



ICOH
MID-TERM MEETING
FLORENCE, 13 MARCH 2017

BREAKOUT SESSION C

**CONTINUITY AND RESOURCE MANAGEMENT FOR
SCIENTIFIC COMMITTEES**

Chair: Malcolm Sim (SC Occupational Medicine)

Rapporteur: Mahinda Seneviratne (SCOHSSEIS)

SC RESOURCE MANAGEMENT: ISSUES

- ICOH has very limited financial resources mainly derived from membership and Congress. Membership fees kept low, especially for LMICs.
- Funding available for SC events (conference, workshop, symposium etc) known to a few BUT process is not efficient or practical and can involve delays
 - CHF 2000= available from ICOH on request, but this needs to be promoted more among the SCs.
- Event funds do not go from organisers to SC involved, but there is scope for the gap in reg fees between ICOH and non-ICOH members to go to the SC. However, the local organisers take the risk in holding the meeting and there may be reluctance in having a higher reg fee.
- SC Bank A/c is not thought to be practical for SCs, especially smaller ones.
- Diversity of SC goals, membership and activities and need to have equity in terms of resource allocation
- Hosting SC websites needs some funds for the SCs

SC OFFICERS CONTINUITY: ISSUES

- Variability in nominations and electing processes among SCs for Chair (Secretary is appointed)
- Commitment of SC Chair and Secretary candidates to be ICOH Member of Good Standing (have paid membership dues) at the time of nomination and a commitment to pay dues for the next triennium should the person be elected
- Practicality of early elections (pre-ICOH Congress) to enable all SC members to vote and enable a Continuity Session and Handover during the Congress, rather than the vote at the Congress when only attendees can vote and difficult to arrange handover
- ICOH administration cannot centrally conduct elections for SC Chairs
- New Chairs and Secretaries often aren't given guidance in their role

SC RESOURCE MANAGEMENT: POSSIBLE ACTIONS

- Using social media for better communication and promotion among younger professionals
- Spanish language translations
- Greater promotion of multidisciplinary role in ICOH
- Develop links with journals and mentor / build capability of early career researchers and professionals
- Promote availability of ICOH funds for conference organisers to SCs
- Promote transfer of gap registration fees to SCs to provide funds for overall administration, such as setting up a website and non-conference SC activities

SC OFFICERS CONTINUITY: POSSIBLE ACTIONS

- Encourage SCs to hold electronic Chair election and appointment of Sec before Congress
- Hold a handover session early in the Congress for new and old appointees of SCs
- Develop an Induction Guide with a Checklist for new Chairs and Secretaries
- Assistance in setting up SC website with own webmaster within the SC
- “Why Join ICOH?” – provide brief information material on benefits for potential new members, especially the young and those from low/middle income countries.
- Our greatest resource is the collective knowledge and skills within SCs and ICOH overall – utilize it well and better as a benefit to attract new members

CONTINUITY & RESOURCE MANAGEMENT: KEY KEY ACTIONS

1. An **Induction Guide with a Checklist** for new Chairs and Secretaries
2. Assistance in setting up **SC website** with own webmaster within the SC
3. Use **social media** for better communication and promotion among younger professionals and
4. Provide **Spanish translations** of key material
5. Explore appropriate avenues of **funds** for SC activities
6. Better utilize collective **knowledge and skills** of SC members