Congress and their own symposia and meetings, SCs have matters to inform the members of the Committees, to other SCs and relevant experts and to the leadership of ICOH. The communication takes place with the help of midterm and triennial reports through Vice President in charge of SCs and through the ICOH website. SCs are encouraged to report summaries of their activities in the ICOH Newsletter and thereby also on the ICOH website. Many SCs have their own website.

The preparations for the next ICOH Triennial Congress, ICOH 2015, are well under way involving SCs. More information is available at: http://www.icoh2015.org/.

ICOH Website

ICOH website is updated directly by the Secretariat with the technical support of a web agency based in Rome. Following the renovation and development during the previous triennium, the ICOH website is functioning positively for reporting developments in ICOH activities and publicizing research and news on the activities carried out by SCs. The events organized by SCs are highlighted on the website and have a dedicated section. The ICOH members’ Private Area, accessible through a simple log-in procedure, is used as an effective communication tool for all the members. ICOH members can update their contact information, check their payment status, pay ICOH membership fees electronically and check their affiliation to SCs. Additional resources such as the ICOH Bibliographic Database and the Centennial Heritage are also available online. These developments serve the purpose of sharing information on scientific topics and professional activities as a new benefit for the members.

Detailed information on SCs such as the Committee website, triennial reports and details of SC Chairs and Secretaries are available in the SC public sector. The contact details of NSs are likewise available in the NS public section. The SCs Virtual Office and the NSs Virtual Office are increasingly used as important tools, as they let the SC Officers and NSs access the member list with updated members’ contact details and payment statuses. Further, each SC has been encouraged to set up its own website which includes scientific contents and internal communications. The ICOH Secretariat has provided a template for SCs to facilitate their work in establishing SC webpages.

The following SCs have their own website accessible through the ICOH website:
- Epidemiology (http://www.epicoh.org/)
- Health Services Research and Evaluation in OH (http://www.ttl.fi/partner/icoh/health_service_research/pages/default.aspx /)
- Neurotoxicology and Psychophysiology (https://sites.google.com/site/scnp09/)
- OH and Development (http://www.ttl.fi/partner/icoh/health_development/pages/default.aspx /)
- OH in the Chemical Industry (http://www.medichem.org/)
- Occupational Medicine (http://www.icohscom.com/)
It is important to encourage SCs to develop their own websites and regularly update them. This is essential to promote the communication with ICOH members and joint work of SCs.

The Editor in Chief of the ICOH website is Secretary General Sergio Iavicoli. The ICOH Secretariat constantly advertises ICOH website tools and resources to ICOH members in order to increase the use of its various website functions and the internal communication. A regular evaluation of the functions of the ICOH website is essential.

**Scientific Committee Virtual Office**

The Scientific Committee Virtual Office, available at http://www.icohweb.org/sevo, includes all the relevant documents for SC activities and scheduled outcomes.

According to the current tools, SC Chairs and Secretaries have access to the list of members of their SC with the contact information and the payment status. SC Reports Triennium 2009-2012 are available in each SC contact page on the ICOH website. The SC work plans and activities are coordinated by Vice President Bonnie Rogers in charge of SCs.

*Contents of the Scientific Committee Virtual Office>*

- Scientific Committee Final Reports Triennium 2009-2012
- SC Officer Obligations
  - Transparency Declaration Form
  - Triennium Template SC Work Plan Form
  - SC Template Business Meeting Report Form
  - Triennium Template Midterm Report Form
  - Triennium Template Final Report Form
  - SC Template Officer Contact Information Form
- Sponsorship Funding for SCs
  - SC Sponsorship Funding Form
- Membership tools
  - Powerpoint presentation
  - Membership brochure
  - Application form (English, French, Spanish, Italian)
- Scientific Committees Member List

**National Secretaries Virtual Office**

The National Secretaries Virtual Office, available at http://www.icohweb.org/nsvo, includes all the relevant documents for NS activities and serves as a useful platform for promoting activities run by NSs.

With the new improvement, NSs have access to the list of members of their country/area with the contact information and the payment status. The work plans and activities of NSs are coordinated by Vice President Suvi Lehtinen in charge of NSs. The NS Information Letter is circulated to all NSs by the Vice President at regular intervals, 3-4 times a year.

*Contents of the National Secretaries Virtual Office>*

Report on activities of National Secretaries 2009-2012
- NS Obligations
  - Transparency Declaration Form
  - NS Report Model for 2012
- Membership tools
  - Powerpoint presentation
  - Application form (English, French, Portuguese, Spanish, Italian)
ICOH on Twitter

The ICOH Communication Network is designed to encourage the exchange of information about occupational safety and health in general and ICOH to stimulate interest in ICOH and improving the dissemination of science-based strategies, messages and research findings. The network activity by means of communication through the Twitter Network (@ICOHBuzz) as well as presentations, papers and outreach events is arranged by Network Leadership Team chaired by Max Lum. The Twitter Network involves 566 members from 23 countries. An estimated 30-34% are ICOH members.

In a number of key meetings, the Network Chair and members made major presentations based on experience with the Network and the Twitter site. These presentations devoted to the work of ICOH and membership recruitment.

Newsletter

The Newsletter aims to provide information on members and their activities through ICOH communities including SCs, NSs, relevant scientific meetings, national gatherings and regional meetings. Each issue contains President’s message, Editor’s note, a special article on a hot topic, SCs reports on international conferences and NSs reports on members’ domestic and regional activities. ICOH administrative issues, introduction of sustaining members, information on publications and upcoming scientific meetings, new members and any information related to members are also included. The latter part of the Newsletter contains a summary in French. It is regularly published, three issues a year.

In 2012-2013, Volume 10 No. 1 and No. 2-3 and volume 11 No. 1, and No. 2-3 were published. These issues contained articles on nanotechnology, sustainable work systems, ethical guidance, occupational health issues in fine arts and prevention of cardiovascular diseases. As the Newsletter is planned to be regularly published, special effort is needed to the regular publishing of the Newsletter, three issues a year as in previous triennia. It can further be surveyed what would be the most effective way of publishing the Newsletter, hard copy and/or electronic version.

TG on Information acts as the Editorial Board of the Newsletter. The Editor in Chief of the Newsletter is Board Member Seong-Kyu Kang. The contents of the Newsletter in 2012-2013 are indicated in Table 1.

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<td>S.K. Kang: ICOH 2012 in Cancun</td>
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<td>P.A. Schulte: Nanotechnology</td>
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<td>ICOH statement on global asbestos ban and the elimination of asbestos-related diseases</td>
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<td>ICOH membership renewal</td>
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<td>2-3/2012</td>
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<td>A. Manuaba: Anticipating recent and common problems is a must to attain humane, competitive and sustainable work systems and products</td>
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<td>P. Westerholm: Advertising ethical guidance in UK</td>
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<td>M. Riva: Occupational health in fine arts, music and literature</td>
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<td>A. Tsutsumi: The Tokyo Declaration on prevention and management of work-related cardiovascular disorders</td>
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**Materials for membership campaigns**

ICOH has five main information materials for NSs and SC Chairs and Secretaries to be used for informing occupational health and safety experts about ICOH activities, thereby attracting them to join ICOH. These are:

1. ICOH Powerpoint presentation
2. ICOH brochure
3. Membership application form (in English, French, Italian, Portuguese and Spanish)
4. ICOH Newsletter
5. ICOH one-page leaflet describing benefits to ICOH members (in English, French and Spanish)

**Participation in international campaigns**

ICOH participates in and contributes to international campaigns of the UN organizations, such as World Health Day of WHO and World Day for Safety and Health at Work of ILO.