



## Minutes of the 1<sup>st</sup> Board Meeting

**March 14, 2017**  
**Florence, Italy**

**Time:** Tuesday, 14 March 2017, 15.00 - 18.15

**Venue:** Villa Tornabuoni Lemmi, Via Taddeo Alderotti 56, Florence, Italy  
Rev. CP

**Participants:**

**Dr. Jukka Takala (Finland)** - ICOH President  
**Dr. Marilyn Fingerhut (USA)** - ICOH Vice President  
**Prof. Seong-Kyu Kang (Rep. of Korea)** - ICOH Vice President  
**Prof. Sergio Iavicoli (Italy)** - ICOH Secretary General  
**Dr. Kazutaka Kogi (Japan)** - ICOH Past President  
**Dr. Dag Ellingsen (Norway)** - ICOH Board Member  
**Dr. Elia Enriquez (Mexico)** - ICOH Board Member  
**Prof. Monique Frings-Dresen (The Netherlands)** - ICOH Board Member  
**Prof. Mats Hagberg (Sweden)** - ICOH Board Member  
**Dr. Martin Hogan (Ireland)** - ICOH Board Member  
**Prof. Seichi Horie (Japan)** - ICOH Board Member  
**Dr. Dingani Moyo (Zimbabwe)** - ICOH Board Member  
**Ms. Claudina Nogueira (South Africa)** - ICOH Board Member  
**Dr. Robert Orford (USA)** - ICOH Board Member  
**Ms. Rosa Maria Orriols Ramos (Spain)** - ICOH Board Member  
**Prof. Christophe Paris (France)** - ICOH Board Member  
**Prof. Kari Reijula (Finland)** - ICOH Board Member  
**Dr. Edoardo Santino (Brazil)** - ICOH Board Member  
**Dr. Shrinivas Murlidhar Shanbhag (India)** - ICOH Board Member  
**Prof. Malcolm Sim (Australia)** - ICOH Board Member  
**Ms. Maria Luisa Tupia Gonzales (Peru)** - ICOH Board Member  
**Prof. Jukka Vuori (Finland)** - ICOH Board Member

**Invited participants on specific items:**

**Dr. Eun-A Kim (Rep. of Korea)** - Editor-in-Chief of ICOH Newsletter  
**Dr. Max Lum (USA)** – Member of TG on Information and Communication  
**Prof. Mary Ross (South Africa)** – Chair of the WG on Occupational Infectious Agents

**ICOH Staff**

**Ms. Valeria Boccuni (Italy)** - ICOH Staff  
**Mr. Pierluca Dionisi (Italy)** - ICOH Staff  
**Mr. Carlo Petyx (Italy)** - ICOH Staff

**Apologies:**

**Prof. Andrew Curran** – ICOH Board Member



## 1. Opening

The President of ICOH, Dr. Jukka Takala, opened the Board Meeting by welcoming all the participants. Dr. Takala expressed his thanks to the Italian Workers' Compensation Authority (INAIL) for hosting the ICOH 2017 Midterm Meeting and congratulated Prof. Iavicoli for the very successful International Workshop on Active Ageing, organized by INAIL and ICOH in collaboration with the Municipality of Florence, which was held in the morning at Palazzo Vecchio, Florence. Before starting the session, Dr. Takala welcomed ICOH Board members Dr. Shrinivas Murlidhar Shanbhag (India) and Ms. Maria Luisa Tupia Gonzales (Peru), who were co-opted as ICOH Board members for the current triennium (as set in ICOH Constitution, Art. 5, Sec. 6).

## 2. Approval of the minutes of the ICOH Board Meeting of June 6, 2015, Seoul, Rep. of Korea

The minutes of the ICOH Board Meeting of June 6, 2015, Seoul, Rep. of Korea were circulated among Board members before the meeting. No comments were made.

### Decision:

- The Seoul Board minutes were approved.

## 3. Report of the Task Group on Membership

Prof. Sergio Iavicoli went through the data on membership, which he had already illustrated in more detail to the SCs Officers and Board members the day before. He reminded the participants of the positive results achieved by the TG in the first half of the triennium, with 81% of ICOH members already having renewed their affiliation as of February 2017. He stressed that this result is satisfactory considering that the unilateral decision of UBS bank to close its business relation with ICOH (see the report of Finance Committee and the report on Budget) delayed the distribution of the 2nd reminder. A very good response came from Sustaining members, which renewed their support to ICOH for the current triennium. In addition to them, three new Sustaining members joined ICOH in the years 2015-2016: the National Research Centre for the Working Environment (Denmark), the Institute for Health Protection and Safety at Work (Croatia) and the HSE's Health & Safety Laboratory (UK). Another consolidated result was the more balanced distribution of ICOH members from industrialized countries and from developing countries, also thanks to the newly adopted fee system, which is facilitating the accessibility for developing and transitory countries and is not producing big changes on ICOH budget, as expected. Consistently with ICOH objective to increase developing countries accessibility and with the actions already taken for this purpose, Prof. Iavicoli proposed to develop a similar new fee system also to collective members, as follows:

<b>LOW INCOME COUNTRIES</b> GDP < 5,000	<b>800 CHF</b>	84% reduction
<b>MEDIUM INCOME COUNTRIES</b> 5,000 < GDP < 15,000	<b>2,500 CHF</b>	50% reduction
<b>HIGH INCOME COUNTRIES</b> GDP > 15,000	<b>5,000 CHF</b>	unchanged

The Board members welcomed the proposal, which reflects the same proportional reductions as the active membership fees.

As for the ageing issue, the ICOH members' average age is still high even if the trends show some positive results of the initiatives taken. Therefore, the implementation of a strategy aimed at a major involvement of young generations in ICOH remains a priority.

Among the planned activities for the second part of the triennium, Prof. Iavicoli alluded to the project to develop a survey for ICOH members and gave the floor to Ms. Valeria Boccuni (ICOH staff member), who briefly illustrated to the Board the main objectives of this questionnaire survey and the proposed timeline.



Board members provided their suggestions, which will be taken into account when drafting the questionnaire (e.g., specific questions for young members, inclusion of non-active members in the respondents list). The questionnaire will be developed in consultation with Officers, members of the TG on membership and NS.

**Decision:**

- **The Report of the TG on Membership was approved.**
- **The Board agreed with the proposal of a new fee system for collective members. The proposal will be brought to the General Assembly in Dublin for approval.**

#### **4. Report of the Task Group on Information and Communication**

Prof. Seong-Kyu Kang reported on the ongoing work of the TG according to the tasks set in Seoul. He provided an overview of the main information tools such as the website, the Newsletter and the social network service. Then he gave the floor to Dr. Eun-A Kim, Editor in Chief of ICOH Newsletter, who illustrated the main contents of the four issues of the Newsletter delivered so far, showing that major space is given to promotion of future events and announcements. On average, 2/3 articles are provided by Scientific Committees for each issue, while very few contributions come from National Secretaries. One objective of the Newsletter for 2017 will be to make the communication bidirectional and to introduce a 'talk to ICOH' option for the active members. Then Dr. Max Lum took the floor and focused on digital media and how digital communication can assist ICOH in disseminating information, engaging members and identifying potential new partners. Dr. Lum asked the Board to consider the possibility of creating a Digital Sub-group under the Task Group for Information and Communication, aimed at developing a more in-depth strategic communication plan and improving the management process of ICOH digital initiatives. He reported that the ICOH twitter site, which Dr. Lum manages personally, reached over 1000 followers and continues to grow. Ms. Rosa Orriols Ramos raised the issue that ICOH twitter account (@ICOHBuzz) is not so clearly recognizable as the name of "Max Lum" is strictly associated with it. She suggested that ICOH should have its own organization twitter account, as other organization have, such as WHO, ILO, ISSA. Based on the comments provided during the discussion, Prof. Iavicoli suggested that Dr. Lum should focus on the following specific tasks, in the limited time before the ICOH2018 Congress:

- a) to review the Wikipedia webpage and see how to improve it and follow it more actively;
- b) to look into the best way to have an ICOH twitter institutional account and evaluate how to link this huge opportunity of social media to the organization's objectives;
- c) to draft a couple of questions concerning the expectations related to the use of social media, to be included in the survey for ICOH members.

**Decision:**

- **The Report of the TG on Information was approved.**

#### **5. Report of Ethics and Transparency Committee**

Prof. Malcolm Sim summarized the activities carried out by the Committee during 2015/2016, which were mainly focused on the application of the 3<sup>rd</sup> Edition of the Code of Ethics and further ways for its wider dissemination will be investigated in the second part of the triennium. Prof. Sim also reported that the Code of Ethics was used as one of the main references by the working group established by the Australasian Faculty of Occupational and Environmental Medicine (AFOEM) to revise the Faculty's Guidelines on Ethics and Professional Conduct for Occupational and Environmental Physicians (released in May 2016). During 2015/2016, Ms. Claudina Nogueira was also involved in activities strongly linked with the dissemination and application of the updated Code in Southern Africa. Board members also reiterated the important process of translation of the Code, carried out by dedicated Working Groups, which gave an important contribution to the dissemination plan. The Code is available in various languages other than the official ones (English and French): Portuguese, Spanish, Italian, Chinese, Japanese, Turkish and Estonian. All translations are available for consultation on the ICOH website [www.ichoweb.org](http://www.ichoweb.org).

Further activities of the Committee concerned the assessment of the declaration of Interests form for three ICOH members who had been nominated as either a Chair or Secretary of an ICOH Scientific Committee during the 2015-2017 triennium: in each case, it was recommended that no conflict of interest was present. Planned activities for the second part of the triennium will include the examination of the ICOH Guidelines for



ethics, research and practice to make recommendations on necessary changes and updating and link with ICOH2018 Congress organizers to present a special session on the ICOH Code of Ethics and related topics in Dublin.

**Decision:**

- **The Report of the Ethics and Transparency Committee was approved.**

## 6. ICOH 2021

Prof. Malcolm Sim, President of the ICOH 2021 Organizing Committee, reported to the Board on progress in terms of congress preparation. The Congress will be held in the city of Melbourne, Australia on 21-26 March 2021 and the agreed theme will be: "Sharing solutions in Occupational Health: Locally, Regionally, Globally". He informed the Board that a change occurred in the host organization since the congress vote in Seoul. Originally, the Australasian Faculty of Occupational & Environmental Medicine (AFOEM) expressed its availability in hosting the ICOH 2021 Congress. Over the past 12 months, some incompatibilities between AFOEM and ICOH modus operandi arose and it became clear that AFOEM could not meet some ICOH requirements. Therefore AFOEM was obliged to relinquish its role as host organization, although remaining committed to continue its strong and active support of the ICOH2021 Congress. Thereafter, the Australian and New Zealand Society of Occupational Medicine (ANZSOM) agreed to be the Australian host organization. ANZSOM is a professional society operating in the fields of occupational medicine, occupational nursing and workplace health more generally. The society, with a membership of more than 250, seeks to advance the knowledge, practice and standing of occupational health by providing opportunities for professional development, networking and partnerships. Prof. Sim informed the Board that a contract was jointly prepared by ICOH President, ICOH Secretary General and ICOH2021 Congress Organizers and it was signed on March 13, 2017 in Florence. Dr. Sim expressed his confidence that the new host organization arrangement will deliver a successful Congress in 2021.

The Board expressed satisfaction with the work done to date and the planning of the next steps to proceed with ICOH2021 Congress organization.

*Coffee break*

## 7. Reports of Working Groups

### *Occupational Infectious Agents*

Prof. Mary Ross reported on the activities carried out by the Occupational Infectious Agents Working Group in accordance with the tasks assigned by ICOH President. She expressed particular thanks to Ms. Claudina Nogueira for her active support as Secretary of the WGOIA. Health care workers, occupational travel medicine, pandemics were some of the main focus areas which were researched in order to develop related fact sheets and other materials by the end of the triennium. Successful interactions were established with some Scientific Committees such as Mining Occupational Safety and Health and Health Care Workers. Finally, Prof. Ross stressed the importance of the continuation of the WG after five triennia of activity, involving 24 individuals. The President thanked her for the activities and her leadership of the WG.

**Decision:**

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

### *Young Workers and Child Labour*

Dr. Marilyn Fingerhut reported on the major accomplishments of the Working Group, also on behalf of the WG Co-Chair, Dr. Susan Gunn. She informed the Board that ICOH President gave permission to establish a Network of professionals active in the field of young workers and occupational health as part of the WG, with particular emphasis on the inclusion of members from developing countries. To this end, she illustrated the activities already completed and those currently underway. The Network should aim at having broad outreach



to conferences, organizations, governments, etc. and bringing attention to the problem and to existing good practices to provide solutions.

**Decision:**

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

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

Prof. Kari Reijula reported on the work carried out by the WG in the first part of the triennium. He illustrated ICOH objectives and actions for each of the following main categories identified by the WG:

1. Promoting Global Strategy on Occupational Health for All;
2. Global Ban of Asbestos and Elimination of Asbestos-Related diseases;
3. Occupational Health Services and Basic Occupational Health Services (BOHS);
4. Investing in the health of workforces and improving competence of the OH Professionals;
5. Prevention of Occupational Cancer.

Board members' discussion stressed the importance of contributing to ILO/WHO joint initiatives, implemented in different categories. In particular, ICOH should strongly encourage the development of occupational health services for all and the promotion of BOHS approach as a strategy to expand the coverage of occupational health services for the underserved sectors and groups.

**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.**

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



## **Minutes of the 2<sup>nd</sup> Board Meeting**

**March 15, 2017**  
**Florence, Italy**

**Time:** Wednesday, 15 March 2017, 09.00- 12.45

**Venue:** Villa Tornabuoni Lemmi, Via Taddeo Alderotti 56, Florence, Italy

**Participants:**

**Dr. Jukka Takala (Finland)** - ICOH President  
**Dr. Marilyn Fingerhut (USA)** - ICOH Vice President  
**Prof. Seong-Kyu Kang (Rep. of Korea)** - ICOH Vice President  
**Prof. Sergio Iavicoli (Italy)** - ICOH Secretary General  
**Dr. Kazutaka Kogi (Japan)** - ICOH Past President  
**Prof. Andrew Curran** – ICOH Board Member  
**Dr. Dag Ellingsen (Norway)** - ICOH Board Member  
**Dr. Elia Enriquez (Mexico)** - ICOH Board Member  
**Prof. Monique Frings-Dresen (The Netherlands)** - ICOH Board Member  
**Prof. Mats Hagberg (Sweden)** - ICOH Board Member  
**Dr. Martin Hogan (Ireland)** - ICOH Board Member  
**Prof. Seichi Horie (Japan)** - ICOH Board Member  
**Dr. Dingani Moyo (Zimbabwe)** - ICOH Board Member  
**Ms. Claudina Nogueira (South Africa)** - ICOH Board Member  
**Dr. Robert Orford (USA)** - ICOH Board Member  
**Prof. Christophe Paris (France)** - ICOH Board Member  
**Prof. Kari Reijula (Finland)** - ICOH Board Member  
**Dr. Edoardo Santino (Brazil)** - ICOH Board Member  
**Dr. Shrinivas Murlidhar Shanbhag (India)** - ICOH Board Member  
**Ms. Maria Luisa Tupia Gonzales (Peru)** - ICOH Board Member  
**Prof. Jukka Vuori (Finland)** - ICOH Board Member

**ICOH Staff**

**Ms. Valeria Boccuni (Italy)** - ICOH Staff  
**Mr. Pierluca Dionisi (Italy)** - ICOH Staff  
**Mr. Carlo Petyx (Italy)** - ICOH Staff

**Apologies:**

**Ms. Rosa Maria Orriols Ramos (Spain)** - ICOH Board Member  
**Prof. Malcolm Sim (Australia)** - ICOH Board Member  
**Mr. Ton That Khai (Vietnam)** – Chair of the WG on Participatory Approaches in Occupational Health



## 1. ICOH Congresses

Firstly, Prof. Iavicoli reported on the main outputs following ICOH2015 Congress. Among them, he stated that the payment of extra fees was done within the deadline set; the implementation of the Seoul Declaration was successfully underway; KOSHA released a Congress Report including key outcomes of the 2015 edition. Prof. Iavicoli congratulated KOSHA for this product and suggested that a congress report could be systematically released after the triennial congress to sponsor ICOH scientific activity, if the organizers' budget allows. Then Prof. Iavicoli made a quick overview of ICOH2018 organization and stressed that the process is well underway. Many actions have been completed already such as the agreement on registration fees, the designation of opening keynote speakers, the publication of 2<sup>nd</sup> Announcement, the launching of the call for abstracts. Turning to ICOH2021, Prof. Iavicoli recalled the comprehensive update provided by Prof. Sim the day before. Looking forward to ICOH2024, he spoke of the deadlines to be set for the bid application process and reminded that the bids have to be formally presented 90 days before the beginning of ICOH2018 Congress (by January 28, 2018). In the occasion of ICOH2018 Congress in Dublin, the Board will recommend to the General Assembly one of the proposed venues as its preference, as stated in the Constitution (Art. 6, Sec. 1).

Prof. Monique Frings-Dresen and Dr. Shrinivas Murlidhar Shanbhag briefly reported respectively about the expression of interest from The Netherlands and India to host the ICOH2024 Congress.

Prof. Frings-Dresen reported that the Academic Medical Center (AMC) would be interested in hosting the ICOH2024 Congress in the city of Maastricht. She emphasised the strong points of having a Congress in Maastricht, a pleasant and historical city in the southeast of the Netherlands. Maastricht has a long tradition of occupational medicine with strong occupational medical associations providing evidence in the OSH field. The country is very safe and offers good connections and facilities. The Congress could be an opportunity to increase membership in The Netherlands, Belgium and Germany.

Dr. Murlidhar Shanbhag reported that the Indian Association of Occupational Health (IAOH) would be interested in hosting the ICOH2024 Congress in India. He stressed the strong points of having a Congress in India. IAOH has experience and a proven track record in conference organization. Possible congress venues were identified in the cities of Delhi or Mumbai. Both cities offer hotel facilities and good flight connections. India is an emerging economy, which could benefit from hosting the ICOH Congress for the first time. Additionally, the event could be an opportunity recruit new members from India, Pakistan, Nepal, and Bangladesh.

### Decision:

**The procedure to determine ICOH2024 Congress venue was agreed upon and the deadlines fixed:**

- **By August 2017 – Announcement published in the Newsletter 2-2017 and on the Website;**
- **By January 28, 2018 – Bid application deadline;**
- **During the ICOH2018 Congress – General Assembly vote by secret ballot;**
- **By November 2018 - Written Confirmation by the host country (6 months after the election).**

## 2. Report of the Finance Committee

Dr. Elia Enriquez reported on the main tasks carried out to date by the Finance Committee. The remittance of the extra fees coming from the ICOH Congress 2015 was performed within the institutional rules set up by ICOH Constitution and Bye-Laws. The amount transferred was 111,234 CHF with a good economic increase of 10,000 CHF compared to ICOH2012 Congress. The Tax portion of the extra fees was 4657,00 € and it was reckoned in compliance with Italian regulations. From a preliminary analysis, the new membership fee system approved in Seoul shows a good impact on the incomes, which register a slight increase - about 3,000 CHF – in line with expectations. The 2015-2017 budget shows that as of September 30, 2016 incomes reached 80% of the estimated budget, whereas expenditures were about 14%. General trends are safe as they reflect those of previous triennia where the expenses are mainly incurred in the final phase of the triennium. Then, Prof. Enriquez reported on the change in the ICOH auditing company. The first General Assembly held in Seoul 2015, approved the proposal of appointing Mazars as ICOH Auditor. After the Congress, Mazars Italy transferred its holdings to Bdo Italy, creating a new entity. The professionals who audited the ICOH budget in the two previous triennia conveyed the relevant documentation to BDO Italy. The recommendation of the Finance Committee was to keep the relationship with BDO in order to guarantee continuity. Another important issue involving the Finance Committee was the unilateral and unexpected decision of UBS to terminate its business relations with ICOH. Dr. Enriquez asked Prof. Iavicoli to take the floor in order to explain the



handling and resolution of this urgent matter. As final remark, Dr. Enriquez raised the issue that finding new resources for ICOH is currently under investigation. She stressed that Scientific Committees should make use of the events they organize during the triennium as an opportunity for self-supporting funds, by setting different fees for participants (members vs non-members) according to a mechanism similar to the one used for triennial congresses. Ms. Nogueira proposed that ICOH could provide free membership to the winners of the student poster competition in Dublin in 2018. Prof. Iavicoli replied that free membership could be granted to the five runners-up of the ICOH2018 Congress. He also reminded participants that similar perks were already made available at ICOH2012 in Cancun, where the winners of the student prize had their ICOH membership fees waived. He said it would be interesting to establish the retention rate of those students whose membership fees were waived, and the Secretariat General will check this information.

**Decision:**

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

*Prof. Monique Frings-Dresen left the meeting.*

### **3. ICOH Budget**

Following Dr. Enriquez' report, ICOH Secretary General firstly focused on the issue of the new ICOH bank account. He reported that at the end of June UBS communicated its unilateral decision to terminate its business relationship with ICOH by August 24, 2016 due to their internal business policies. After immediate consultation with Officers and Finance Committee, ICOH Secretariat asked UBS for an extension; UBS agreed to extend the deadline until the end of October 2016. The criteria to find an alternative solution aimed at guaranteeing the continuity of the existing services, the security of the bank and the legal framework of the operation. Alternative bank institutes were contacted both in Switzerland and Italy, pros and cons of all possible solutions were evaluated and the safest solution was identified in Post Finance, a Swiss national bank, very stable and secure, owned by the government. Finally, Post Finance was chosen as the new ICOH bank in consultation with Officers, F.C. members, Deloitte and a legal second opinion, mainly in order to assure continuity and in line with compliance with legislation. No additional costs were generated by the change.

Then Prof. Iavicoli presented the budget 2015-2017 as of December 31, 2016. He showed the good results obtained 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. In this respect, Dr. Takala shared with the Board his plan to spend some of the "President strategy" funds in support of a project carried out by the European Agency for Safety and Health at Work (EU-OSHA) in collaboration with ILO, Finland and Singapore, aimed at calculating the economic costs of poor health and safety at work in all European countries.

Finally, Dr. Iavicoli stated that the account will be closed on October 31, 2017 and the interim period budget will be from the 1st of November 2017 until the 4th of May 2018. One sixth of the 2015-2017 budget will be allocated as the interim budget.

Dr. Fingerhut expressed appreciation, on behalf of all Board members, for the outstanding work done by the Secretary General and the Finance Committee to settle such matters promptly and efficiently.

**Decision:**

- **The Report on the Budget 2015-2017 was approved;**
- **The Interim Budget from November 1, 2017 until May 4, 2018 was approved. One sixth of the budgeted expenditures for the current triennium will be allocated as the interim budget**

### **4. Constitution, Bye Laws and Guidelines**

Dr. Takala gave the floor to Dr. Iavicoli to illustrate the proposed amendment to ICOH Bye Laws. Dr. Iavicoli reported that during the Dublin meeting held in February 2016, the Officers decided to draft a Bye Law in order to regulate the use of the ICOH logo. The ICOH logo is generally used for the main institutional events and activities (Triennial Congress, Midterm Meeting and Triennial Congresses of the sister organizations). An amendment was drafted by the Officers to set out the conditions and procedures to use the ICOH logo in the case of international conferences involving the Officers, Board members, Scientific Committees or National





Secretaries as relevant organizers or speakers. Dr. Iavicoli read out the text of the amendment and asked for Board approval (the Bye Laws may be amended by a simple majority of the Board present at a valid meeting as stated in Bye Law 20). The lively discussion of Board members confirmed the need for setting clear rules to manage the requests for ICOH sponsorship and the use of the logo by conference organizers, also to keep ICOH away from possible involvement in events not compliant with ICOH ethical principles.

**Decision:**

- **The Report of the TG on Constitution, Bye Laws and Guidelines was approved;**
- **The inclusion of the new Bye Laws on the use of the ICOH logo was approved unanimously.**

## **5. Election procedures for 2018-2020**

Prof. Iavicoli went on to talk about the election procedures for the next tenure.

Firstly, he reminded all present that the second General Assembly held in Seoul on June 5, 2015 proposed to introduce the electronic vote and ICOH Secretariat was charged with the task of exploring this possibility through a deep analysis of regulatory and procedural levels of action. At regulatory level, in order to introduce the electronic vote, ICOH Constitution and Bye Laws have to be changed. These amendments, if approved respectively by ICOH General Assembly and ICOH Board during ICOH 2018 Congress, will be in force starting from the triennium 2021-2024. In this view, the proposed amendment to the Constitution would consist of the addition of the wording “or electronic vote” next to the words “postal ballot” in all the occurrences in the text. The Board members agreed with the proposal. As for the procedural level, Prof. Iavicoli reported that the Officers agreed to implement a hybrid system combining postal and electronic vote on an experimental basis in order to guarantee the accessibility to the whole membership. ICOH Secretariat is currently testing two possible online voting platforms in order to identify problems, possible failures, weak and strong points. The Board members discussed with interest this issue and brought to light the following main aspects to take into account in the technical development phase: affordability of costs and a system able to guarantee and demonstrate the transparency of the voting process.

Then Prof. Iavicoli reminded the Board that the following special measures will be adopted for the 2018-2021 elections: an earlier shipment of the ballot; NS's notification after the ballot shipment along with members' addresses and support in case of delay in the receipt of the ballots; Midterm reminder to all voters two months after the shipment.

Finally, Prof. Iavicoli drew attention to the deadlines set for the elections and the eligibility situation for Officers and Board members. He called the attention of the Board to the deadline for candidate submissions occurring on July 29, 2017 (nine months before the first day of the International Congress according to Bye Law 6). Due to the summer break, the Board agreed to extend the submission deadline to September 15, 2017. A similar extension was agreed to in the last triennium and it guaranteed the good outcome of the candidates' submission process.

**Decision:**

- **The Board agreed with the proposal to amend the ICOH Constitution to enable the introduction of the electronic vote. The proposed amendments will be submitted for approval to the General Assembly in Dublin (ICOH 2018 Congress).**
- **The election procedure was agreed upon and the deadlines fixed:**
  - **By April 29, 2017 – The Call for election of Officers and Board members for the tenure 2018-2021 will be published in the Newsletter 1-2017 and on the Website;**
  - **By September 15, 2017 - The candidatures have to be submitted to the ICOH Secretariat;**
  - **By October 29, 2017 - The candidates' curricula will be published in the ICOH Newsletter 3-2017 and on the Website;**
  - **By November 10, 2017 - Shipment of the ballots;**
  - **By January 29, 2018 - Midterm reminder to all voters;**
  - **By March 29, 2018 – Returning of the ballots to the ICOH Secretariat;**
  - **During the Congress (April 29 – May 4, 2018) – Counting of the ballots.**



## 6. WHO-ILO relationship and NGOs

ICOH relationship with ILO and WHO was already reported by Dr. Takala during the Joint Meeting on March 13, 2017. Dr. Takala emphasised that ICOH is collaborating in many joint activities with both ILO and WHO. Compared with the past, not much progress had been made by both organizations in the field of occupational safety and health, mainly due to a lack of financial and human resources. However, ICOH role is important to keep the promotion of health and safety at work and prevention of occupational diseases high on the global agenda. ICOH has also continued to participate in the production of training materials for implementation of BOHS together with ILO and WHO activities in developing countries. Dr. Takala also reported that after the adoption of the Seoul Statement on “Development of Occupational Health Services for All” in Seoul during the ICOH2015 Congress, a dedicated conference was arranged in the small city of Gimhae, Republic of Korea, and had good outcomes. He stressed the opportunity to extend similar experiences in other countries. Finally, Dr. Takala informed the Board that ILO in collaboration with the International Social Security Association (ISSA) will organize the 21<sup>st</sup> World Congress on Safety and Health at Work from September 3-6 2017 in Singapore. ICOH is planning to organize a symposium on the “Prevention of Occupational Cancer” and preparatory plans include high-level contributions from ICOH and its members. The President encouraged all interested Board members to attend the conference. Dr. Kogi stressed the importance of maintaining the official relation with WHO and ILO over time, and also of clearly showcasing such joint activities in our external communication exchange through the website and the Newsletter. In the view of future collaboration with NGOs, Ms. Nogueira informed the Board that she is a member of Workplace Health Without Borders (WHWB), a non-profit international organization mainly composed of occupational hygienists. WHWB is very active in providing training programmes and is involved in projects to assess risks and develop hazard control, especially in developing countries with underserved populations. As WHWB is looking at extending its partnerships with global organizations, she suggested considering possible activities for joint collaboration between WHWB and ICOH.

### Decision:

- **The Report on WHO-ILO relationship and NGOs was approved.**

## 7. Proposal for Honorary Members appointment

Dr. Takala invited the Board members to think about possible ICOH members to be proposed for Honorary membership status and reiterated the appointment procedure and requirements. Currently ICOH has 26 Honorary members. Honorary members are individual who have made exceptional contributions to international occupational health, either within ICOH or outside. Five members in good standing from at least two different countries can submit proposed names of individuals to be considered for Honorary membership. If approved by the Board, the election takes place in the General Assembly at the immediately following International Congress. Terms of reference are set in Bye Law 1. Dr. Takala invited the Board to send him possible suggestions, if any, for his consideration.

## 8. Reports of Working Groups

### *Participatory Approaches in Occupational Health*

Mr. Ton That Khai was not able to attend the meeting. Dr. Kogi is a member of this WG and briefly reported on the ongoing activities of the group. The WG mainly focused on the review of the national and international programmes applying participatory approaches in different countries; production of guidelines on participatory approaches in occupational health practice; examination of needs for improving and supporting participatory approaches in occupational health. Dr. Kogi reported on the participatory training courses organized in Senegal and other countries of Africa and the Middle East, stress prevention training in Japan, health care sector training in Ghana, Senegal, Vietnam, etc. The WG confirmed its commitment to producing training manuals for applying participatory approaches in different countries (particularly in developing countries) and combining these efforts with the development of BOHS.

Dr. Fingerhut invited the WG to consider possible collaboration with some of the ICOH Scientific Committees, also in order to expand the activity of the WG.



**Decision:**

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

*Occupational Cancer*

Dr. Takala summarized the work carried out by the WG, which is described in more detail in the written report. The main objective is to extend the knowledge and associated actions to eliminate exposures at work leading to cancer. The goal would be to establish a global programme to reduce and gradually eliminate occupational cancer. Dr. Takala reported on some statistics provided by WHO, ILO on deaths attributable to occupational risk factors and by the Dutch Institute RIVM in a document on occupational chemical carcinogens. He pointed out that numbers are not accurate and there are some gaps, as full data are not available for all individual countries. Another limitation of the available statistics is that the Global Burden of Disease covers asbestos, but does not cover all the most frequent carcinogens and exposures at work. Dr. Takala also showed some examples of the cost calculation of fatal occupational cancer, injury and illness at work. Among the most important actions involving ICOH through this WG, Dr. Takala mentioned the IOSH global campaign on occupational cancer entitled "No Time To Lose". Finally, Dr. Takala stressed the importance of ICOH engagement in the development of strategies for preventing occupational cancer in view of reducing the exposures, leading up to the total elimination of occupational cancer, which is a challenging but achievable target.

**Decision:**

- **The Report of the Working Group on Occupational Cancer was approved.**

No additional matters were presented by the Board members.

**ICOH Secretary General reminded the Board members that their next meeting will take place in conjunction with the ICOH 2018 Congress in Dublin, on Saturday 28 April 2018.**

ICOH President closed the 2nd Board Meeting expressing his thanks to all the participants for their participation and active contribution to the meetings. Dr. Takala also thanked the Secretary General and his staff for their hospitality and excellent organization of the Florence meetings.