

TIEMS

The international emergency management society



The International Emergency Management Society

2009 Annual Report





2009 Annual Report

Issued by:

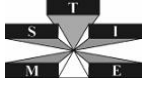
The International Emergency Management Society (TIEMS)
for the period 2008/2009 in accordance with the TIEMS Bylaws

Principal Office:

TIEMS, Albertstraat 40, BE-2880 Bornem, Belgium – Reg. no. 881.936.668

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TIEMS Board of Directors

Members of the TIEMS Board of Directors for the period covered by this report (2008-2009) include:

- K. Harald Drager, TIEMS President (Norway)
- Alan Jones, Vice President (UK)
- Stephen Krill Jr., Secretary (USA)
- Charles Kelly, Treasurer (USA)
- Kerstin Eriksson, Director for Membership (Sweden)
- Ulrich Raape, Director for Communication and Publications (Germany)
- Jaroslav Pejcoch, Director for Scientific Program (Czech Republic)
- Hans Zimmermann, Director for Policy and Development (France)
- Snjezana Knezic, Director for Chapters and Special Interest Groups (Croatia)
- Audrey Heffron-Casserleigh, Director for Conferences and Meetings (USA)
- Nina I. Frolova, Regional Director Europe (Russia)
- Guosheng Qu, Regional Director Asia & Pacific (China)
- James Hagen, Regional Director North America (USA)
- Jacqueline A. A. Olang, Regional Director Africa (Kenya)
- Stephen Jenkins, Regional Director Australia, New Zealand & Oceania (Australia)
- Boja, Regional Director Latin America & Caribbean (Chile)¹
- Giedo Van pellicom, Principal Administration Officer (Belgium)

¹Boja Ostojic resigned as Regional Director for LAC in April 2009, and Rolando Stein from Chile was appointed by the Board as Regional Director for LAC for the remaining period up to the AGM 2009.



Mission

TIEMS is dedicated to developing and bringing the benefits of modern emergency management (EM) tools and techniques to society for a safer world.

Aim

Exchange information of the use of innovative methods and technologies to improve our ability to avoid mitigate, respond and recover from natural and technological disasters.

TIEMS will achieve its mission and aim by:

- Focusing on the transfer of technology from computers, communication, information technology and social sciences in providing emergency managers with helpful decision support
- Providing a forum for policy guidance to governmental bodies concerning the management of emergencies
- Bring the modern tools of Emergency Management into market place to help provide high quality EM practices around the world
- Addressing Emergency Management in the context of its implications to the environment and the society
- Monitoring the evolution of the best practices in Emergency Management throughout the world
- Making a multi-disciplinary "all-hazards approach" to tackling emergencies
- Bringing together stake-holders such as governmental, industrial, academic, and volunteer organizations
- Using technologies from various diverse fields such as simulation, operations research, knowledge based systems, decision support systems, information systems, psychology and other behavioural sciences

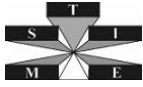


Table of Contents

TIEMS Board of Directors.....	1
Mission	2
Aim	2
Table of Contents	3
1. President	6
2. Vice President	8
3. Secretary	9
3.1 Summary of Activities.....	9
3.2 TIEMS Elections/Appointments.....	10
4. Treasurer	11
4.1 TIEMS Financial Accounts.....	11
4.2 Conference Summary Reports.....	11
Trogir (2007).....	11
Prague (2008)	11
Istanbul (2009)	11
4.3 Compensation.....	11
4.4 PSC Project Report.....	12
4.5 Chapter Reports.....	12
4.6 Luxembourg Workshop.....	12
4.7 Additional Tasks – Web Site Development	12
4.8 Progress Against Vision and Action Plan.....	13
5. Director for Membership	13
5.1 Membership Benefits	14
5.2 Conferences.....	14
5.3 Information/Communications	14
5.4 Network.....	14
5.5 Special Interest Groups.....	14
5.6 TIEMS Rohrmann Student Scholarship Fund	15
6. Director for Communication and Publications.....	15
7. Director for Scientific Program.....	15
7.1 Student Award	16
7.2 PSC Europe Meeting in Prague	16
7.3 Certification	16
7.4 Structural Threats.....	16
8. Director for Policy and Development	17
8.1 General TIEMS Policy Matters	17
8.2 TIEMS “Code of Conduct”	17
8.3 TIEMS-Rohrmann Student Support Fund	17
8.4 Concept for the Provision of Expertise through TIEMS	18
8.5 Participation in Events Related to Emergency Management	18
8.6 Africa Project.....	18
8.7 Other Issues.....	18
8.8 Views for 2009/2010	19
9. Director for Chapters and Special Interest Groups	19
10. Director for Conferences and Meetings	20
11. Regional Director Europe	20



11.1 Thirteenth International Scientific and Practical Conference on Protection of Population and Territories from Emergencies	20
11.2 International Disaster Reduction Conference and European Seismological Commission Assembly	21
11.3 CODATA Working Group	21
11.4 Global Earthquake Model Strategic Planning Meeting	21
Annex 1	22
Annex 2	23
12. Regional Director Asia & Pacific	23
12.1 Workshops Held in China.....	24
12.2 TIEMS Chinese Chapter Application.....	24
12.3 2009 TIEMS Beijing Workshop	25
12.4 2010 17 th TIEMS Annual Conference in Beijing	25
13. Regional Director North America	25
14. Regional Director Africa.....	26
15. Regional Director Australia, New Zealand & Oceania	27
16. Regional Director Latin America & Caribbean	29
17. Principal Administration Officer.....	29
17.1 February – April 2008.....	29
17.2 12 –15 March 2008	29
17.3 19 April to 03 May 2008	29
17.4 9 –12 May 2008	29
17.5 27–29 May 2008	29
17.6 15 –21 June 2008	30
17.7 26 –27 September 2008.....	30
17.8 14 –19 October 2008	30
17.9 26 –30 October 2008	30
17.10 Advice to Treasurer	30
17.11 Advice to the Director of Chapters and Affiliates	30
17.12 Advice to the Director of Membership	30
17.13 Support to Chapter with Approval Request	31
TERMS OF REFERENCE OF TIEMS DIRECTORS AND OFFICERS.....	TOR-1
1. INTRODUCTION.....	TOR-1
2. GENERAL.....	TOR-2
3. TERMS OF REFERENCE OF THE PRESIDENT	TOR-3
4. TERMS OF REFERENCE OF THE VICE PRESIDENT.....	TOR-3
5. TERMS OF REFERENCE OF THE SECRETARY.....	TOR-5
6. TERMS OF REFERENCE OF THE TREASURER	TOR-6
7. TERMS OF REFERENCE OF DIRECTOR FOR MEMBERSHIP	TOR-7
8. TERMS OF REFERENCE OF DIRECTOR FOR COMMUNICATION PUBLICATIONS AND WEB MASTER	TOR-7
9. TERMS OF REFERENCE OF DIRECTOR FOR SCIENTIFIC PROGRAM.....	TOR-8
10. TERMS OF REFERENCE OF DIRECTOR FOR POLICY AND DEVELOPMENT	TOR-9
11. TERMS OF REFERENCE OF DIRECTOR FOR CHAPTERS AND AFFILIATES	TOR-10
12. TERMS OF REFERENCE OF DIRECTOR FOR CONFERENCES AND MEETINGS.....	TOR-10
13. TERMS OF REFERENCE OF THE REGIONAL DIRECTORS.....	TOR-11



14. TERMS OF REFERENCE OF THE REGISTRATION OFFICER..... TOR-12
15. TERMS OF REFERENCE OF THE CHAIR OF TIEMS INTERNATIONAL
PROGRAM COMMITTEE TOR-13
16. TERMS OF REFERENCE OF THE CHAIR OF TIEMS PAPER REVIEW
COMMITTEE TOR-13
17. TERMS OF REFERENCE OF TIEMS EDITOR OF TIEMS NEWSLETTER..... TOR-14
18. REVISION OF THIS DOCUMENT TOR-15



1. President

As I prepare the TIEMS President's Report in April 2009, the world is in the middle of a global financial crisis and facing an outbreak of swine flu that may develop into a global pandemic situation. The latter may lead to further worsening of the financial crisis, and governments are on high alert and measurers of different kinds, both for stimulating the economy and stopping the spread of the swine flu are put in place. It is challenging times for emergency and disaster management, but it is observed many efforts of global cooperation and this will certainly lead to increased understanding of global crisis and the need for international cooperation in managing them.

TIEMS focuses on global emergency and disaster management, and I trust many of our members are involved in the efforts to reduce the impacts of the financial crisis and the spread of the swine flu and I wish them the best luck. I follow the global news continuously to be informed and to use what I learn to improve and build-out TIEMS global network focusing on spreading information on experience and knowledge on emergency and disaster management.

Creating chapters around the world that will work locally and be inspired to take part in our global thinking and activities fulfills TIEMS strategy of building an international network. The TIEMS grass root local activities are the foundation of TIEMS, and that is where TIEMS shall have its focus without losing track on the global vision in the development of TIEMS.

It is therefore proudly I can announce that two new chapters are under approval by TIEMS Board, in BeNeLux (Belgium, Netherlands and Luxembourg) and China. Both chapters are expected to be approved by the Board before the annual conference in Istanbul.

With TIEMS' increasing global activity comes more global recognition, and it is an opportunity to use this increased recognition to also positively influence on the global political agenda in emergency and disaster management to the benefit for a safer world. Two issues are being investigated at present, to be presented, discussed and concluded in Istanbul, namely:

- A concept for establishing "A TIEMS International Certification of Emergency and Disaster Managers"
- A concept for establishing a TIEMS Council or Advocacy Forum for Global Emergency and Disaster Management

Communication is in my opinion the key word and TIEMS conferences and workshops around the world give our members the ability to communicate and spread news about their experience and new ideas in global emergency and disaster management. In this respect 2008 has been the most active year for TIEMS, with good progress being made in the development of the society and its activities.

The following events took place in 2008:

- TIEMS Russian Workshop in Moscow in cooperation with EMERCOM



- TIEMS annual conference in Prague in Czech Republic
- TIEMS workshop in Luxembourg in cooperation with Kuwait Petroleum North West Europe
- TIEMS workshop in Cluj-Napoca in Romania in cooperation with Babes-Bolyai University
- TIEMS workshop in Zagreb in Croatia in cooperation with RCADR
- TIEMS workshop in Beijing in China
- TIEMS workshop in Nairobi in Kenya in cooperation with African Academy of Science

Through these activities TIEMS global network of experts in emergency and disaster management membership has increased and shows now 477 members from 46 countries at the end of 2008.

The recent earthquakes in Italy and Mexico remind us all of the power of the world's nature, and that we always have to be prepared for natural disasters.

Looking at the history of earthquakes and other natural disasters I like to emphasize the importance of using all the knowledge we have from the past and plan for the future and being prepared. Key words in this respect are risk assessments and consequence analysis, and using the results by implementing them in guidelines and regulations for where to build and how to build, and how to prepare the population through proper education and training, starting in elementary school, making awareness and preparedness basic learning without scaring people, just learn how to positively live with "mother nature".

Teaching, learning and sharing knowledge about emergency and disaster management is also TIEMS mission and aims:

- TIEMS is Dedicated to Developing and Bringing the Benefits of Modern Emergency Management (EM) Tools and Techniques to Society for a Safer World.
- Exchange Information on the use of Innovative Methods and Technologies to Improve our Ability to Avoid, Mitigate, Respond and Recover from Natural and Technological Disasters

TIEMS annual conference is the highlight of the year, and this year's annual conference is in Istanbul in Turkey, and the theme for the conference is: ***"New Methods to Manage the Intercontinental Emergency Situations."*** The program for the conference is very comprehensive with high quality papers and with selected keynotes addressing key issues of importance in global emergency and disaster management.

TIEMS is also involved in global projects, and the NARTUS project financed by the European Commission, where TIEMS has the responsibility for consensus building and forum, is concluding with its 4th assembly conference in Prague in the Czech Republic in May, and is launching the self governed PSC Europe Forum. TIEMS works has been performed by TIEMS President, and the project has been very successful reaching its goal of creating an international forum of 562 members from 53 countries dealing with global public safety communication issues. The project has been very beneficial for TIEMS by extending its network and take part in this important work within public safety.



TIEMS also participated in the research and development application to the EU's 7th framework program, but unfortunately the proposal was not successful. However, TIEMS is now very well known in the EU, and we can expect to get more requests for participation in such R&D applications in future EU framework programs.

TIEMS African emergency management project was introduced to the Africans at the Nairobi conference, and this will give us added project value and a better possibility to get forward with the project in cooperation with the African Academy of Science and the young scientists that participated in the conference.

TIEMS is achieving more and more international recognition and is extending its network to all parts of the world. The last achievement is appointing TIEMS new Regional Director for LAC (Latin America and Caribbean), Rolando Stein, who is located in Santiago de Chile. He is already planning a workshop in LAC in April 2010, and has requested to host the annual conference in Santiago de Chile in 2013.

In 2009 TIEMS began to arrange a workshop with TIEMS Korean Chapter in Seoul. Additional workshops are planned in 2009 in cooperation with local organisations and TIEMS chapters in Russia, Luxembourg, Romania, China and Croatia.

It is with great pleasure I observe TIEMS increased global activity and I like to thank all board members, officers of TIEMS and its members for their contribution to TIEMS activities in the last year and for making TIEMS further known globally.

I welcome all with interest in emergency and disaster management to join TIEMS and take active part in our global activities for a safer world, and I look forward to a fruitful, and productive coming year for the society.

K. Harald Drager
President

2. Vice President

Taking up the position of Vice President last year at the annual conference, my attention has focussed on building the role, and in particular the foundations for the development of a successful sponsorship and partnerships programme, which has been added to the vision of the Vice President this year.

Sponsorships have been a particular challenge in the past year, given the economic turndown, and I have spent much time discussing with many potential sponsors how we can adapt to this situation. In particular offering a broader range of sponsorship opportunities to meet the budgetary constraints many face. I have developed a new package for this, which will be presented to the board for approval, and is hoped can be successfully implemented in the coming year.



On the issue of partnerships I have again sought to develop a broad ranging package, to engage the range of potential interested parties including the large international institutions which operate in the same field as TIEMS, but also smaller institutions which organise events or have more local networks through which we may be able to build chapters and assist the global promotion of TIEMS. Connected to this is the endorsement of other events, which serve as a valuable opportunity to raise the profile of the society and also provide added benefits to our membership through arranged discounts to these events. One such example of this is the recent endorsement agreements reached with IIR conferences (critical communications congress), and that facilitated by the TIEMS Director for Australia, who arrange multiple events globally on the issues of emergency management and business continuity, who I hope to actively engage in future in the promotion of the society.

In addition to the above I have through my role continued to support various TIEMS initiatives, including the TIEMS-Rohrmann Student Support Fund, assessing applications for the annual conference, and reviewing papers as part of the TIEMS Paper review committee.

As Assistant editor to the TIEMS Newsletter I have also supported the publication of two successful issues, and this medium of communication is serving as an important feature for the engagement of TIEMS sponsors and partners which I hope will further support the development of this initiative.

Finally I have, although unfortunately few events outside the UK, attended several conference and groups within the UK to help promote TIEMS, and encourage relationships with the active emergency and business continuity bodies which operate here, and have been pleased with the interest expressed which has led to active attendance at TIEMS events.

Alan Jones
Vice President

3. Secretary

3.1 Summary of Activities

With the election of Alan Jones to Vice President at the TIEMS 2008 Annual Conference, I happily (and humbly) accepted the position of acting Secretary for the remainder of his term.

Much of my attention focused upon understanding and fulfilling the duties of this position, including developing the 2008 TIEMS Annual Report, reviewing and editing various documents, and preparing for the 2009 TIEMS Annual Conference. The greatest effort – by



far – was trying to stay current with the myriad of activities undertaken by the TIEMS Board of Directors throughout the year.

Unlike other board members, such as the TIEMS President, that work throughout the year, the Secretary position seems concentrated around the annual conference. Per the by-laws, the Secretary must prepare the annual report and record the minutes of the annual conference. Essentially, one year's worth of work gets performed in the month before and the month of the conference.

As I learned the position, I also offered help to other board members, such as reviewing the conference papers and preparing the annual general meeting agenda, to help the Society in general. I also tried to connect TIEMS with other professional organizations, such as the International Standards Organization, the Project Management Institute, and the International Association of Emergency Managers, all of which are working new initiatives in disaster and emergency management. Representing TIEMS I can help serve as our voice and represent our interests in accordance with the Society's mission.

In light of the transition from Alan Jones to me, one activity I hope to accomplish in the months ahead is developing a reference manual for the Secretary position that captures both institutional knowledge (e.g., by-laws, terms of reference and other policy) and personal experience (e.g., how to prepare the annual report), making the next transition more effective and transparent. Perhaps this reference manual can be replicated for other board of director positions.

3.2 TIEMS Elections/Appointments

The success of TIEMS stems from the efforts of its members and the board of directors – many of whom volunteer their time, energy, and expertise to fulfill the Society's mission and aim. I would like to take the opportunity to thank those leaving the board for their contribution to the Society. At the 2009 TIEMS Annual Conference, the general assembly will vote for the following positions which are or will be vacant as a result as those in post reaching the end of their term or directors resigning from their posts on the board:

1. Secretary
2. Treasurer
3. Director for Communications & Publications
4. Regional Director Latin America & Caribbean

Those seeking nomination for a position on the board of directors must notify a member of the TIEMS Board of their intent and provide the names of two TIEMS members that endorse the nomination before the elections are held at the TIEMS 2009 Annual Conference.

Stephen J. Krill, Jr.
TIEMS Secretary



4. Treasurer

4.1 TIEMS Financial Accounts

TIEMS accounts for 2008 (and 2007) are being prepared by a professional accounting firm so that these accounts can be used for submission of official reports to the Government of Belgium, including reports related to taxes. It is not expected that TIEMS will have to pay any taxes but forms need to be filed each year and we need a professional accounting firm to advise us in this process.

The reports should be available at the general assembly in Istanbul.

4.2 Conference Summary Reports

Trogir (2007)

Action was not taken in 2008 to recover conference fees from the three persons who attended the Trogir conference but did not pay the conference fee, as the TIEMS Board did not discuss the matter.

Prague (2008)

A conference management company 'Carolina' managed the Prague meeting. Lower than expected attendance resulted in a proposed reduction in services during conference. To avoid this outcome, membership fees collected during the conference were used to cover some conference costs. Overall, the conference resulted in 2,368.08 Euro in income from membership fees to TIEMS.

One person attending the conference refused to pay the conference fee. The issue will be discussed with the Board at the next (annual) meeting.

Istanbul (2009)

Two working visits were made with the TIEMS 2009 Annual Conference organizers in Istanbul (at nominal cost to TIEMS) to plan the financial aspects of the conference. A preliminary budget and conference agreement were developed.

4.3 Compensation

No action was initiated by any TIEMS member to claim compensation from TIEMS for services to TIEMS at the Prague meeting or for other effort during 2008. The compensation option is considered closed for 2008.



4.4 PSC Project Report

As of 30 January 2009, 48,245.84 Euros remains outstanding in payments to K. Harald Drager under this project. We expect to receive further funds in 2009. We are obliged to only pay Mr. Drager up to the amount of funds actually received.

4.5 Chapter Reports

No report on the use of TIEMS membership fees (retained by the Chapter on a decision of the Board) or other financial matters, or a financial plan for 2009, has been received from the Romanian Chapter. The Treasurer recommends to the Board that the Romanian Chapter be put on notice that a failure to report as agreed in the terms of recognition will result in a withdrawal of the chapter recognition and that a report for 2008 is needed immediately.

4.6 Luxembourg Workshop

TIEMS members organized a workshop in Luxembourg in 2008. The TIEMS Fortis account was used to handle income and payments for this event. As of the end of 2008 a full financial accounting for the workshop was not received although the workshop had, as of the end of 2008, resulted in gross income to TIEMS.

As the Treasurer did not directly control the use of the TIEMS Fortis account for this workshop, the Treasurer advised the President and Secretary that he could not be responsible for any transactions through the TIEMS Fortis account. It is recommended that Chapters set-up their own bank accounts and that the TIEMS Fortis account be used only for TIEMS INVA business.

Note that at present one Board member and the Registration Officer have access to make transactions via the TIEMS Fortis account. This is necessary as a risk management strategy (e.g., to limit the risk that the Treasurer is unable to conduct transactions via the account). However, it is the position of the Treasurer that the financial integrity of the account requires that one single person effect transactions via the account except in extraordinary circumstances or by specific delegation.

4.7 Additional Tasks – Web Site Development

After considerable delays, the Treasurer has been managing contract to develop the TIEMS web site. This work, which has extended into 2009, encountered challenges with the operating software and server operation used by the current TIEMS web site. As a result, it was necessary to develop a completely new web site using different software. Further reports on the web site work will be provided at the 2009 TIEMS Annual Conference and in the 2010 annual report.



4.8 Progress Against Vision and Action Plan

Activity 1 – Increase income from membership fees and other sources. Status: The Board decision to waive or otherwise not collect a significant portion of potential membership fees in 2008 prevented progress on this action point.

Activity 2 – Establish a transparent financial management system for TIEMS funds, including regular reporting on TIEMS financial status. Status: The decision to engage an accounting firm to prepare TIEMS accounts will result in increased transparency in the future. Regular reporting on transactions to key Board members will also be established to improve financial planning.

Activity 3 – Lay the basis for a person to hire for TIEMS financial and administrative affairs. Status: Given the lack of progress on Action Point 1, no action was possible on this point. However, the hiring of an accounting firm to complete statutory reporting is a beginning in the process of shifting some TIEMS administrative tasks to a compensation-based structure.

Charles Kelly
Treasurer

5. Director for Membership

TIEMS offers six grades of membership (Active, Student, Institutional, Corporate, Fellow and Honorary) based upon the qualifications and professional experiences as described in the bylaws.

Over the past year the membership program has continued and TIEMS had in 2008 in total 477 members from 46 different countries. Most of the members paid their membership fee included in a fee to a conference or a workshop.

The current members are composed of the following grades:

Member Type	Active Regular Members	Active Members Transition Economies	Student Members	Honorary Members
% Of total	20,1 %	78,0 %	1,7 %	0,2 %

TIEMS members represent a broad range of individuals from different sectors, ensuring that knowledge and experience is drawn from as far as possible.



5.1 Membership Benefits

TIEMS endeavours to offer its members a range of attractive benefits, and is continually re-addressing this issue to ensure its members receive the best services possible. Below is a summary of the benefits received by members in the last year, which will continue to be offered in 2009.

5.2 Conferences

From 2005 the attendance at the annual conferences came inclusive of one year's membership. Furthermore those already members of the society receive a discount on the annual conference fees, with the aim of encouraging continued membership and attendance of the annual conference. Members attending regional chapter workshops may also receive a special rate at the discretion of the organisers.

5.3 Information/Communications

The TIEMS website has undergone significant development in the last year. Membership pages are under development and a new electronic application process will soon be operative.

TIEMS members also receive the TIEMS Newsletter two times per year. Members of the society have also had the opportunity to contribute to his publication with short articles about professional or research activity. This initiative will continue in the coming year so that the experiences/activities of the members can be shared with others in the scientific and emergency management communities.

5.4 Network

TIEMS is continuously growing. At the end of 2008, TIEMS was an international network with 477 members in 48 different countries.

5.5 Special Interest Groups

From 2005 TIEMS members were able to participate in Special Interest Groups on varying elements of emergency management. Any member can also undertake the initiative to set-up a new interest group if at least five other TIEMS members participate to the group.



5.6 TIEMS Rohrmann Student Scholarship Fund

Student members of TIEMS may also apply for this scholarship and get financial support for participating in TIEMS annual conference and present their paper.

Kerstin Eriksson
Director for Membership

6. Director for Communication and Publications

No report.

Ulrich Raape
Director for Communication and Publications

7. Director for Scientific Program

For 2008, the main activity for the scientific program was the organization of the TIEMS annual conference in Prague and to utilize a different approach for managing the meeting through a third-party vendor. After reviewing six applications, TIEMS selected the professional agency, Carolina, to help handle conference administration, such as registration. In comparison to prior years, the full financial risk of the conference was put to the agency and TIEMS was entitled to get the member fees out of the conference fee and control the quality of the conference.

The idea was the agency would not only organize and support the event, but also would market it heavily and attract more people to the conference and also more partners and sponsors, which would be able to bring some profit. But due to the overestimated number of participants and not adequate marketing this assumption was not realized fully, so the conference reached not substantially more participants as usual. Some difficulties have been caused by the late decision of Prague as a next conference site – only a year ahead, as a replacement of the Netherlands, so there was not enough time for marketing to large potential partners.

The balance of costs and revenues was kept at a level where the quality of the conference was maintained at the level acceptable by TIEMS. The Society had to pay some minor costs to some extra services ordered at the last minute, above the contract.

The organization performed by Carolina was fully professional, but the overestimation of the conference side brought the tension to the finance side of the conference.



This experiment showed, that this model is viable, but if TIEMS would like to use it in future, the Society should be more careful in the planning and marketing over the whole period of preparation.

7.1 Student Award

As a possible model for selecting the student's award (such as with the TIEMS Rohrman's student scholarship), I proposed a new procedure, which was approved by the Board during the Prague meeting. The proposal is based on the many years proven AFCEA student award, which has been organized by the AFCEA Czech chapter every year.

7.2 PSC Europe Meeting in Prague

Substantial attention was paid to the preparation of the final NARTUS project meeting, where TIEMS has been a very active partner.

Under the Czech presidency to European Union, TIEMS succeeded in getting this meeting added to the list of official presidency activities. The Society also received strong support from the Czech government, which enabled TIEMS to use the official presidency logo and information channels, giving us broader visibility.

7.3 Certification

I collaborated in developing the specifications for a proposed new TIEMS emergency management certification, which will receive additional attention and consideration during 2009.

I believe this certification would greatly benefit TIEMS and it's standing as the leading international emergency management society in the future. It is my hope TIEMS will finalize the certification discussion and approve this proposal following the Istanbul conference.

7.4 Structural Threats

As a scientific part of my TIEMS activities I would like to raise a new theme called "Structural Threats". While the idea comes from the area of critical infrastructure protection, it considers primarily the threat components – by itself, by its parts, interdependencies, technologies, ways of building and operation, ... and the increasing dependency of our society on it.

I will present a paper at the Istanbul conference on this subject and explain the approach.



I would like to discuss if TIEMS would be a proper body to carry on this kind of mission, as it is somewhere at the border between history-philosophy-politics-technology. If accepted, I would encourage for students members to apply for the award having their theses oriented to this subject ... utilizing the award scheme proposed.

Jaroslav Pejcoch
Director for Scientific Program

8. Director for Policy and Development

The TIEMS Director for Policy and Development assisted in multiple activities and projects.

8.1 General TIEMS Policy Matters

- Review of applications from new chapters in view of the compatibility with general development and policy concepts
- Continuation of review of the implications of possible remuneration for the participation of TIEMS members, TIEMS Departments, and in particular members of the Board of TIEMS or of a sub-entity thereof, in the context of projects and of proposed standards in this respect
- Review of the draft description of rights and duties of TIEMS officers, editing of the document into the Terms of Reference submitted to and subsequently accepted by the board
- Review of and participating in the discussions on proposed rules for official travel of TIEMS officers and other financial aspects including possible compensations for work undertaken
- Provision of inputs regarding the use of TIEMS membership data for the announcement of other than TIEMS events and by third parties.

8.2 TIEMS “Code of Conduct”

Continuous review of the Code of Conduct in view of new developments, in particular its application to new chapters.

8.3 TIEMS-Rohrmann Student Support Fund

- Evaluation of the first use of the TIEMS-Rohrmann Student Support Fund in connection with the 2008 TIEMS Conference in Prague
- Chairing the Funds Committee consisting of 5 members, processing the applications received for the 2009 TIEMS conference in Istanbul
- Review of the rules and procedures, resulting in particular in the need for revisions ensuring clarifications on the following points:



- Definition of deadlines for applications – suggestion: same deadlines as those for conference papers (avoiding late applications as received in 2009)
- Introduction of a rule stipulating that only papers accepted for the conference can be considered for scholarships (a concept already applied, avoiding unnecessary work on not-accepted papers, but so far not stated in the rules)
- Consideration of a concept or standard procedure for publication of the availability of scholarships (this following the experience in 2009, where only two students from the same University applied).

8.4 Concept for the Provision of Expertise through TIEMS

- The small group created earlier in order to study the possibilities for TIEMS to provide expertise on emergency management did not undertake any further studies on the subject
- Main remaining issues are still the establishment of the necessary structures within TIEMS or in yet-to-be-created institutions as an affiliated or a subordinated entity with specific consideration of the legal, contractual and financial aspects of the envisaged commercial activity.

8.5 Participation in Events Related to Emergency Management

Opportunities to promote the role of TIEMS occurred in a number of third-party events the Director for Policy and Development attended in the context of professional assignments; examples are the Telecommunications Development Advisory Group of the International Telecommunication Union, the Global Conference on Emergency Communications GAREC-08, and a number of emergency management related meetings and continuous participation in the work of specialized groups on emergency communications issues, in particular of the United Nations System.

8.6 Africa Project

No issues concerning this project and requiring any response were brought to the attention of the Director for Policy and Development.

8.7 Other Issues

- Including references to TIEMS in publications and training material on emergency management designed and published in 2008 and 2009 respectively.
- Providing advice on specific issues in the context of acute disasters and on legal matters



8.8 Views for 2009/2010

- Further development of activities initiated in 2009/2010, in particular the concept on the provision of expertise and the fund for student support
- Identifying possibilities for a further increase of TIEMS participation in activities of other institutions, including those of the United Nations system
- Participation in Contributions to TIEMS events scheduled for 2009/2010 and work on increasing visibility for TIEMS in emergency and crisis management related events.

Hans Zimmermann
Director for Policy and Development

9. Director for Chapters and Special Interest Groups

Following the introduction of a new, precise procedure for the formalisation of Chapters last year, TIEMS received two applications.

After success of the first TIEMS Workshop in Luxemburg in fall of 2008, Giedo Van pellicom and Jan Berghmans, launched an initiative to start a TIEMS Benelux Chapter, with Jan Bergmans taking the responsibility as secretary and organizer of this chapter. The formal procedure of establishing Benelux Chapter is almost finished. The key persons who undersigned the application are:

- Koen Druyts, President of TIEMS Benelux Chapter
- Jan Berghmans, Secretary of TIEMS Benelux Chapter
- Alex Alexandrino, Treasurer of TIEMS Benelux Chapter

They have very ambitious plan such as, but not limited to, organisation of conferences, symposiums, round tables and training courses, co-operation with universities and other organisations. TIEMS Benelux Chapter is determined in a mission to organise Emergency Workshop at a Benelux venue every year. This year TIEMS Benelux Chapter also had a speaker's slot at 2009 STOC.Expo Europe in Rotterdam, the Netherlands, in March 2009.

After two TIEMS workshops in China, where talks about establishment a TIEMS Chinese chapter started, positive efforts from Qu Guosheng who is the Regional Director for Asia and Pacific for the formalisation of this idea resulted in recent application for TIEMS Chinese Chapter approval. The persons that undersigned the application form are:

- Chunchang Shan, President of the TIEMS Chinese Chapter
- Ji (Jack) Zhang, Secretary of the TIEMS Chinese Chapter



- Qiang Zhang, Treasurer of the TIEMS Chinese Chapter

It is expected that this application will be finalized by 2009 TIEMS Annual Conference. The major activities of Chinese Chapter is to hold 17th TIEMS Annual Conference in 2010 in Beijing, as well as to organizing an emergency workshop every year. In 2009, the “Digital China & Disaster Reduction” workshop will be held in Beijing in November.

The 2008 TIEMS Workshop in Zagreb brought out the initiative to create TIEMS South East European Chapter. Since a group of colleagues dealing with medical emergency have been dedicated to Croatian TIEMS events for the past years, Tanja Pekez-Pavlisko, a medical doctor, has accepted to take the lead in establishing a South East European Chapter of TIEMS, and all participants from the workshops arranged in Croatia since 2004 have been invited to join this Chapter. Following this announcements an application for chapter formalisation is expected soon.

TIEMS is still looking forward for the development of chapters in Russia and Turkey, especially after the forthcoming TIEMS Workshop in Moscow and 2009 TIEMS Annual Conference.

Snjezana Knezic
Director for Chapters and Special Interest Groups

10. Director for Conferences and Meetings

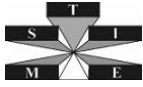
No report.

Audrey Heffron-Casserleigh
Director for Conferences and Meetings

11. Regional Director Europe

11.1 Thirteenth International Scientific and Practical Conference on Protection of Population and Territories from Emergencies

During this past year, the TIEMS Regional Director Europe attended the 13th International Scientific and Practical Conference on the Protection of Population and Territories from Emergencies and presented on the “Topical Problems of Formation of Life Safety Culture.” The conference, which was held 14-15 May 2008 in Moscow, Russia, was organized by the EMERCOM of Russia, jointly with the Russian Academy of Sciences, the Russian Society for Risk Analysis and TIEMS. The conference participants discussed a wide range of



issues concerning topical matters of formation of life safety culture. They concluded that measures aimed at enhancing the reliability of technological installations and facilities, creation of algorithms of their safe operation, development of advanced ways and means of protection against emergencies are inefficient unless human factors are considered. Please see Annex 1 below for a summary of conference recommendations.

11.2 International Disaster Reduction Conference and European Seismological Commission Assembly

In August 2008, TIEMS members participated in special sessions devoted to strong earthquakes impact databases and expected loss estimations in "emergency" mode at the International Disaster Reduction Conference (www.idrc.info) in Davos, Switzerland, as well as in September 2008 at the European Seismological Commission (ESC) Assembly (<http://www.esc2008.org/sprogramme.aspx>) in Crete, Greece. Please see Annex 2 for a summary of the scope of these sessions.

11.3 CODATA Working Group

TIEMS members contributed to the organization of the CODATA Working Group (WG) with the proposed title of "Knowledge-Base on Physical and Socio-Economical Consequences of Damaging Earthquakes." The WG objectives consider the following:

- To analyze the readily accessible impact databases with global, regional, sub-regional, national coverage and to determine the current status regarding the accessibility, completeness, quality and reliability of impact data on damaging earthquakes.
- To contribute to general formats and methods for impact data accumulation, as well as definitions used in the field.
- To initiate the development of the software in order to accumulate and analyze the information about the well documented past earthquakes: events' source parameters, macro seismic effects, engineering consequences, social and economic losses, as well as response measures.
- To initiate the development of the international knowledge bases on physical and socio-economical consequences of damaging earthquakes.
- To identify the mechanism for access requirements and activities dealt with knowledgebase maintenance.

11.4 Global Earthquake Model Strategic Planning Meeting

In June 2009 TIEMS members will participate in the "Global Earthquake Model" (GEM) Strategic Planning meeting in Zurich. Please see Annex 3 for a summary of this meeting.



Annex 1

Recommendations from the 13th International Scientific and Practical Conference on the Issues of Protection of Population and Territories from Emergencies

The draft recommendations from the conference include:

1. Development of a national ideology of life safety, creation and development of appropriate legal framework, scientific and technical efforts in the field of risk management, promotion of safety, safety service and audit should be considered as the most important area of activities aimed at formation of safety culture.
2. Social studies concerning life safety issues should be continued, with their findings effectively used when defining the main areas of life safety culture formation.
3. More effort should be put in using the resource of the educational system in the interests of increasing life safety, education and training in the framework of educational courses devoted to life safety matters, in raising the professional status of the teacher of life safety and life skills, student training in cadet corps, schools, classes, centres and field camps “Young Rescuer”, centres “Young Fire-fighter”, improving the system of civilian training in the area of life safety, support of the activity of the All-Russian children and youth social movement “School of Safety”, All-Russian Voluntary Fire Society, All-Russian Student Corps of Rescuers, Russian Union of Rescuers.
4. More effort should be put in forming positive attitude towards the issues of life safety through the use of the latest information and telecommunication technologies, the resources of the All-Russian Public Alert and Warning System (OKSION), mass-communication tools, the media and the Internet resources.
5. Scientific research should be continued in the area of life safety culture formation. Main efforts should be focused on creation of theoretical and methodological fundamentals for life safety culture formation at individual, corporate and societal levels, on the development of philosophy, social science and psychology of safety, pedagogical basis for formation of commitment to safety, psychological and pedagogical requirements to educational process, knowledge and skills in the area of life safety, development of forms and methods of communication with the population in emergencies, innovative mechanisms of life safety culture formation.
6. In view of the global, interdisciplinary and inter-agency nature of safety culture formation activities, efforts should be focused on coordination of activities and concentration of resources of governmental agencies, local authorities, public organizations, scientific communities in improving the safety culture of people, social cohesion in the face of natural, technological and other hazards, raising the level of moral, spiritual and patriotic upbringing of young generation, and the image of public agencies that ensure life safety.
7. Work should be organized aimed at forming a favourable public attitude toward mandatory fire insurance as an element of life safety culture, explaining the policy in the field of emergency risk insurance, expediency of imposing a tax on fire and other types of safety.
8. The 14th International Scientific and Practical Conference on the Issues of Protection of Population and Territories from Emergencies to be held April 2009, should be



devoted to the theme “Development of National Crisis Management Systems: Experience, Problems and Prospects.”

Annex 2

Session Summaries from the International Disaster Reduction Conference and European Seismological Commission Assembly

- Earthquake disasters are becoming more frequent and devastating. Social and economic losses due to strong earthquakes increase annually, which is definitely related to the evolution of society. In order to save lives and protect property against future events, urgent measures should be taken. Earthquake preparedness of population and Civil Defence professionals, development of preventive measures plans, as well as earthquake rapid response systems, should be improved.
- The information on physical and socio-economical consequences of past damaging earthquakes is very critical for calibration of near real time systems based on simulation models for shaking intensity, damage to buildings and casualties' estimates. Calibration allows to compensate for some factors, which influence reliability of expected damage and loss assessment in “emergency” mode. Among these factors the main ones are reliability of databases on elements at risk and reliability of vulnerability functions for different elements at risk due to earthquakes and other secondary hazards. The information of past events consequences may be also successfully used for other earthquake and collateral hazards' mitigation measures.
- The aim of the session is: to discuss existing impact data bases, data bases on elements at risk used for near real time loss assessment and to consider the case studies of near real time systems application at different levels, especially at global and regional ones, and to assess the reliability of the results obtained.
- Contributions addressing the regional vulnerability functions of different elements at risk and attenuation laws, as well as their influence on reliability of expected damage assessment are welcome as well.

Nina I. Frolova
Regional Director Europe

12. Regional Director Asia & Pacific

On 19 May 2008, a devastating earthquake (magnitude 8.0) struck Wenchuan, Sichuan, China, which adversely impacted Chinese society. In response to this disaster, TIEMS members of China participated in search and rescue (SAR) operations along with the China National SAR Team.



12.1 Workshops Held in China

In 23-27, May 2008, we held a special workshop on Implementation Plan (2008-2009): UN GAID e-SDDC Action line 5: Application Network of Disaster in Shanghai, with TIEMS as an organizer. TIEMS President K. Harald Drager was invited to participate in this Workshop, as well as Secretary General of UN, Sha Zhukang. About 80 experts from countries such as China, India, Thailand, Japan, South Korea, USA, Canada, Cuba, Brazil, South Africa, Norway, Switzerland participated in the workshop. Professor QU Guosheng, Director of Asia and Pacific of TIEMS and Dr. Pakorn Apaphant from Thailand served as co-chairs.

TIEMS President K. Harald Drager gave a presentation in Beijing at 7th Better City, Better Life conference.

In 8 December 2008, we held a Workshop on Digital Earth and Disaster Reduction in Beijing University, China, with about 50 participants. Professor QU Guosheng, Chief Engineer, National Earthquake Response Support Service of China and Professor Li Jing, Chief Engineer, National Disaster Reduction Center of China (NDRCC), Ministry of Civil Affairs, led this workshop as co-chairs.

12.2 TIEMS Chinese Chapter Application

In early 2009, we held multiple meetings to discuss how to form the Chinese Chapter of TIEMS and prepare an application. In mid-April 2009, we submitted our chapter application to TIEMS. The main leaders of Chinese Chapter are:

- Mr. Chunchang SHAN, Professor, State Councilor cum Deputy Director, Expert Committee of the National Disaster Reduction Commission
- Mr. Ji ("Jack") ZHANG, Doctor, Consulting member of Beijing EMS Research Group
- Mr. Guosheng QU, Professor, Chief engineer at National Earthquake Response Support Service, China Earthquake Administration
- Mr. Jing LI, Professor, Chief Engineer, Ministry of Civil Affair, National Disaster Reduction Center of China
- Mr. Huadong GUO, Professor, Deputy Secretary-General, China Academy of Sciences
- Mr. Lan XUE, Professor, Executive vice president at Tsinghua University's School of Public Management
- Mr. Tiemin LIU, General Director of China Academy of Safety Science and Technology
- Mr. Hui DING, Doctor, President of Beijing Municipal Institute of Science and Technology
- Mr. Qiang ZHANG, Professor, Association Dean, School of Social Development & Public Policy, Beijing Normal University



12.3 2009 TIEMS Beijing Workshop

In 08 November 2009, we will hold a Workshop on Digital Earth and Disaster Reduction in Beijing University, China. The Co-chairs will be Professor QU Guosheng, Chief Engineer, National Earthquake Response Support Service of China and Professor Li Jing, Chief Engineer, National Disaster Reduction Center of China, Ministry of Civil Affairs. We welcome everyone's participation in this exciting workshop.

12.4 2010 17th TIEMS Annual Conference in Beijing

We are preparing to organize the 17th TIEMS Annual Conference for 2010 in Beijing, and already requested permission from the China Earthquake Administration and the Chinese Government to host the conference. Throughout the year, our main task will be to organize this conference.

I welcome you to participate in the regional TIEMS China Chapter!

Guosheng Qu
Regional Director Asia & Pacific

13. Regional Director North America

The last year in the United States has been traumatic indeed, with a new president in place, and the financial down turn that has made life difficult for so many in our county. Financial and academic realities have made progress on the Vision and Action Plan, and Goals stated in last years Annual Report, very difficult. Lack of funding and market realities have resulted in drastic cuts in businesses and colleges, and in the academic environment in which degrees, certificates, and courses are offered. This reality also hit our university and faculty, resulting in severely limited travel and society recruitment activities.

It has been more difficult that anticipated compiling a comprehensive listing of all members from North America, as well as their current status and activity. A goal for the next year should be to continue this activity to set up an email group and consistent mechanism for communication between our regional members. In that way, it would be possible to survey our members and develop a plan for promoting TIEMS in a more systematic and effective manner. It is anticipated that a call will go out through the TIEMS Newsletter, as well as through email records, to TIEMS members in North America to indicate their interest and willingness to participate in a conversation concerning our membership and potential recruitment activities. Current activities by the Regional Director have been through more informal mechanisms:

1. Meeting presentations
2. Activities at local, state, and national conferences
3. Interactions with NORAD and the United States military



4. Promotion through contacts with private colleges
5. Contacts at a recent meeting at the United Nations.

It would be optimal for the United States to host a Regional TIEMS workshop to highlight member activities and promote the organization, although the possibility for such a Workshop would have to be explored in great detail. Another goal would be to explore further our relationship with the International Association of Emergency Managers (IAEM) to discuss common goals and activities. It would be of great interest to the membership to highlight all those activities of members (meetings, conferences, presentations, publications) through which the organization has been promoted. I encourage all members from the North American Region to contact me with any suggestions you might have for working together on regional goals and for organizational goals as a whole.

I look forward to next year with great hope for our economy, for our region of the world, and for TIEMS.

James Hagen
Regional Director North America

14. Regional Director Africa

The African Academy of Sciences hosted the third TWAS/ROSSA Young Scientists' Conference on "Alternative Sources of Energy and Potential for Renewable Energy and Biofuels in Africa" in Nairobi, Kenya 15-17 December 2008. The conference was supported by TIEMS. The event brought together scientists and experts from academic and research institutions and governments from 19 African countries. Also attending the conference were representatives from the Africa Union, the President of TIEMS, the World Bank and Senior fellows of the African Academy of Sciences and TWAS.

Professor Mohammed Hassan, the President of the African Academy of Sciences opened this third annual conference. Professor Peter Anyang' Nyong'o, the Honorable Minister for Medical Services of the Republic of Kenya provided the keynote address. These eminent speakers encouraged African scientists to explore ways of identifying practical solutions to the myriad of challenges facing African countries in the areas of research and development. In spite of the abundance and diversity of sources of energy in the continent, African countries consume just about 4% of the global annual energy production, whereas the USA consumption is in excess of 25%.

Furthermore, Africa is largely at the bottom of the energy ladder, relying on less efficient and cleaner forms of energy. And over the past few years, acute shortages of energy in the face of rising domestic demands have been adversely affected industrial production and economic growth in the majority of countries in the region.

Against this background, the conference provided an opportunity to highlight research being undertaken by African scientists in various aspects of energy, including biofuels, solar,



wind, hydroelectric and nuclear energy to address African energy and development challenges. The conference particularly emphasized the potential of energy for Africa's economic development and made a number of key recommendations. TIEMS President made his contribution through presenting his paper on: Renewable Energy and Biofuels from a Disaster and Emergency Perspective. He also chaired three working groups on:

- Managing Biofuels for Sustainable Energy Supply and as a tool for environmental conservation?
- Database Development and Information Management For Renewable Energy In Africa
- Other Renewable Energy

All three working groups delivered good practical proposals, which TIEMS President encouraged them to follow up after the conference.

In particular, the participants recognized that energy security was of strategic importance for poverty reduction and sustainable development in Africa. They called upon African leaders and governments to work actively to bridge the energy gap with the rest of the world and make energy the driver of economic development and transformation of Africa.

The participants also called upon African governments and regional bodies to speed up the realization of a common pool of resources to support research and development in the areas of renewable and non-renewable energy and to increase energy production and distribution, particularly building on the potential for economies of scale offered by the abundance of renewable energy to enhance economic growth and foster economic and political integration along the lines of the European Coal and Steel Community (ECSC), which gave birth to the EU in 1951, and has since provided the foundation for peace and stability across Europe.

They stressed the importance of establishing continental scientific and engineering institutions to produce world-class engineers and scientists who will have the task of harnessing the wealth of energy resources in the continent to ensure energy security critical for sound economic growth and sustainable development.

Jacqueline A. A. Olang
Regional Director Africa

15. Regional Director Australia, New Zealand & Oceania

Some new members joined TIEMS from this region during the year, however, membership for the region remains low. This is in part due to the region encompassing a large number of small developing nations in the and South Pacific region. There is potential to increase the membership base though, as evidenced by the International Association of Emergency Managers (IAEM), which has a good membership in the region. The operationalising of the



on-line membership application and renewal facility will greatly enhance the prospects of increased membership.

TIEMS and the 16th annual conference were both promoted personally by the regional director and by way of flyers included with delegate packs at the APCO Australasia (APCOA) Conference and Exhibition in Sydney on 2-4 March, and the 7th Annual National Security Australia Conference. The conference flyer was also disseminated to all universities in the region.

Information in relation to the TIEMS 16th annual conference and hyperlink was also listed on the 'Conference List' on the website of Australia's peak emergency management agency, Emergency Management Australia (EMA), a department within the Australian Attorney-General's Department.

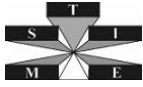
During the year, TIEMS endorsed the 7th Annual National Security Australia (NSA) Conference in Sydney on 23-24 March, and the forthcoming 4th Annual Business Continuity and Disaster Recovery Conference also in Sydney on 15-16 June. This endorsement resulted in TIEMS being promoted on the websites for these events with a hyperlink to the TIEMS annual conference website. A rapport has been established with the conference organisation form IIR Conferences and it is anticipated that further opportunities will exist to promote TIEMS and the 17th annual conference in 2010 as the year progresses.

Provision was included in the 2008-09 annual budget for advertising of the TIEMS 16th Annual conference in the 'Conference List' of the Australian Journal of Emergency Management (AJEM) produced by EMA. This publication is disseminated to representatives of statutory and volunteer emergency management agencies, Australian, State and Local government Public Sectors, academic and educational institutions, and other individuals and organisations with an interest in emergency management. However, advice was subsequently received that EMA would not permit the inclusion of private advertising in the AJEM due to it being an Australian Government publication.

In consultation with Giedo Van pellicom, TIEMS Registration Officer (Belgium), the Regional Director developed a new logo for TIEMS and drafted the related proposal. The new logo is designed to re-brand the organisation and promote a younger, brighter and more dynamic organization. This proposal is currently under consideration by the TIEMS Board of Directors.

Activities will continue during the forthcoming year to further promote TIEMS, increase the Society's membership in the region, create a regional Chapter, and identify a suitable community development project for the regional Chapter to undertake within the region.

Stephen Jenkins
Regional Director Australia, New Zealand & Oceania



16. Regional Director Latin America & Caribbean

No report.

Boja Ostojic
Regional Director Latin America & Caribbean

17. Principal Administration Officer

The Principal Administration Officer is responsible for all official paperwork, official publications and relations with the Belgium Government where the TIEMS Registration Office is located. The Principal Administration Officer also supports, where necessary, the TIEMS President and other Board members.

Finally, the Principal Administration Officer stays active in workshops, meetings, and conferences, as summarized below.

17.1 February – April 2008

Supported the development of the future Romanian Chapter and to advise the Director for Chapters and Affiliates on the chapter's application.

17.2 12 –15 March 2008

Presented at the TIEMS Romanian Chapter Workshop, in cooperation with Babeş-Bolyai University of Cluj-Napoca, on the topic of "Disaster and Emergency Management."

17.3 19 April to 03 May 2008

Conducted student support/practical training (Kuwait Petroleum Sponsored) at Q8 Petroleum in Antwerp, Belgium.

17.4 9 –12 May 2008

Participated in a workshop organised in Telc (Czech Republic) by T-soft.

17.5 27–29 May 2008



Participated in the workshop of the South Moravian Region (Czech Republic) on “Critical Distribution of Oil Products, during time of Delivery Disturbance.”

17.6 15 –21 June 2008

Participated in Board meetings at the annual conference in Prague to include meeting and voting preparation.

17.7 26 –27 September 2008

Provided support and preparation to the TIEMS Benelux – Q8 workshop in G.D. of Luxembourg on “Oil, Gas & Chemical Safety and Disaster Management.”

17.8 14 –19 October 2008

Attended and presented at TIEMS Romania & ELSEDIMA workshop 2009 in cooperation with Babeş-Bolyai University of Cluj-Napoca

17.9 26 –30 October 2008

Attended and presented at RCADR Workshop in Zagreb, Croatia on the topic: “Dealing with Disasters – Any Improvement?”

17.10 Advice to Treasurer

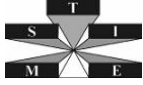
- Bookkeeping
- Membership communication
- Website development
- Institutional membership

17.11 Advice to the Director of Chapters and Affiliates

- Chapter development
- Chapter application forms
- Institutional membership

17.12 Advice to the Director of Membership

- Membership communication
- Free membership
- Possible payment methods of membership



17.13 Support to Chapter with Approval Request

- Writing standard by Laws
- Writing standard application form
- Advising on application form to Director for Chapters and affiliations and Board

Giedo Van pellicom
Principal Administration Officer



TERMS OF REFERENCE OF TIEMS DIRECTORS AND OFFICERS

1. INTRODUCTION

It is an honour to serve as a member of TIEMS Board, but is not an honorary position, so all TIEMS Directors and Officers need to take active part in developing TIEMS and perform specific duties, when they have accepted to be elected or appointed to serve as TIEMS Directors and Officers. TIEMS does not yet have a secretariat, so the necessary work to maintain and develop TIEMS has to be done by TIEMS Directors and Officers. Likewise TIEMS Directors and Officers have their rights as Directors and Officers that also need to be recognized.

Below is a description of the Terms of Reference (TOR) for TIEMS Directors and Officers. Those standing for election or appointment shall know this, and if they for some reason feel they cannot fulfil their duties, it is understandable and acceptable, but it is then expected that they resign from their position and give other TIEMS members the opportunity to serve as TIEMS Directors and Officers.

If their rights are not respected or they are not being part of the decisions they ought to be part of, they can inform the Board, and the President is expected to follow up and rectify the situation.

The following TIEMS Directors and Officers form TIEMS Board:

- TIEMS President
- Vice President
- Secretary
- Treasurer
- Director for Membership
- Director for Communication and Publications
- Director for Scientific Program
- Director for Policy and Development
- Director for Chapters and Affiliates
- Director for Conferences and Meetings
- Director for Region Europe
- Director for Region Asia & Pacific
- Director for Regional North America
- Director for Region Africa
- Director for Region Australia, New Zealand & Oceania
- Director for Region Latin America & Caribbean



- Principal Registration Officer / Non-voting Board Member

The Extended TIEMS Board has two more members:

- Chair of TIEMS International Program Committee / Non-voting Board Member
- Chair of TIEMS Paper Review Committee / Non-voting Board Member

2. GENERAL

TIEMS Directors and Officers are the foremost representatives for TIEMS and shall act in the best interest for the society and need to see to it that they avoid any conflict of interest in this respect.

They shall represent TIEMS in a positive and including way globally, thus by their way of acting become role models for new TIEMS members that like to be future Directors and Officers.

TIEMS Directors shall be well aware of TIEMS Mission statement and By-laws and TIEMS Code of Conduct and TIEMS guidelines and procedures and represent the society in due respect of these.

All TIEMS Directors and Officers has duties and rights as described below, and they shall perform their duties and claim their rights in a self driven manner, and there should be no need to remind any officers to perform their duties within the time schedules set and agreed.

Any Director or Officer finding it difficult to fulfil his/her duties shall inform the President, and together with him/her find a solution, either by themselves finding others stepping in and doing their duties, or by resignation from the Board, letting new Directors and Officers fill the respective position.

Most communication between the Board members will be by e-mail. E-mails from other Board members should be responded to as soon as possible and not later than within one week, or at least by automatic response indicating the date when an answer can be expected.

Because TIEMS Board mostly meets once a year during TIEMS annual conference, many Board decisions to be taken during the year will be done by electronic voting. All Directors are expected to take part in all voting issues and show their opinion by either say yes to, say no to or say they abstain from voting on the actual issue. In addition they can express their opinion or propose changes if it is invited for. Taking part in the voting issues, confirms that the Directors are informed of all TIEMS approved guidelines and procedures and informed at all time of the development of the society.

All Directors and Officers shall prepare an annual working plan and report on progress according to this plan in the annual report. The working plan should be presented to the board before the Annual General Meeting during the annual conference.



All Directors and Officers should try to attend the annual conference and so many TIEMS workshops around the world as possible in order to be present when important TIEMS issues are discussed and concluded and meet TIEMS membership personally.

All TIEMS Directors and Officers shall try to recruit new TIEMS members globally and actively pursue TIEMS goal of establishing worldwide chapters to achieve a large and active global TIEMS network in accordance with TIEMS Mission.

3. TERMS OF REFERENCE OF THE PRESIDENT

The President shall be the Chief Executive Officer of the society and shall, subject to the control of the Board of Directors, supervise and control the affairs of the society and the activities of the Directors and Officers. The President shall perform all duties incident to the office and such other duties as may be required by law, by the Bylaws, or which the Board of Directors may prescribe from time to time.

Unless another person is specifically appointed as Chairperson of the Board of Directors, the President shall preside at all meetings of the Board of Directors and, at all meetings of the members.

Except as otherwise expressly provided by law, or by the Bylaws, the President shall, in the name of the society, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which is properly authorized by the Board of Directors.

The President's key duties and responsibilities shall be:

- To provide leadership to the profession, the Board and the membership
- To represent TIEMS and the profession, in a variety of fora
- To support TIEMS and its policies internally and externally
- To exercise the governing authority of the Board when advised to do so by the Board
- Plan and chair Board and Annual meetings, including meeting agenda preparation in consultation with the Secretary
- To act as the main liaison between the Board and the rest of TIEMS organisation
- To enforce adherence to TIEMS Mission and By-laws and assure the integrity of the Board process
- To initiate and lead the Board's process of annual performance review of TIEMS
- To communicate with the membership on a regular basis
- Be responsible for the keynote speakers at the annual conference in dialogue with TIEMS Board

4. TERMS OF REFERENCE OF THE VICE PRESIDENT

In the absence of the President, or in the event of the President inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President.



The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Bylaws or any procedures approved by the Board of Directors or the Annual General Meeting, or as may be prescribed by the Board of Directors.

The following specific duties shall be the responsibility of the Vice President:

- ***TIEMS Endorsement Procedure***

Work out a general Endorsement Policy and Procedure for approval by the Board and follow up, evaluate and perform any endorsements in line with the approved procedure in cooperation with TIEMS President and TIEMS Director for Conferences and Meetings, and be responsible for maintaining and updating the section of TIEMS web-site related to Endorsements himself/herself or send updates to the Web Master.

- ***TIEMS Partnership Agreements***

Work out a general Policy and a Partnership Agreement Procedure for approval by the Board and follow-up and formalize all partnership agreements with TIEMS partners according to the approved procedure in cooperation with TIEMS President and TIEMS Director for Policy and Development. Actively recruit TIEMS partners, and be responsible for updating the section on TIEMS web-site related to Partnerships himself/herself or send updates to the Web Master.

- ***TIEMS Sponsorship Agreements***

Work out a general Policy and Sponsorship Agreement for approval by the Board and follow-up and formalize all sponsorship agreements in cooperation with TIEMS President and TIEMS Treasurer. Actively recruit TIEMS sponsors, and be responsible for updating the section on TIEMS web-site related to Sponsorships himself/herself or send updates to the Web Master.

- ***Exhibition at TIEMS Annual Conferences***

Work out a general Policy and Exhibition contract to be used for all TIEMS annual conferences for approval by the Board, and formalize agreements with all exhibitors for the annual conferences in cooperation with TIEMS Treasurer and TIEMS Director for Conferences and Meetings. Actively recruit exhibitors for the annual conference and update the section on TIEMS web-site related to the annual conference exhibitions himself/herself or send updates to the Web Master.

- ***Update TIEMS WEB-site Calendar***

Collect information on TIEMS events and other worldwide important and relevant events on disaster and emergency management and send the list to the Web Master or list them in the Calendar menu on TIEMS web-site if possible himself/herself.

- ***Assist TIEMS Chief Editor with TIEMS Newsletter***

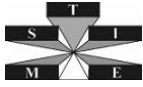


Being Assistant Editor for TIEMS newsletter and help collecting articles and information for the newsletter, and assist the Chief Editor with the layout and issuing of the newsletter.

5. TERMS OF REFERENCE OF THE SECRETARY

The Secretary shall:

- Certify and keep at his/her and the registration office of the society the original, or a copy, of the Bylaws as amended or otherwise altered to date.
- Keep at his/her and the registration office of the society or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
- See that all notices are duly given in accordance with the provisions of the Bylaws of the society or as required by law.
- Be custodian of the records and of the seal of the society and affix the seal, as authorized by law or the provisions of the Bylaws of the society, to duly executed documents of the society.
- Exhibit at all reasonable times to any Director and Officer of the society, or to his/her agent or attorney, on request therefore, the Bylaws, the membership book, and the minutes of the proceedings of the Directors and Officers of the society.
- In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to him/ her from time to time by the Board of Directors.
- Make up and maintain TIEMS Policy Manual, which shall contain all TIEMS guidelines and procedures and policy documents, and publish and maintain these documents on TIEMS web-site himself/herself or send updates to the Web Master.
- Collect information for TIEMS annual report from TIEMS Directors and Officers, and make up the annual report and send it to the Board for approval, and issue the annual report and seeing to it sent to the membership and being available at the Annual General Meeting in due time according to the Bylaws.



6. TERMS OF REFERENCE OF THE TREASURER

The Treasurer shall:

- Have charge and custody of, and be responsible for, all funds and securities of the society, and deposit all such funds in the name of the society in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.
- Receive, and give receipt for, monies due and payable to the society from any source whatsoever.
- Disburse, or cause to be disbursed, the funds of the society as may be directed by the Board of Directors, taking proper vouchers for such disbursements.
- Keep and maintain adequate and correct accounts of the society's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- Exhibit at all reasonable times the books of account and financial records to any director of the society, or to his/her agent or attorney, on request therefore.
- Render to the President and directors, whenever requested, an account of any or all of his/her transactions as Treasurer and of the financial condition of the society.
- Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required report.
- In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to him/her from time to time by the Board of Directors.
- Make up the annual accounts and budget for the coming year for publishing in the Annual Report and presenting at the Annual General Meeting for approval.
- Agree the budget for the annual conference with the conference host and follow up and make up the accounts for the annual conference and present it to the Board for approval.
- Maintain and further develop TIEMS Financial Procedures in line with the development of the society and in accordance with the law of TIEMS registration place.



7. TERMS OF REFERENCE OF DIRECTOR FOR MEMBERSHIP

TIEMS Director for membership is responsible for TIEMS membership database and communication with TIEMS membership in general.

TIEMS Director for membership shall:

- Register all new members in the membership database and give them a membership no and advice them of their membership no and rights and benefits of being a TIEMS member.
- Keep a membership book containing the name and address of all members, and, in the case where any membership has been terminated, record such fact in the membership book together with the date on which such membership ceased.
- Send out reminder of membership fee every year and maintain the membership database accordingly.
- Maintain and update the membership section of TIEMS web-site himself/herself or send the information to the web-master.
- Answer all mails concerning membership questions and guide new members how to apply for a membership in TIEMS.
- Make up an annual report on membership every year in TIEMS annual report.
- Send out relevant information to members on the request from other TIEMS Directors and Officers as long this is in accordance with TIEMS policy.
- Together with the Treasurer and Director for Policy and Development develop a policy and strategy for development of TIEMS future membership recruitment with proposed member benefits and membership fee policy to be approved by TIEMS Board.

8. TERMS OF REFERENCE OF DIRECTOR FOR COMMUNICATION PUBLICATIONS AND WEB MASTER

The Director for Communication, Publications and Web Master is responsible for TIEMS promotional material, the web-site and hard copy publications.

The Director for Communication, Publication and Web Master shall:

- Be responsible for updating and developing TIEMS web-site and see to it that the regularity of the web-site performance is acceptable. This means having oversight of web operations, with these operations assigned to a contractor or TIEMS volunteer.



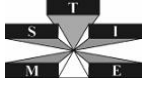
- Develop a long-term plan for maintaining and developing the web-site, such that it represent a state-of-the-art concerning use of technology and looks.
- Use a web software tool such that the web-site's different sections can be maintained and updated concerning content by the different Directors and Officers responsibility in the society.
- Assist TIEMS chapters to develop their web-sites with links to TIEMS web-site.
- Make up and maintain web lists for TIEMS members and different national and regional and global databases, such that it is possible to send mail to the same by a single address for each. These lists shall only have authorized users among the TIEMS Directors and Officers.
- Make up a web-archive of all the TIEMS proceedings, with a searching facility such that the different papers presented at TIEMS annual conferences can be accessed over the web-site by TIEMS members.
- Make up a picture gallery from TIEMS events on the web-site.
- Be responsible for TIEMS promotional material, both on the web-site and in hard copy and distribute the material to all Directors and Officers.
- Report in the annual report about the status and progress of the website, about TIEMS publication material, and about plans for the coming year.
- Be responsible for developing a long term policy and strategy for TIEMS web site and publication material in cooperation with all Directors and Officers

9. TERMS OF REFERENCE OF DIRECTOR FOR SCIENTIFIC PROGRAM

TIEMS Director for Scientific program is responsible for TIEMS scientific profile and development of this to be abreast of the state-of-the-art in emergency and disaster management.

TIEMS Director for Scientific Program shall:

- Together with the conference host for the annual conference select the scientific theme and plan technical activities for each annual conference.
- Together with the conference host develop and approve the flyers for the conference and the call for papers.
- Together with local workshop hosts influence the workshop program in line with set TIEMS policy concerning program and themes.



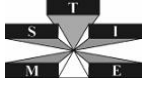
- Together with the Chair for TIEMS International Program Committee, who reports to him/her, develop and set the goal and objective for the Committee and recruit members globally, and involve the members in the development of TIEMS scientific profile.
- Develop together with TIEMS President and Director for Policy and Development a long-term strategy and policy for the development of TIEMS Scientific profile.
- Maintain a section of TIEMS web-site himself/herself or send updates to the web-master, on scientific issues in emergency and disaster management.

10. TERMS OF REFERENCE OF DIRECTOR FOR POLICY AND DEVELOPMENT

TIEMS Director for Policy and Development is responsible for maintaining and develop TIEMS overall strategy and policy. He/she shall be a resource to be utilized by the other Directors and Officers, who are responsible for the strategy and policy for their responsibility area.

TIEMS Director for Policy and Development shall:

- Be responsible for maintaining and developing the TIEMS Policy Documents such as TIEMS Vision and TIEMS Code of Conduct in dialogue with all TIEMS Directors and Officers.
- Assist all Directors and Officers in the development of their responsible strategy and policy documents.
- In cooperation with TIEMS President initiate new ideas for development of TIEMS to be presented and discussed and approved in TIEMS Board and TIEMS General Annual Meeting.
- In cooperation with TIEMS Registration Officer periodically review the need for changes to the By-laws and if such appear to be required prepare the discussion and approval of these changes.
- Chair the TIEMS Rohrmann Student Scholarship Fund Committee, and maintain and develop the guidelines in cooperation the Committee members. The Committee has the task to evaluate and choose the candidates receiving the Scholarship each year and as its chair the Director for Policy and Development shall communicate with the applicants.



11. TERMS OF REFERENCE OF DIRECTOR FOR CHAPTERS AND AFFILIATES

TIEMS Director for Chapters and Affiliates is responsible for the strategy and policy for how to build a global TIEMS organisation and professional network and the formalization process of TIEMS Chapters and Affiliates.

TIEMS Director for Chapters and Affiliates shall:

- In cooperation with TIEMS President and Director for Policy and Development be responsible for maintaining and developing TIEMS policy for developing TIEMS Chapters world wide, establishing Special Interest Groups and other organisational entities, in expanding TIEMS organisational network worldwide.
- Be responsible for helping and guiding those who want to establish TIEMS Chapters and Special Interest Groups or other organisational development and lead the formalization process in TIEMS Board.
- Keep records of TIEMS global organisation and maintain and update TIEMS web-site himself/herself or send the updates to the web-master on these issues.

12. TERMS OF REFERENCE OF DIRECTOR FOR CONFERENCES AND MEETINGS

TIEMS Director for Conferences and Meetings is responsible for TIEMS worldwide program of conferences, workshops and other events.

TIEMS Director for Conferences and Meetings shall:

- In cooperation with TIEMS President and Director for Chapters and Affiliates be responsible for planning TIEMS annual conferences in a 5-year perspective, with Board approval of conferences for 3 years. The plan shall consider how TIEMS annual conferences can contribute to stimulate TIEMS activities in the region to build out and maintain a TIEMS global network.
- Select the local host and negotiate with the local host organisation in cooperation with TIEMS Treasurer to achieve the best contract agreement for TIEMS, comprising all details of the arrangement, like meeting rooms, technical equipment, catering, hotels, transport, etc. Respective contracts require the approval of the TIEMS President before being signed.
- Follow up the arrangement and post the information on TIEMS website himself/herself or send updates to the web-master for announcement, and in cooperation with TIEMS Director for Membership send to TIEMS membership and TIEMS database addresses announcements of call for papers and invitations.



- In cooperation with the Chair of TIEMS Paper Review Committee make up the final program for submitted papers, and together with TIEMS President select the keynote speakers, and put all together into the final program for the annual conference.
- Be responsible for invitation letter for those in need for attending TIEMS conferences and workshops.
- Maintain and update TIEMS web-site himself/herself or send updates to the web-master with the program information and send out announcement to TIEMS membership in cooperation with TIEMS Director for Membership and to the addresses in TIEMS databases.
- After the conferences, be responsible for making up a conference report in cooperation with the conference host, and put this and photos from the conference on TIEMS web-site himself/herself or send updates to the web-master for announcement, and inform TIEMS membership and addresses in TIEMS databases of the announcement.
- In cooperation with TIEMS President and Director for Chapters and Affiliates stimulate local hosts and chapters to arrange TIEMS workshops around the world, follow up the planning of these workshops, announce such information on the web-site, the mailing lists, and issue reports with pictures on TIEMS web-site himself/herself or send updates to the web-master after the workshop in cooperation with the local host. The workshop planning should have 1 – 2 year future horizon.
- As often as possible try to attend the local workshops.

13. TERMS OF REFERENCE OF THE REGIONAL DIRECTORS

TIEMS has six Regional Directors, one for each of the world continents:

- Europe
- North America
- Latin America and Caribbean (LAC)
- Africa
- Asia & Pacific
- Australia, New Zealand and Oceania

TIEMS Regional Directors shall reside in the region and be responsible for initiating, stimulating and following up TIEMS activity in their region.

TIEMS Regional Directors shall:

- Be responsible for developing and maintaining a three-year plan for establishing TIEMS activity in form of workshops and chapters in their region.



- Spread news about TIEMS in their region and arrange TIEMS workshops in the region in cooperation with local host organisations.
- Establish a TIEMS Chapter in the country they reside and arrange annual workshops to spread news about TIEMS and recruit members and create local TIEMS activities.
- Develop and maintain a section on the web-site himself/herself or send updates to the web-master of his/her Region of responsibility promoting TIEMS in the region.

14. TERMS OF REFERENCE OF THE REGISTRATION OFFICER

TIEMS Registration Officer is responsible for TIEMS registration and looking after TIEMS registration, seeing to it that TIEMS fulfil its obligations according to the laws of TIEMS registration place and inform TIEMS Board members of their obligations according to the laws of the country of registration. TIEMS Registration Officer shall reside in the country of registration.

TIEMS Registration Officer is a non-voting board member of TIEMS and appointed by the Board every year, and as such he/she is given the mandate of being the evaluator of the activities performed by the Board.

TIEMS Registration Officer shall:

- Observe TIEMS Board activities and comment on the performance of the Board activity concerning those activities related to the obligations of law in the country of registration. This relates to TIEMS membership, financial activities and accounting in order to maintain TIEMS non-profit status, annual reporting and the activities of TIEMS worldwide.
- Make a performance report every quarter to the Board and every year to the Annual General Meeting about TIEMS performance according to the obligations of law in the country of registration.
- Advise the Board and the Annual Meeting of necessary changes and improvements of TIEMS activities and TIEMS Board performance, based on the performance reports.
- Assist the Board in developing TIEMS by-laws, seeing to it that changes are according to the laws of the country of registration.
- File information about all new Board members and changes in the Board and TIEMS By-laws with the local authorities, and other information to be filed at the local authorities of TIEMS registration.
- Inform the Board continuously about any changes of law of the country of registration that may have an impact of TIEMS activities and its registration, and advise the Board accordingly.



- Function as a vote counter in any voting issue on the Board.

15. TERMS OF REFERENCE OF THE CHAIR OF TIEMS INTERNATIONAL PROGRAM COMMITTEE

The Chair of TIEMS International Program Committee is appointed as a TIEMS Officer by TIEMS Board every year, reporting to the TIEMS Director for Scientific Program and TIEMS President, and is called to attend the Board meetings when the Board is discussing matters of the Chair's responsibility. When meeting in the Board, the Chair is a non-voting Board member.

The Chair of the International Program Committee shall:

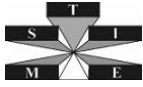
- Be responsible for developing and maintaining a plan in cooperation with TIEMS Director for Scientific Program, to be approved by TIEMS Board, on how to extend TIEMS international Program Committee world wide and based on this plan actively recruit members to TIEMS International Program Committee.
- Develop and maintain a mandate for the International Program Committee in cooperation with TIEMS Director or Scientific Program, to be approved by TIEMS Board.
- Keep a continuous dialogue with the members of TIEMS International Program Committee, and involve them in the development of TIEMS events world wide in cooperation with TIEMS Director for Scientific Program and TIEMS Director for Conferences and Meetings.
- Maintain and update the web-site information himself/herself or send updates to the web-master on the International Program Committee members and mandate.

16. TERMS OF REFERENCE OF THE CHAIR OF TIEMS PAPER REVIEW COMMITTEE

The Chair of TIEMS Paper Review Committee is appointed as a TIEMS Officer by TIEMS Board every year, and report to TIEMS Director for Conferences and Meetings and TIEMS President, and is called to attend the Board meetings when the Board is discussing matters of the Chair's responsibility. When meeting in the Board, the Chair of TIEMS Paper Review Committee is a non-voting Board member.

The Chair of TIEMS Paper Review Committee shall:

- Develop, maintain and lead TIEMS Paper Review Committee and recruit qualified members to the Committee such that the best paper review is achieved.



- Develop and maintain the mandate for the Paper Review Committee and distribute the papers to the members and follow up such that the paper review process runs smoothly and according to the deadlines set.
- Develop and maintain the paper review section of the call for papers and the Instruction to Authors and the template papers and poster, and maintain and update them on TIEMS web-site himself/herself or send updates to the web-master.
- Update and maintain the paper review software tool on TIEMS web-site himself/herself or send updates to the web-master with correct text and deadlines such that the paper review process runs professionally.
- Communicate with all submitting authors about the result of the review and make up the program for the annual conference in cooperation with the Director for Conferences and Meetings.
- Report to the Board after each annual conference about the quality of the review and propose changes for the improvement of the paper review process.
- Keep the chair of the TIEMS-Rohrmann Student Support Fund Committee informed about the acceptance or rejection of any papers submitted for support by this fund.
- Be responsible in cooperation with the Paper Review Committee members to select the three best papers for giving the there best paper awards during TIEMS annual conference.

The Chair of the Paper Review Committee will also be one of the two Editors of Proceedings of TIEMS Annual Conference. The other Editor is the Chief Editor of TIEMS Newsletter, and the two shall find a good way to cooperate and share the workload so the proceedings are produced in a timely and quality manner.

17. TERMS OF REFERENCE OF TIEMS EDITOR OF TIEMS NEWSLETTER

TIEMS Chief Editor is responsible editor for TIEMS newsletter, and shall prepare and issue at least two TIEMS newsletters every year.

TIEMS Chief Editor shall:

- Work out a strategy and policy for the content and coverage of TIEMS newsletter and get TIEMS Board approval, and distribute this strategy and policy to TIEMS membership and those who could make contributions in the newsletter in line with the approved strategy and policy.
- Set deadlines for contributions for the newsletter issues every year, and invite authors to send in articles and information for publications in the newsletter.
- Edit the text and information in the newsletter, to insure high quality standards and compliance with TIEMS mission and by-laws.



- In cooperation with an assistant editor design an attractive layout of the newsletter, which shall be posted on TIEMS web-site and sent all TIEMS members in cooperation with TIEMS Director for Membership.

The Chief Editor of TIEMS Newsletter will also be one of the two editors of the Proceedings of TIEMS Annual Conference. The other editor is the Chair of the Paper Review Committee, and the two shall find a good way to cooperate and share the workload so the proceedings are produced in a timely and quality manner.

18. REVISION OF THIS DOCUMENT

This document should be revised every year before the annual meeting on the initiative of TIEMS President, and all Directors and Officers shall be involved in the revision of their duties and rights, and the document shall be approved by the Board prior to the annual general meeting, where the status and content of the document will be informed of to the membership. The document shall be published on TIEMS web-site and be known to all standing for election at the annual general meeting so they are aware of the rights and duties they undertake accepting their election as a TIEMS Directors or appointment as a TIEMS Officers.

Approved by the TIEMS Board

25th May 2009

Sign.

***K. Harald Drager
TIEMS President***