



Minutes of the 1st Board Meeting

February 8, 2014
Espoo, Finland

Time: Saturday, 8 February 2014, 9.00- 17.00

Venue: Hanasaari Cultural Centre, Espoo, Finland

Participants:

Dr. Kazutaka Kogi (Japan) - ICOH President
Prof. Bonnie Rogers (USA) - ICOH Vice President
Ms. Suvi Lehtinen (Finland) - ICOH Vice President
Dr. Sergio Iavicoli (Italy) - ICOH Secretary General
Prof. Jorma Rantanen (Finland) - ICOH Past President
Prof. Giovanni Costa (Italy) - ICOH Board Member
Dr. Marilyn Fingerhut (USA) - ICOH Board Member
Dr. Patabendi Abeytunga (Canada) - ICOH Board Member
Prof. Andrew Curran (United Kingdom) - ICOH Board Member
Dr. Norito Kawakami (Japan) - ICOH Board Member
Dr. Elia Enriquez (Mexico) - ICOH Board Member
Dr. Timo Leino (Finland) - ICOH Board Member
Prof. Monique Frings-Dresen (The Netherlands) - ICOH Board Member
Ms. Claudina Nogueira (South Africa) - ICOH Board Member
Dr. Edoardo Santino (Brazil) - ICOH Board Member
Dr. Mary Ross (South Africa) - ICOH Board Member
Prof. Yves Roquelaure (France) - ICOH Board Member
Prof. Malcolm Sim (Australia) - ICOH Board Member
Prof. Harri Vainio (Finland) - ICOH Board Member
Prof. Peter Westerholm (Sweden) - ICOH Board Member

Invited participants on specific items:

Dr. Max Lum (USA) – Chair of the International Communication and Information Technology Network for OSH
Dr. Alexis Descatha – Proposal for the constitution of a new WG on Emergency care
Dr. Martin Hogan - President of the ICOH 2018 Organizing Committee

ICOH/FIOH Staff

Ms. Valeria Boccuni (Italy) - ICOH Staff
Mr. Pierluca Dionisi (Italy) - ICOH Staff
Mr. Carlo Petyx (Italy) - ICOH Staff
Ms. Marianne Joronen (Finland) – FIOH Information Officer

Apologies:

Dr. Seong-Kyu Kang (Rep. of Korea) – ICOH Board Member
Mr. Ton That Khai (Vietnam) – Chair of the WG on Participatory Approaches in Occupational Health



1. Opening

The President of ICOH, Dr. Kazutaka Kogi, opened the Board Meeting by welcoming all the participants and thanking the Finnish Institute of Occupational Health (FIOH) for hosting the ICOH 2014 Midterm Meeting. Dr. Kogi then invited all the participants to introduce themselves and started the session.

2. Approval of the minutes of the ICOH Board Meeting of March 24, 2012, Cancun, Mexico

Decision:

- The Cancun minutes were approved.

3. President's Introductory report

(See BD1 in Background documents ICOH Board Meeting)

ICOH President gave a summary of the ICOH activities undertaken during the first half of the triennium 2012 – 2015 according to the sets of priorities for the current triennium that were agreed upon in Cancun:

1. Advancing proactive risk assessment and control at work;
2. Extending effective occupational health services to all workers including Basic Occupational Health Services (BOHS);
3. Developing action-oriented ICOH toolkits;
4. Developing and sustaining induction, guidance and conduct of ethics;
5. Promoting good occupational health practices in diverse work situations;
6. Strengthening ICOH network activities

Special emphasis was given to the *ICOH statement on global ban of asbestos and the elimination of asbestos-related diseases* issued in 2012 and further revised in 2013 (now placed on the ICOH website) through collaboration with SC on Respiratory Disorders, WGs, relevant ICOH members and the Board. Another important ongoing activity was the review work of the *ICOH Code of Ethics* planned to be finalized during the 2nd Board Meeting on February 10, 2014. 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 reported back the achievements of various objectives and tasks. He finally expressed his hope that the President report and its discussion could be a concerted basis for achieving the strategic goals by 2015 and beyond. The President's report was followed by a lively discussion mainly focused on the contribution that ICOH should give in order to reaffirm the priority position of occupational health and the importance of primary prevention. Prof. Rantanen proposed to establish some kind of activities to discuss and analyse the possible future scenarios in view of maintaining priority position of occupational health and even developing it more. All the Board members agreed with a deeper engagement of ICOH in making occupational health more visible, showing the resilience, the benefits and the effects in terms of cost-effectiveness of the preventive activities.

Decision:

- President's Report was approved.



4. Reports of the Task Groups

TG on Membership

(See BD2 in Background documents ICOH Board Meeting)

Dr. Sergio Iavicoli reported on the positive results achieved by the TG in the first half of the triennium, having the 89% of ICOH members already renewed their affiliation as of November 2013. Another good result was the more balanced distribution of ICOH members from industrialized countries (55%) and from developing countries (45%) if compared with previous triennia. All the Sustaining Members already renewed their ICOH membership for the current triennium. In addition to them, the Workplace Safety and Health Institute of Singapore has recently joined ICOH as new Sustaining Member. Thanks to the actions taken, also the aging of ICOH members relatively improved in the current triennium. However, the increase of young members and the involvement of young professionals in the ICOH community remains a priority. In this view, the Secretary General reported about the agreement recently reached with the ILO which offered a partial fellowship in the amount of 4200 Euros for two ICOH candidates – to be selected in conjunction with ICOH 2015 Congress - to attend the Master in Occupational Safety and Health organized by the ILO International Training Centre (Turin, Italy), thus providing a great opportunity for young professionals.

The Board members' discussion mainly focused on the need for increasing effort to recruit young members - particularly during SCs conferences - and to make them more involved in the ICOH organization. ICOH benefits for young professionals should be made more visible. Based on the comments received, ICOH Secretariat will develop a new flyer targeted at young people and to be used during the SCs conferences in order to make the recruitment activity during these events more effective.

Decision:

- The Report of the TG on Membership was approved.

TG on Information

(See BD3 in Background documents ICOH Board Meeting)

Dr. Patabendi Abeytunga firstly expressed his gratitude to ICOH Officers and to Dr. Kang as Editor in Chief of the ICOH Newsletter who supported him in carrying on the activities of the TG on Information in the first part of the triennium. He then reported on the ongoing work of the TG according to the tasks set in Cancun. The aim of the information activities is not only to inform about the strategies and activities of ICOH but also to collect feedback from the members and the SCs as well as from NSs to the ICOH leadership. The main vehicles to pursue these objectives are the web services, the Newsletter and the international communication working in co-operation with the International Communication and Information Technology Network for Occupational Safety and Health. As for the future activities of the TG, Dr. Abeytunga informed the Board that he is currently working together with the Canadian Centre for Occupational Health and Safety regarding the development of a web based ICOH Information Resource. The next step should be to create a prototype to be sent out to the Board members and TG members for comments and suggestions. Finally, the Secretary General gave a quick overview of the ICOH website, the tools offered by the Private Area and provided some updated figures on the use of the ICOH website. Additionally, Dr. Iavicoli informed the Board that ICOH Secretariat is evaluating a further development for the website. The idea should be to update the site while maintaining a traditional approach, introducing a more modern style and feel, improving the readability and offering a series of useful widgets to the users.

Decision:



- The Report of the TG on Information was approved.

TG on Social Determinants and Occupational Health

Prof. Monique Frings-Dresen reported how the TG on Social Determinants and Occupational Health - set up in Cancun - approached this important issue according to the tasks assigned by the President. There are a great deal of definitions of social determinants incorporating a variety of different topics. Among them, the social and physical environment and the occupational health services are topics of major interest from the occupational professionals' perspective. Health inequities are often mentioned in relation with the social determinants of health: poor social and economic circumstances of health and work generally imply the highest risks of serious illness and premature death compared to when higher social/economic levels are guaranteed. Inequities are also caused by work unemployment, social support, stress, etc. The discussion on social determinants raised great interest among the Board members who agreed that many actions are needed for this topic and the TG should contribute to focus the attention on this relevant issue, related sessions could be organized during the next ICOH Congress in order to gather and share more information.

Decision:

- The Report of the TG on Social Determinants and Occupational Health was approved.

5. Reports of Working Groups

(See BD5 in Background documents ICOH Board Meeting)

Occupational Infectious Diseases

Dr. Mary Ross reported on the activities carried out by the Occupational Infectious Diseases Working Group in the first half of the triennium. A number of initiatives were identified and prioritised by the Working Group with emphasis on prevention of exposure to OIAs, as well as prevention and management of infections in the workplace through "Fitness for work", "Risk assessment" and Health surveillance". The four main focus areas selected are: health care workers, pandemics, occupational travel medicine and HIV in the workplace. As midterm main outputs Prof. Ross reported that a referenced, evidence-based guidance document on clinical best practices with regards to OIA and health care workers has been developed including appendices on immunisation and management of the more common infectious agents. Furthermore, Prof. Ross showed to the Board members a fact sheet "10 Tips on Infections for Occupational Travellers" which was developed in the format of a traveller's book mark for occupational or travel medicine clinics to provide to occupational travellers.

Decision:

- The Report of the Working Group on Occupational Infectious Diseases was approved.

Young Workers and Child Labour

Dr. Marilyn Fingerhut reported the major initiatives undertaken by the Working Group. At the ICOH 2012 Congress in Cancun there was a very dynamic Working Group meeting which provided an opportunity for the WG to meet with additional experts on children and youth and develop the next three year plan. Another successful event was the Conference "Mainstreaming OSH into Education: Towards a Culture of Prevention" organized at the ILO Training Centre (ITC ILO), Turin, Italy on November 6-8, 2012. Dr. Fingerhut then informed of some recent changes at WHO and ILO which require some new planning by the ICOH WG and to consider what roles it might undertake to ensure sustainability and facilitate collaborations in the future. Among the future actions, in the



second part of the triennium it will be assessed potential interest of the experts with focus on youth and child OSH will be assessed for their becoming members of an ICOH Working Group that would work together to possibly become an ICOH Scientific Committee.

Decision:

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

Elimination of Asbestos related Diseases

Prof. Yukinori Kusaka illustrated to the Board the WG's proposal for the *Questionnaire Survey on maintaining, demolishing and removing asbestos-containing materials: Present status reports from ICOH national representatives and country members under the national programmes for eliminating asbestos-related respiratory diseases*. The questionnaire based on ICOH Statement for all is aimed at helping the ICOH members for each country to know about the situations in the primary, secondary and tertiary prevention activities among workers for maintenance, and demolition and removal of asbestos-containing materials according to the national programmes for eliminating asbestos-related diseases. The aim is to think of the priorities in actions to take in order to implement the ICOH Statement. The questionnaire should be distributed in the first half of 2014 and the replies should be analysed in the second half of 2014. The result in a simple described statistics will be presented at Seoul ICOH in May, 2015.

Decision:

- The Report of the Working Group on Elimination of Asbestos related Diseases was approved.

Implementation of the Global Strategy on Occupational Health for All with a special reference to global ban of asbestos

Prof. Harri Vainio reported on the work of the WG and on its approach to carry out the activities through conferences. He informed about the International Conference on Monitoring and Surveillance of Asbestos-Related Diseases to be held right after the ICOH Midterm Meeting at the Hanasaari Cultural Centre, Espoo, Finland (11-13 February 2014). The asbestos-related diseases are still globally among the most serious and widespread occupational health hazards. The number of annual deaths due to past asbestos exposure exceeds 100 000. The contribution given by ICOH to this topic with the Statement on Global Asbestos Ban and the Elimination of Asbestos-related Diseases was very important and the ICOH commitment towards achieving the global ban of asbestos and the elimination of asbestos-related diseases must be continuous. Prof. Vainio also reported about two previous conferences held in 2013: Work, Wellbeing and Wealth: Active Ageing at Work (26-28 August 2013, Helsinki) and the International Symposium on Culture of prevention – future approaches (September 25-27, 2013 Helsinki) respectively dealing with two key issues of ageing and culture of prevention.

Decision:

- The Report of the Working Group on Implementation of the Global Strategy of Occupational Health for All with a special reference to global ban of asbestos was approved.

Participatory Approaches in Occupational Health

Dr. Kogi briefly reported about the activities of this WG as Mr. Ton That Khai was not able to attend the meeting. Good efforts were made by the WG in producing training materials and applying participatory approaches in small enterprises, in agriculture and in the informal sector. Dr. Kogi



invited the Board members to read the WG report to get further information on the ongoing activities.

Decision:

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

6. Report of the Network on International Communication and Information Technology (See BD6 in Background documents ICOH Board Meeting)

Dr. Lum reported on the ICOH Communication Network. He reminded the Board members of the core goals of the network: to stimulate the exchange of information, encourage the networking and the collaboration, disseminate the relevant scientific information and build ICOH membership. Furthermore, he gave an update on the use of ICOH Twitter and stressed the enormous possibilities provided by this social media and by new media in general (Wikipedia, YouTube, etc) to transfer and spread information. In conclusion, Dr. Lum formulated some recommendations to the Board: encourage Scientific Committees to post conference abstracts and reports, guidance documents and useful information to the ICOH Website, support communications sessions at the 2015 Congress, think more collaboratively about building ICOH membership using social media.

Decision:

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

Afternoon

7. Report of the Finance Committee (See BD7 in Background documents ICOH Board Meeting)

Dr. Elia Enriquez reported on the Finance Committee and focused on the financial management of the estimated budget for the triennium. The remittance of the interest free loan and of the additional fees coming from the ICOH Congress 2012 were performed respectively in April 2012 and June 2012 within the institutional rules set up by ICOH Constitution and Bye-Laws. She stressed the positive results reached in terms of membership fees which achieved already about 92% of the estimated budget for the current triennium. The Paypal system proved to be a very useful tool in improving and speeding up the payment process. In view of ICOH 2015 Congress, Dr. Enriquez on behalf of the Finance Committee strongly recommended to set up the Support Developing Country Committee as soon as possible in order to rapidly define the funds allocation criteria and to permit the management of the budget on time and efficiently. Dr. Enriquez concluded that the report of the Finance Committee was done clearly and accurately and she gave the floor to Dr. Iavicoli for a more detailed analysis of the budget and membership fees issues.

Decision:

- The Report of the TG on Finance Committee was approved.

8. ICOH Budget (See BD7 in Background documents ICOH Board Meeting)

ICOH Secretary General presented the budget 2012-2014 as of September 30, 2013. He showed the good results reached in terms of incomes and expenses. General trends are secure as they



reflect those of previous triennia where the expenses are mainly incurred in the final phase of the triennium. Furthermore, Dr. Iavicoli reminded that the account will be closed on November 30, 2014 and the interim period budget will begin starting from the 1st of December 2014 until the 5th of June 2015. To this end, it will be allocated 91,000 CHF corresponding to a sixth of the 2012-2014 budget. Finally, Dr. Iavicoli reported to the Board that possible adjustments of the membership fee system will be evaluated by the Finance Committee during the remaining part of the triennium taking into consideration the impact of the inflation rate and the respect of a fair and equal distribution among the different categories of members. Dr. Iavicoli asked the Board to give an exploration task to the Secretary General in order to carry out this activity.

Decision:

- The Report on the Budget 2012-2014 was approved;
- The Interim Budget from December 1, 2014 till June 5, 2015 was approved. To this end, it will be allocated 91,000 CHF;
- The Board approved to give an exploration task to the Secretary General in order to investigate possible adjustments of the membership fee system. Based on the results of this analysis, if the Finance Committee should recommend any change of the fee system, a formal proposal will be submitted to the ICOH Board and then proposed for approval at the ICOH General Assembly in the occasion of ICOH 2015 Congress.

9. Proposal for the constitution of a new WG on Emergency care

Dr. Alexis Descatha reported on the proposal to establish a new Working Group on Emergency Care. Firstly, he gave an overview on the background situation where many occupational practitioners have to face emergencies in occupational setting, from life-threatening emergencies to current urgent care. Furthermore, workplace emergencies have singularities that usual emergency teams do not know. A symposium dealing with "Emergency in occupational setting: should we suggest a new scientific committee?" was organized in 2012 during the 30th Congress of the ICOH held in Cancun Mexico. It was a successful event and showed the interest of sharing experiences around the emergency care in occupational setting. Dr. Descatha informed that an informal group on Emergency Care in Occupational Health (ECOH) was set up and started its activity by submitting a survey with 12 questions on emergency management in workplace to the ICOH National Secretaries; as a result 28/51 NS answered and 25 indicated their email thus showing their interest in this field. Dr. Descatha on behalf of the ECOH group submitted to the Board the proposal to create a new Working Group to carry on these activities in view of ICOH 2015 Congress, convinced that a close collaboration between emergency and occupational specialists could help to improve emergency care in workplace and to reduce the gap between knowledge and scientific occupational network. The Board members discussed this proposal and agreed on the importance of investigating this subject area and also proposed to extend the scope and the target group taking into consideration not only emergency care but also emergency preparedness and response.

Decision:

- The Board approved the new Working Group on Emergency Care;
- ICOH President will proceed with the formal appointment of the Chair and members of the group.

10. Proposal for ICOH WG on Occupational Safety and Health in Mining **(See BD7bis in Background documents ICOH Board Meeting)**

Dr. Marilyn Fingerhut requested the Board to consider the proposal to form a new ICOH Working Group on Occupational Safety and Health in Mining. She reported that the authors of this proposal



were ICOH members who have been providing leadership in the Steering Committee of the WHO “Knowledge Network on Occupational Health in Mining”, which was formed in 2012 in Cancun during the WHO CC Network Meeting and enlarged in a side meeting of the ICOH 2012 Congress. The objectives of the new Working Group would be to provide a forum for ICOH members and other experts concerned with mining, to encourage them to network and to meet in order to promote ideas, and to share knowledge and experiences about individual and workplace health and safety promotion for mining entrepreneurs and their employees world-wide, not limited to but with a focus on the most vulnerable group, the small-scale miners. Although in 2012 WHO invited the formation Knowledge Networks for Hazardous Sectors, the plan has changed and Knowledge Networks have been eliminated from the WHO Global Master Plan 2012-2017. Therefore the creation of a Working Group should be even more important to let the group carry on its activities. The Board members discussed this proposal and widely agreed on the importance of this topic.

Decision:

- The Board approved the new Working Group on Occupational Safety and Health in Mining;
- ICOH President will proceed with the formal appointment of the Chair and members group.

11. Constitution, Bye Laws and Guidelines

(See BD7bis in Background documents ICOH Board Meeting)

Dr. Kogi submitted to the Board two amendments of ICOH Bye-Laws with respect to the voting procedure for election of Officers and members of the Board (Bye-Law 6). The first amendment concerned Bye-Law 6, Section 1 and was related to the number of ICOH members in good standing supporting a candidate for the Officer position and the Board position. Based on the previous experiences and considering the significance of the positions played by the Officers and Board members, the TG proposed to increase this number to fifteen members in good standing for an Officer candidate and to ten members for a Board candidate. The second proposal of amendment concerned Bye-Law 6, Section 3 and was about the number of names to be marked on the voting form. As standard practice of previous triennia, voters are requested to mark a minimum of 8 names for Board elections and the maximum number of marks must not exceed the number of posts available in any election. As this provision was approved by the Board as temporary provision since 2002 and was applied in the voting procedure of previous triennia, the TG proposed to make it permanent in the Bye-Laws.

Finally Dr. Kogi submitted to the Board the proposal to add a new paragraph in the Guidelines for Scientific Committees to state the minimum requirements for the organization of ICOH Scientific Committees conferences and that at least abstract books should be available as repository on ICOH website, after revision process and approval by Chairs of SCs involved, and after consultation with ICOH Officers.

Decision:

- The proposed amendment to ICOH Bye Laws 6, Section 1, was approved (20 votes in favor, 1 abstainer) (See Annex 1).
- The proposed amendment to ICOH Bye Laws 6, Section 3, was approved unanimously (See Annex 1).
- The inclusion of the new paragraph in the Guidelines for Scientific Committees was approved unanimously (See Annex 2).

12. ICOH 2018

Dr. Iavicoli reported to the Board that the formal confirmation letter of the ICOH 2018 Organizing Committee was correctly received by ICOH Secretariat within 6 months after ICOH 2012 Congress



according to the Guidelines of ICOH Congresses organization and that a draft contract was jointly prepared by ICOH President, ICOH Secretary General and ICOH 2018 Organizers to be signed by the two parties during the Helsinki Midterm meeting. Then he gave the floor to Dr. Martin Hogan, President of the ICOH 2018 Organizing Committee who gave an update on progress of ICOH 2018 preparation. He provided information to the Board concerning congress venue, logistic facilities, accommodations, support to participants from developing countries, etc. Then the discussion mainly focused on the set up of the Congress theme and date. After a lively discussion the Board found an agreement on these two important issues.

Decision:

- The agreed theme for ICOH 2018 Congress was: “Occupational Health and Wellbeing: Linking Research and Practice”
- The agreed date for ICOH 2018 Congress was April 29 – May 4, 2018.

15. ICOH 2021

Dr. Iavicoli reported that no formal expression of interest were received so far for the organization of ICOH 2021. He reminded that the bids for ICOH 2021 have to be formally presented 60 days before the beginning of ICOH 2015 (by February 28, 2015). ICOH President invited ICOH Board to look for potential organizers reminding that the criteria of rotation of countries and regional area have to be respected.

Decision:

The procedure to determine ICOH 2021 Congress venue was agreed upon and the deadlines fixed:

- **By November 2014** – Announcement published on the Newsletter 3-2014 and on the Website;
- **By February 28, 2015** – Bid application deadline;
- During the ICOH 2015 Congress – G.A. vote by secret ballot;
- **By December 2015** - Written Confirmation by the host country (6 months after the election)

ICOH President closed the 1st Board Meeting expressing his thanks to all the participants for the successful and productive meeting.