

**International Union for Physical and Engineering Sciences in Medicine
Minutes of a Meeting of the Administrative Council (1)
Held at the World Congress in Toronto, 8am on the 8th June 2015**

Present:	Prof Herbert Voigt	Dr Anchali Krisanachinda
	Prof James Goh	Prof Slavik Tabakov
	Dr Peter Smith	Prof Fridtjof Nüsslin
	Dr Cari Borrás	Prof Depei Liu
	Prof Monique Frize	Prof Ratko Magjarevic
	Dr Madan Rehani	Prof Kin Yin Cheung
	Dr Howell Round	Luis Kun
	Prof Yi-min Hu	David Jaffray (part)
	Dr Lenka Lhotska	Tony Easty (part)

In Attendance: Sally Hawking

1. **President's Welcome** by Prof Voigt.
2. **Approval of Agenda** proposed by Prof Frize, seconded by Prof Magjarevic - **approved**
3. **Previous Minutes**
 - WC2012, Beijing: proposed by Dr Smith, seconded by Prof Frize - **approved**
 - ICMP 2013, Brighton: proposed by Prof Frize, seconded by Prof Magjarevic - **approved** (with one abstention)
4. **Matters Arising** Prof. Goh confirmed all matters had been dealt with.
5. **Presidents' Report** presented by Prof. Voigt

Canadian immigration have denied a high number of visa applications to attend the Congress; Prof Nüsslin suggested the reasons be documented and the issues understood. A registry of the countries affected and the reasoning for visa denial be kept so that IUPESM can assist in future where possible (it was noted that some immigration issues are not resolvable). Prof Frize will ask David Jaffray and Tony Easty to write to the relevant Minister to explain how this has impacted on the Congress and point out this could discount Canada from hosting future events.

Dr Smith suggested the ICSU Executive take this forward and encourage all Unions to hold a similar register so that ICSU can pick up the issue and that a small working group should be set up to progress this and a letter compiled.

Motion to approve the report: Dr Smith proposed, Prof Nüsslin seconded - **approved**.

6. **Report of Secretary-General** presented by Prof. Goh

In response to the issue of IUPESM officers changing frequently, Prof Frize suggested a strategic planning day be held to discuss and agree the strategic direction of the organisation over the next 5 years or more, to include what committees there are and how they work together. Prof

Magjarevic suggested that the group meet more often, at least virtually if not face to face; there was support for and against bringing in outside help to facilitate the strategy planning. More dialogue is required between IOMP and IFMBE so an annual face to face meeting should be held as a minimum and the internet be used more for discussions in between.

Website: this is currently managed by a resource in Singapore but this arrangement will cease in September - the incoming S-G is to consider re-engaging the current resource or find an alternative solution.

Prof K P Lin from Taiwan was thanked for helping to get the publicity material produced for the booth.

Motion to approve the report: Dr Magjarevic proposed, Dr Borrás seconded - **approved**.

7. Report of the Treasurer presented by Dr Smith

Despite budgeting for a deficit, there is currently a surplus of funds (the reasons for which are listed in the report) which are available for the next Council to spend on projects and/or the way forward. There were no questions raised on the 2014 accounts so Dr Smith moved that they be formally accepted, seconded by Prof Frize - **approved**.

A deficit is expected in 2015 due to the occurrence of the World Congress but Dr Smith emphasised the need to stick to budgets and ensure they are actually spent.

Bank signatories need to be considered and amended accordingly for the incoming Treasurer.

The S-G was asked if he could publish the annual accounts on the website to be made available to everyone, Prof Magjarevic raised an objection to making them widely available but it was noted that final accounts for all legal organisations have to be made publicly available anyway.

Motion to approve the report: Prof. Voigt proposed, Prof. Nüsslin seconded - **approved**.

8. Report of Congress Coordinating Committee

8.1 WC2015 presented by David Jaffray & Tony Easty

The Co-Chairs presented the latest position with regards to the statistics surrounding the Congress; sponsorship, delegate numbers, abstracts, exhibitors and finances. Prof Nüsslin requested information on the gender split if possible (attendees and speakers) for his report back to IUPAP. Prof Frize noted that four out of the seven plenary speakers were women this year. Dr Smith suggested that the new CCC compile a list of the statistics to be kept for every congress going forward and kept as records so that comparisons could be made.

8.2 WC2018 presented by Lenka Lhotska

The next World Congress will be held at the Prague Congress Centre, 3rd - 8th June 2018. Free transport will be available for all delegates and a Congress information desk will be set up at the airport. The website is now available (www.iupesm2018.org) and a preliminary programme is available but has yet to be refined. No questions were raised on the presentation although it was suggested that work begins on bringing in sponsorship early.

8.3 WC2021 Bid Cities

Taiwan, Singapore and Mexico have all submitted bids to host the 2021 Congress; they will be providing a formal presentation after which both the IOMP and IFMBE will vote in their respective Council meetings. It was noted that Mexico will, however, have to be disqualified as the official National Member Organisation of IOMP did not sign the application.

It was agreed that approval of the following reports be delayed until the end, at which point all will be approved at once.

9. **Report of Nominating Committee** Cmte Chair, Barry Allen not available to present

Dr Cheung raised a concern that there was a geographical imbalance with the nominations and suggested an alternative for the role of S-G but it was deemed by the AC Chair that late changes, (and without the presence of the Cmte Chair) are not permissible. Elections will occur in the upcoming General Assembly.

10. **Report of Awards Committee** presented by Prof Nüsslin

There are worries about the function of the committee, Prof Nüsslin referred to the statutes which clearly describe the process whereby both constituent organisations have their own awards committee and therefore this committee should be downsized to consist of the advised five members, ie. VP as Chair plus two members from each constituent organisation. The bylaws need to be reviewed and acted upon when the new committee is formed.

11. **Report of ICSU Liaison Committee** Prof. Voigt stated he would forgo the presentation of the report due to time restraints and the fact that ICSU had been covered in his earlier Presidents' report.

12. **Report of Education and Training Committee** report has been submitted but Chair, John Damilakis not available to present.

13. **Report by HTTG** presented by Dr Borrás

A revised version of the report has been submitted so members are asked to ensure they have access to the final version.

Dr Borrás was thanked by Prof. Voigt for heading such an active and successful task group.

14. **Union Journal Committee Report** Per Ask not available to present

15. **WiBME & MP** presented by Prof Frize

Parallel committees have been created in the two constituent organisations with Dr Virginia Tsapaki heading the IOMP committee and all three will work together. It was suggested that the incoming Chair create a new award in this area. Prof. Frize offered to share with Dr Lhotska her experience of encouraging so many women to be involved in this current Congress.

16. **Approval of Agenda of IUPESM General Assembly**

- HTTG report to be added

- WiMBE report to be added
- The election will be moved up the agenda to before the CCC item
- Luis Kun will represent the Union Journal Cmte in place of Per Ask

Motion to approve the agenda as amended: Dr Borrás proposed, Dr Tabakov seconded - **approved**.

All above reports **approved**.

Motion to adjourn the meeting: Prof Frize proposed, Prof Magjarevic seconded - **approved**.

The meeting closed at 10:05am

Minutes taken by S Hawking

Vetted by J Goh

Approved by H Voigt

DRAFT