

MINUTES FROM THE FIRST ANNUAL BUSINESS MEETING OF THE INTERNATIONAL NETWORK OF SAFETY & HEALTH PRACTITIONER ORGANISATIONS (INSHPO) HELD ON TUESDAY 20TH SEPTEMBER 2005 CYPRESS ROOM, PEABODY ORLANDO HOTEL, USA

| | | | |
|-----------------------|--|----------------------|-------------------------|
| Participants: | Paul Faupel (PF) | President | IOSH |
| | Eddie Greer (EG) | President Elect | ASSE |
| | Martin Ralph (MR) | Vice President | IFAP |
| | Jim Allan (JA) | Secretary Treasurer | CSSE |
| | Neil Dine (ND) (on behalf of Geoff Dell) | Board Representative | SIA |
| | | | |
| Apologies: | Oormeela Jawaheer | Board of Directors | IOSHM |
| | | | |
| In attendance: | Sarah Hamilton (SH) | Secretariat | IOSH |
| | Sascha Lemon (SL) | Secretariat | IOSH |
| | Roger Brauer | Executive Director | BCSP (Agenda item 13) |
| | Tom Bresnahan | President | BCSP (Agenda item 13) |
| | Marc de Greef | Chairman | ENSHPO (Agenda item 13) |

01/05abm Welcome and apologies for absence

The Chair opened the meeting at 14:00hrs and welcomed all participants and thanked them for attending. He confirmed that the organisations of all Board members present were in good standing and that the meeting was quorate. Apologies had been received from Oormeela Jawaheer at IOSHM.

The Chair requested that item 13 be brought forward on the agenda so that discussions could be held with representatives from BCSP and ENSHPO, who joined the meeting solely for this item.

Action
*

02/05abm Board of Certified Safety Professionals (BCSP)

Roger Brauer thanked the INSHPO Board for giving him the opportunity to come to INSHPO's ABM. Some background information on BCSP was provided. BCSP has existed since 1962 and is not a member organisation but strictly an accreditation board. Their charter is to set standards for people in the safety field and evaluate people against those standards and award certification to those who achieve them. Over the years BCSP has had agreements with the Canadian Board of Registered Safety Professionals, they have also recognised the NEBOSH Certificate for a number of years and established an agreement with the Singapore Institute of Safety Officers (SISO). More recently BCSP has held discussions with IOSH and in June signed a mutual recognition agreement. BCSP wishes to see "International Transportability of Safety Credentials" on INSHPO's agenda and offer their service in researching and progressing this issue. BCSP knows that there are a lot of other areas INSHPO is interested in, but it is an area that is important to them and it has contributed extensively in the US, in terms of evaluating the profession. BCSP's recommendation is to start compiling information on:

- what credentials exist around the globe,
- what the requirements are,
- what educational processes there are,
- how people get qualified,
- is there a career path and
- how are professional OSH organisations working towards quality assured and accredited standards.

BCSP has outlined an information collection phase and once collected, the information can be analysed and a comparison made of standards that occur in different countries and reported. A website would be the obvious place to display the information. Furthermore, guidelines to support and assist accreditation in various countries could be pursued and standards could be developed. The hygienists and ergonomists have done it and BCSP believes there is a case for the OSH generalists to do the same. Some standards need to be set within nation states and then the programmes leading to their achievement should be evaluated. There have always been some professional regulation and legal differences in practise across countries. There may be an examining component that remains within each country but the core components of competence ought to be about the same, regardless of

where anyone practises. Roger also suggested a common directory of practitioners, and the competence standards that the practitioners have met. There are four components that BCSP's programme focuses on:

- education,
- experience,
- demonstrated knowledge by exam or through a job and
- staying current through continual development.

Marc de Greef provided some background on PREVENT and the European Network of Safety and Health Practitioner Organisations (ENSHPO). PREVENT is a key occupational safety and health organisation in Belgium and aims to promote the quality of working conditions and prevent occupational risks. They provide support, advice and information to companies and specialised organisations. One of the issues that ENSHPO wants to address is the exchange of good practice and level of qualifications. Most countries in Eastern Europe focus on the managerial aspects of the health and safety profession. There are also discussions at some Universities in Europe to develop a master's degree in order to increase the position of the health and safety professional at company level. There is also the objective to find out how Article 8 of the European "Framework Directive" can be executed, which requires employers to employ an "expert". This is important when discussing qualifications, especially when it is very different from country to country on what this "expert" has to do. Marc also reported that ENSHPO held its first event in June, with participation from the European Committee and European Agency. Marc emphasised the importance of building bridges at different levels – national, European and global - and bridges between the same kinds of practitioner eg. safety engineers, ergonomists, hygienists, to fill gaps and to increase visibility of the professional OSH community. For further information on ENSHPO its website can be viewed at www.enshpo.org.

The President thought it was very timely to discuss advancing safety professionalism and to know what is happening in the European sphere. He also thought it very beneficial that the Secretariat is currently provided by an organisation common to both the European and International Networks. The potential for synergy is obvious and the President invited general discussion.

Following that, the President concluded that INSHPO is still very much an infant organisation and is trying to accrete a critical mass of members to translate its aspirations into action. A number of organisations have expressed an interest in joining, so several more members will potentially attend the 2006 ABM. For this reason, INSHPO can agree to sign up to the "aspiration" behind the principle of this initiative but cannot agree to any immediate action because the network is still evaluating its own strategy. Roger confirmed that BCSP is not looking for an immediate answer but simply "planting a seed" and offering any support necessary. Even though BCSP is not a membership organisation they would be happy to participate wherever they fit in to INSHPO's endeavours. Tom confirmed that BCSP's Board is supportive of the approach that Roger had offered.

The President thanked the BCSP and ENSHPO representatives for their contributions to the meeting.

03/05abm Report from the President

The President's report itemised achievements against INSHPO's short and long term objectives. Board Members were extremely pleased that positive interest had been received from bodies in China, India, New Zealand, the Philippines, Singapore, South Africa and Taiwan. An encouraging message had also arrived from the International Occupational Hygiene Association (IOHA), which, earlier in the week, had welcomed the establishment of INSHPO and expressed its intention to work together with INSHPO on issues of common interest. The President read out the message to Board members, who acknowledged with thanks the warm greeting from IOHA and it was agreed that INSHPO would wish to work with IOHA in the future.

Action: The President to respond to IOHA's message accordingly.

04/05abm World Congress – INSHPO activities

The President reported that constitutionally this was the first Annual Business Meeting of INSHPO, in conjunction with the XVIIth World Congress on Health and Safety at Work. INSHPO was also to hold its first forum reception to include key international participants and

PF

organisations interested in membership or affiliate membership of INSHPO. Of those invited, approximately 45 people were expected to attend. INSHPO also exhibited at the National Safety Council's Congress and Expo, in conjunction with the World Congress.

06/05abm Report from the Secretary-Treasurer

The Secretary-Treasurer reported that IOSHM had requested a deferred payment of membership fees for 2005. IOSHM were resolving some internal issues that affected their financial position. IOSHM's President, Oormeela Jawaheer had apologised for the inconvenience caused by these circumstances.

A motion was debated and carried unanimously that IOSHM should continue membership of INSHPO, but would not be in good standing until its membership fees are paid. Furthermore, its membership fees for 2005 and 2006 must be paid in full by 1st April 2006.

Motion

a) Budget

The Secretariat distributed INSHPO's Financial Report and Breakdown of Costs, which included any money spent up until 14 September 2005. The accounts of INSHPO are cash positive and the issue of auditing was discussed. In accordance with the Bylaws the Secretariat is to obtain an annual independent examination of all financial accounts. The INSHPO accounts cannot be audited by the Secretariat's own independent auditors because INSHPO is not yet a legal entity - it is an embodiment of an idea. It was proposed and carried unanimously that an independent organisation be sourced by the Secretariat to review the INSHPO accounts.

Action: Secretary-Treasurer and Secretariat to source a competent person to review accounts on an annual basis.

JA/SL

It was agreed that the issue of INSHPO becoming a legal entity needs to be addressed in the strategic plan. Having held discussions with the IOSH Director of Finance the Secretariat reported that this would need significant investment of time and expense.

Action: A typographical error was noted on the financial breakdown (£131.27 to be included under total expenses), which the Secretariat will amend.

SL

07/05abm Bylaws

The Secretary-Treasurer ran through the proposed changes to the Bylaws and clarified them in response to questions raised. The proposed changes were agreed.

Motion

Eddie Greer proposed an additional change to the Bylaws, that each member of the Executive Council should serve a two (2) year term. He was concerned about how members are scattered around the globe, the lack of face-to-face meetings, the issue of communication, keeping INSHPO moving forward and accomplishing its objectives. Eddie saw that it is difficult for the sitting President to facilitate issues in only a one-year term. His proposal would require a major commitment from each member of the Executive Council for 8yrs but it would be extremely beneficial, especially to sustain INSHPO's existence and to keep the initial vision alive and progressing. Eddie also requested that the current President serve another year to fall in line with this proposal. At this point in the meeting the President declared an interest and handed the Chair to the Secretary-Treasurer.

The Secretary-Treasurer confirmed the proposal to amend Article V, Section 2, "The Term of office for each officer (President, President Elect, Vice President and Immediate Past President) shall be for two (2) calendar years. This was carried unanimously.

Motion

The Secretary-Treasurer then confirmed a second proposal that the current President should continue in office for a further year, until 1 January 2007. This was carried unanimously with the President abstaining.

Motion

The Chair was then handed back to the President who confirmed a third proposal that the Secretary-Treasurer should serve for three (3) calendar years, in the light of that had just been agreed. This was carried unanimously.

Motion

Consequently all the current office-holders, save the Secretary-Treasurer have another year on the Executive Council and changes will take place on 1 January 2007. The current Secretary-Treasurer will serve until 1 January 2008.

Action: The Secretariat to update Bylaws with agreed changes and re-distribute and replace on website.

SL

08/05abm Operating Guidelines

Eddie Greer and Jim Allan had prepared and circulated headings for INSHPO's general operating guidelines. Neil Dine reported that the SIA had conducted something similar 5 years ago.

A demonstration was provided on the revised version of the INSHPO website:
www.inshpo.org.

Everything that was due to be posted on to the site has now been completed, including the competence presentations, executive council biographies, photographs and the French version of the INSHPO letter. However, the Secretariat staff are still familiarising themselves with the set-up of the closed areas and are hoping to have this function available by the end of December 2005.

Action: The issue of copyright on the photographs was raised and the Secretariat was asked to ensure that this is checked for any pictures posted on to the site.

SL

The Secretariat also reported that an email address has been set up for INSHPO and has been included on the INSHPO leaflet: info@inshpo.org. The Secretariat will check and respond to any messages that are sent to this address.

Business cards for the President had also been produced and a discussion took place regarding other Executive Council members having them. A generic business card could be produced for other Executive Council members including their title but no name. As the term for office is now two years there should be more opportunities for them to promote INSHPO. It was agreed to leave it as it stands for now but to review the issue in due course, in the meantime members should use the INSHPO leaflet.

13/05abm a) Progress against project plan

A handout was provided as part of agenda item 2, Report from the President. (See Appendix 2)

b) Strategic Plan

On behalf of the Board, the President thanked Martin Ralph for his very useful discussion document. The document suggested ideas on how INSHPO can fulfil its objectives. The President suggested that the document could be refined to match INSHPO's Strategic Plan. Everyone agreed that a lot of thought had been put into the document and thanked Martin for his input.

It is critical for INSHPO to have a vision and to put a Strategic Plan together. All Board members are asked to identify five initiatives that they believe INSHPO should take forward over the next five years.

Action: Each Board Member to send their top five initiatives for the strategic plan through to Eddie Greer by Friday 21st October.

ALL

Action: Eddie Greer and Martin Ralph were requested to work together and frame a strategy for INSHPO. From the responses received Eddie and Martin will shortlist ten and provide detailed proposals on how they might be achieved.

EG/MR

14/05abm Process for the election of Vice President and any other officer

Due to Executive Council members now serving two years within each role (see 07/05abm), it was decided to suspend this item. However, an election process will need to be put in place by September 2006 for incoming officers.

15/05abm Any other business

There were no other business items.

Action: The Secretariat was asked to complete a list of recommendations and motions in a separate document.

SL

The Board expressed its collective appreciation and thanks to the staff of the Secretariat for their support throughout the past year, and the excellent organisation of the ABM and associated activities within the World Congress and NSC Expo events.

16/05abm Next ABM

a) 2006 – The Safety Conference, Sydney Showground, Sydney Olympic Park, Australia – 18-20 October

David Skegg has agreed that the SIA will provide a venue and refreshments for the ABM. It was suggested that Eddie Greer could present a paper.

Action: Secretariat to distribute further information on the conference, once received.

SL

Action: President-elect to draft a paper.

EG

b) 2007 – to be determined

INSHPO's 2007 ABM would preferably be held in Beijing/China to help cover geographical regions and in anticipation that COSHA's membership will have been confirmed in the near future. Jim Allan also offered the CSSE's conference, which will be held in Victoria on the West Coast of Canada.

c) 2008 – XVIIIth World Congress on Safety and Health at Work, Seoul, Republic of Korea – 30 June – 4 July

Closure

There being no other business, the President thanked all present for their participation and closed the meeting at 17:30hrs.

- Key to abbreviations used in the minutes:

| | | | |
|-----|-------------------|---------------------------------|---------------------------------|
| ALL | All Board Members | Distribution List: | Date minutes sent to Chair: |
| PF | Paul Faupel | All Board Members | 10 October 2005 |
| EG | Eddie Greer | Secretariat staff: Rob Strange, | Dates minutes returned to |
| MR | Martin Ralph | Sarah Hamilton and Sascha Lemon | Administrator: |
| JA | Jim Allan | | 18 October 2005 |
| OJ | Oormeela Jawaheer | | Date minutes returned to Chair: |
| ND | Neil Dine | | 25 October 2004 |
| SH | Sarah Hamilton | | Date of distribution: |
| SL | Sascha Lemon | | |