1. President's Welcome

Prof Voigt welcomed everyone to the new Administrative Council and apologised for the miscommunication regarding the location of the meeting. He expressed his excitement on taking up this new role and hoped that physicists and engineers would be brought closer together over the next three years. He expressed thanks to the member of the AC who have retired and looked forward to harmonious working during his term of office.

2. Review of Standing Committees

2.1 CCC
After discussion it was agreed that the Congress Committee should be comprised of the Presidents and Secretaries General of IUPESM, IOMP and IFMBE. They are as follows: Prof H. Voigt (Chair), Prof J. Goh, Dr K.Y. Cheung, Dr M.Rehani, Prof R. Magjarevic and Prof S.M. Krishnan.

2.2 Nominations Committee
Following considerable debate it was agreed that the Nominations Committee members will be: Prof Allen (Chair), Dr Cheung and Prof Magjarevic.

2.3 Rules Committee
Prof Nüssl and Prof Magarevic were asked to form the Rules Committee, and were charged with reviewing all Articles and Byelaws in time to report to the next actual AC meeting.

2.4 Awards Committee
The membership of the Awards Committee was agreed as: Prof Nüssl (Chair), Dr Frize and Dr Borras.

2.5 ICSU Liaison Committee
It was agreed that Prof Nüssl be Chair of this Committee supported by Dr Nyssen, and that they identify a third person to join the committee. All members of AC were asked to let Prof Nüssl have any suggestions.
2.6 Education and Training Committee
The Chairs of the IOMP Education and Training Committee and the IFMBE Education and Training Committee were confirmed as the IUPESM Training and Education Committee. The Presidents of IOMP and IFMBE will inform the IUPESM SG in due course.

2.7 Regional Development Committee
Dr Frize was appointed as the Chair of this Committee with Dr Rehani, Prof Nüsslin and Dr Mario Secca as members. Dr Frize will inform Dr Mario Secca of his appointment.

2.8 HTTG
It was agreed that the Task Group be chaired by Dr Borras. It was agreed that the revised Terms of Reference prepared by Dr Borras be circulated to AC members for discussion by email.

2.9 Journal Committee
Dr Kun is Editor in Chief of the Journal on Health & Technology and it was agreed he should sit on the committee, however other members have yet to be identified. All members of AC were asked to let Prof Voigt have any suggestions.

3 Any Other Business
It was agreed that the signatures on the IUPESM bank account be:

Dr P.H.S. Smith          IUPESM Treasurer
Prof S.M. Krishnan       IUPESM Secretary General
Ms R Cook                IPEM Chief Executive Designate
Mr J.G. Pemberton        IPEM International and External Services Manager

It was also agreed that all bank transactions will have two of the four signatures.

The meeting closed at 17.52

Recorded by I Wolstencroft
Vetted by J Goh
Approved by H Voigt

IW
21.06.12