

Minutes of the ICOH Board Meeting
on Thursday, 27 January, 2005 at 16.00–19.00
and on Saturday, 29 January, 2005 at 08.30–19.00
House of Estates
Helsinki, Finland

RELEASE 31/03/2005 JR - SI

Participants: Officers

Jorma Rantanen, President
Sergio Iavicoli, Secretary General
Ruddy Facci, Vice President
Alain Cantineau, Vice President
Bengt Knave, Past President

Board Members

Tar-Ching AW
Ian Eddington
Kaj Elgstrand
Abdeljalil El Kholti
Richard Ennals
Hua FU
Tee L. Guidotti
Kazutaka Kogi
Petter Kristensen
Tore J. Larsson
Suvi Lehtinen
Marco Maroni
René Mendes
Louis Patry
Gustav Schäcke
Jennifer Serfontein
Ken Takahashi
Martha Waters

Secretariat

Daniela Fano, Assistant to the Secretary General
Carlo Petyx, Assistant to the Secretary General
Kirsti Tuominen, Assistant to the President

Thursday, 27 January 2005

1. Opening

The ICOH President, Professor Jorma Rantanen opened the Board Meeting with a word of welcome to the participants, and briefly illustrated the 150 years old House of Estates, venue of the meeting which serves now as the Government meeting and seminar site. He explained the layout of the agenda and Ms. Suvi Lehtinen briefly illustrated the meeting schedule. The Board Meeting agenda (Annex 1) was accepted without additions or changes.

2. Approval of the minutes of ICOH Board Meeting 28th February 2003

The minutes of the meeting had been sent to the members of the Board on June 13, 2003. Since no amendments or comments had been presented, the minutes of the ICOH Board Meeting of February 28, 2003, were approved.

3. President's Report

Background document of reference distributed at the meeting: President's Report Mid-Term Meeting 2005.

In line with the priorities agreed in the Second Board Meeting in Iguassu 2003, the President mainly focused his report on the following six topics:

1. **ICOH being structured as an organization:** The President pointed out that after the Iguassu Congress it has been extremely difficult to update and complete the SC's details and contact information. He thanked the Secretary General for the efforts spent on this task. He continued highlighting that the transition of ICOH Secretariat from Singapore to Rome was another huge effort which was most successfully completed by the Secretary General and his team in collaboration with our Singapore Colleagues. It turned out to be a complex task as the information on e.g. Scientific Committee meetings in Iguassu was not available to Officers. Similarly, the collection of reports for the Mid-Term Meeting was a lengthy process due to the slow responses and poor communication of a part of actors.

Altogether 60 different decentralized activities (35 SCs, 8 Committees and Task Groups, 3 Networks, 2 Working Groups and 12 liaisons with other organizations) were organized, chairs and secretaries were appointed, objectives and tasks with outputs and deadlines were set. There is a strong need for improving internal communication and reporting practices within ICOH.

Finally, ICOH President warmly acknowledged ISPESL, the Italian National Institute for Occupational Safety and Prevention for supporting and hosting the ICOH Secretariat General.

2. **Strengthening of alliances with ILO and WHO for global action on Basic Occupational Health Services:** The President reminded the participants of the Mid-term Meeting on the status of ICOH as a non-political, scientifically independent organization, officially recognized as NGO by ILO and WHO, with a formal position in their meetings. The formal and operational links with the International Organisations were strengthened also via a number of joint meetings, and concrete achievements were reached through making inputs to the policies of the Organizations (FCTC, BOHS, ILO new strategy, Dresden Declaration, etc). This work will continue also in the future.
3. **Increasing ICOH membership:** The President stressed the fact that the average age of ICOH members is becoming rather high (57 years) and the recruitment of young members turns out to be of major importance. Hence, a proposal of a reduced membership fee for people less than 36 years old and for members from developing countries has been made. As regards benefits for members, discounts were negotiated for ILO and WHO publications, while new ICOH web and the renewed Newsletter were specially developed as further benefits to Members. The President strongly recommended to SC Chairs not to encourage the practice of having associate members not being ICOH Members and reminded that National Secretaries should actively mobilize membership campaigns. Secretary General and the Task Group on Membership deserve our thanks for their most successful activity in membership issues.
4. **Internal and external information activities:** ICOH President made an overview of the communication tools developed in order to improve internal and external communication. Five issues of the Newsletter were published at four-month intervals and circulated to all Members; it is the maximum achievable outcome with the present financial resources, while the web was renewed twice. Furthermore, stands have been arranged during various symposia and exhibitions and ICOH slideshows were made available for Officers and National Secretaries to facilitate the promotion of ICOH and membership recruitment.

5. **Preparation of centennial events:** The President summed up that four key events are planned, namely an opening event with launching a centennial declaration, a historical exhibition and a thesaurus of all ICOH Congresses from the beginning, a plenary session and a celebration of ICOH 100-year anniversary (June 13, 2006). Also special awards are planned for distinguished services of ICOH Members.
6. **Support to and coordination of SCs activities:** approx. 50% of SCs showed a high level of activity, 40% a reasonable one and 10% are dormant. ICOH President pointed out that reporting did not work very well in spite of several reminders by the ICOH President and Vice-President. Finally, he reminded that a limited amount of financial support to SCs is available on request as allocated on ICOH budget. Unfortunately, the available resources do not permit more allocations and not for each Committee. This should, however, be an objective in the future.

Decisions:

1. The report was accepted and recorded as information to the Board.
2. The President and on the basis of his Report, the Board thanked all the Officers, the Board Members, Chairs of the Committees, Task Groups, Working Groups and Networks, and Chairs and Secretaries of the Scientific Committees, as well as National Secretaries for the dedication of their time and efforts for ICOH.
3. ICOH also addresses special thanks to ISPESL for providing the most valuable institutional support for the ICOH office and to FIOH for providing facilities for the President.

4. Reports of the Scientific Committees

Background document: 1st draft of Guidelines for Scientific Committees.

The Vice-president, Alain Cantineau, introduced his report reminding of the role of the Scientific Committees as the backbone of ICOH, and highlighting that SCs should have more visibility also on the basis of the huge amount of scientific activity and knowledge they produce. He continued by encouraging joint activities among SCs and improving the production of common outputs. The general overview of SCs reports submitted is as follows: 28 out of 35 held at least one meeting from 2003, 11 SCs issued proceedings, 10 published a newsletter or alike, and a dozen have an active website. He informed that 19 SCs provided their member lists and the average number of member in good standing is 54%. The major goals for SCs are strengthening of the SC administration and further development of interdisciplinary activities with other SCs.

He continued by pointing out that three SC did not submit a report, namely OH in Agriculture, OH and Dermatoses, and Vibration and Noise. Prof. Jorma Rantanen gave an update on these three SCs. Participants discussed the possibility to merge SC OH in Agriculture with Pesticides (which is a very active SC). As to OH and Dermatoses, ICOH President invited Kristiina Alanko of FIOH to attend the mid-term meeting in view of her invitation as Secretary of the SC on Dermatology. Vice President Alain Cantineau reminded that there are no strict rules to take action for SCs not being active.

Discussion:

The discussion turned to the overview of guidelines for SCs. It was deemed important that there be a balanced international distribution among SC officers and Board members. Regarding SC Officers' election procedures, some criticism in Iguassu had been presented and hence measures should be taken. The basis of SC Officers' rotation had been discussed and participants agreed that chairs and secretaries should not rotate at the same time in order to ensure continuity. Marco Maroni highlighted that if the turnover is not coincident and the secretary cannot replace the chair, this fact may result into a drawback since SC's life strongly depends on the work of the officers, chair and secretary being often very close.

ICOH Secretary General, Sergio Iavicoli, reminded that SCs guidelines are already in force, and it has to be decided whether implementing them or not: i.e. some SCs practise the Officers' rotation and others do not.

Decisions:

1. It was strongly recommended to SCs Officers that members of the Scientific Committees should be ICOH members in good standing while corresponding members should be an exception (max 2 per SC).
2. ICOH Secretary General will send a feedback to SC Officers on the member lists received, and on the member eligibility. The Scientific Committees that had not provided their member lists yet, were kindly requested to do so at their first convenience.
3. SC Officers are recommended to communicate immediately any changes in addresses and e-mails in order to improve internal communication.
4. The SCs which did not report for the Mid-term Meeting at all or not in time are kindly requested to do so in the next round of reporting.

5. Reports of Task Groups*Finance Committee (Tee L Guidotti)*

Background documents: 1) *Report of the ICOH Board Finance Committee Mid-Term Meeting 2005*, 2) *proposal of Guidelines for reimbursements*.

Tee L. Guidotti, Chair of the Finance Committee, presented his report mainly focusing on major issues, such as one time deficit in the interim special accounting period, reconciliation of expenses and assets during the move of ICOH office and accounts from Singapore to Rome, substantial measures to increase transparency, control of expenses and achievement of sustainable financial footing.

He reported that Finance Committee recommended the increase of membership through reduced membership fee for young people (less than 36 years old) on the experimental basis of one triennium and the permanent adoption of reduced fees for members from developing countries. He made a special appeal to members in industrialized countries to “adopt” a new member in the developing world, the first ICOH fee being paid for her/him by the 'adopter'.

The Finance Committee endorsed the transfer of budget funds to enhance the support of Scientific Committees, to President's strategy for further development of the ICOH Newsletter to raise ICOH visibility, and to Centennial Strategy in view of Centennial Events.

On behalf of the Finance Committee he recommended the adoption of reimbursement guidelines, set just for the sake of simplicity. He noted that the measures now adopted to expedite payment in connection of Congress registration bring ICOH in line with other organizations.

ICOH President informed Board Members that the remittance of ICOH 2003 loan and additional fees was successfully effected and thanked the Secretary General for the efforts made and for the income cumulated for ICOH. Through Vice-President Ruddy Facci, the President of ICOH2003, the ICOH President also expressed his thanks to the Brazilian Organizers. He also communicated to the Board that ICOH reserves are safely invested in government bonds.

Marco Maroni suggested to strengthen liaison with national scientific associations to make a real jump in membership increase.

Decision:

1. The Board approved the report of the Finance Committee.
2. The Board accepted the proposed Guidelines for reimbursement

Task Group on Transparency (Petter Kristensen)

Background document: *Report of the ICOH Task Group on Transparency Mid-Term Meeting 2005*.

Petter Kristensen reported the activities of TG on Transparency mainly focusing on the further development of Transparency declaration form. He informed that the final draft has been sent

to ICOH Officers, Board Members and Officers of the ICOH SCs and Networks and that the screening procedures have been set up.

He reported that the second major activity of TG was the evaluation of a possible conflict of interest on Ragnar Rylander's case.

ICOH President thanked the Chair and the Task Group on Transparency for the enormous, demanding and most valuable work done. He also informed the Board that Ragnar Rylander had decided to resign from ICOH and had sent his letter on resignation to the President.

Decisions:

1. The report of the TG on Transparency was accepted by the Board.
2. The Task Group will formulate a clear proposal for a next ICOH Code of Ethics on the conflict of interest matter after having analysed good practice guidelines already adopted by other Associations.

Task Group on Membership (Sergio Iavicoli)

Background document: *Report of the ICOH Task Group on Membership Mid-Term Meeting 2005, including proposal for reduced membership fees for young member.*

TG activities were mainly focusing on ICOH member benefit improvement, new member recruitment and sustainability, special action for young members, facilitating the payment of membership due, improvement of membership database and internal communication.

Sergio Iavicoli reported on renewing 2003–2005 campaign (updated data as of November 30, 2004). The main outcome of the membership campaign showed that 1244 members (Active, Retired, Sustaining, Affiliate) completed the payment (equal to 101% budgeted incomes); the total number of new ICOH members is 202. The new membership fee system showed an increase (7%) of members from developing countries (GDP < 15,000 USD), while the impact of new fees systems resulted in a 9% decrease of incomes. The present percentage of young members (Age <36) is 3% as at the end of previous triennium. The Task Group focused on analysing and drafting a proposal of reduced membership fee of CHF 60 for young people with less than 36 years of age (Kaj Elgstrand) and to develop a questionnaire to evaluate young people's needs (Ken Takahashi).

Sergio Iavicoli summarized the new fee proposal for triennium 2006–2008 to be submitted to the General Assembly of ICOH for adoption: CHF 300 for active membership from industrialized countries, CHF 60 for active membership from developing countries and CHF 60 for young members from all countries.

The Board agreed upon that the membership fee could not be lower than CHF 60, considering the amount of banking expenses. Sergio Iavicoli reminded that ICOH is likely to sponsor more than 20 memberships for the 2006–2008 triennium through the "Noro" fund and that the ICOH 2006 Congress organizers set very low participation fees for young participants, and they also provide financial support for members from developing countries.

El Kholti communicated that he has been active collecting 84 new applications from Morocco and application forms were handled to the Secretary General. Ian Eddington drew attention to the strategy set in the Southern Pacific in order to provide assistance to young OH scientific societies.

ICOH President highlighted that the best arena for recruiting new members are the OH meetings all over the world: all ICOH members should carry with them ICOH application forms for promotion purposes. The ICOH leaflet will also be renewed for that purpose.

Decisions:

1. The Board approved the report and decided to submit the proposal concerning new fees for triennium 2006–2008, to the General Assembly for approval, as follows:

- CHF 300 for active membership from industrial countries (GDP >15,000 USD);
 - Permanent adoption of CHF 60 for active membership from developing countries (GDP <15,000 USD)
 - CHF 60 (Age <36) for young members from all countries on an experimental basis of one triennium.
2. Each SC, individual members and organizers of ICOH meetings and other meetings in occupational health were called to utilize their available opportunities for new member recruitment.
 3. All the actors mentioned above, as well as professors and other educators in occupational health and safety were called to put efforts to recruit their students to ICOH membership.

Saturday, 29 January 2005

6. Reports of three Working Groups and Task Groups

WG Women and work (Alain Cantineau)

This Working Groups was set up in the Iguassu Congress to continue the work of the previous network "Women at work". The WG had difficulties in starting its activity: 3 tentative meetings failed and a new chair could not be found. A meeting of the WG is scheduled in Strasbourg next September to explore the research field and objectives. Kazutaka Kogi reported that Japanese Occupational Health Society drew guidelines on women at work.

Decisions:

1. In spite of this lack of activity, it was decided that the WG should continue to work.
2. New active members should be recruited and it was recommended that a session be devoted to this major topic in ICOH 2006, also considering the importance of female work.

WG Child Labour (Alain Cantineau)

Set up in Iguassu Falls, the WG is a liaison with ILO - IPEC in line with the ILO Convention No. 182 to work for the elimination of the worst forms of child labour and aims at increasing knowledge on health hazards affecting children at work. It has been pointed out that the two previous conferences (Fiuggi and Budapest 2004) have been an example of excellent cooperation with WHO: ICOH was asked to develop guidelines for 7–14-year youngsters and set up a network group (involving also Philip Landrigan of Collegium Ramazzini who wrote a report on the state of the art). A specific ILO - IPEC need is defining restrictions and status of child labour between 15 and 18 years. The conference of next April in Casablanca will deal with this topic and there will be a special session in ICOH 2006.

Decisions:

1. The WG is to continue and develop its activity.
2. The ICOH role is to collect medical data in order to convince that child labour is associated not only with social but also with occupational health issues
3. A state-of-the-art report will be prepared in collaboration with IPEC by the end of the year 2005.
4. A special session on child work and health will be proposed to the ICOH2006 Scientific Programme.

WG Biological Agents and Infectious Diseases (Ruddy Facci)

Background document: *Report of the ICOH Working Group on Occupational Infectious Agents Mid-Term Meeting 2005.*

Ruddy Facci reported that WG held 3 meetings and a fourth is scheduled in Brescia in March 2005. The main target was getting a review of biohazards, infectious biological agents and health care workers and focus is on travelling people (excluding expatriates). As an output, WG will draft a recommendation to be submitted to the Board and G.A. in ICOH 2006.

Participants recommended that the final paper should present not only the state of art but it also should suggest preventive actions. Particularly, ICOH's role should be focused on transferring existing public health hygiene guidelines to occupational health.

Decisions:

1. The WG will consider David Koh's contribution on SARS, the rising chicken flu in Asia, and NIOSH / WHO joint project of needle stick injuries.
2. The WG was encouraged to consider the theme in the ICOH2006 programme.

TG on Information (Suvi Lehtinen)

Background document: *Report of the ICOH Task Group on Information Mid-Term Meeting 2005.*

Suvi Lehtinen, chair of TG on Information, on behalf of the Editorial Board of the ICOH Newsletter, highlighted the positive feedback from the 5 published Newsletter issues by members who appreciated receiving information material directly instead of looking it only up from the web. She thanked Louis Patry for correcting proofs in French. It was pointed out that larger editorial outputs are needed, as well as a strong commitment from the editorial team to enlarge the Newsletter content. In this view, SCs are encouraged to send more contributions to the editorial team that will have to carefully check scientific accuracy. She announced that a series of "historical" articles is planned in the Newsletter by the Past Presidents: Sven Hernberg, Jean-Francois Caillard, and Bengt Knave who all have promised to contribute.

Sergio Iavicoli reported that ICOH website has been renewed improving its content, with a more pleasant interface, new articles, texts and pictures: it has been visited twice as many times in the recent months. Two new domains are envisaged: www.icohweb.org and www.cistweb.org, but the present web domain will go on working simultaneously for two years.

The Board discussed the further ICOH website development and agreed that it is aimed as a tool for everyday life of researchers and could be also used as a forum with dynamic characteristics. It should also include documents, guidelines and newsletters for internal communication and as a PR and image tool for external communication.

Sergio Iavicoli reminded that the further development of the ICOH website requires a part-time new position which is not allowed by the present ICOH finance. Finally, he reminded that thanks are due to Bruno Hannemann for continuous excellent work.

Decisions:

1. The report of the TG on Information was approved.
2. The ICOH newsletter should be continued and the reallocation of ICOH budget element agreed in the point 5 will make this possible.
3. The SCs are called to provide material for Newsletter articles.
4. A common web template for all SCs on ICOH website will be developed.
5. It was approved to include ICOH website into the portal of the European Agency on Safety and Health at Work(2nd level domain).

TG on Language Matters (Tar-Ching Aw)

Background document: *Report of the ICOH Task Group on Language Matters Mid-Term Meeting 2005.*

Tar-Ching Aw reported that ICOH Constitution, Bye-laws and Code of Ethics were translated into Japanese thanks to the efforts of Kazutaka Kogi and other colleagues. Japanese translations are now available on the web. He reported that TG made some exploratory moves to see if languages such as Chinese (Mandarin) can be accommodated in a similar way.

René Mendes announced that translation into Portuguese of the Code of Ethics was completed and he was requested to provide a digital copy to be published on ICOH official website and to translate into Portuguese also ICOH Constitution and Bye-laws and the Application Form.

El Kholti distributed to the Board Members copies of the Arabic translation of ICOH Constitution and informed that the translation of the other ICOH core documents is under way.

A stimulating discussion followed with special attention on appropriateness of translating working and core documents. Marco Maroni proposed to include a "disclaimer notice" in ICOH core

documents translated into languages other than the official ones to make readers aware that they are not legally binding. Secretary General recommended the appointment of some ICOH members to check translations; he announced that the code of ethics was adopted by the Argentinean Minister of Labour and the updated English version was included into the Rosenstock and Cullen text edition. Though the web has one domain only, the contents are bilingual.

Decisions:

1. The Board expressed thanks to the TG for its successful efforts and approved the report.
2. The translations of ICOH core documents into languages other than the official ones are not legally binding and it shall be indicated in the documents.
3. The ICOH members in different countries are encouraged to translate core documents into respective languages with linguistic and substantial check up.
4. The TG chair will ensure that the translated documents will be checked by an appointed ICOH member.
5. Translation of working documents is welcome according to need, but will not be provided centrally. Secretary General must be kept informed on such activity

Centennial Committee (Jorma Rantanen)

Background document: *Report of the ICOH Centennial Committee Mid-Term Meeting 2005.*

ICOH President referred to his Report (see item 3, point 5) and reported further that the centennial award system is in a fine-tuning stage and will comprise three awarding levels: 1) symbolic way (ICOH in the past), 2) distinguished activity in ICOH, 3) activity award.

The opening ceremony of the ICOH2006 will foresee the participation of the highest political authorities and top delegates. It will deal with historical presentation of ICOH 100 years and the present role of ICOH as an international actor for occupational health, and presentation and signing of the Centennial Declaration. He announced that a historical exhibition (with some pictures of child labour by David Parker) is in preparation and that the Thesaurus to be circulated to all ICOH 2006 participants is a complex CD with a search engine reporting all ICOH Congresses from 1906. The draft Centennial Declaration was discussed by the Board.

Decisions:

1. The report of the Centennial Committee was approved.
2. The proposed Award structure was approved
3. The Board Members were invited to send their comments on the Centennial Declaration by May 2005.

7. Other activities

Activities of National Secretaries (Ruddy Facci)

Background document: *Report of the ICOH National Secretaries Reports Mid-Term Meeting 2005.*

ICOH Vice-President Ruddy Facci pointed out that 17 National Secretary reports were submitted (30.9%) to the Mid-term meeting. It is worth mentioning that ICOH Code of Ethics was approved by the Minister of Labour in Argentina and included into the official legislation. He highlighted that NS's are very much looking forward to ICOH guidelines: in addition, transparency forms should be distributed to NSs, too, and a link of SC officers and NS would further motivate and involve NS in the scientific activities of their countries.

Decisions:

1. The Report was approved.
2. An acknowledgement letter will be sent by ICOH Secretariat to the Argentinean Government.
3. National Secretaries are encouraged to continue membership campaigns.

National Secretaries' guidelines (Sergio Iavicoli)

Background document: *proposal of Guidelines for the National Secretaries of International Commission on Occupational Health.*

Sergio Iavicoli reported that as per article 15 of Bye-Laws, the NS's are defined and they represent ICOH in their country. He presented the draft of guidelines and reminded that the need for guidelines was presented by NSs since Iguassu Congress. The main difficulty is finding continuity in small countries with few members.

A stimulating discussion followed in which major drawbacks were identified in poor links between NSs and the National Associations relevant in occupational health, necessity of flexibility and democracy in NS's officer elections, scarce representativeness of NS, scarce relationship between NS and the Board, lack of rotation of NS officers, and lack of financial support.

It was suggested to change some "wording" in NS guideline draft. Furthermore, it was recommended to improve relationship between NS and the National Associations which are ICOH Affiliate Members. Finally, it was pointed out that the process for the election system of the National secretaries should go through the call for nomination at the end of April 2005, otherwise it should be postponed to 2009.

Decisions:

1. The Board adopted the guidelines for NSs on an experimental basis.
2. Secretary General will release a 2nd draft of the guidelines and the Board Members will send comments by 15 April 2005 to SG (Annex 2).
3. The Secretary General will develop a further draft that will be tested in the preparation of next triennium and elections for 2006–2009 will be run on experimental basis.

WHO-ILO relationships (Jorma Rantanen)

Background document: *Report on ICOH collaboration with WHO and ILO, Mid-Term Meeting 2005.*

ICOH President reported that official collaboration of ICOH with WHO is excellent and is demonstrated by a close and continuous collaboration between the two. In WHO the work is mainly carried out in connection of WHO occupational health networks and Occupational Health Programme. ICOH could be very useful in providing scientifically based information via its multidisciplinary expertise to be utilized for workplace level activities.

Collaboration with ILO dates back to Parmeggiani's times and has been more closely promoted in the past two years also through the activities of the joint ILO/WHO Committee on Occupational Health that recommended the elimination of asbestos-related diseases in connection of the Global Programme on Elimination of Silicosis and endorsed the development of Basic Occupational Health Services as a priority for collaboration between ILO, WHO and ICOH.

ICOH also contributed to the Dresden Declaration on the Protection of Workers against Asbestos which was issued in the Dresden Conference in 2003 and recommended as an ultimate goal a worldwide ban on asbestos production and use. The ICOH input to the WHO Framework Convention on Tobacco Control, FCTC, was concrete and successful.

Decisions:

1. The Board found that the collaboration with WHO and ILO active at the level of the leadership.
2. It was recommended that more ICOH experts be involved in the cooperation with ILO and WHO for technical and scientific issues.

Liaisons with NGOs:

Background document: *ICOH Liaison Reports, Mid-Term Meeting 2005.*

- *Collegium Ramazzini (Jorma Rantanen)*

The need for closer relationships with *Collegium Ramazzini* was discussed as there are many topics of common interest. The ICOH and CR Presidents have drafted a memorandum of Understanding to promote collaboration with the CR. It was, however, not accepted by the Council of CR. The collaboration is now developed on "ad hoc" basis with special reference to the development and promotion of BOHS, work on asbestos, child work, training and education, etc.

- *International Ergonomics Association (IEA) (Kazutaka Kogi)*

On the basis of a memorandum of understanding, joint documents can be produced regarding developing countries and joint activities can be implemented in sponsoring meetings. Timing of triennial congresses should be better chosen, since from 2000 the two congresses have been held in the same year.

- *International Occupational Hygiene Association (IOHA) (Martha Waters)*

A report on IOHA activities will be published in ICOH Newsletter.

- *Work With Computing Systems (WWCS) (Bengt Knave)*

Information technology has changed working life in many respects and efficient and healthy use of computing systems is important for the successful work for individuals, companies and the whole society. The Group was founded some 20 years ago (formerly it was WWDU) and the next conference will be held in Stockholm in 2007.

- *International Social Security Association (ISSA) (Jorma Rantanen)*

There has been a long-standing collaboration between ICOH and ISSA: major output is the Joint Declaration "Recommendations for protecting health care workers' health" issued in Kitakyushu (2004) and the forthcoming joint collaboration for the Orlando Conference (September 2005).

- *IEA – Epidemiology in Occupational Health (Ken Takahashi)*

The participation in 17th International Symposium on Epidemiology in Occupational Health, Melbourne, October 2004 with a quite satisfactory output was reported.

- *International Society for Exposure Assessment, ISEA (Marco Maroni)*

Marco Maroni reported about ISEA, which is substantially based in Northern America, and about the 13th Annual Conference held in Stresa in September 2003 with more than 400 participants. It is concerned with several areas close to occupational toxicology, pesticides, etc. but contacts with ICOH are rather loose.

- *International Commission on Non-Ionizing Radiation Protection (ICNIRP) (David Sliney)*

ICNIRP and ICOH facts sheets and joint sessions will be organized on account of the two organizations' mutual interest in ICOH 2006. The ICNIRP Scientific Conference was organized in May 2004 in Seville, Spain, with the ICOH contribution.

- *Club of Geneva (Richard Ennals)*

Club of Geneva is an international NGO concerned with the well-being of the individual in the workplace. In 2001, the Club launched an initiative for *Health and Psychosocial Consequences of Abrupt Economic Change*. The main project was conducted with the Global Network for Research in Mental and Neurological health, hosted by the World Bank in 2001. Ennals pointed out that the involvement of ICOH Scientific Committees and individual members will be welcome to the activities of the Club of Geneva.

Discussion: a discussion turned on other NGO's activities. Marco Maroni reported about the International Society of Indoor Air Quality and Climate (ISIAQ) with 2000 members whose main goal is indoor air quality by all possible measures. The next meeting of ISIAQ will be held in Beijing in September 2005. Furthermore, Tee. L. Guidotti reported on the growing interest in ICAE. Tore J. Larsson raised the issue of promoting better contacts with Occupational Safety Associations (Engineers, etc.), e.g. National Safety Council in the USA, and suggested to contact different committees of ISSA that counts on a high number in the USA.

Decisions:

1. Reports were approved as information to the Board.
2. More information and details will be collected and circulated to the ICOH Board.
3. The President appointed Marco Maroni as the liaison officer to ISIAQ, Tee L. Guidotti as liaison officer to ICAE, and Tore J. Larsson as the liaison of ICOH to Safety Associations.

Proposal for honorary and emeritus members' appointment (Jorma Rantanen)

ICOH President recalled that the honorary and emeritus members' appointment criteria are set on ICOH Bye-Law No. 1 and the last appointments made by the General Assembly during the ICOH2003 Congress.

A discussion followed on the meaning of "emeritus" which is quite different from Northern to Southern Europe.

Decision:

1. The criteria were considered as information.
2. Board Members were invited to send proposals for the Secretary General by the end of June 2005.
3. On the basis of the proposals, the President will prepare a short list in view of election by the General Assembly in Milan in June 2006.

ICOH 2009– 2012 (Sergio Iavicoli)

Sergio Iavicoli informed the Board Members that ICOH2009 Organizing Committee has confirmed in writing its formal acceptance of the responsibility for the organization of the ICOH2009 Congress in Cape Town.

Regarding ICOH 2012, he announced that there is no formal bid as yet, but a letter of intention was presented by Mexico, and Australia expressed a strong interest in running for election. Furthermore, there were some informal expressions of interest from Morocco, the Czech Republic, and Hong Kong.

Decision:

1. The President called the Board Members to prepare to recommend the venue of the ICOH2012 by considering the principle of rotation as determined by the Constitution.

8. Budget

Background document: *ICOH 2003-2005 triennium budget updated November 30, 2004, Mid-Term Meeting 2005.*

A copy of an up-date of the Income/Expenditure for the current triennium was distributed to participants. Sergio Iavicoli reported on the Income/Expenditure of the interim accounting period from October 1, 2002 till February 28, 2003 and final results of previous triennium with an operating gain transferred to accumulated funds of CHF 78,223.58.

Turning to the current triennium, the main outcome shows 99.5% of budgeted income and 21.1 % of expenditure. Regarding transfer between budget lines endorsed by the Finance Committee, Secretary General presented the figure of the amount transferred for each line.

Finally, it was requested the approval of expenditure for interim/special accounting period from January 1, 2006 till June 16, 2006 equal to 1/6 of budgeted expenditure of current triennium.

Decisions:

1. The Board accepted the situation review presented by Secretary General.
2. The transfer of funds between budget lines was accepted.
3. The provisional expenditure for the period January 1, 2006 till June 16, 2006 equal to a sixth of current triennium budget was approved.
4. The Secretary General will submit to Finance Committee the interim period budget by December 2005 for endorsement.

9. Election procedures for 2006-2009

Sergio Iavicoli informed that the time schedules for elections will be reported in the ICOH Newsletter and website by June 11, 2005. The deadline for the submission of candidates will be September 11, 2005, and December 11, 2005 will be the deadline for publishing of the candidates' CVs. He proposed a minimum number of names of candidates to be indicated on each ballot paper

to avoid the situation in which one group or country would concentrate votes just for one single person.

It was proposed that in principle candidates should not apply for more than one position among Board, SCs and NS. The Board discussed also the benefits of having, for example, Board members as SC Chairs (effective communication of information).

Decisions:

1. It was decided that a minimum of 8 names shall be marked by each voter on the ballot paper for the Board Member election. If the limit of 8 names is not met, the ballot is not valid.
2. The principle of recruiting the maximum number of individuals in ICOH activities speaks for one person – one position principle. This was, however, not decided as an absolute rule but as a guiding principle.
3. The instructions for Officers' and Board Members' elections will be advertised in the ICOH Newsletter and the ICOH website.

10. Constitution and Bye-laws

Background document: *Report of the ICOH Task Group Constitution, Bye-Laws and Guidelines, Mid-Term Meeting 2005.*

Before starting the discussion, the President pointed out that the proposed constitutional changes have been carefully assessed as regards their impact on other articles of the Constitution and Bye-Laws. He recommended the Board Members to be very parsimonious considering the great impact that Constitutional changes may cause. The proposed changes were introduced in Annex 3.

Discussion I:

Each article was thoughtfully analysed and after a lively discussion the Board decided as follows:

Decisions I

- a) The following Constitution changes were decided to be submitted to the General Assembly for approval:

Constitution Article 2 – to insert a new section 2 that reads “*By joining the ICOH the members commit themselves to follow the principles of good membership that implies the promotion of ICOH purpose according to this Constitution and Bye-Laws and the ICOH Code of Ethics*”. The rest of the Sections in Article 2 will be given the numbering = present no +1.

Constitution Article 6 – section 1 - last paragraph reads “*The choice shall be confirmed in writing by the host country at latest 6 months after the election*”, instead of “the choice shall be confirmed in writing by the host country, at latest one month before the General Assembly convened three years before the date of the planned Congress”.

- b) The following Bye-Laws modifications were approved by the Board and the General Assembly will be informed:

Bye-Laws 5 – New section 4 that reads “*the President may establish temporary Task Groups, Working Groups, Networks or ad hoc Groups for assisting the planning, management or operation of tasks aiming at the implementation of ICOH mission*”. It will be before present section 4.

Bye-Laws 5 - present section 4 is numbered section 5 and reads “*the Officers and the members of the Board and the Officers of ICOH SCs and National Secretaries of ICOH shall not receive any remuneration for their services to ICOH*”, instead of “The Officers and the members of the Board shall not receive any remuneration for their services”.

Bye-Laws 7 – Section 2, third sentence reads “*In making its recommendation, the Board shall take into consideration also the need for rotation of venues among the different geographical regions*”, instead of “In making its recommendation, the Board shall take into consideration the need for rotation of venues among the different geographical regions, such as Europe/Africa; Asia/Pacific/North and South America”.

Bye-Laws 12 – new section no 5, that reads “A special guideline for organising Congresses and other ICOH meetings and conferences will be drawn up and when necessary, updated and approved by the Board”.

Discussion II:

A discussion arose under the proposal of defining rights and duties of members, about the rights of receiving benefits to members not in good standing.

Secretary General reminded that according to Bye-Laws Article 3, membership fees shall be paid in the six months of the triennial period on receipt of a statement from the Secretary-General.

Finally, the discussion turned to the publishing of various documents within ICOH.

Decisions II

1. It was decided that position papers to be published as ICOH documents have to be approved by the President.
2. Other documents produced by the SCs will be published with the approval of the SC Chairs.
3. Guidelines for publication of ICOH documents will be drafted for approval in the next Board Meeting.

11. Other issues presented by Board Members

ICOH 2006 Congress

Marco Maroni informed that in 2 weeks' time the 2nd announcement will be ready and circulated, including topics and keynotes, with nearly half SCs handling their symposia, and obviously free sessions. The second major step will be when contributions are sent in: only at that time, approximately at the end of the year, we will have an idea of the bulk and if some topics are missing, we will be still in time to stimulate new entries. A “trustee board” ad hoc set up, will be kept informed on the budget, sponsorship, etc. The ICOH Board and the SG will be kept informed as well.

15 keynotes are planned (and there is still room for some), 45 announced workshops (30 of which will be reflecting SC's activities) all ICOH Officers are invited to propose more topics and sessions.

SG underlined a strong commitment of ICOH in the planning and organization of the Congress than before with a formal agreement with the President and the International Advisory Committee, Trustee Committee, a joint letter signed by the ICOH Vice-President and the President of the ICOH Congress Scientific Programme Committee by which SC Officers were requested to contribute. It is a worthy innovation not to be lost in the future.

René Mendes strongly recommended the ICOH President and Board to set up a task force to investigate policies and criteria to make the Congress more accessible to participants from developing countries, i.e. 2/3 of the world. The President reminded that 100,000 euros were allocated by ICOH 2006 Organizing Committee with this purpose and a mechanisms will be set up to plan the allocation of the available resources.

Decisions:

1. The report of Marco Maroni was recorded as information to the Board
2. The report on the Contract with the ICOH2006 Organisers, on the International Advisory committee and on the Trustees Committee were recorded as information to the Board
3. A special Working Group will be appointed by the President for generating criteria and allocating support for the ICOH2006 participants coming from developing countries.

12. Future perspective of ICOH by 2006 and beyond (Jorma Rantanen)

The President introduced a four-point strategy for the key issues in the second half of the Triennium.

1. Completing the implementation of the six strategic priorities agreed in the Iguassu Board for 2003–2006. The main issue was better structuring of ICOH as an organization.
2. Promoting SC's core activities: without SCs, ICOH would disappear and therefore new research areas should be identified, horizontal collaboration of SCs for common strategic objectives should be promote. There should be an effective translation from research into practice (fact sheets, position papers, etc.), and young scientists should be guided And supported forward. On the basis of all this, the President has been travelling a lot, visiting several ICOH SC congresses. Thanks were due to the SG for mobilizing occupational health teachers and professors to join ICOH.
3. ICOH input to Basic Occupational Health Services, BOHS (that have been declining over the last 15 years) was highly stimulated by new collaboration with WHO and ILO. The joint implementation of BOHS with the International Organizations will be continued.
4. Advocating globally for OH: Occupational Health is a species under threat in the globalising world in spite of the 2 million fatalities per year due to occupational causes, which means that traditional hazards are still present and the state of the art should be widely disclosed. It is necessary to influentially contribute to the global strategies in international organizations and to organize a high profile event in Milan in 2006.

13. Closing

The President expressed sincere thanks for all preparatory and technical support in organization of the meeting. Thanks were addressed to Secretary General and his staff, to Suvi Lehtinen of FIOH and Kirsti Tuominen of FIOH. He also presented the thanks of ICOH to the Ministry of Social Affairs and Health, to the Ministry of Education, the Senate Properties Co., and to ISPESL and FIOH for support in the organization of the Mid-term meeting.

As there were no other items left on the Agenda, the President thanked the Board for their constructive discussion and declared the Board Meeting closed.

Sergio Iavicoli MD, PhD
ICOH Secretary General

ANNEX 1



International Commission on Occupational Health - ICOH
Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



ICOH Mid-term Meetings

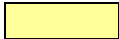
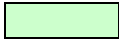

14 January 2004

To ICOH Officers and the Board Members

First Meeting of the ICOH Board

Date Thursday, 27 January 2005
Venue House of Estates, Snellmaninkatu 9–11, Helsinki

Agenda

16.00–16.05	Approval of the minutes of ICOH Board Meeting 28th February 2003		
16.05–16.35	President's Report		Jorma Rantanen
16.35–16.50	Discussion		
16.50–17.10	Reports of Scientific Committees		Alain Cantineau
17.10–17.25	Discussion		
17.25–17.35	<i>Coffee break</i>		
17.35–18.00 (discussion incl.)	Reports of Task Groups Report of Finance Committee		Tee Guidotti
18.00–18.30	Report of Task Group on Transparency		Petter Kristensen
18.30–19.00	Report of Task Group on Membership		Sergio Iavicoli
	Bus will leave to Smolna (downtown)		
19.30	Buffet Dinner at Smolna, Government Banqueting Hall Eteläesplanadi 6		
	Chairs and Secretaries of Scientific Committees attending the Joint Board and Scientific Committees meeting will join the Dinner.		



International Commission on Occupational Health - ICOH
Commission Internationale de la Santé au Travail - CIST

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Joint Meeting of the ICOH Officers, Board and the Scientific Committees

Date Friday, 28 January 2005
Venue House of Estates

Agenda

08.30–09.00 **President's Report:** Jorma Rantanen
ICOH activities and strategies

Reports of the Scientific Committees will be presented by the Chair or Secretary of the Committee. If neither of these is present, the liaising * Board Member will give the report. 7 min. for presentation and 3 min. for discussion.

09.00–10.30 **9 Scientific Committee Reports**

- Accident Prevention
- Aging and Work
- Allergy and Immunotoxicology
- Cardiology in Occupational Health
- Education and Training in Occupational Health
- Epidemiology in Occupational Health
- Fibres
- Handicap and Work
- Health Services Research and Evaluation in Occupational Health

Tore J. Larsson
Willem Goedhard
*Petter Kristensen
Tage Kristensen
Bonnie Rogers
Hilkka Riihimäki
* Martha Waters
* Richard Ennals

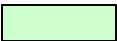


Kaj Husman

10.30–10.45 *Coffee break*

10.45–12.25 **10 Scientific Committee Reports**

- History of Prevention of Occupational and Environmental Diseases
- Indoor Air Quality and Health
- Industrial Hygiene
- Musculoskeletal Disorders
- Neurotoxicology and Psychophysiology
- Occupational and Environmental Dermatoses
- Occupational Health in Agriculture
- Occupational Health in the Chemical Industry
- Occupational Health in the Construction Industry
- Occupational Health and Development

Pier Alberto Bertazzi
Giuseppe Abbritti
Håkan Westberg
* Louis Patry
Anders Iregren
* Petter Kristensen
Kaj Husman
Stephen Borron
Cor van Duivenbooden
Kaj Elgstrand

12.25–13.30	<i>Lunch</i>	
13.30–15.30	12 Scientific Committee Reports  <ul style="list-style-type: none"> • Occupational Health for Health Care Workers • Occupational Health Nursing • Occupational Toxicology • Organic Dusts • Pesticides • Radiation and Work • Reproductive Hazards in the Workplace • Respiratory Disorders • Shiftwork • Small-scale Enterprises and the Informal Sector • Thermal Factors • Toxicology of Metals 	Gustav Wickström Jennifer Serfontein Claude Viau Torben Sigsgaard Jyrki Liesivuori David Sliney Irene Figa-Talamanca Sverre Langård Giovanni Costa Kazutaka Kogi Ken Parsons Monica Nordberg
15.30–16.00	<i>Coffee break</i>	
16.00–16.40	4 Scientific Committee Reports  <ul style="list-style-type: none"> • Vibration and Noise • Work and Vision • Work Organization and Psychosocial Factors • Unemployment and Health 	* Martha Waters Bruno Piccoli * Tore J. Larsson Thomas Kieselbach
16.40–17.10	Reports of Networks á 10 min.  <ul style="list-style-type: none"> • Network for Guidelines on Occupational Medicine Education and Competence, GOMECE • International Communication and Information Technology Network for Occupational Safety and Health • Tobacco free Workplace 	Alain Cantineau Max Lum Ruddy Facci
17.10–17.20	<i>Break</i>	
17.20–18.20	Future of Scientific Committees, incl. guidelines	Alain Cantineau
Forthcoming Congresses		
18.20–18.40	ICOH 2006	Vito Foa
18.40–18.50	ICOH 2009	Jennifer Serfontein
18.50–19.00	Discussion	
19.00	<i>Cocktails at the House of Estates</i>	



International Commission on Occupational Health - ICOH
Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



Second Meeting of the ICOH Board

Date Saturday, 29 January 2005
Venue House of Estates

Agenda

08.30–09.00	Reports of three Working Groups and Task Groups		
	<ul style="list-style-type: none">• Women and Work• Biological Agents and Infectious Diseases• Child Labour		Alain Cantineau Ruddy Facci Alain Cantineau
09.00–09.30	Reports of Task Groups Task Group on Information		Suvi Lehtinen
09.30–10.00	Task Group on Language Matters		Tar-Ching Aw
10.00–10.30	Centennial Committee		Jorma Rantanen
10.30–11.00	<i>Coffee break</i>		
11.00–11.30	Other activities Report on activities of National Secretaries National Secretaries Guidelines		Ruddy Facci Sergio Iavicoli
11.30–11.45	WHO-ILO relationships		Jorma Rantanen
11.45–12.00	Liaisons with NGOs		
12.00–12.15	Proposal for Honorary Members appointment		Jorma Rantanen
12.15–12.30	ICOH 2012		Sergio Iavicoli
12.30–13.30	<i>Lunch</i>		
13.30–14.00	Budget		Sergio Iavicoli
14.00–14.30	Election procedures for 2006–2009		Sergio Iavicoli
14.30–15.30	Constitution and Bye-laws		Jorma Rantanen

15.30–16.00	<i>Coffee break</i>	
16.00–16.15	Other issues presented by Board Members	
16.15–17.15	Future perspectives of ICOH by 2006 and beyond	Jorma Rantanen
19.00–21.30	<i>Farewell Party</i> National Opera Ballet <i>Onegin</i> – invitation by Mr. A. Kohvakka, Director General of Senaatti-Kiinteistöt, constructor of the National Opera house.	



International Commission on Occupational Health - ICOH
Commission Internationale de la Santé au Travail - CIST

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GUIDELINES FOR THE NATIONAL SECRETARIES OF INTERNATIONAL COMMISSION ON OCCUPATIONAL HEALTH

Art. 1 – General requirements of National Secretaries.

The National Secretaries are defined by Bye-Law 15. They represent ICOH in the country and promote cooperation and communication among members of their countries and links to other ICOH bodies. The NSs shall operate in respect of ICOH Constitution, Bye-Laws, and Code of Ethics for Health Professionals and Good Association Practice.

Art. 2 – Appointment and election of the National Secretaries.

The NSs are ICOH members in good standing and are elected for countries with more than 15 members in good standing who are resident in that country, and approved by the President for the triennial period separating sessions of the General Assembly. They may be re-elected to the same office for no more than one additional term. Officers, Board Members, Scientific Committee Chairs and Secretaries in principle should not be eligible to serve as National Secretaries at the same time. For countries with less than 16 members, and if special reasons so require, the President can nominate a Secretary after consultation with the ICOH members of that country.

Art. 3 – Election procedures.

The Secretary General through the Editor shall issue in the newsletter and website, at least 12 months before the date of International Congress, information on the procedure of the election of National Secretaries. According to these instructions, the names of the candidates shall be submitted to the Secretary General in writing at least nine months before the first day of the International Congress by at least three members in good standing, accompanied by the written agreement of the nominee that he is willing to serve if elected and a curriculum vitae of no more than 150 words. The candidates must be eligible under Art. 2 of these Guidelines. The curricula shall be published in the website at least six months in advance of the Congress. Out of these names, the Secretary General shall prepare the ballot form for each country, with the names of the candidates.

If no candidates have been nominated for the position of NS the President can appoint a Secretary according to the Art. 2 of these guidelines. The election takes place by secret ballot and shall consist of the completion of the ballot form(s) issued by the Secretary General to designate a NS for each country. The ballot form should be sealed in one envelope without identification, and this envelope shall be inserted in another together with the member's identification. The ballot papers and envelopes should reach ICOH's offices no later than one month in advance of the first day of the International Congress. Votes shall be counted in the presence of Scrutineers appointed by the President.

Art. 4 – Links to the Vice President in charge of National Secretaries.

The NSs shall stay in close cooperation with the Vice President in charge of coordination of National Secretaries for the promotion of ICOH and implementation of ICOH programmes. The Vice President will convene meeting of NSs of different regions based on specific needs and implementation of triennium work programme approved by the president. The Vice President will collect at the end of each triennium a report from all the NSs to be submit to the Board and the General Assembly.

Art. 5 – Links to the Secretary General in charge.

The NSs shall stay in close liason with the Secretary General, support the Secretary General in membership campaigns, in tracking lost sheep, in communicating changes in contacts information of members, in collecting membership fees and keep him informed on events within the nation or region.

Art. 6 – Meetings and Symposia.

NSs are encouraged to hold a minimum of two meetings per triennium to which all members are invited. Meetings and Symposia are encouraged at least once between Congresses with an open invitation to all interested persons. All meetings should be clearly announced as ICOH activities.

Art. 7 – Conflict of interest.

NSs must remain objective and in respect of ICOH rules on transparency and conflict of interest. When a conflict of interest occurs with meetings, sponsorship, publications, etc., the Officers of the ICOH will require full disclosure of the conflict and the authority to properly intervene.

Art. 8 – Financial supports.

Specific request of financial supports may be requested to the Secretary General in respect to budget forecast of the triennium approved by the Board. Financial support of NSs activities must be in respect of ICOH general principles of transparency and in respect of guidelines for financial supports in ICOH activities.



Constitution and Bye-Laws ICOH Mid-Term Meeting 2005

5 January 2005

Task Group: Constitution, Bye-Laws and Guidelines

Report to the Mid-term Meeting of the ICOH Board 27-29- January 2005

Members:

Jorma Rantanen (chair)

Alain Cantineau

Ruddy Facci

Sven Hernberg

Sergio Iavicoli

Tasks:

- 1) Review and draft the amendments to Constitution and Bye-Laws:
In view of decisions made by the previous Board and the General Assembly in Iguassu
In view of the new member fee system
Other possible needs for amendments
- 2) Develop guidelines on International Conferences (SI)
- 3) Guidelines for election and the tasks of the National Secretaries (RF)
- 4) Membership issues including honorary and emeritus members appointment (SI)
- 5) Guidelines for operation and procedures of Scientific Committees (AC)
- 6) In addition, the TG will examine the possible need to reflect some aspects included in the guidelines to be considered in the Constitution and Bye-Laws

The Officers in brackets are responsible for drafting the respective documents.

Output deadlines: 1,4,6: by the Mid-term Board meeting in 2005, 2,3,5: Drafted by 31.12.2003, approved by the Mid-term Board meeting in 2005.

Activities

1. Meetings.

No special meeting has been so far organised but the issues have been discussed in connection of the Officers meetings.

2. Special discussion has been organised with the past president Sven Hernberg (who did lead the preparation of the present regulations during his presidency). The recommendation of the past president was to follow the principle of parsimony concerning particularly the amendments of Constitution as the potential impact on other parts of the constitution and on it as a whole may remain unobserved or be unpredictable.

3. The guidelines listed in the tasks have been drafted by the assigned members of the Task Group (see annexes 1,2,3,4. The guidelines have been discussed in connection of the Officers Meetings. The remaining guidelines will be drafted during the second half of the tenure.

4. The work will be **continued** after getting the feedback from the Board. Proposals for the General Assembly in 2006 will be finalised in due course.

Jorma Rantanen
Chair of the TG

Annexes:

1. Proposed amendments in Constitution (available)
2. Proposed amendments in Bye-Laws (available)
3. Draft guidelines for Congresses and for the Meetings other than the ICOH Congress(not yet available)
4. Draft guidelines for National Secretaries (available)
5. Draft guidelines for honorary member and emeritus member appointment (not yet available)
6. Guidelines for operation and procedures of scientific committees (drafted, not yet available)

Annex 1: Proposed amendments

Annex 1: Constitution

CONSTITUTION OF THE INTERNATIONAL COMMISSION ON OCCUPATIONAL HEALTH – ICOH

1990

Last update February 23, 2003

**CONSTITUTION
OF THE
INTERNATIONAL COMMISSION ON OCCUPATIONAL HEALTH - ICOH
1990**

**CONSTITUTION
OF THE
INTERNATIONAL COMMISSION ON OCCUPATIONAL HEALTH- ICOH
(Formerly Permanent Commission and International Association on Occupational
Health)
Founded in Milan, June 13, 1906**

ARTICLE I - Name, Purpose, Methods, Office and Languages

<p>Section 1 The International Commission on Occupational Health (ICOH) is an international non-profitmaking, non-political, multidisciplinary scientific organisation whose sole purpose is to foster the scientific progress, knowledge and development of occupational health and related subjects on an international basis.</p> <p>Section 2 ICOH provides a forum for scientific and professional communication. To achieve this purpose, the ICOH:</p> <ul style="list-style-type: none">(a) sponsors international congresses and meetings on occupational health,(b) establishes scientific committees in various fields of occupational health and related subjects,(c) disseminates information on occupational health activities,(d) issues guidelines and reports on occupational health and related subjects,(e) collaborates with appropriate international and national bodies on matters concerning occupational and environmental health,(f) takes any other appropriate action related to the field of occupational health,(g) solicits and administers such funds as may be required in furtherance of its objectives. <p>Section 3 The official address of the ICOH is Istituto di Medicina del Lavoro, Via San Barnaba 8, I-20122, Milan, Italy.</p> <p>Section 4 The official languages of the ICOH are English and French. All official documents shall be written in one or both of these languages.</p> <p>Section 5 The official languages of an International Congress</p>	
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on Occupational Health (Article 6, Section 1) are English and French. Depending on the location of the Congress, additional languages may be allowed under the conditions that the Board approves them.	
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ARTICLE 2 - Membership

<p>Section 1 Membership shall be either individual or collective. Individual membership is open to occupational health professionals, active in all disciplines related to occupational health and includes active, retirees, emeritus and honorary members; collective membership includes sustaining and affiliate members as specified in the Bye-laws. Collective members may nominate one representative who will have the same rights and privileges as individual members.</p> <p>Section 2 A member in good standing means an active or retired individual member who has paid the membership fees, as defined in the Bye-laws, as well as honorary and emeritus members.</p> <p>Section 3 Only members in good standing shall be entitled to vote, to sponsor applications for membership, and to serve on the Board or as Scientific Committee Chairperson, Secretary or Treasurer.</p> <p>Section 4 Corresponding fellows can be appointed as defined in the Bye-Laws. Corresponding fellows do not pay fees.</p> <p>Section 5 An individual or collective member may resign from the ICOH by sending a letter of resignation to the Secretary-General. There will be no refund of fees. A member who is not in good standing at the end of the triennium shall cease to be a member.</p> <p>Section 6 If a member has gained admission to ICOH by fraud, false statement or imposition, or is alleged to have acted in any respect in a dishonourable or unprofessional manner, he may be obliged to resign from the ICOH if at least five members of ICOH in good standing have made a request with supporting documents to the Board and the evidence is regarded sufficient by two-thirds of the Board. The President must inform the member concerned of the request no later than three months before the next</p>	<p><i>A new Section 2:</i> By joining the ICOH the members commit themselves to follow the principles of good membership that implies the promotion of ICOH mission according to this Constitution and Bye-Laws, the decisions of the General Assembly and the Board, following the ICOH code of ethics and the guidelines for good association practice and by paying in time the member fees. <i>OBS! The rest of the Sections in Article 2 will be given the numbering= present no+1.</i></p>
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Board meeting, and the member must have the right to a hearing.	
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ARTICLE 3 - Fees

<p>Section 1 The fiscal period of the ICOH shall be the triennial period from 1st January of the year of an International Congress to 31st December of the year preceding the subsequent International Congress.</p> <p>Section 2 Individual and collective membership fees are decided by the General Assembly upon the proposal of the Board. A schedule related to the payment of fees is stipulated in the Bye-laws.</p> <p>Section 3 Honorary and emeritus members do not pay membership fees.</p>	<p><i>OBS!</i> <i>The new membership fees will be stipulated for the Members from Developing Countries and for the young members by the GA on the proposal by the Board according to the Bye-Laws. No amendment in Constitution is needed.</i></p>
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ARTICLE 4 - General Assembly

<p>Section 1 The General Assembly is the supreme governing body of the ICOH. It approves the Constitution, elects honorary members, one Auditor and one Vice-auditor, and decides on the venue of triennial International Congresses. The General Assembly also sets fees, accepts and approves the financial accounts, accepts the Auditor's report taking such action on it as is necessary, and approves the report on the activities of the Scientific Committees. It consists of the individual members in good standing and one representative of each collective member.</p> <p>Section 2 A valid session of the General Assembly may only take place whenever ten per cent or more of the individual members in good standing are present. If less than ten per cent are present at the General Assembly, the President must call on the members to participate at a second General Assembly during the Congress. Then the matters shall be decided by a simple majority of the members at the second General Assembly.</p> <p>Section 3 At each International Congress, there shall be at least one session of the General Assembly.</p> <p>Section 4 At the discretion of the Board, or on written request signed by fifty or more members in good standing,</p>	
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<p>an extraordinary session of the General Assembly may be held. The items that can be considered and decided on are 1) changes of the Constitution, 2) financial rules, and 3) decision of the dissolution of ICOH. Written notice of such a special session shall be given to all members in good standing at least three months in advance of the session and the purpose or purposes for which the meeting is to be held shall be stated in that notice. For the extraordinary General Assembly to be valid, ten per cent of the members must be present, except for when the dissolution of ICOH is at issue, which requires 20 per cent of the members to be present.</p> <p>Section 5 Each individual member in good standing and one representative of each collective member shall have the right to exercise one vote either when attending the General Assembly or when voting in a postal ballot.</p> <p>Section 6 At sessions of the General Assembly, all questions shall be determined by a simple majority of votes, unless otherwise specially provided. If the votes are even, the President shall have the casting vote.</p> <p>Section 7 In case a postal ballot is combined with voting at a session of the General Assembly, the voting is valid when the total number of votes cast for and against, together with abstentions, at the Assembly added to the votes received by post is equal to twenty per cent or more of the total individual membership.</p> <p>Section 8 A postal ballot can be held on matters pertaining to the regular General Assembly when authorised by the Board or on written request signed by fifty or more members in good standing. It is valid when the number of votes cast for and against, with abstentions, is equal to twenty per cent or more of the total membership.</p>	
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ARTICLE 5 - Management

<p>Section 1 The Officers of the ICOH shall be elected by postal ballot and shall consist of the President, two Vice-Presidents and the Secretary-General. The officers shall each be citizens of different countries.</p> <p>Section 2 The Officers shall be elected as set forth in the Bye-Laws for the triennial period separating sessions of the General Assembly. They may be re-elected to</p>	
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the same office for no more than one additional term, with the exception of the Secretary-General, who may be elected for more than one additional term. The newly elected Officers take office at the General Assembly convened immediately after the Triennial Congress. In the case of emergency or in extraordinary situations preventing the normal election procedures, the Officers remain in office until regular elections can be held.

Section 3

The President shall be in charge of the management of ICOH. To this effect he shall:

- (a) represent the ICOH,
- (b) preside at meetings of the Board and the General Assembly,
- (c) authorise expenditures in consultations with the Secretary-General and accept donations to the ICOH,
- (d) appoint active members, emeritus members, sustaining members, affiliate members and corresponding fellows,
- (e) decide on Scientific Committees, appoint the Chairmen and approve the Secretaries thereof (Article 7, section 3),
- (f) approve the agenda of the General Assembly,
- (g) appoint the Editor of the Quarterly Newsletter or any publication succeeding it,
- (h) appoint working groups to assist in administration,
- (i) propose to the Board the co-option of additional Board Members (Article 5, Section 6),
- (j) present recommendations from the Board to the General Assembly for its approval,
- (k) make interim appointments in emergencies when an Officer of the ICOH is unable to continue in office, till such time as elections are possible.

Section 4

The Vice-President shall carry out the tasks defined in the Bye-Laws and delegated by the President and the Board. These tasks shall be shared between the Vice-Presidents as decided at the Board meeting following the elections.

Section 5

The Secretary-General shall have charge of the office and the accounts of the ICOH as defined in the Bye-Laws and delegated by the President and the Board. Audited accounts must be presented to the Board meeting immediately preceding the General Assembly, and to the General Assembly. The signatories for the ICOH bank account shall be either the President or the Secretary-General. Investments shall be decided upon and signed for jointly by the President and the Secretary-General.

Section 6

The Board of the ICOH shall be elected by postal ballot and shall consist of the Officers, the immediate Past President and 16 other members in good standing so as to represent as far as possible the different disciplines and a balanced geographical distribution. No more than two of these 16 members may be citizens

of the same country. If necessary, no more than two further members of the Board chosen for their ability, or to represent a geographical region or a discipline, may be proposed by the President and co-opted by the Board. The Editor of the Quarterly Newsletter shall be an *ex officio* member of the Board.

Section 7

The Board is empowered to implement the purposes of the ICOH as defined in this Constitution, and shall to this effect:

- (a) review the programme of work of the ICOH and its Scientific Committees,
- (b) assist the Officers, in particular by means of administrative working groups or committees,
- (c) amend the Bye-laws whenever necessary,
- (d) recommend the venue of future International Congresses on Occupational Health to the General Assembly,
- (e) recommend the election of honorary members,
- (f) expel members under the circumstances of Article 2, section 6,
- (g) make recommendations to the President for submission to the General Assembly for its approval,
- (h) if necessary, co-opt up to two additional Board members as proposed by the President
- (i) approve any additional language used at an International Congress,
- (j) review the accounts.

The Board shall meet at least once in each triennium and at any other time which the President may consider necessary. A special meeting of the Board can also be convened at the request of a majority of its members. A Board meeting is valid when out of its 21 members (section 6), the President or another Officer representing him and ten other Board members are present.

Section 8

The members of the Board shall be elected as set forth in the Bye-laws for the triennial period separating sessions of the General Assembly. The members of the Board may be re-elected for no more than one additional term. In the case of

<p>emergency or in extraordinary situations preventing the normal election procedures, the Board continues to function until regular elections can be held.</p> <p>Section 9 The Editor of the Quarterly Newsletter shall be appointed by the President as defined in the By-laws.</p> <p>Section 10 A member of the ICOH can be a candidate for one post only at a time.</p> <p>Section 11 Auditors shall be appointed by the General Assembly as stated in Article 4, Section 1.</p>	
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ARTICLE 6 - International Congresses

<p>Section 1 Regular meetings of the ICOH shall be held every three years and shall be called "International Congress on Occupational Health". They shall be held at a time and place to be determined by the vote of the General Assembly upon written invitation of members in good standing belonging to the same country. The Board shall recommend to the General Assembly one of the proposed venues as its preference. The decision of the venue shall take place six years in advance. The choice shall be confirmed in writing by the host country, at latest one month before the General Assembly convened three years before the date of the planned Congress.</p> <p>Section 2 The International Congress shall be organised by the members of that country whose invitation has been accepted by the General Assembly. An Organising Committee must be set up within six months after the decision. Notice must be given in all announcements that the International Congress is sponsored by ICOH.</p> <p>Section 3 The Board shall approve the themes and any additional language of the International Congress and the Officers shall review the work of the Organising Committee and make recommendations concerning the date and other activities of the Congress.</p> <p>Section 4 Finances for the organisation and conduct of the</p>	
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<p>International Congress shall be the sole responsibility of the organising Committee of the Congress, which is entitled to ask the participants to pay a fee established after consultation with the Secretary-General. The consultation shall include the amount and the concession to special categories of participants and the effects of possible additional languages on the fee. Attendees who are not members of ICOH shall pay an additional fee which is subsequently payable to ICOH by the Organising Committee.</p> <p>Section 5</p> <p>In addition, other international or regional, general or specific conferences can be held under the auspices of the ICOH after approval by the President. Notice must be given in the first announcement of the conference, as to whether it is sponsored by the ICOH alone, or in cooperation with others.</p>	
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ARTICLE 7 - Scientific Committees

<p>Section 1</p> <p>In order to facilitate the purpose of the ICOH, Scientific Committees operate to provide a forum for ICOH members and associated experts to meet in order to promote, share and discuss progress relating to the speciality of the Committee, and to publish documentation relating to the Committee's speciality.</p> <p>A Scientific Committee can only be established with the approval of the President.</p> <p>ICOH members and associated experts may join a Scientific Committee in which they have an active interest.</p> <p>Section 2</p> <p>Each Scientific Committee shall be managed by a Chairperson and a Secretary, and, if required by the members of a Scientific Committee, a Treasurer and other officers, in accordance with the Bye-laws.</p> <p>Section 3</p> <p>The president decides on the terms of reference of Scientific Committees, appoints the Chairmen and approves the Secretaries thereof (Article 5, Section 3). The functions of the Scientific Committees are defined in the Bye-laws.</p> <p>Section 4</p> <p>The activities and progress of each Scientific Committee shall be subject to periodic review by the</p>	<p><i>OBS! Associated experts will be defined in the Byelaws. No amendment in the Constitution needed.</i></p>
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Board. One of the Vice-presidents shall be responsible for that review. The President may dissolve a Scientific Committee after consultation with the appropriate Vice-president and the Board.	
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ARTICLE 8 – Bye-laws

The Board shall make such Bye-laws as may be essential for the efficient application of the Constitution.	
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ARTICLE 9 - Amendments to the Constitution

Amendments to the Constitution may be proposed by the Board or by a group of at least ten individual members in good standing of the ICOH and after consultation with the Board. Any such proposed amendment shall be submitted for approval to the General Assembly. In any vote to change the Constitution, at least two thirds of the votes cast, with abstentions, must be in favour of the proposed change.	
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ARTICLE 10 - Emergency Powers

<p>In the event of an International Congress not being held at the end of a fiscal period, the Officers and the Board shall be empowered to make such financial and other arrangements as may be necessary for the continuation of the ICOH.</p> <p>In the case of inability of the President, the Vice-President who received more votes at the last election takes office. The procedures for handling sudden inability of the Vice-presidents, the Secretary-General and the Editor are stipulated in the Bye-laws.</p>	
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ARTICLE 11 - Dissolution of ICOH

In the event of circumstances rendering the continuing existence of ICOH impracticable, the decision about reallocation of its resources shall be made by the General Assembly. If the General Assembly cannot be convened, the decision shall be made by the Board. If the Board cannot be convened within ten years of the last General Assembly, the capital fund shall be handed over to the International Red Cross.	
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ARTICLE 12 - Validity

This Constitution dated the 23.09.1990, supersedes all existing Constitutions of the International Commission on Occupational Health.	
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Annex 2

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Annex 2. Proposed amendments in the Bye-Laws

**BYE – LAWS
OF THE
INTERNATIONAL COMMISSION
ON OCCUPATIONAL HEALTH - ICOH**

1990

Last update February 23, 2003

**BYE-LAWS
OF THE
INTERNATIONAL COMMISSION ON OCCUPATIONAL HEALTH
1990**

BYE-LAW 1 – Individual membership

<p>Individual membership includes:</p> <p>(a) <u>Active members:</u> An individual shall be admitted to active membership upon fulfilling the following conditions:</p> <ul style="list-style-type: none"> (i) proposal by three members in good standing, two of whom should preferably be of the same country as the applicant or of the Scientific Committee closest to the applicant's field of interest, (ii) submission of the application form duly completed, (iii) payment of the membership fees for the current triennium (see Bye-law 3, section 1), (iv) appointment by the President. <p>(b) <u>Honorary members:</u> An individual who has made a distinguished contribution to international occupational health and who is not active in the management of the ICOH, shall be admitted to honorary membership of the ICOH upon fulfilling the following conditions:</p> <ul style="list-style-type: none"> (i) proposal by five members in good standing from at least two different countries, (ii) approval by the Board, (iii) election by the General Assembly at the immediately following International Congress. <p>(c) <u>Emeritus members:</u> The President may appoint emeritus members on their retirement from professional activity after 15 years at least of active membership.</p> <p>(d) <u>Retired members:</u> Any active member on retirement from professional activity is entitled to a reduction in the full membership fee.</p> <p>(e) <u>Corresponding fellows:</u> The President may appoint corresponding fellows to the ICOH. Corresponding fellows enjoy limited rights (Article 2, section 4 of the Constitution). In addition, the Chairman of a Scientific</p>	
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<p>Committee has the right to appoint no more than two corresponding fellows to the Scientific Committee in question from among persons active in the Committee's field, who may have difficulties paying ICOH's membership fees. Upon approval by the President, these corresponding fellows become corresponding fellows of ICOH.</p>	
<p>(f) Associated experts: The Chairperson of a Scientific Committee has the right to appoint associated experts of the scientific field covered by the Scientific Committee. Associated experts are appointed on their scientific expertise only and are defined as members solely of the relevant Scientific Committee and are not registered as ICOH members. Associated experts do not have the right to vote at the General Assembly or officially represent ICOH. Associated experts may serve as executive consultants to the Committee concerned.</p>	

BYE-LAW 2 – Collective membership

<p>Collective membership includes:</p> <p>(a) <u>Sustaining members:</u> The President may appoint any organisation as a sustaining member. After payment of the prescribed fee, a sustaining member may nominate for any specified period one representative who will have the same rights as an active member in good standing.</p> <p>(b) <u>Affiliate members:</u> Any professional organisation or scientific society pursuing the same or related purposes as the ICOH may be admitted to affiliate membership upon fulfilling the following conditions:</p> <ul style="list-style-type: none"> (i) application by the president of the professional organisation or scientific society, (ii) submission by the applicant society of its constitution and a report on its aims, structure, size and activities, (iii) payment of the membership fees; (iv) appointment by the President. <p>An affiliate member may nominate for any specified period one representative who will have the same rights as an active member in good standing.</p>	
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BYE-LAW 3 – Fees

<p>Section 1</p> <p>Membership fees shall be paid in the six months of the triennial period on receipt of a statement from the Secretary-General. Membership fees of new members shall be payable at any time within the triennial period, and shall be proportionate to the remaining years of the triennium.</p> <p>Section 2</p> <p>In the event of non payment of fees within the first six months of the triennial period, the defaulting member shall be deemed not to be in good standing (Article 2, section 2 of the Constitution). Members not in good standing at the end of the triennial period shall cease to be members (Article 2, section 5 of the Constitution). Such members can be reinstated under the condition that they pay the fee for the whole current triennium together with any outstanding fees from the previous triennium.</p> <p>Section 3</p> <p>There are the following categories of fees:</p> <ul style="list-style-type: none"> (a) active membership (b) retired membership (c) sustaining membership, (d) affiliate membership for societies of less than 200 members, and of 200 or more members. <p>Section 4</p> <p>When the ICOH appoint an organisation to act as its Scientific Committee on a particular subject, the Board approves additional special financial arrangements to accord them affiliate member facilities.</p>	
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BYE-LAW 4 – General Assembly

<p>Section 1</p> <p>Sessions of the General Assembly shall be held at least every three years in such a manner as to allow:</p>	
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- (a) the announcement of the result of the postal ballot election of the Officers and the Board,
- (b) setting of fees for the next triennial period,
- (c) a decision on the venue of the International Congress six years ahead,
- (d) one meeting of the outgoing Board immediately before the General Assembly and one of the incoming Board immediately after the General Assembly.

Section 2

The President shall preside; in his absence the Vice-President with the largest number of votes in the last election, in his absence the other Vice-President, in his absence the Secretary-General shall preside, in that order, or in their absence a member elected by the Board.

Section 3

The Agenda shall be prepared by the Secretary-General and approved by the President, and circulated to the members at least three months prior to the date of the session of the General Assembly. At the written request of five or more members, received by the Secretary-General no later than four months in advance of the General Assembly, additional items can be included in the Agenda.

Section 4

The business of the General Assembly shall include the following:

- (a) report on the activities of ICOH and other issues relevant to international progress of occupational health,
- (b) consideration and acceptance of the Secretary-General's report and the Auditor's report,
- (c) report of the Scientific Committees,
- (d) endorsement of the results of the postal ballot for the election of the Officers and Board,
- (e) decision on membership fees for the next triennial period,
- (f) decision on the venue for the International Congress six years ahead and other matters relating to International Congresses,
- (g) any amendments to the Constitution duly proposed, seconded and supported by the requisite majority,
- (h) items submitted by members under Section 3 of this Bye-Law,
- (i) any other business.

BYE-LAW 5 – Tasks of the Officers

Section 1

One Vice-President shall function in the capacity as President in the event of an emergency whereby the President is unable to continue in office (Article 10 of the Constitution), or represent the President *in absentia* or when required by the Board.

Section 2

The remaining tasks of the Vice-Presidents shall be divided between the two Vice-Presidents by the Board at its first meeting. The tasks are as follows:

- (a) carry out the duties delegated by the President,
- (b) have responsibility for liaison between the Board and the Scientific Committees and the authority to follow up the activities of these Committees,
- (c) be responsible for the conduct and organisation of a periodic review of the activities of the scientific committees (Article 7, section 3 of the Constitution),
- (d) recommend to the President and the Board any change or dissolution of a Scientific Committee (Article 7, section 3 of the Constitution),
- (e) be responsible for any training activities undertaken by ICOH.

Section 3

The Secretary-General shall:

- (a) have charge of the general correspondence,
- (b) prepare for the election of the Officers and the Board,
- (c) prepare the agenda of the General Assembly,
- (d) prepare the minutes of the meetings of the Board and the General Assembly,
- (e) have charge of the liaison with national or regional Secretaries,
- (f) submit a report on the administration and financial position of ICOH together with the Auditor's report to the General Assembly,
- (g) scrutinise the proposals for new members,
- (h) issue to each active and retired member the statement of dues at the beginning of the fiscal period,
- (i) collect fees and other financial contributions,
- (j) deposit all monies in the name and to the credit of the ICOH,
- (k) regulate expenditure and make payments under the supervision of the President. Any expenditure exceeding CHF 50,000 at any one time requires the joint signatures of the President and the Secretary-General,
- (l) submit to the Auditor relevant financial

<p>documents of each fiscal triennium such that the Auditor's report is available for the consideration of the General Assembly held at the end of that triennium,</p> <p>(m) submit a budget for the next triennium to the Board before the end of the current triennium.</p> <p>Section 3 The President appoints the Editor of the Quarterly Newsletter or any publication succeeding it.</p> <p>The Editor shall have charge of:</p> <p>(a) editing and issuing the Quarterly Newsletter, (b) editing or co-editing and issuing any supplement to it, (c) marketing the ICOH publications, (d) the chairmanship of any <i>ad hoc</i> Publications Committee set up by the President to decide whether a publication may be issued under the aegis of the ICOH.</p> <p>Editor may be assisted by an Editorial Board appointed by the President on the Editor's proposal.</p> <p>Section 4 The Officers and the members of the Board shall not receive any remuneration for their services.</p>	<p><i>New Section 4:</i> The President may appoint a national secretary for a country with more than 15 ICOH members. The duties, election procedures and conditions of operation of the National Secretaries will be defined by a special guidelines approved by the Board..</p> <p><i>New Section 5:</i> The President may establish special Task Groups, Working Groups, Networks or ad-hoc Groups for assisting the planning, management or operation of tasks aiming at the implementation of ICOH mission. <i>The present section 4 will be numbered 5.</i></p> <p><i>a small amendment in the present Section 4:</i> The Officers and the members of the Board or any other body of ICOH shall not receive any remuneration for their services.</p>
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BYE-LAW 6 – Voting procedure for election of Officers and members of the Board

<p>Section 1 The Secretary-General through the Editor shall issue in the Quarterly Newsletter, at least 12 months before the date of the International Congress, information on the procedure of the election of Officers and members of the Board. According to these instructions, the names of the candidates shall be submitted to the Returning Officer in writing at least nine months before the first day of the International Congress by at least five members in good standing, accompanied by the written agreement of the</p>	
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<p>nominee that he is willing to serve if elected and a <i>curriculum vitae</i> of no more than 150 words. The candidates must be eligible under Article 5, sections 2 and 8 of the Constitution. The <i>curricula</i> shall be published in the Newsletter at least six months in advance of the Congress. Out of these names, the Returning Officer shall prepare the ballot form, with the names of the candidates for each office in random order. The President shall appoint the Returning Officer.</p> <p>Section 2 If no candidates have been nominated for any one of the offices of President, Vice-President, Secretary-General, and less than 16 for the Board by the term stated in Section 1, the President must take immediate action to activate nominations. The closing date of nominations may in such case be extended until three months before the first day of the International Congress.</p> <p>Section 3 The election takes place by secret ballot and shall consist of the completion of the ballot form(s) issued by the Secretary-General to designate the President, the Vice-Presidents, the Secretary-General and members of the Board. The ballot form should be sealed in one envelope without identification, and this envelope shall be inserted in another together with the member's identification. The ballot papers and envelopes should reach ICOH's office no later than one month in advance of the first day of the International Congress. Votes shall be counted in the presence of scrutineers appointed by the President.</p> <p>Section 4 If more than one officer is elected from the same country it requires that the excess officer(s) step down (Article 5, section 1 of the Constitution). The order of precedence for taking office is first the President, second the Secretary-General and third the Vice-Presidents.</p>	
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BYE-LAW 7 – Procedure for the determination of the venue of future International Congresses

<p>Section 1 Applications for hosting an International Congress should reach the ICOH office at least three months before the first General Assembly of the next International Congress and be signed by at least five members of ICOH in good standing of that country.</p>	
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<p>Section 2 A ballot to determine congress venue shall be held six years in advance at the time of each Congress. Voting will take place at the Congress after hearing the presentations by proposed host countries and taking into consideration the recommendation of the Board (Article 6, section 1 of the Constitution). In making its recommendation, the Board shall take into consideration the need for rotation of venues among the different geographical regions, such as Europe/Africa; Asia/Pacific; North and South America. Each member can vote for one venue; the country which receives most votes will win. The procedure on voting at the Congress shall be secret ballot.</p> <p>Section 3 Any national group offering to host the International Congress shall accept in writing the conditions laid down under Bye-law 12 and other requirements of the ICOH as specified by the Secretary-General.</p>	<p><i>Amendment to Section 2: instead of the present third sentence in the section 2, the following is proposed:</i> In making its recommendation, the Board shall take into consideration the need for rotation of venues among the different geographical regions such as Africa, Europe, Asia/Pacific, North America and South America (including Central America).Each member can vote.....</p>
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BYE-LAW 8 – Scrutineers

<p>The Board shall appoint three scrutineers for all voting at the General Assembly and for any postal ballot.</p>	
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BYE-LAW 9 – Voting

<p>Voting on the Board shall be by simple majority. If the votes are even, the President shall have the casting vote.</p>	
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BYE-LAW 10 – Triennial budget

<p>The Secretary-General shall, after consultation with the President, present to the Board a budget for the coming triennium for approval. The budget is considered a guidance, but the total expenditures must not be exceeded by more than 25 per cent without prior consultation with the Board or its</p>	
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Financial Committee.	
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BYE-LAW 11 – Scientific Committees

<p>Section 1 The President appoints the Chairmen of the Scientific Committees, after consultation with the appropriate Vice-President, for a period of three years. The Committee members may officially propose the chairman to the President. The Chairmen must be active members in good standing of ICOH. They may be appointed for no more than one additional three-year period.</p> <p>Section 2 The Chairman of a Scientific Committee appoints the secretary in consultation with the Committee members. The appointment must be approved by the President. The Chairman also appoints the members of the Committee and he may appoint no more than two corresponding fellows (Article 2, section 4 of the Constitution, Bye-Law 1).</p> <p>Section 3 Chairmen of Scientific Committees shall liaise with the appropriate Vice-President as per Bye-Law 5 as soon as practicable in each triennium regarding a programme of work, its periodic review and the membership of the Committee (Article 5, section 4 and Article 7, section 1 of the Constitution).</p> <p>Section 4 Each Scientific Committee shall establish rules for its management. In addition to what is stated in the Constitution and Bye-Laws, the rules should define the scope of the Committee, its mode of action, whether it will have other officers than the Chairman and the Secretary, the mechanism by which new Chairmen and Secretaries are proposed to the President, the procedure for deciding future conference venues, the mechanism for changing the rules, and other administrative matters.</p> <p>Section 5 A Scientific Committee may entrust its administration to a Management group comprising, in addition to the Chairperson and the Secretary, other officers and associated experts elected by registered members of the Committee, either by postal ballot or at a business meeting organised in connection with a conference.</p>	
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Section 6

The Scientific Committees shall conduct an active membership policy by admitting as many members as is considered administratively efficient. All members of a Scientific Committee shall be active in the field of the Committee. Should a member's active interest cease, the Chairman shall encourage the member to resign from the Committee.

Section 7

A member of ICOH can belong to no more than three Scientific Committees. Members of Scientific Committees are not required to pay any additional fee. The Officers and the immediate Past President are *ex officio* members of every Scientific Committee.

Section 8

A Scientific Committee shall organise special meetings and conduct other activities. The Scientific Committees shall plan their programme of work for each triennium. The Management Group shall keep the Editor of the Quarterly Newsletter informed of the Committee's activities, and at the end of each triennium they shall submit a written report on the activities and the accomplishments of the Scientific Committee to the appropriate Vice President.

Section 9

The finances for the organisation and conduct of the meetings mentioned in Section 8 shall be the responsibility of the organisers of the meeting. Non-ICOH members may pay a registration fee higher than the members' fee. The organisers shall transfer the difference to the Chairman of the Scientific Committee in question or his representative within two months of the end of the meeting. Such monies may either be used by the Scientific Committee or paid to the account of ICOH according to prior agreement with the Secretary-General.

Section 10

On request of the Chairman of a Scientific Committee, the Secretary-General may be authorised by the President to assist financially a Scientific Committee in the organisation of a meeting.

Section 11

Scientific Committees may receive up to two thirds of the fees paid by sustaining members subscribing especially to promote activity in the field covered by the Scientific Committee concerned. A Scientific Committee may be required by agreement to remit to ICOH a proportion of any income deriving from its activities.

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BYE-LAW 12 – International Congresses

<p>Section 1 At request of the Organising Committee, the President and the Secretary-General are authorised jointly to grant an interest-free loan, to assist in the organisation of the Congress.</p> <p>Section 2 The additional registration fees of non-members attending an International Congress (Article 6, section 5 of the Constitution) shall be paid by the Organising Committee to the account of the ICOH within two months of the end of the Congress.</p> <p>Section 3 Prior agreement between the Organising Committee of the International Congress and the Secretary-General must be reached on how any funds deriving from the Congress should be allocated. Such agreement should be reached at least two years prior to an International Congress. Any monies due to the ICOH as a result of this agreement shall be remitted as soon as available after the Congress.</p> <p>Section 4 The organisation of the scientific programme of the International Congress shall take place in close collaboration with the Officers and the Scientific Committees and shall include “State of the art” presentations, free communications, poster sections, and any other forms of scientific communication.</p>	<p>Section 5 A special guideline for organising ICOH Congresses and other ICOH meetings and conferences will be drawn up and when necessary, updated and approved by the Board.</p>

BYE-LAW 13 – Other Conferences

Applications for the conferences mentioned in Article 6, section 7 of the Constitution should be submitted at least six months in advance to the Secretary-General.	
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BYE-LAW 14 – International Cooperation

Specialised organisations of the United Nations, such as the International Labour Organization and the World Health Organization and other international bodies whose interests and objectives coincide with the purposes and aims of the ICOH may be invited to send representatives or observers to the International Congress, to the General Assembly and to meetings of the Scientific Committees. These representatives do not pay the congress fee and will not be entitled to vote at General Assembly.	
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BYE-LAW 15 – National and Regional Secretaries

Members may organise themselves on a national or regional basis in order to facilitate their administrative work. They may elect a National or Regional Secretary, to be approved by the President. If no national or regional organisation exists, and if special reasons so require, the President can nominate a Secretary after consultation with members of the ICOH of the country in question. The National or Regional Secretary shall stay in close liaison with the Secretary-General and keep him informed on events within the nation or region.	
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BYE-LAW 16 – Emergencies

In case of sudden disability of the President to fulfil his duties, the Vice-President with the largest number of votes takes office (Article 5, section 4 and Article 10 of the Constitution).	
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<p>In case of sudden disability of one of the Vice-Presidents, the President shall appoint a Board Member to function as acting Vice-President.</p> <p>In case of sudden inability of the Secretary-General, the President shall immediately charge the Auditor to report on the financial situation and appoint an acting Secretary-General.</p> <p>All these appointments become effective after approval by the Board, and are in force until elections are feasible.</p>	
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BYE-LAW 17 – Amendments

<p>These Bye-laws may be amended by a simple majority of the Board present at a valid meeting. Amendments can be proposed by each of the Officers or Board Members or by at least five ICOH members in good standing.</p>	
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BYE-LAW 18 – Validity

<p>These Bye-laws dated 23 September 1990 supersede all existing bye-laws of the International Commission on Occupational Health.</p>	
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Proposal for a new Bye-Law (could be before present 12): **Rights and duties of members**

	<p>Each member in good standing has a right to all the benefits the ICOH can provide for members collectively or individually.</p> <p>The member in joining ICOH commits him/herself to respect the ICOH Constitution and Bye-Laws and the decisions made by the General Assemblies, Board or the Officers according to those ICOH regulations.</p> <p>Each member is responsible to pay the member fee in</p>
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	<p>stipulated time without delays.</p> <p>The member commits him/herself to follow the ICOH Code of Ethics and the principles of Good Association Practice.</p>
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Proposal for a new Byelaw (could be no 14): - **Publication**

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	<p>Publishing any publication in the names of the ICOH in any physical form, (paper, electronic, internet, film, photo or videotape is subject to permission by the President or Secretary General.</p>
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