



Minutes of the 1st Board Meeting

**March 13, 2008
Hamburg, Germany**

Time: Thursday, 13 March 2008, 9.00- 17.00

Venue: Hamburg Congress Center

Participants:

Prof. Jorma Rantanen (Finland) - ICOH President
Dr. Sergio Iavicoli (Italy) - ICOH Secretary General
Dr. Marilyn Fingerhut (USA) - ICOH Vice President
Dr. Kazutaka Kogi (Japan) - ICOH Vice President
Prof. Hua Fu (China) - ICOH Board Member
Ms. Jennifer Serfontain (South Africa) - ICOH Board Member
Prof. Yves Roquelaure (France) - ICOH Board Member
Prof. Petter Kristensen (Norway) - ICOH Board Member
Ms. Suvi Lehtinen (Finland) - ICOH Board Member
Prof. Ken Takahashi (Japan) - ICOH Board Member
Prof. Frank Van Dijk (The Netherlands) - ICOH Board Member
Prof. Michel Guillemin (Switzerland) - ICOH Board Member
Mr. Ian Eddington (Australia) - ICOH Board Member
Prof. Antonio Mutti (Italy) - ICOH Board Member
Prof. John Harrison (United Kingdom) - ICOH Board Member
Dr. Jorge A. Morales (Mexico) - ICOH Board Member
Prof. René Mendes (Brazil) - ICOH Board Member
Mr. Pierluca Dionisi (Italy) - ICOH Staff
Mr. Carlo Petyx - ICOH Staff

1. Opening

The President of ICOH, Professor Jorma Rantanen opened the Officers Meeting welcoming all the participants and expressing his thanks to DGAUM for hosting the meeting.

2. Approval of the minutes of the ICOH Board Meeting of 17 June 2006

Decisions :

The minutes were approved. (See Annex 1)



3. President's report

Prof. Jorma Rantanen described the two sets of activities that were agreed upon in Milan. He reported back the achievements of various objectives and tasks.

ICOH President pointed out some of the most important questions to be faced:

1. The Need for funding of various extra activities needs to be looked into;
2. The Importance of the ethics and the role of ICOH as an ethical association;
3. The changes in the ICOH institutional structure, passing from the mere individual membership to some kind of federal association; **(See BD 1 in Background documents ICOH Board Meeting, as modified by Prof. Rantanen)**

Decisions :

President's Report was approved.

4. Report on Scientific Committees

Vice President Marilyn Fingerhut described the status of the 33 SCs of ICOH, of which 31 have been active and 2 are dormant. During the first part of the current triennium, ICOH has encouraged the Scientific Committees to put in place joint activities and to work together.

Marilyn Fingerhut played also a decisive role in the development of the ICOH 2009 Scientific Program. **(See BD2 in Scientific Committee Reports)**

The ICOH Board discussed on the possibility of new fund raising resources by using the Scientific Committees activities, such as making funds through the organization of conferences and symposia.

After Vice President's Report, Jorma Rantanen summarized the key points to be implemented in the near future:

1. The Scientific Committees activities have to be implemented.
2. The reduction of the number of the Scientific Committees, reshaped on the basis of macro-areas of interest ;
3. The possibility of raising alternative funding from the Scientific Committees symposia.

Decisions :

The Report on Scientific Committees was approved.

Marilyn Fingerhut chaired the meeting, for the item 5, since ICOH President was committed in a key note presentation during the opening ceremony of the DGAUM meeting (the German society of occupational health);



5. Report on activities of National Secretaries

Vice President in charge of National Secretaries, Kazutaka Kogi, reported on the main activities put in place at this stage of the triennium:

1. National Secretaries were asked to present a short report on the activities and . 25 reports were handed in;
2. The National Secretaries virtual office was launched as a key tool for the ICOH National Secretaries activities;
3. During the term, several meetings were organized with the ICOH National Secretaries in various continents;
4. The role of regional secretaries still needs to be discussed, as it is not clear yet.

(See BD3 in Background documents ICOH Board Meeting)

Decisions :

The Report on National Secretaries activities was approved.

Jorma Rantanen took over the chairmanship of the meeting from Marilyn Fingerhut.

6. Reports of the Task Groups

WHO and ILO relationships and NGO's

Jorma Rantanen presented the variety of ways in which ICOH has contributed to the work of both WHO and ILO. Basic Occupational Health Services (BOHS) were in a central place in that collaboration, but there have been several other activities, such as contributions to the GPA on Workers' Health, to the WHO Collaborating Centres' Network activities, and to the WHO CC Work Plan 2006–2010.

The President pointed out that health care workers are a high priority of WHO, and ICOH can contribute to it through its respective Scientific Committees.

Furthermore, the collaboration with both WHO and ILO has been carried out in the development of a joint outline for OSH national profile. **(See Annex 2)**

NGOs

With the main NGOs, IEA and IOHA, a Memorandum of Understanding was drafted. In addition, also a Memorandum of Understanding with ISSA was drafted and discussed, and the feedback from all sister organizations was very positive. **(See BD5 in in Background documents ICOH Board Meeting)**

Decisions :

The Report of TG on WHO and ILO relationships and NGO's activities was approved.

TG on Information

Suvi Lehtinen reported on the work of TG on Information, mentioning the aim of the Task Group and the tasks agreed upon when starting the work after the Milan Congress.



ICOH Board discussed also on the drafting of a Guideline on information in Occupational Health, and the offers from other scientific journals to serve as an official ICOH journal. It was stated that no one journal can be appointed as the official journal alone, but all need to be utilized and worked with. In Cape Town, a session on scientific journals will be arranged and the topic will be discussed.

Sergio Iavicoli took the floor and continued by reporting on the ICOH website. The Secretary General, as the person responsible of the web, highlighted that the number of visitors has substantially increased. Ken Takahashi proposed to investigate into new forms of web communication such as the possibility of using "YOU Tube".

Frank Van Dijk, ICOH Board Member from the Netherlands, proposed to evaluate a further chance to guarantee a more open access to journals. Jorge Morales focused on the possibility of linking other OH journals on the ICOH website. ICOH Board agreed on the idea of restyling the ICOH website. **(See Annex 3 and 4)**

Decisions :

The Report of the TG on Information was approved.

TG on Transparency

Petter Kristensen reported on the work of the TG on Transparency. He pointed out that that the name of the Transparency Form should be changed into Declaration of interest form. ICOH Board underlined that the Declaration of interest form needs to be filled in by all who run as candidate for ICOH positions. The ethical aspects were deemed very important to ICOH, as ICOH is an NGO in official relations with WHO and ILO, and therefore the ethical conduct and independence of ICOH is of utmost importance. **(See BD4b in Background documents ICOH Board Meeting)**

Decisions :

The Report of the TG on Ethics and Transparency, including the procedure for the Declaration of Interest, screening was approved;
The name of the Task Group will be changed in Task Group on Ethics and Transparency.

Finance Committee

Frank van Dijk reported on the work of the Finance Committee, and concluded that the proposed transfers between the budget lines were acceptable and necessary to support the ICOH Mid-term Meeting. **(See BD4a in Background documents ICOH Board Meeting)**

Decisions :

The Report of the TG on Finance Committee was approved.



Working Groups

(See BD6 in Background documents ICOH Board Meeting)

Women and Work

Marilyn Fingerhut reported on the preparations concerning the work of the Working Group. She mentioned that the Working Group on Women and Work will be transformed in a Scientific Committee at Cape Town during ICOH 2009. In this occasion, the Chair of the new Scientific Committee will be elected. Meanwhile, Kaisa Kauppinen and Athena Linos will act as Co-Chairs.

Decisions :

The proposal to establish the Scientific Committee on Women and Work was approved.

Occupational Infectious Agents

Ruddy Facci reported on the Working Group on OIA. The main goal of the Working Group is to prepare the guidelines in order to present them for approval at the General Assembly in Cape Town. Furthermore, the ICOH Board discussed also the need, to be assessed, to establish a Scientific Committee.

Child Labour

No report or activity was produced. John Harrison will take the charge to look into finding someone who might take care of this: Susan Gunn of the ILO/IPEC will be contacted. ICOH President, Jorma Rantanen highlighted the importance of having an active Working Group on this issue as it is currently affecting 3 million of people.

Occupational Medicine

Jorma Rantanen reported on the preparatory work done to establish a Scientific Committee on Occupational Medicine. It was deemed important to have an overarching Scientific Committee on the core topic and it was emphasized that clinical occupational medicine and rehabilitation should also be included in it. John Harrison was proposed as the Chair of the Scientific Committee.

Professional Curricula

John Harrison described the proposal that had been developed in collaboration between him and Frank van Dijk. In connection of the Training and Education Conference, there will be a workshop in Glasgow in April and a session has also been scheduled for Cape Town. He pointed out that funds need to be sought in order to be able to carry out the activities

Decisions :

These reports were accepted with appreciation.



TG on Membership

Sergio Iavicoli reported on the membership campaigns, and on the good results achieved so far. He also mentioned that the membership form on the web will be made easier along with the membership application process. **(See Annex 5)**

The membership structure of ICOH was discussed and it was proposed that ICOH could have individual members but it could also evolve in a sort of mixed type of association by linking with other similar associations. ICOH Board set a small working group which will be in charge of preparing a SWOT analysis and report it back in Cape Town. The working group will consist of: Sergio Iavicoli, Kazutaga Kogi, Michel Guillemin, Ian Eddington and Jorge Morales.

Decisions :

The report was approved.

7. Proposal for Honorary Members appointment

People who are not active in ICOH management and who are ICOH members with outstanding careers may be proposed as Honorary Members. Any proposals should be sent to Sergio Iavicoli by the end of September 2008 in order to be discussed in the Board meeting in Cape Town.

Decisions :

The report was approved;

The ICOH Collective Membership Development Working Group was set up.

8. ICOH2015

Sergio Iavicoli reported that many Congress Centres around the world showed their interest for the ICOH2015 bid. These inquiries came from Ireland, India, Japan, and Republic of Korea.

Sergio Iavicoli also mentioned that the Guidelines on International Congress Organization were prepared and asked for comments. **(See Annex 6)**

