



INTERNATIONAL FEDERATION OF HOSPITAL ENGINEERING

COUNCIL MEETING 46

**Kuala Lumpur Conventon Center, Kuala Lumpur, Malaysia
Tuesday
10. september 2013**

MEETING TIME 09:00 – 16:30

- **Note:** These minutes constitute a record of decisions taken and only contain the most important spoken contributions. The proceeding of this meeting was recorded. The record is kept at the IHEEM Office in Portsmouth.

Present:

Officers

President	Ole Rist
First Vice President	Lilliana Font
Second Vice President	Douwe Kiestra
Past President	Yasushi Nagasawa
General Secretary	Gunnar Baekken
Treasurer	Steve Drinkrow

Executive Committee Additional members

A 001 IHEEM U.K	Ronnie Browne
A 009 –IHEA Australia	Darryl Pitcher
A 018 – CHES Canada	Steve Rees

”A” National member – organisations represented by:

A 001 IHEEM U.K	Greg Markham & Andy Wavell
A 006 NVTG Netherlands	Douwe Kiestra (Exco member)
A 009 Australia	Darryl Pitcher & Darren Green
A 010 SAFHE South Africa	Steve Drinkrow (Exco member)
A 012 VTDV Belgium	Paul Merlevede & Roger Albertijn
A 014 IHS Switzerland	Hans Petter Aebischer
A 015 FSTA Denmark	Mogens Kaas Thrane & Kaj Jensen
A 018 CHES Canada	Steve Rees (Exco member)
A 020 HEAJ Japan Yosihisha Hirayama	Francis Kiyoshi Morimura &
A 022 HATIMI Indonesia	Jonny Sinaga
A 025 AADAIH Argentina Alfredo Sartorio	Liliana Font (Exco member) &
A 028 FSTL Norway	Vidar Smalaas
A 042 KIHA Korea	Javeria Shaik (JSK)
A 043 BEAM Malaysia	Tauran Zaidi Ahmad Zaidi

Observer

A001 IHEEM U.K Julian Amey

1.0 WELCOME

The President Ole Rist welcomed everyone and thanked BEAM for hosting the ExCo and Council Meetings. There was a particular welcome to new Council members. Julian Amey, Chief Executive of IHEEM was there at the request of the President to present a paper at item 6.1 and was a welcome observer at the rest of the meeting.

The Secretary General advised of his intention to tape record the meeting and store the record with the Administrative Secretariat in Portsmouth. All present were content with that.

2.0 ATTENDANCE & APOLOGIES FOR ABSENCE

2.1 The President invited everyone to introduce himself/herself verbally and an attendance register was circulated.

2.2 Apologies had been received from the following members:

- A 003 France
- A 005 Portugal
- A 007 USA
- A 013 Spain
- A 017 Germany
- A 033 Uganda
- A 035 Brazil
- A 038 Finland
- A 040 Austria
- A 044 Italy

Apologies were also received from Hon. Member Bernard Shapiro and from Past President Francisco Castella.

3.0 MINUTES OF MEETING NO. 45 NORWAY 13 APRIL 2012

DECISION: The Minutes of Council Meeting No. 45 held in Norway on 13th April 2012 were unanimously agreed as a true and accurate record and approved by the meeting.

4.0 MATTERS ARISING FROM MINUTES NOT LISTED ON AGENDA

There were no matters arising other than those on the Agenda

5.0 REPORTS FROM THE EXECUTIVE COMMITTEE MEETING (NO 38)

5.1 Reports and recommendations from ExCo were as follows:

Membership: A number of "A" Members had not yet paid their annual subscriptions. ExCo recommended that there should be no suspensions or terminations, at least until contact was made with the organisations concerned. The following actions were recommended by Exco and Agreed by Council.

Israel: President Ole Rist to follow up and may enlist assistance from Bernard Shapiro.	Action: OR
USA (ASHE): Steve Rees undertook to make contact and establish the position.	Action: SR
Uruguay; Liliana Font undertook to follow up.	Action: LF
Kenya and Uganda; Steve Drinkrow to follow up.	Action: SD
Korea and China; Prof Yasushi Nagasawa to follow up.	Action: YN

The Indonesian representative advised that changes had taken place with a new independent organisation formed in place of the existing Ministry of Health based body. It was agreed that a replacement organisation would be accepted if that was the wish of those involved.

Liliana Font tabled an application for membership from Costa Rica. It was recognised that the application had not gone through the process defined in

Standing Orders. However, Liliana confirmed that she was content with the organisation and the documents submitted (in Spanish) and she requested consideration of the application at the meeting in the hope that Costa Rica would play a full part in the 2014 Congress. The President put the proposal for acceptance to the meeting explaining that if there was any concern or vote against the proposal it would have to be dealt with at a later time. Greg Markham proposed and Steve Rees seconded a proposal to accept the application and this was agreed unanimously.

DECISION: Costa Rica's application for "A" membership was agreed.

An application for "D" membership had been received from VistaMatic of the UK and this was to be processed.

Other areas of interest:

Liliana Font reported on developments in relevant organisations in Latin America as follows;

Columbia: No agreement yet on having one organisation.

Mexico: Currently only for Architects with 1000 members. Hoping they will agree to accept Engineers.

Cuba: Liliana has visited and met with relevant people. There is a wish to join IFHE but approval is required from Government .

Sweden: Gunnar Baekken undertook to continue to encourage the large and active organisation in Sweden to join.

Baltic States: Little progress. However, representatives from VTDV, Belgium had established contact with a group in Lithuania.

India: It was reported that IHEEM had established good contacts with some interested individuals in India. However, it was pointed out that there is already an A Member organisation (IHE) in India and interested individuals should be directed to that body.

5.2 Administration and Secretariat:

Treasurer Steve Drinkrow's recommended continuation of the contract for the provision of services by the IHEEM office in Portsmouth. Included in the recommendations were;

- An uplift in the fee for the current year of 3%
- A change to a rolling contract with termination requiring 18 months notice minimum by either party
- An annual adjustment of the fee in line with the the UK CPI index.

DECISION: These proposals were agreed unanimously and thanks were offered to IHEEM for the efficient way in which this essential support was being provided.

5.3 Finance

It was agreed that there should be no suspensions or terminations at this stage but those who have not paid will not be eligible to vote at Council.

DECISION: No suspensions or terminations of membership at this stage.

5.3.1 The Treasurer Steve Drinkrow presented;

An audited Income and Expenditure statement for the year ending 31st December 2012.

The half year position for 2013

A draft budget for 2014

A statement on outcome on East African training initiative in early 2013

2012; Audited financial statements for 2012 had been circulated.

Key points; Budgeted for -£2,650, Outcome +£10,280

Income from members up by £3,794

Increase in contribution from 2012 Congress of £1,995.

Administrative costs much lower than anticipated ie by £2,500.

SD thanked all who had contributed to the better than anticipated outcome, he also thanked the Auditors and asked if they would be prepared to continue. In reply Junior VP DK, on behalf of NVTG advised that while there would have to be a replacement for Mr Van Namen, the Netherlands would be happy to continue to provide the service. The offer was welcomed and accepted without further discussion. In response to a question about the independence of Auditors it was confirmed that Standing Orders identified the Auditors as “two members from an A member organisation”.

2013 Expenditure

Key points;

- The most recent bank balance was +£112,964
- The Budget end of year figure of -£15,100 had been revised to -£11,764
- At 31st August 2013 membership fees of £3,000 were outstanding.
- The second half of the Administration Secretariat fee was due to IHEEM
- The £12,000 budget for the East African initiative under spent by £2,633
- Cost of travel still an uncertainty
- Includes £1,100 income from the Digest.

2014 Budget

Key points

- Income based on past experience
- Interest up from £60 to £650 due to investing £55,000 in longer term savings
- Anticipated income from Congress in Argentina in 2014. £5,700
- An income of £1,100 to be added in respect of the Digest
- The fee for administration secretariat services to be corrected to £4,150
- Cost of travel still an uncertainty

DECISION: The Treasurer’s report was approved unanimously

5.3.2 The Treasurer reported that expenditure over time will exceed income and proposed an increase in membership fees of 3% for all grades. A discussion took place on whether a 5% increase would be more appropriate. The Treasurer’s

recommendation was seconded by GM and agreed by a majority show of hands.

DECISION: The Treasurer's recommendation was approved

5.3.3 East African Initiative,

The Treasurer reported on another (the 3rd) successful training initiative with 6 hospital engineering staff from 5 East African countries; Tanzania, Rwanda, Kenya, Uganda and Burundi completing the course and attending the annual SAFHE Conference (funded jointly by IFHE and SAFHE, 2/3rds and 1/3rd respectively).

There was a very positive response to the report with Vidar Smalaas of the FSTL urging Council to find ways of generating additional income to fund more such initiatives. JVP Douwie advised that co-sponsoring of events had been discussed at ExCo as a possible way forward. He went on to report that he and Darryl Pitcher of IHEA will be considering ways of increasing income from such sources. Javeria Shaik from KIHA expressed an interest in joining a small working group and that was agreed. A report will be prepared for the next meeting.

ACTION:
DK, DP &
JSK

DECISION: The President sought and obtained unanimous Council support to request Steve Drinkrow to consider running the East African initiative again in 2015 Steve Drinkrow Agreed

ACTION: SD

5.4 Collaborative Activities:

World Health Organisation:

Paul Merlevede of VTDV reported on useful meetings with the World Health Organisation (WHO).

Paul's report available separately.

Steve D raised the matter of remuneration for work undertaken by individuals for WHO.

In his reply Paul referred to problems with budgets. It was clear that costs and expenses only were available. However, he undertook to raise this matter at the next meeting on 22nd and 23rd Nov. 2013. The President reported that when he had undertaken work for WHO he was paid at the same rate as in his normal employment.

Paul went on to advise that there was a good working relationship with the new Liaison Officer and WHO was keen to work with IFHE particularly because the Federation includes both Architects and Engineers.

Paul undertook to forward a report on the 22/23 Nov meeting to the Secretary General for publishing on the IFHE Website.

The President thanked Paul for his valuable work with WHO and that was endorsed by a round of applause.

DECISION: At the request of the President, Paul Merlevede agreed to continue to represent IFHE at WHO meetings.

ACTION: PM

5.5 Step Communications:

Andy Wavell of IHEEM reported on the Digest and the international editions of the Health Estate Journal (HEJ).

Digest; A new publishing agreement had been proposed ie a perpetual

agreement rather than an annual one, which could be terminated if/when either party was to give notice. It was agreed that this was a sensible way forward. Andy went on to report that in 2013 the Digest had been published electronically with 21 articles received and 19 published from 12 countries. The publisher seemed happy and IFHE had received £1,100. However, Andy expressed concern that with 13,500 members worldwide it was very disappointing that there had only been 595 "hits" on the website. Javeri Shaik pointed out that "clicks" don't necessarily represent the success of a publication as some academics are likely to be downloading for use with a much wider audience. However the point was noted with some concern. Douwe Kiestra highlighted the importance of drawing attention to articles and making it easy to download. For 2014, Andy reported that he had 29 articles or expressions of interest of which 21 or 22 would be published. Any articles not used in the Digest would be published in the HEJ. He thanked the Editorial Committee. Andy went on to report that 200 copies of the Digest had been sent to BEAM for their conference but there were problems with getting bulk deliveries through Customs to Argentina . Liliana undertook to investigate.

ACTION: LF

Andy then proposed

- 1 That a membership database be made available to the publisher for the sole purpose of keeping individuals informed of what was going on. and
- 2 That IFHE should consider developing an App as an aid to easier access to the digest.

Membership Database; Douwe Kiestra expressed concerns about confidentiality. In reply Andy W. referred to similar concerns raised in the the past by ASHE which had been solved by putting in place a one time use only agreement. Daryl Pitcher of IHEA suggested having the database under the banner of IFHE rather than Step Communications. If that could be agreed and if an opt out clause could be included Daryl was prepared to second Andy's proposal. Council requested Andy to proceed in that way.

ACTION:AW

Developing an App for the Digest; Darryl Pitcher suggested that the 3% increase membership fee would fund the estimated £2,000 required to develop an App. He agreed that a multi platform approach was a good idea and offered to investigate possibilities. Douwe K advised that NVTG was building a new website and that might provide a solution. Javeria S also expressed interest and it was agreed that Daryl, Douwe and Javeria would investigate further and report at the next meeting.

DECISION: Darryl Pitcher, Douwe Kiesta and Javeria Shaik to investigate and report on options at the next meeting.

**ACTION:DP,
DK & JSK**

Health Estate Journal: Andy Wavell reported that there were 4 international copies of HEJ each year with a minimum of 2 international articles in each. He requested assistance with securing articles and reports in order to increase the extent of IFHE news to readers.

**ACTION:
ALL**

Steve Drinkrow thanked Andy for the work he had been doing and asked him to request the IHEEM office to e mail IFHE members to encourage more active interest in the HEJ.

Andy expressed disappointment about the low level of reply to past requests for assistance less than 10%.

Lilliana F referred to the importance of HEJ in Latin America. In support of that Andy referred to a recent issue of HEJ being sent to Cuba and the subsequent offer of an article for HEJ.

ACTION:AW

5.6 International Congresses

Buenos Aires 2014.

Liliana Font provided a update on planning for the congress and IFHE meetings. Congress 13-16 Oct 2014, preceded by ExCo and Council meetings on 11th and 12th Oct respectively.

Three main elements were planned namely;

Scientific Papers. Request for papers Oct 2013 - May 2014. Details to follow.

Commercial Exhibition.

International Exhibition of, and awards for, Architectural quality in Healthcare buildings, the aim being to exhibit the best works from each national body.

Liliana was working closely with other Latin American countries to ensure a successful Congress and looked forward to welcoming everyone to Buenos Aires.

Netherlands 2016.

Douwe Kiestra reported that a full presentation would be made in Buenos Aires in 2014. Accommodation had been booked for ExCo and Council meetings on 16th and 17th April 2016 and Congress on 18th - 20th April 2016. A new website was being built and new world class hospital buildings had been identified for technical visits.

2018. The Secretary General reported that three countries had already expressed an interest in bidding to host the 2018 Congress, namely Italy, Australia and UK. Timescale for submissions to follow with presentations to be made and a vote taken by Council at the 2014 Council meeting prior to the congress in Buenos Aires.

Other Council and ExCo Meetings.

Finland (AFHE) had submitted an offer to host the 2015 ExCo and Council Meetings, immediately prior to the IFHE Europe Congress in Turku, 2nd - 5th June 2015. There were no other expressions of interest and it was agreed unanimously to accept the invitation. The Secretary General undertook to communicate with AFHE.

ACTION: GB

DECISION: General Secretary should confirm Exco meeting in 2015, 2 – 5 June 2015 in Turku Finland.

Steve Rees of CHES suggested that Council members might wish to think about offering to host the 2017 meetings prior to assembling again in Buenos Aires..

**ACTION:
ALL**

5.7 Statute and Standing Orders:

There was nothing to report under this heading.

6.0 President's report:

President Ole Rist gave a report on his activities since April 2013 referring to his column in the IFHE Newsletter which provided more detail. He went on to say that he hoped Council members would agree with the type of Agenda for the day which was aimed at getting "A" Members more actively involved in developing the Federation. The Secretary General added that his main role was to assist the President in achieving his objectives. He went on to thank his predecessor Bernard Shapiro for his valuable advice and assistance and also thanked Steve Drinkrow and Ronnie Browne for their assistance with doing business in English.

6.1 Vision/Mission/Strategy Position Paper

At the request of the President and Secretary General, Julian Amey, Chief Executive of IHEEM and Greg Markham, President of IHEEM and new Council member, described their experiences in developing a 5 year plan for IHEEM, to coincide with IHEEM's 70th anniversary. Julian set the scene, outlining the approach and the objectives. He offered to share with IFHE the methodology, questionnaires to members and outcomes in the hope that if IFHE wished to do something similar, it might be possible to make progress before meeting again in Buenos Aires in Oct 2014. The Secretary General was enthusiastic about producing such a plan, but recognised the importance of developing appropriate questions and identifying the recipients for any questionnaire used in the process.

Daryl P was also supportive of the idea, adding that something similar had been produced in Australia. Similarly, Steve R reported that CHES was engaged in the same process. Like Darryl, Steve was keen to share questions and experiences.

DECISION: To be followed up in Buenos Aires

6.2 Proposals for Acceptance as Policy and Implementation:

At the request of the President, Steve Rees, Greg Markham and Daryl Pitcher undertook to initiate action on the development of a 5 year plan for IFHE. Steve R agreed to coordinate inputs.

**ACTION:SR,
GM & DP**

DECISION: To be followed up in Buenos Aires

7.0 Environmental Issues:

7.1 Discussion Paper;

Steve Rees presented his paper on a range of pressing environmental issues and Daryl Pitcher conducted the subsequent discussion. There was discussion on a wide range of examples of work being done at national levels, including initiatives to save fuel; reduce carbon footprints and address as far as possible climate change and its consequences.

There was reference to the various related articles in the Digest and HEJ; the report by the IFHE Europe Group on energy and the importance of getting the ear of Government. Julian Amey made the well received suggestion that IFHE could

relatively easily make a statement on environmental matters as an IFHE "Headline."

DECISION: To be followed up in Buenos Aires

7.1.1 Proposals Arising From Council Discussion:

At the conclusion of a full and informed discussion the Secretary General highlighted the importance of information exchange and referred to the relevance of the anticipated IFHE Europe report. The President requested Daryl P and Steve R to consider the matter further with the suggestion that the members' survey referred to in 6.1 and 6.2 above might provide a mechanism to enlist some further ideas. Julian Amey was subsequently asked to draft a "Headline" statement of the type he had suggested for further consideration.

ACTION:
DP, SR & JA

DECISION: To be followed up in Buenos Aires

8.0 "A" Member and Regional Group Reports:

8.1 A" Member Reports;

Representatives from each "A" Member present gave a verbal presentation on activities in their national organisations. The President requested electronic copies of all reports to be sent to the Secretary General who would arrange for all members to have access to the reports.

ACTION:
ALL & GB

Darryl Green, representing IHEA suggested adopting a format for such annual reports and the submission of same prior to each meeting. It was agreed that this would streamline business at Council meetings; the proposal was accepted and agreed. Steve D believed that such a format was already in existence and the Secretary General agreed to investigate if the format was available and issue it.

ACTION: GB

8.1.1 Presentation by IHEEM on Social Media:

Greg Markham made a short presentation on Social Media, describing some of the options and highlighting in particular the relevance and the benefits of LinkedIn to an organisation such as IFHE. While other options were also highlighted in round table discussion it was agreed that the subject should be returned to in Buenos Aires; meantime it was suggested that all Council members should aim to gain experience of LinkedIn in particular.

ACTION:
ALL

8.2 IFHE Europe Report:

A well illustrated report on the successful IFHE Europe Congress in Berne in April 2013 was presented by Hans Petter Aebischer. Council members were requested to consider attending the 2015 European Congress which would follow the Turku ExCo and Council Meetings.

8.3 Latin America:

Liliana Font felt that earlier items had covered activities in Latin America adequately.

9.0 ANY OTHER BUSINESS

JVP Douwie Kiestra was invited to make a presentation on Communications. In his report Douwie referred to the use of Google Drive in Holland to ensure the availability and sharing of documents. He suggested the setting up of a worldwide system of a similar type for IFHE. The importance of information being up-to-date was highlighted and the point was made that even in less developed areas of the world there appeared to be a communications network through cell phones/smart phones which would allow such an initiative to work. Douwie was asked to consider the options further and report on the way forward at the next meeting.

Action: DK

10. DATE OF NEXT MEETING AND CLOSURE

The President again thanked BEAM for their hospitality; thanked all present for attending and participating and looked forward to meeting again in Buenos Aires.

- 10.1** Venue and date 2014,
Argentina. EC39 Saturday 11 October:
CM47 Sunday 12 October on occasion of
IFHE 23rd International Congress, Buenos Aires.
- 10.2** Venue and date 2015, t.b.a.
- 10.3** Venue and date 2016,
Netherlands. EC40, Saturday 16 April; CM48 Sunday 17 April in
Amsterdam on occasion of IFHE 24th International Congress, Den Haag.
- 10.4** Closure, The President closed the meeting at 16.20.

.....Signature of Chair..... (Date Signed)