

INTERNATIONAL INCE
MINUTES OF THE THIRTY-FIRST MEETING OF
THE I-INCE BOARD OF DIRECTORS
SATURDAY, 2005 AUGUST 6 AND WEDNESDAY, 2005 AUGUST 10
RIO DE JANEIRO, BRAZIL

Present

Members of the Board

Tachibana, H. – President
Kihlman, T. – Immediate Past President
Bernhard, R. – Secretary-General
Vermeir, G. – Treasurer
Daigle, G. – Vice President - Development
Lang, W. – Vice President - Global Noise Policy
Marsh, A. – Vice President - Technical Activities
Berry, B. – Vice President - Europe/Africa
Donavan, P. – Vice President - Pan American Affairs
Maling, G. - Vice President - Communications
Holger, D. – INTER-NOISE 99 (representing J. Cuschieri)
Vallet, M. – INTER-NOISE 2000
ten Wolde, T. – INTER-NOISE 2001
Singh, R. – INTER-NOISE 2002
Eun, H-J. – INTER-NOISE 2003 (Wednesday meeting only)
Novak, J. – INTER-NOISE 2004
Bruel, P. – Distinguished Board Member (Wednesday meeting only)

Guests

Gerges, S. – INTER-NOISE 2005
Takinami, H. – Personal Secretary, I-INCE President
Kuwano, S. – INTER-NOISE 2006
Guney, A. – INTER-NOISE 2007
Moss, J. – Personal Secretary, W. Lang
Lercher, P. – VP ICBEN

Members Absent

Koyasu, M. – Vice President – Asia Pacific Affairs
Cuschieri, J. – INTER-NOISE 99

(Note: The Board of Directors met from 09.00 to 18.00 on Saturday, 2005 August 06 and from 17.30 to 20.00 on Wednesday, 2005 August 10)

1. **Opening.** President H. Tachibana opened the 31st meeting of the I-INCE Board of Directors at 09.02 on Saturday, 2005 August 06.
2. **Approval of the Agenda.** No additional items were added to the draft agenda. The approved, revised agenda is appended as Attachment 1.
3. **Approval of the Consent Agenda.** Consent Agenda items were distributed prior to the meeting. The following items were approved without discussion.
 - the minutes of the 2004 Board of Directors meeting
 - modification to the I-INCE Rules for Operation , Part 6, I-INCE Technical Sections (to be renamed Technical Divisions)
 - modifications to the I-INCE Instructions
4. **Report of the Secretary General.**
Member Society Applications-
 - There were no new member applications and no requests to change membership status
 - The Board of Directors suggested that the Observer Society in India be contacted and urged to become a Member Society of I-INCE.
 - The Secretary General was also asked to investigate whether DEGA in Germany should be considered a large member.
 - The Member Society in Greece continues to unresponsive to requests from the Treasurer and to the Secretary General. M. Vallet will use his contacts in Greece to encourage the Greek Member Society to become more active and pay back dues. If this effort is unsuccessful the Board of Directors will discuss dropping the Greek Member Society from membership in I-INCE at the next meeting of the Board of Directors.
Sustaining Members
 - There are two new Sustaining Members, Narita International Airport and CESVA in Barcelona, Spain.
I-INCE Secretariat
 - The I-INCE Secretary General reported no serious problems. There was a brief discussion about updates to the I-INCE web site.

5. **Report of the Treasurer**

Payment of Dues. A report of the current status of dues was presented by the Treasurer. Dues payments are typical of normal years. The summary report is appended as Attachment 2.

Financial Report. The financial report for the Institute for fiscal year 2004 was presented by the Treasurer and approved. The credit balance at the end of fiscal year 2004 was 100,173.17 EUR. The financial report is appended as Attachment 3.

Budget 2005. The draft I-INCE budget for the year 2005 January 01 to 2005 December 31 was presented. For the budget, income was estimated to be 30,146.50 EUR, expenses were estimated to be 28,775.42 EUR, and the net balance was estimated to be 1,371.08 EUR. The approved, revised budget for 2005 is appended as Attachment 4.

Estimated Budget 2006. A draft estimated I-INCE budget for the year 2006 January 01 to 2006 December 31 was presented. The Board briefly discussed increasing the dues for 2006 but no final decision was made. The draft budget was approved with dues set at 230 euros for small societies, 460 euros for medium societies, and 690 euros for large societies. Estimated costs for Technical Activities was raised to 2000 EUR in anticipation of publication costs for new TSG reports. For the budget, estimated income will be approximately 35,239 EUR, estimated expenses will be approximately 32,959 EUR, and there will be a net balance of approximately 2,280 EUR. The revised estimated budget for 2006 is appended as Attachment 5.

6. By-Laws and Governance

W. Lang reviewed the status of all governance documents.

BY-LAWS (Action by General Assembly)

- The version approved by the Board on 2003 August 24 is up to date and needs no changes.
- This version will be distributed and placed on a future agenda for General Assembly review in accordance with By-law 12.3.9.

RULES 1: I-INCE General Assembly (No Action)

- Minor editorial changes were made and distributed to the Board by the Secretary-General on 2005 April 12.
- The version of 1998 November 15 as posted on the website is the latest.

RULES 2: I-INCE Technical Work (No Action)

- Minor editorial changes were made and distributed to the Board by the Secretary-General on 2005 April 12.
- The version of 1998 November 15 as posted on the website is the latest.

RULES 3: I-INCE Congress Selection Committee (BOARD and G.A. ACTION)

- Extensive changes were made to Rules 3, and the revised Rules 3 was distributed by the Secretary-General on 2005 June 16 and included in the Board of Directors agenda.
- Rules 3 will be presented under “Other Business” at the meeting of the General Assembly on 2005 August 7.
- The version of 1999 December 5 as posted on the website must be updated following approvals.

RULES 4: I-INCE Next Congress Planning Committee (No Action)

- Minor editorial changes were made and distributed to the Board by the Secretary-General on 2005 April 12.
- The version of 2000 August 27 as posted on the website is the latest.

RULES 5: I-INCE Congress Evaluation Committee (No Action)

- Minor editorial changes were made and distributed to the Board by the Secretary-General on 2005 April 12.
- The version of 2002 August 18 as posted on the website is the latest.

RULES 6: I-INCE Technical Divisions (BOARD and G.A. ACTION)

- Extensive changes were made to Rules 6 and were itemized in a voting paper and distributed to the Board by the Secretary-General on 2005 April 12.
- Copy of Rules 6 with an additional revision to Article 10 was distributed to the Board by Secretary-General with the Consent Agenda on 2005 June 30. The Secretary-General will report on the voting on Rules 6.

- Rules 6 will be presented under “Other Business” at the meeting of the General Assembly on 2005 August 7.
- The version of 2002 August 18 as posted on the website must be updated following approvals.

Board Documents

INSTRUCTIONS (BOARD ACTION)

- Several changes were made to the Instructions and itemized in a voting paper which was distributed to the Board by the Secretary-General on 2005 May 11.
- The revised Instructions are part of the Consent Agenda. The Secretary-General will report on the voting on the Instructions.

TRAVEL SUPPORT POLICY (FUTURE ACTION)

- The Secretary-General distributed to the Board a proposed revision of the travel policy on 2005 January 31.
- The Secretary-General distributed to the Board on 2005 April 6 a copy of the 2002 September 10 approved travel policy because objections were raised to the proposed revision. This earlier approved policy is still in effect and will be used for travel support to the Rio meeting.
- In view of the objections, it was recommended that the travel policy be further revised by combining the proposed revision with the existing policy. An ad hoc Committee was appointed consisting of T. ten Wolde, W. Lang, and G. Vermeir to incorporate the suggestions into the draft policy and bring the document back to the Wednesday evening BOARD OF DIRECTORS meeting. At the Wednesday BOARD OF DIRECTORS meeting, the ad hoc Committee reported on modifications. It was agreed that the revised policy would be circulated to the Board for consideration and approval before the end of 2005.

VISION, GOALS, MISSION, AND PRINCIPLES (FUTURE ACTION)

- The latest version from 2001 was circulated to the Board on 2005 July 29 for comments in anticipation of an updating as necessary following the Rio meeting.

STRATEGIC PLAN (BOARD ACTION)

- The strategic plan for the years 2001-2004 was approved at the Den Haag meeting.
- A proposal for an updating of the strategic plan for the years 2005-2008 was circulated to the members of the Board on 2005 July 30.
- The proposal will be discussed at the meeting in Rio.

FUNCTIONS OF OFFICERS (FUTURE ACTION)

- Revision in progress.

7. Report of the I-INCE VP – Technical Activities

A brief version of the current status of the Technical Study Groups (TSG's) was as follows:

- TSG 1 Noise of Recreational Activities in Outdoor Areas (convener P. Dickinson) has a partial draft report. The TSG did not meet in Rio de Janeiro and the Convener expects to finish the report by mid 2006.
- TSG 2 Noise Labels for Consumer and Industrial Products (convener B. Berry) is making limited progress toward the original objectives. The TSG met in Rio de Janeiro and hopes to have a draft report in 2006.
- TSG 3 Assessment of the Effectiveness of Noise Policies and Regulations (co-conveners H. Tachibana and W. Lang) expects to have a completed draft by late 2005.

- TSG 4 Noise and Reverberation Control for Schoolrooms (new convener C. Svensson) is restarting. TSG 4 met in Rio de Janeiro and set a schedule to complete a draft report in 2007.
- TSG 5 Global Noise Policy (co-conveners W. Lang and T. ten Wolde) circulated and published a draft report which received a positive vote for approval from the Member Societies.
- TSG 6 Environmental Noise Assessment and Impact (convener L. Finegold) met in Rio de Janeiro and continues its efforts.

The complete written report submitted by A. Marsh is appended as Attachment 13.

Vice President Marsh proposed the formation of a new TSG 7 on Harmonization and Implementation of Global Noise Policy. The purpose of the TSG 7 would be to continue the work of TSG 5 with more emphasis on occupational noise and product noise policy. There was a lengthy discussion of the division of tasks between TSG 5 and TSG 7. The Board of Directors approved the recommendation that the General Assembly establish TSG 7. The co-conveners of TSG 5 will incorporate the comments received from the I-INCE Member Societies on the TSG 5 Draft Report. After approval of this revision, the first task of TSG 7 will be to prepare a new report on Harmonization and Implementation of Global Noise Policy with emphasis on product noise and occupational noise.

The Technical Divisions of I-INCE were scheduled to meet on Monday and Tuesday of the Congress from 1200-1300. TD 1 Emission, TD 2 Vibration and Structural Acoustics, and TD 3 Immission were to meet on Monday. TD 4 Instruments and TD 5 Requirements and Policy were to meet on Tuesday.

8. Report of the I-INCE VP – Communications

The report at the Saturday meeting of the Board focused exclusively on *Noise/News International*. The status of NNI is:

- There has been no change in the circulation of NNI; it remains about 5300, including 3500 issues that are distributed to Member Societies. Distribution is as follows:
 - Ocean freight to Europe with distribution by truck freight.
 - To Sustaining Members by air freight.
 - By M-bag to Asia
 - By FedEx to INCE/J.
- Advertising is done under contract by R. Peppin and income is good.
- Finances are acceptable. Composition is done at Iowa State University for approximately \$60/page. Total costs are approximately \$10,000/issue.
- Recent changes to the Editorial staff include G. Ebbitt, Features Editor, P. Donavan, Pan America Editor, and P. Reinig for Member Society Profiles.
- Current challenges include getting back on schedule with production.
- G. Maling and INCE/USA are currently renegotiating an agreement for the Editor-in-Chief of *NNI*. This negotiation is expected to be completed soon and should not affect the financial situation.

Continuation of Item 8 at the Wednesday meeting of the Board on 2005 August 10 focused on Noise Control Engineering Journal (NCEJ)

- INCE/USA has appointed Courtney Burroughs as the new Editor-in-Chief of *NCEJ*. The I-INCE Board of Directors expressed its appreciation to David Holger and Alan Marsh, both present, for their efforts as past Editors of *NCEJ*.

- The schedule of *NCEJ* is approximately one month late at the present time. The backlog of manuscripts in the pipeline was much improved over what it was a year ago.

9. Report of the I-INCE VP - Development

G. Daigle reviewed the status of many of the strategic initiatives of I-INCE including the Technical Divisions and the Technical Study Groups. He asked in particular that the Board of Directors review the website to help keep it current.

A major topic of discussion was whether INTER-NOISE Congresses should be expanded to 4 days from the current 3 days. An ad hoc Committee consisting of G. Daigle (chair), W. Lang, P. Donovan, and H. Tachibana was appointed to review Congress scheduling and initiate an e-mail discussion with the Board of Directors for Congress schedules in 2008 and beyond including the desirability of expansion to 4 days.

To increase the number of Sustaining Members a brochure has been created (samples were distributed). This brochure would be mailed to all current and former exhibitors at the Congresses. Several changes to the brochure were suggested; incorporate three recent graphics (including copyright permission), change point of contact to G. Daigle, and develop an application form to accompany the brochure and to be posted on the website.

G. Daigle discussed the current status and challenges of *NCEJ*, which is considered to be a strategic asset of I-INCE to keep I-INCE the “premier” society for noise control engineering. Paper flow is the major challenge of *NCEJ*. I-INCE should help promote manuscript solicitation and flow. It was suggested that the I-INCE regional Vice-Presidents help to solicit manuscripts. INCE/USA is also considering electronic publication of *NCEJ* which would improve availability and international visibility. An ad hoc committee consisting of R. Singh (chair), D. Holger, and A. Marsh was appointed to consider the issues raised and report back to the Board of Directors at the Wednesday meeting of the Board.

Continuation of Item 9 at the Wednesday meeting of the Board on 2005 August 10 focused on Noise Control Engineering Journal (NCEJ).

R. Singh proposed the resolution shown in Attachment 12 regarding I-INCE support of *NCEJ*. The Board of Directors accepted the resolution. R. Singh, on behalf of the Board of Directors, will communicate to INCE/USA the support of I-INCE for *NCEJ*. The Board of Directors discussed possible ways to strengthen cooperation. R. Singh and A. Marsh agreed to be the liaison between I-INCE and INCE/USA with respect to *NCEJ*.

10. Report of the I-INCE VP - Global Noise Policy

W. Lang reported that the first workshop on Global Noise Policy was held in Prague at INTER-NOISE 2004. The second workshop will be held in Rio de Janeiro on Monday, 2006 August 08. W. Lang reported an increase of interest in the topic and in participation at the workshops.

11. Report of the I-INCE VP – International Relations

H. Tachibana reported that the International Council of Scientific Unions (ICSU) responded to the International Commission on Acoustics (ICA) petition for membership by offering the ICA status as a Scientific Associate. The ICA plans to reapply for membership as soon as two key points raised by ICSU are addressed. The written report of the VP – International Relations is appended as Attachment 10.

12. Report of the I-INCE VP – Europe-Africa

The report of the I-INCE VP Europe-Africa is appended as Attachment 8. B. Berry focused

primarily on the I-INCE Symposium on “Managing Uncertainties in Noise Measurement and Prediction” held in LeMans, France in 2005 June. The Symposium went well. A few items were brought up, particularly related to presentation timing and the acceptability of the meeting facilities. It was suggested that there might be some recommendations made to organizers of I-INCE sponsored meetings to ensure the quality of the events.

The relationship between INCE/Europe and EAA continues to grow as reported in Attachment 8.

13. Report of the I-INCE VP – Pan American Affairs

P. Donovan reported on the 2005 SAE Noise and Vibration Conference (1561 participants, 266 papers, 119 exhibitors) and the 2005 Transportation Research Board Transportation Noise Committee summer meeting (119 participants). NOISE-CON 2005 will be a joint meeting with ASA in Minneapolis, Minnesota, 2005 October 17-21.

There is significant momentum in the USA now for research on tire/pavement and aircraft noise control. In addition, the U.S. National Academy of Engineering has initiated a study on “Technology for a Quieter America.” The NAE study will include a scoping workshop in 2005 September with a wide cross section of stakeholders.

14. Report of I-INCE VP – Asia-Pacific Affairs

H. Tachibana reported that VP Asia-Pacific, M. Koyasu, has been ill; but his health problems are not serious. He was unable to attend the Board of Directors meeting. The Board of Directors wished him a speedy recovery. The written report of the VP – Asia-Pacific Region is appended as Attachment 11.

15. Nominating Committee (T. Kihlman)

The Nominating Committee consisted of T. Kihlman (chair), W. Lang, and T. ten Wolde. The officers and directors proposed by the 2005 Nominating Committee were as follows:

<u>Office:</u>	<u>Present office holder:</u>	<u>Nominated for the office:</u>
<i>Treasurer</i>	<i>Gerrit Vermeir</i>	<i>Jean-Pierre Clairbois (2006 – 2008)</i>
<i>VP Asia-Pacific</i>	<i>Mosaru Koyasu</i>	<i>Marion Burgess (2006 – 2008)</i>
<i>VP Europe-Asia</i>	<i>Bernard Berry</i>	<i>Bernard Berry (2006 - 2008)</i>
<i>VP Publications & E-in-C</i>	<i>George Maling</i>	<i>George Maling (2006 - 2006)</i>
<i>Director representing I-N 05</i>		<i>Samir Gerges (2006 - 2011)</i>
<i>Distinguished Board Member</i>	<i>Per Bruel</i>	<i>Per Bruel (2006 - 2006)</i>

Continuation of Item 15 at the Wednesday meeting of the Board on 2005 August 10. The slate of officers and directors was elected without dissent with Moyses Zindeluk as the Designated Alternate representing I-N 05. The complete list of officers and Directors to serve commencing 2006 January 01 is listed in Attachment 9.

16. Region for INTER-NOISE 2010 It was agreed that informal proposals for INTER-NOISE 2010 would be invited from the Europe and Africa. Member Societies planning to propose to host INTER-NOISE 2010 should note that the ICA meeting in 2010 will be held in Australia in 2010 August.

17. INTER-NOISE Congress Series

2004 Congress Evaluation Committee The final report of the 2004 CEC was finished recently. The report will be distributed to the Board of Directors and future Congress

Presidents.

2005 Congress Evaluation Committee G. Maling (chair), M. Vallet, and J. Novak were appointed to the CEC for INTER-NOISE 2005. A draft CEC report for INTER-NOISE 2005 will be distributed by the end of December 2005.

INTER-NOISE 2005 INTER-NOISE 2005 will be held in Rio de Janeiro, Brazil, 2005 August 06-10. At the time of the first Board of Directors meeting the Congress Secretariat reported that there were 689 paid registrants (30% from Brazil and S. America) from 41 countries, 107 students, 79 accompanying persons, 56 exhibitor registrants. There was a total of 712 abstracts submitted (504 by the deadline) which resulted in 526 papers and 6 distinguished lectures. The Congress produced 1000 CD's. There will be 87 technical sessions with a maximum of 10 parallel sessions. There were 2 workshops presented prior to the Congress. The Congress will serve 750 lunches each day. There will be 50 staff members present. The major challenges are the budget (South Americans were charged 50% of the regular rate) and potential crowding as it appeared the available space will be filled. The Board of Directors expressed their appreciation to S. Gerges and wished the Congress Organizing Committee good luck.

INTER-NOISE 2006 INTER-NOISE 2006 will be jointly organized by INCE/USA and INCE/Japan. The theme will be *Engineering a Quieter World*. D. Holger and S. Kuwano, the Co-chairs of the Congress, gave a summary of preparations. The Congress will be held 2006 December 03-06 in Honolulu, Hawaii, USA, immediately following a joint meeting of ASA and ASJ. Room rates in the Congress hotel will be \$145 plus taxes, single or double. Publicity flyers were distributed.

INTERNOISE 2007 INTER-NOISE 2007 will be held 2007 August 26-29 in Istanbul, Turkey. A draft call for papers had been prepared. Registration fees will be 400 EUR for early registration and 450 EUR for late registration. The estimated total budget is 453,000 EUR for 600 participants. Expenses are estimated to be 420,000 EUR. The Congress will be held at the Swisshotel overlooking the Bosphorus. The Congress PCO is Der-Tur. Publicity material has been prepared and a sponsorship document is ready. There will be two satellite symposia, Recent Advances in Automotive Acoustics and Soundscape Design for a Megalopolis. There has been an e-mail exchange with the Organizing Committee for the 2007 ICA in Spain. The INTER-NOISE organizing committee plans to have lower fees for attendees of both meetings and non-overlapping themes with the ICA meeting.

Next Congress Planning Committee D. Holger (chair), S. Kuwano, H. Tachibana, and T. Belek were appointed to the Next Congress Planning Committee. They will meet Wednesday at noon during INTER-NOISE 05. The Organizing Committee for INTER-NOISE 06 also planned a working meeting on Monday evening during INTER-NOISE 05.

18. Report of the Congress Selection Committee (CSC)

INTER-NOISE 2008 The Congress Selection Committee reviewed two formal proposals for INTER-NOISE 2008, 2008 October 25-30 in Shanghai, China, and either 2008 October 03-06 or August 17-20 in Auckland, New Zealand. The CSC recommended by a 6-3 vote that INTER-NOISE 2008 be held in Shanghai. There were several items in the proposal which must be negotiated including the duration of the Congress and whether there would be national meetings in conjunction with INTER-NOISE 2008.

INTER-NOISE 2009 Only one informal proposals for INTER-NOISE 2009 was presented to the CSC. INCE/USA proposed to hold a Congress in Orlando, Florida, in 2009 December. The CSC recommended that INCE/USA consider another date and location, particularly to have the Congress in August or September. R. Singh agreed to ask INCE/USA to give the CSC and Board of Directors an alternative informal proposal.

19. Other Business

Congress Timetable H. Tachibana proposed the following timetable as a guideline for future congresses:

Saturday prior to Congress

0830 – 1200	Congress Selection Committee
1300 – 2100	Board of Directors
	Board Dinner

Sunday prior to Congress

0900 – 1200	Technical Study Groups
1300 – 1600	General Assembly
1600 – 1800	Opening Ceremony
	Chair Persons' Dinner

Monday

0800 – 1200	Plenary and Technical Sessions
1200 – 1300	Technical Division meetings
1300 – 1800	Technical Sessions

Tuesday

0800 – 1200	Plenary and Technical Sessions
1200 – 1300	Technical Division meetings
1300 – 1800	Technical Sessions
	Congress Banquet

Wednesday

0800 – 1200	Plenary and Technical Sessions
1200 – 1300	Technical Division meetings
1300 – 1600	Technical Sessions
1600 – 1800	Closing Ceremony
1800 – 2000	Board of Directors

It was agreed by the Board that this timetable would be used starting in 2006.

ICBEN The VP of the **International Commission on Biological Effects of Noise** (ICBEN), P. Lercher from Austria, visited the Board of Directors meeting on Wednesday evening to discuss methods to systematize the relationship between I-INCE and ICBEN. ICBEN's 5-day conferences are held every 5 years. Typical attendance is 400-600 persons. The Conferences focus on the public health aspects of noise. The next conference will be in Providence, Rhode Island, USA, in August 2008. After some discussion it was decided that M. Vallet and B. Berry would be the I-INCE liaison persons to ICBEN. In addition, ICBEN would be invited to organize special, focused sessions to be held during INTER-NOISE 2006.

I-INCE Symposium R. Singh presented a proposal on behalf of INCE/USA and the

University of Adelaide requesting I-INCE to be a cooperating organization for ACTIVE 2006 to be held in Adelaide, Australia, in 2006 September 18-20. The Board of Directors accepted this proposal and identified G. Maling as the I-INCE liaison to Active 2006. To develop better guidelines for conferences that are to be designated I-INCE Symposia, an ad hoc committee of P. Donovan (chair), G. Daigle, T. Kihlman, and H-J. Eun was asked to report on this at the next Board of Directors meeting.

Congress Evaluation Committee Report As discussion of this item began during the Wednesday Board of Directors meeting, T. Kihlman noted that the INTER-NOISE 2005 Congress met or exceeded our expectations. Everything worked out as well as expected and many of our concerns did not materialize. An oral report of some of the input to the CEC was presented and discussed. Other items were suggested to the CEC. The draft report will be distributed to the Board of Directors before the next Congress. The final report will be distributed to future Congress Organizing Committees.

Travel Support Three requests for travel support for Board members were received by the President at least 90 days prior to the meeting. The three requests were approved.

Appreciation The Board of Directors expressed its sincerest appreciation to G. Vermeir, J. Cuschieri, and M. Koyasu for their excellent service as Officers and Directors of I-INCE. Their terms expire on 2005 December 31.

20. Closing of the Meeting

The 31st Meeting of the I-INCE Board of Directors was adjourned at 21.15 hours on 2005 August 10.

Respectfully submitted

Robert J. Bernhard
Secretary General

Approved: I-INCE Board of Directors, 2006 December 2

Attachment 1

AGENDA of the 2005 I-INCE Board of Directors Meeting

Saturday, 2005 August 6 (09.00-18.00)

Wednesday, 2005 August 10 (17:30-19:00))

Location: Master Room 145, Sofitel Hotel Rio de Janeiro, Brazil

1. Opening of the meeting.
2. Approval of the Agenda.
3. Approval of the consent agenda (these items will be approved without discussion unless there is objection):
 - minutes of the Meeting held in Prague, Czech Republic, 2004 August 21/25 (sent 2005 February 3 and amended per suggestions 2005 June 25)
 - changes to Rules Part 6 (emailed to the Board 2005 April 12 and revised 2005 June 30)
 - changes to I-INCE Instructions (emailed to the Board 2005 May 11)
4. Report of the Secretary-General on the affairs of I-INCE. (Bernhard)
 - *minutes of the Meeting held in Prague, Czech Republic, 2004 August 21/25**
 - Membership applications
 - Membership changes
 - other matters related to the I-INCE Secretariat.
5. Report of the Treasurer on the financial matters of I-INCE. (Vermeir)
 - approval of the audited account for fiscal year 2004,
 - member dues report,
 - approval of the budget for 2005, and
 - consideration of preliminary budget for 2006,
6. Consideration of By-Laws and Governance (incl. rules & policies). (Lang)
 - *changes to Rules Part 6 (emailed to the Board 2005 April 12 and 2005 June 30)**
 - *changes to I-INCE Instructions (emailed to the Board 2005 May 11)**
 - Changes to Rules, Part 3, Congress Selection Committee
 - discussion of Travel Support Policy
 - other changes to Rules, By-Laws or Policies
7. Report of I-INCE Vice President - Technical Activities. (Marsh)
 - brief report on progress of Technical Study Groups 1, 2, 3, 4, 5 and 6
 - proposals for new Technical Study Groups
 - brief report on Technical Divisions
 - potential publication schedule for I-INCE reports.
8. Report of I-INCE Vice President - Communications. (Maling)
 - status report on NNI, including circulation, advertisement, and finances,
 - discussion of *Noise Control Engineering Journal*
 - I-INCE web site (Bernhard)
 - other I-INCE publications
9. Report of I-INCE Vice President - Development. (Daigle)
 - long range planning for I-INCE
10. Report of I-INCE Vice President – Global Noise Policy. (Lang)
 - progress toward establishing a global noise policy

11. Report of I-INCE President - International Relations. (Tachibana)
12. Report of I-INCE Vice President – European-Africa. (Berry)
13. Report of I-INCE Vice President – Pan America. (Donavan)
14. Report of I-INCE Vice President – Asia-Pacific (Koyasu/Tachibana)
15. Report of the Nominating Committee. (Kihlman)
16. Decision on geographical region for INTER-NOISE 2010. (Tachibana)
17. Reports on the INTER-NOISE Congress series: *Approx. at 15.00 - 16.00*
 - Report on INTER-NOISE 2005 (Rio de Janeiro)
 - Report of the 2004 Congress Evaluation Committee (Prague),
 - Appointment of Congress Evaluation Committee (CEC) for INTER-NOISE 2005
 - Report by a representative of INTER-NOISE 2006 (Honolulu),
 - Report by a representative of INTER-NOISE 2007 (Istanbul),
 - Appointment of Next Congress Planning Committee (NCPC) for INTER-NOISE 2006
18. Report of the Congress Selection Committee
 - recommendation for INTER-NOISE 2008 and decision of the Board of Directors. *Wednesday*
 - recommendation for invitations for proposals for INTER-NOISE 2009. *Wednesday*
19. Other business.
 - approval of travel support recommendations
 - co-sponsorship of I-INCE affiliated conferences
20. Close of the meeting.

(*) consent agenda item

Dues Payment Report

[illegible][illegible]

Attachment 3 2004 Financial Report

I-INCE FINANCIAL REPORT 2004	EURO	
Revenues 2004		Credit balance 2004
Transfer of credit balance 2003-12-31	91650,30	
Dues sustaining, institutional and sustaining members (with various transfer costs)	20411,12	Revenues-Expenses
Interests on deposits 2004	1421,89	100.173,17
Contribution INTER.NOISE 2004 Prague (857x15\$) approx equiv EURO	10522,00	
Total revenues	124005,31	
Expenses 2004		State of accounts on 2004-01-04
Maintenance Website (Perdue University) (29/01)	2018,28	
Fedex (18/02)	58,76	Current 431 0072711 28 425,77
Support of I.INCE for Noise News International (17/08)	8006,00	Deposit 431 0072719 36 37.618,12
Support of I.INCE for Noise News International from Inter.Noise 2004	10522,00	Deposit 431 0072710 27 62.129,28
Travel Support Eligible Board Members (30/09)	3228,10	
Total expenses	23832,14	TOTAL
		100.173,17
(signed)		(signed)
prepared by Prof. G. Vermeir, treasurer, on 2005-08-01		audited by Prof. A. Cops on 2005-08-01

International INCE Financial Report for 2004.

The 2004 financial report for International INCE has been released with the following statement by the auditor.

We have examined the consolidated balance of the International Institute of Noise Control Engineering for the period of 2004 and the related statements of operation and retained earnings and changes in financial position for the year then ended. Our examination was made in accordance with the generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances. In our opinion, the aforementioned statements present fairly the financial position of the International Institute of Noise Control Engineering, and the results of its operations and changes in its financial position for the year then ended, in conformity with the general accepted accounting principles applied on a consistent basis.

Leuven-Heverlee, 2005 August 1,

(signed)

Prof. André Cops

Attachment 4 2005 Budget

I-INCE BUDGET FOR 2005				EURO
Credit balance 2004-1-04				100173.17
Expected membership fees				
	small	16	225.00	3600.00
	medium	17	450.00	7650.00
	large	8	675.00	5400.00
Sustaining membership				4000.00
Institutional membership				630.00
Estimated bank account interest				1500.00
Estimated income Inter.Noise 2005 (800x15 USD)				7386.50
Total estimated income				30146.50
Expenses				
I-INCE contribution to publication and distribution of NNI				8000.00
Support of I-INCE to NNI from Inter.Noise 2005				7386.50
cost treasurership (secretariat, mailing)				300.00
different costs TSG's (A. Marsh)				1000.00
special costs President				1000.00
travel support				5000.00
maintenance website				2108.92
contribution cost secretariat Perdue Univ.				4000.00
Total estimated expenses				28775.42
Estimated Credit Balance 2005-12-31				101544.25

Attachment 5 2005 Preliminary Budget

PRELIMINARY BUDGET 2006				EURO
Credit balance 2005-12-31				101544.25
Expected membership fees				
	small	18	225.00	3600.00
	medium	17	450.00	7650.00
	large	8	675.00	5400.00
Sustaining membership		10	500.00	5000.00
Institutional membership		9	70.00	630.00
Estimated bank account interest			1500.00	1500.00
Estimated income Inter.Noise 2006 (700x20 USD)				11459.00
Total estimated income				35239.00
Expenses				
IINCE contribution to publication and distribution of NNI				8000.00
Support of I.INCE to NNI from Inter.Noise 2006				11459.00
cost treasurership (secretariat, mailing)				500.00
different costs TSG's (A. Marsh)				2000.00
special costs President				1000.00
travel support				5000.00
maintenance website				1000.00
contribution cost secretariat Perdue Univ.				4000.00
Total estimated expenses				32959.00
Estimated credit balance on 2006-12-31				103824.25

Attachment 6

Part 3: I-INCE CONGRESS SELECTION COMMITTEE

Article 1. ESTABLISHMENT

A Congress Selection Committee (CSC) was established as a standing committee of the I-INCE General Assembly at a meeting of the General Assembly held in Fort Lauderdale, USA, on 1999 December 05. The purpose of the committee is to provide guidance in the selection of venues for future INTER-NOISE Congresses.

Article 2. MEMBERS

The CSC shall have thirteen (13) members. The members shall be the following: nine (9) individual members of I-INCE Member Societies from the three I-INCE geographical regions appointed by the General Assembly, the I-INCE President-elect, and the three I-INCE Regional Vice Presidents. In addition, the I-INCE Secretary General shall serve ex officio without vote as a member of the committee.

The I-INCE geographical regions of the world are Europe-Africa, Pan-America, and Asia-Pacific. Each region shall be represented on the CSC by preferably three but at least one of the nine members appointed by the General Assembly. Each member of the CSC shall be able to send and receive electronic mail (e-mail), and be able to download attachments to e-mail messages.

A nominating committee consisting of the I-INCE President-elect and the I-INCE Vice Presidents of the three regions shall present a slate of nominees to the General Assembly for positions to be filled on the CSC. Each Vice President shall consult with Member Societies in the region when selecting nominees for CSC membership. The slate of nominees shall be approved by the General Assembly. Service as an appointed member of the CSC is contingent on the I-INCE dues of the Member Society (to which the member belongs) being current.

Article 3. TERMS OF SERVICE

Those members of the CSC who are appointed by the General Assembly shall serve for a period of three (3) years. Each three-year term shall terminate on a rotation schedule such that three (3) new members are appointed every year by the General Assembly.

The terms of service for the members appointed by the General Assembly run from the meeting of the General Assembly in which appointment occurred until the subsequent meeting of the General Assembly three years later.

The terms of service for the other members of the CSC shall coincide with their terms as officers of I-INCE.

Article 4. OFFICERS

The officers of the CSC shall consist of a Chair and a Secretary. The I-INCE President-elect shall serve as the Chair. The Secretary shall be selected by the CSC from among the members of the committee.

The Secretary of the CSC shall prepare the Minutes of meetings of the CSC. With the assistance of the I-INCE Secretariat, the Secretary shall maintain a roster of the members of the CSC with postal addresses, telephone numbers, FAX numbers, and e-mail addresses and shall make this information available to I-INCE Member Societies that have an interest in organizing an INTER-NOISE Congress.

Article 5. PRINCIPAL TASKS

The principal tasks of the CSC are to receive and evaluate proposals for future INTER-NOISE Congresses and to submit the committee's recommendation, in the form of a rank-ordered listing of the proposals, to the I-INCE Board of Directors, which has the responsibility for inviting a Member Society (or group of Member Societies) to host and organize an INTER-NOISE Congress.

Article 6. MEETINGS

The Congress Selection Committee shall meet at least once during, or immediately before, each INTER-NOISE Congress. The Chair of the CSC shall call each meeting and prepare the agenda. The agenda shall be circulated to the CSC members at least 30 days before the intended meeting date. The Chair presides at meetings of the committee. If the President-elect is unable to participate at a meeting, an I-INCE vice president shall preside. A quorum for the conduct of business is a majority of the members.

Article 7. PLANNING CYCLE

I-INCE operates on a three-year planning cycle for the organization of an INTER-NOISE Congress. The invitation of the Board for a Member Society (or group of Member Societies) to host an INTER-NOISE Congress is extended three years in advance, i.e., at the third annual meeting of the Board preceding the future INTER-NOISE Congress. If Y is the year of the future Congress, the invitation is extended in year Y-3. Preliminary planning starts two years earlier in year Y-5 with the Board decision on the geographical region for the Congress. Hence, a Member Society that is interested in hosting an INTER-NOISE Congress should be considering possible dates that are more than three years in the future, and preferably four to eight years ahead.

Article 8. REGIONAL DECISION

By no later than its annual meeting in the year Y-5, the I-INCE Board shall decide on the geographical region where the INTER-NOISE Congress will be held in year Y. The Congress shall be held at least once in each of the three I-INCE geographical regions over a four-year period. Within two months of the regional decision, the I-INCE Secretariat shall announce the selection of the geographical region to the I-INCE Member Societies. A Member Society in that geographical region may express a desire to host an INTER-NOISE Congress in the year Y by submitting an informal proposal to the Secretary of the CSC by e-mail, fax, or letter post.

Article 9. INFORMAL PROPOSALS

A Member Society (or a group of Member Societies) may express its desire to host a future INTER-NOISE Congress by submitting an informal proposal in writing to the CSC Secretary by e-mail, fax, or letter post at least 30 days prior to a meeting of the CSC. The informal proposal shall give *only* the following information:

- the recommended city, or cities, within the proposed host country with suitable venues for the Congress;
- the season of the year that would be most appropriate;
- the names of one or two persons who have agreed to actively promote the organization of the proposed Congress.

During Y-4, the fourth year before an INTER-NOISE Congress is to be held in a geographical region determined by the I-INCE Board, the I-INCE Secretariat shall inform all Member Societies in that I-INCE geographical region of the desired content of an informal proposal as given above.

Article 10. DETAILED PROPOSALS

After consideration of informal proposals, the CSC shall recommend to the Board those Member Societies to be invited to submit detailed proposals for presentation to the CSC. This shall be done at least six months in advance of the annual CSC meeting by the CSC Chair who will, with Board approval, extend a written invitation to a representative of each of the Member Societies selected.

The Secretary of the CSC shall inform the selected Member Societies of the minimum content of a detailed proposal. The I-INCE Secretariat shall also send to the Member Societies receiving the invitation a copy of the agreement with I-INCE that the Member Society is expected to sign if the detailed proposal is accepted by the I-INCE Board.

A detailed proposal to host a future INTER-NOISE Congress shall include at least the following items:

- a proposed budget detailing projected income and expenses;
- the anticipated number of participants;
- any potential sources of external financial support;
- a comparison of congress center, hotel, and university locations for the plenary and technical sessions and for the exhibition;
- the availability and experience of noise and vibration control engineers who could serve as members of the Organizing Committee;
- the names of the proposed Congress President and members of the Organizing Committee;
- if the services of a Professional Congress Organizer (PCO) are to be used, the detailed proposal shall state and justify the estimated cost of these services.

Approximately 30 copies of the written version of the proposal shall be delivered to the meeting for distribution to all of the members of the CSC and Board of Directors.

Article 11. ORDER OF BUSINESS DURING ANNUAL CSC MEETING

The first item of business at a CSC meeting is to evaluate the informal proposals which have been received in the year Y-4 from the geographical region where the Congress will be held in the year Y. In advance of the meeting, the Chair of the CSC shall offer a representative of each Member Society submitting an informal proposal the opportunity to make a five-minute presentation to the CSC. The presentation shall use not more than one overhead transparency, or printed page. The offers to make short presentations shall be in writing.

The CSC shall decide which Member Societies are to be invited by the Chair of the CSC to submit detailed proposals to host an INTER-NOISE Congress in the year Y. These detailed proposals shall be considered at the annual meeting of the CSC during year Y-3. No more than three (3) Member Societies, but at least one (1) Member Society, shall be invited to submit detailed proposals.

The second item of business at a CSC meeting is to evaluate the detailed proposals received in the year Y-3 from the Member Societies invited by the CSC Chair to submit these proposals. To augment the presentation of the written detailed proposal by a representative of the Member Society, visual aids should be used that have been arranged for in advance. During the CSC meeting, the presentation shall be limited to twenty (20) minutes and sufficient additional time shall be allowed for questions and answers.

Article 12. VOTING

Voting on all informal and detailed proposals shall be by written ballot. Only those CSC members who were present during the presentations as well as question and answer periods may vote. Each CSC member shall have one vote, except the Secretary General who serves ex officio, without vote. Proxy votes shall not be accepted. Votes shall only be recorded for members present at the CSC meeting. If a CSC member is unable to participate at a CSC meeting, the Member Society of the CSC member may appoint an alternate representative

with full voting rights for that meeting. The written appointment shall be submitted to the Secretary of the CSC with copy to the President-elect at least 30 days prior to the CSC meeting. Approximately 30 days prior to the CSC meeting, the President-elect shall contact each member of the CSC to determine if he or she will be present at the forthcoming meeting.

The detailed proposals received by the CSC to host an INTER-NOISE Congress to be held in the year Y shall be rank-ordered by vote. The rank-ordered voting shall be carried out during the CSC meeting, so that the results are available to the I-INCE Board immediately after the CSC meeting.

Article 13. REPORT TO THE I-INCE BOARD

After each annual meeting of the CSC, the Board shall receive the report of the CSC Secretary, or designated alternate, with the rank-ordering of the detailed proposals and shall select the Member Society to be invited to host the INTER-NOISE Congress to be held in year Y. Only when the Member Society receiving the top ranking is not acceptable for reasons outside the knowledge or responsibility of the CSC shall the Board select the Member Society with the next highest ranking.

Article 14. INVITATION AND ANNOUNCEMENT

The I-INCE President shall announce the decision concerning the Member Society to host the INTER-NOISE Congress in the year Y no later than 90 days following the closing plenary session of the INTER-NOISE Congress in the year Y-3.

On behalf of the Board of Directors, the I-INCE President shall issue a written invitation which accepts the detailed proposal that was submitted by the selected Member Society to host the INTER-NOISE Congress in the year Y. This letter of acceptance shall be sent within 90 days of the announcement.

NOTE: Part 3 of the I-INCE Rules was drafted by the Board of Directors at its meeting in Berlin, Germany, on 1999 March 13, and subsequently posted on the web for review by the I-INCE Member Societies on 1999 April 27. The draft of the rules was further reviewed at the meeting of the General Assembly in Fort Lauderdale, USA, on 1999 December 05, and approved by the General Assembly for adoption on that date (with minor editing). The rules were amended for approval by the General Assembly on 2005 August 7.

SUMMARY: (The year in which a future Congress will be held is Y)

- **Y-5**
 - Board determines geographical region where Congress will be held in year Y.
- **Y-4**
 - Six months before INTER-NOISE Congress, CSC Secretary invites Member Societies in that region to submit informal proposals for year Y.
 - Thirty days before INTER-NOISE Congress, last date to submit letter of intent to submit informal proposals for year Y.
 - At CSC meeting, CSC reviews informal proposals and selects one to three Member Societies to be invited to submit detailed proposals for year Y.
- **Y-3**
 - Six months before INTER-NOISE Congress, detailed proposals invited by CSC Secretary.
 - At CSC meeting, detailed presentations given to CSC, rankings established by CSC; Board invites host for INTER-NOISE Congress to be held in year Y.

Attachment 7

Part 6 of the I-INCE Rules for Operation I-INCE TECHNICAL DIVISIONS

Article 1. ESTABLISHMENT

At its meeting in Dearborn, Michigan, USA, on 2002 August 18, the I-INCE General Assembly authorized the establishment of five I-INCE Technical Divisions. The Technical Divisions provide a focus within the broad field of noise control engineering for the common technical interests of participants at INTER-NOISE Congresses.

Article 2. CONCEPT

The Board of Directors and the General Assembly of I-INCE recognized that the INTER-NOISE Congresses have grown to such an extent that the organizers of a Congress need a broad base of support from members of the noise control engineering profession to maintain the depth and quality of the Congresses. To this end, it was decided that I-INCE needed to create a technical structure consisting of Technical Divisions and within the Divisions certain Focus Groups as required. The scopes of these I-INCE organizations shall cover all aspects of the broad field of noise control engineering. Any person interested in a technical area within the I-INCE field of interest may participate in the activities of the Technical Divisions and their related Focus Groups.

Article 3. TECHNICAL FIELDS REPRESENTED

Individuals who participate in INTER-NOISE Congresses have professional backgrounds in many disciplines including: acoustics, engineering (for example, acoustical, electrical, mechanical, civil, aeronautical, and architectural), physical science (for example, physics and mathematics), life science (for example, audiology, biology, psychology, physiology, sociology, and hearing science), architecture, information technology, signal processing, environmental health, medicine, law, industrial hygiene, education, and government.

Article 4. I-INCE FIELDS OF INTEREST

The I-INCE fields of interest are primarily related to unwanted sounds and the vibrations that produce such sounds, including the applicable engineering, scientific, and socio-economic aspects. Descriptions of the I-INCE fields of interest are given in Annex A. The I-INCE Classification of Subjects (see Annex B) categorizes the many topics that lie within the I-INCE fields of interest.

Article 5. TECHNICAL DIVISIONS

Five Technical Divisions may be established with scopes based on the technical areas covered by the I-INCE Classification of Subjects as follows:

- Technical Division 1: Emission and Noise Control Elements (Subject Classifications 10 to 39)
- Technical Division 2: Vibration and Structural Acoustics (Subject Classifications 40 to 49)
- Technical Division 3: Immission (Subject Classifications 50 to 69)
- Technical Division 4: Instruments and Analytical Methods (Subject Classifications 70 to 79)
- Technical Division 5: Requirements and Policies (Subject Classifications 80 to 89)

Technical Division 1 covers subjects related to physical means for controlling airborne noise and is of interest to engineers and others working in the physical sciences.

Technical Division 2 covers subjects that relate to physical means for controlling structure-borne vibrations and is of interest to engineers and others working in the physical sciences.

Technical Division 3 covers subjects that relate to the receivers of sounds and situations with multiple sound sources. Activities of this Division are of interest to engineers, social and life scientists, and others concerned with the causes and effects of noise immissions.

Technical Division 4 covers subjects related to instruments that measure sounds and vibrations, measurement techniques, and analysis of the results of the measurements, as well as analytical methods, computer simulations, and modeling. Activities of this Division are of interest to those concerned with techniques for the measurement or prediction of noise and other analytical techniques.

Technical Division 5 covers requirements and policies related to the control of noise and vibration. Activities of this Division are of interest to engineers, social scientists, representatives of government agencies, and others who are concerned with setting practical limits on exposure to noise.

Article 6. ORGANIZATIONAL MEETINGS OF DIVISIONS

The organizational meetings of the Technical Divisions were held during INTER-NOISE 2003, and their establishment was approved by the General Assembly on 2003 August 25.

Article 7. AFFILIATE STATUS

Individuals who wish to participate in the activities of a Technical Division shall be identified as Affiliates of that Division. An individual is not required to be a member of an I-INCE Member Society in order to participate in the activities of a Technical Division but shall be a registered attendee at one or more INTER-NOISE Congresses. An individual may Affiliate with one, or at most two, of the Technical Divisions. If an individual is interested in affiliating with more than two of the five Technical Divisions, or has a broad, general interest in the field of noise control engineering, the individual may become an Affiliate-at-Large, and may participate in the activities of any or all of the Technical Divisions. An Affiliate participates in the activities of a Technical Division as an individual, and not as a representative of an I-INCE Member Society or other organization.

Article 8. FOCUS GROUPS

A Technical Division may establish one or more Focus Groups. Each Focus Group shall concentrate on one, or at most a few, specialized topics within the scope of the Technical Division. With the approval of a majority of the Affiliates of a Technical Division present and voting at a Division meeting, a Focus Group may be formed upon the initiative of individuals who have a mutual interest in a new or especially active technical subject for which the scope is narrower than the scope of the Technical Division. A Focus Group may be disbanded by the Technical Division when the technology is considered to be mature or of little future interest to the members of the Division.

NOTE: Examples of possible topics for Focus Groups are: active noise control, noise legislation of the European Union, noise in neighboring residential areas from generators of electric power, and low-frequency noise from the operation of high-speed trains.

Article 9. ACTIVITIES OF TECHNICAL DIVISIONS

Technical Divisions shall provide continuity of interest in each category of the I-INCE Classification of Subjects. The activities of the Technical Divisions include, but are not limited to, the following:

- Organize Focus Groups and support their activities
- Report on the activities of their Focus Groups to the I-INCE General Assembly
- Propose special technical sessions and symposia to the I-INCE Next Congress Planning Committee; the proposals should be accompanied by a proposal for the names of the organizer and the chair of the special session or symposium

- Maintain interest in the vision and mission of I-INCE through development of structured workshops and discussion groups that would be scheduled to occur at a future INTER-NOISE Congress or I-INCE Symposium
- Prepare detailed proposals to the I-INCE Board for future I-INCE Symposia
- Prepare detailed proposals to the General Assembly for new technical initiatives that could lead to the establishment of new Technical Study Groups; the proposals should be accompanied by a proposed scope of work, estimated time from start to completion, and a proposal for the name of the person who is willing to act as the Chair for the proposed technical initiative
- Periodically review the I-INCE Classification of Subjects and recommend changes to the I-INCE Board
- Provide the Editor of *Noise/News International* with material on topics or items of interest
- Provide the I-INCE President with advice and recommendations whereby I-INCE can help meet the needs of professionals in the I-INCE field of interest

Article 10. MEETINGS OF TECHNICAL DIVISIONS

At annual INTER-NOISE Congresses, the Technical Divisions shall each hold a meeting to take action on the tasks that the Division has decided to undertake. These meetings shall be open to all Affiliates of the Division, as well as other individuals. The chair of a Technical Division shall prepare an agenda for the Division meeting that shall be circulated to the attendees at the previous meeting and made available to prospective attendees in advance of the meeting. Approval of proposals for actions by a Technical Division shall require at least a majority of the Affiliates in attendance and voting. In the intervals between annual meetings, the work of the Technical Divisions shall be carried on by electronic communications.

Article 11. ACTIVITIES OF FOCUS GROUPS

The activities of a Focus Group are similar to those of a Technical Division, but are limited to a narrower subject area. A Focus Group shall have great latitude in the manner in which it operates, and may meet during, before, or after an INTER-NOISE Congress. It is expected that much of its work will be carried out by means of electronic communications. Participants in the activities of a Focus Group are limited to Affiliates of the Technical Division sponsoring the Focus Group.

Article 12. CHAIRS

The Chair of a Technical Division shall be an ex-officio member of the General Assembly and shall be appointed by the I-INCE Board of Directors for a term of three years that may be renewed. The Chair shall report to the Board through the I-INCE Vice President-Technical Activities who is responsible for bringing recommendations for Chair appointments to the Board. As far as possible, the Chair should attempt to establish a balance in Division participants among those active from the three I-INCE geographic areas of the world, Europe-Africa, Pan-America, and Asia-Pacific. At each meeting of the I-INCE General Assembly, the Chair of a Technical Division shall submit a brief written report on activity and progress of the Division. The written report should be supplemented by an oral presentation if requested by the I-INCE Vice President-Technical Activities. The I-INCE Board of Directors shall appoint the Chair of a Focus Group for a specific term that may be renewed. The Chair of each Focus Group shall report on the activity and progress of the Group to the I-INCE General Assembly through the Chair of the respective Technical Division. The Chairs of Technical Divisions and Focus Groups shall maintain rosters of Affiliates associated with their Divisions and Groups. The rosters shall include e-mail addresses as well as postal addresses and telephone numbers.

Article 13. BENEFITS TO INDIVIDUALS

In addition to participation in the technical activities to be undertaken by the I-INCE Technical Divisions and the I-INCE Focus Groups, individuals through their affiliation with an I-INCE

Technical Division represent and foster one of the subfields within the broad field of interest of I-INCE. The Divisions and Groups provide an important channel of communication between individuals active in these subfields and the I-INCE General Assembly and the I-INCE Board of Directors. A listing of the Affiliates in an I-INCE register is a possible future benefit that may be made available.

NOTE:

Part 6 of the I-INCE Rules was discussed and approved at a meeting of the Board of Directors in Den Haag, The Netherlands, on 2001 August 26 and discussed and approved by the General Assembly in Dearborn, MI, U.S.A. on 2002 August 18.

ANNEX A. I-INCE FIELDS OF INTEREST

The primary focus of I-INCE is on unwanted sounds and on vibrations producing such sounds. The fields of interest of I-INCE include the engineering and scientific aspects of this primary focus. Engineering aspects involve the application of physical means to analyze and optimize the levels of noise and vibration produced by structures, machines, products, systems, and processes by controlling the generation, transmission, and radiation of fluid-borne sound and solid-borne vibration. Scientific and socio-economic aspects relate the effects of noise and vibration on individuals and communities to the optimization of the acoustical climate for human activities. The study of these relations involves psychological and physiological acoustics, social and economic studies of the response of people to sound and vibration, as well as cost-benefit analyses of technical options to control noise and the quality of sounds. Included within the I-INCE fields of interest are international standards, health and safety regulations, ordinances, and governmental policies including those related to land-use planning. The I-INCE Classification of Subjects categorizes the many topics that lie within the I-INCE fields of interest (see Annex B).

ANNEX B. I-INCE CLASSIFICATION OF SUBJECTS

(to be added)

2002 April 01

Revised 2005 April 01

Approved 2005 August 7

Attachment 8

REPORT OF I-INCE VP - Europe-Africa

On Sunday June 26 in Le Mans, just before the I-INCE Symposium on "Managing Uncertainties in Noise Measurement and Prediction", I attended an informal meeting of the Board of INCE Europe, chaired by Jean Tourret, President.

The Minutes of a meeting held in Prague last August were agreed.

An outline of the status of the Symposium was given - about 270 delegates, but at least 100 "free".

Arrangements for the next scientific meeting were reviewed. This is a "First International Conference on Wind Turbine Noise" with the theme, "Wind turbine noise: perspectives for control", to be held in Berlin, 17 and 18 October 2005. This is being organised by INCE Europe, in collaboration with the EAA. Geoff Leventhall heads the Organising Committee.

Plans for further meetings were discussed. Michel Vallet has recently taken Chair of the EU Working Group on Airport Noise, and is planning a related conference for 2006.

Concern was expressed about the slow progress with Euronoise 2006, to be held in Tampere Finland in early June.

As in Prague the year before, the issue of enlarging the initial board was raised, but no real progress was made. However, at a special lunch on the last day of the Symposium, about 20 invited delegates considered a number of aspects of enlargement and re-organisation.

In conversation with Roy Lawrence, who with Cathy Mackenzie runs the Secretariat of INCE Europe, I got the impression that there had been serious disagreements with the local French team on fundamental aspects of the Symposium, for example, having 3 parallel sessions with no strict timing. In a separate conversation with Jean Tourret, it became clear that there are concerns over the long-term viability of current arrangements for the INCE Europe Secretariat.

The Le Mans Symposium itself went reasonably well, although there were a few glitches. For example, a deliberate decision had been made to run 3 parallel sessions, but not to encourage switching between session rooms. Timing was somewhat uncertain. Also the opening day saw four 30-minute plenaries in one group.

The two smaller session rooms had major problems of glare from the sun which ruined projection of presentations.

This raises the question of whether I-INCE needs a better way of monitoring the way such meetings are put on in practice.

EAA matters Jean Tourret has recently noted ... "*Concerning the state of relations with the EAA, we have finalised the Agreement which makes INCE/Europe a sustaining member of the EAA and I will participate to the GA in Budapest during Forum Acusticum. The EAA and most European national societies have been very positive in promoting Le Mans Symposium as an Event sponsored by EAA.*"

As regards the present activities of the EAA Technical Committee Noise, they have been mainly focused on the assistance to the Finnish to organize the next Euronoise 2006 in Tampere. This has involved significant input from INCE / Europe. Other activities should normally be undertaken through this TC but topics and leaders have not yet been defined.

A significant threat for Euronoise 2006 has been recently identified by the announcement of the next IAAV congress in Vienna just one month after Tampere. INCE/Europe, through Jean Tourret, has asked if I-INCE could help by increasing the promotion for Euronoise 2006 in Tampere.

IIAV. <http://www.iiav.org/>

The 12th International Congress on Sound and Vibration ICSV12, was held from 11-14th July 2005, in Lisbon, and appears to have attracted a very large number of papers.

Bernard Berry

Vice President – Europe and Africa
July 19 2005

Attachment 9

I-INCE Officers and Directors (2006.01.01)

Office:	Office holder:	Term (yrs.):	Ending:
President	Hideki Tachibana	4	2007.12.31
President-Elect	Gilles Daigle	4	2007.12.31
Immediate Past President	Tor Kihlman	4	2007.12.31
Secretary General	Robert Bernhard	4	2008.12.31
Treasurer	Jean Pierre Clairbois	4	2009.12.31
VP Asia-Pacific	Marion Burgess	3	2008.12.31
VP Europe Africa	Bernard Berry	3	2008.12.31
VP Pan-America	Paul Donovan	3	2006.12.31
VP Publications & E-in-C	George Maling	1	2006.12.31
VP Development	Gilles Daigle	3	2006.12.31
VP Technical Activities	Alan Marsh	3	2006.12.31
VP Global Noise Policy	Bill Lang	3	2006.12.31
Director rep. I-N 00	Michel Vallet	6	2006.12.31
Director rep. I-N 01	Tjeert ten Wolde	6	2007.12.31
Director rep. I-N 02	Raj Singh	6	2008.12.31
Director rep. I-N 03	Hee Joon Eun	6	2009.12.31
Director rep. I-N 04	Josef Novak	6	2010.12.31
Director rep. I-N 05	Samir Gerges	6	2011.12.31
Distinguished Board Member	Per Bruel	1	2006.12.31

I-INCE Board of Directors meeting on August 6, 2005

Report on International Relations (by Hideki Tachibana)

I-INCE Symposium organized by INCE/Europe and CIDB

“MANAGING UNCERTAINTIES IN NOISE MEASUREMENT AND PREDICTION”

27-29 June, 2005, in Le Mans, France

International Commission on Acoustics (ICA)

International Commission on Acoustics asked I-INCE to support its application for full membership in the International Council for Science (ICSU). We discussed this request among the I-INCE Board member by e-mail discussion; we decided to support the application and the I-INCE President sent a letter to the ICA President on January 31, 2005.

ICA 2007 2-7 September, 2007, in Madrid, Spain

ICA 2010 23-27 August, 2010, Sydney, Australia (related **inter-noise 2007** in Istanbul)

Forum Acousticum 2005

29 August - 2 September, 2005 in Budapest

Forum Acousticum 2008 ???

ISMA 2004 (Conference on Noise and Vibration Engineering)

September 20-22, 2004, in Leuven, Belgium

ISMA 2005 (Conference on Noise and Vibration Engineering)

18 to 20 September, 2006, in Leuven, Belgium

EURONOISE 2006

30 May - 1 June, 2006, in Tampere, Finland

WESPAC IX 2006 (9th Western Pacific Acoustics Conference)

June 26-28, 2006, in Seoul, Korea

International Institute of Acoustics and Vibration (**IIAV**):

ICSV12 July 11-14, 2005, in Lisbon, Portugal

ICSV13 July 2-6, 2006, Vienna, Austria

ICSV14 9-12 July 2007, Cairns, Australia

Attachment 11

I-INCE Board of Directors meeting on August 6, 2005

Report on the activities in Asia-Pacific Region (by H. Tachibana)

Australia (from Marion Burgess)

Australian Acoustical Society (AAS)

The annual conference of the AAS “**Acoustics 2004**” was held at the Gold Coast 3-5 November, 2004, with the theme of “Transportation Noise and Vibration”.

“**Acoustics 2005**” : 9-11 November, 2005, at Abbey Beach Resort, Busselton, with the theme of “Acoustics in a Changing Environment”.

“**ACTIVE 2006**”, 18-20 September, 2006, at the University of Adelaide organized by the South Australian division of AAS. <http://www.active2006.com>

Joint meeting New Zealand and Australian Acoustical Societies (November 2006)

ICSV14 9-12 July 2007, Cairns (n.kessissoglou@unsw.edu.au)

ICA 2010 23-27 August 2010, Sydney www.acoustics.asn.au

New Zealand (from Stuart Camp)

New Zealand Acoustical Society: Quarterly journal “**New Zealand Acoustics**”, 325 distribution

Branch Meetings in Auckland and Christchurch, generally every second month.

Conferences (every 2 years)

The next one is in November 20-22, 2006, in Christchurch, New Zealand which will be the **1st joint Australian/New Zealand Conference:** “Noise of Progress”

Korea (from Hee Joon Eun

The Acoustic Society of Korea (ASK):

The 8th International Conference on Spoken Language Processing

October 4-8, 2004, in Jeju Island, Korea

850 participants and 772 papers

The Korean Society of Noise and Vibration Engineering (KSNVE) is planning to sign a cooperative agreement with the Acoustic Society of China in November of 2005 when the ASC delegates will be invited to the **KSNVE's** annual meeting.

WESPAC IX 2006 (9th Western Pacific Acoustics Conference)

June 26-28, 2006, in Seoul, Korea, with the main theme : “**Better Life through Acoustics**”

<http://www.wespac9.org>

China (from Jing Tian)

The 6th Chinese Youth Conference on Acoustics:

April 14-17, 2005, in Hangzhou, Zhejiang

188 papers were presented, that covered almost all areas of acoustics, including more than 30 papers in noise and vibration control.

World Congress on Ultrasonics / Ultrasonics International (WCU/UI'05):

August 28 - September 1, 2005, in Beijing.

The conference is the first World Congress on Ultrasonics (WCU) merged with Ultrasonics International (UI), will focus on the latest results in ultrasonic research, development and application.

Beijing Symposium on Environmental Acoustics:

September 5-6, 2005, in Beijing

Around 50 delegates from the mainland, Hong Kong and Taiwan will attend the symposium and discuss the environmental noise issues.

Annual Meeting of the Noise Sub-committee, National Standardization Committee on Acoustics:

September 7-11, 2005, in Dalian, Liaoning.

About 9 draft national standards in the area of noise will be discussed.

10th Triennial Conference on Noise of Vibration Control Engineering:

November 24-28, 2005, in Shenzhen, Guangdong

The biggest event on noise and vibration control in China, organized by 8 professional societies generally. 500-800 participants will attend the meeting.

Japan

18th ICA: April 4-9, 2004, in Kyoto, Japan (sponsored by ASJ and INCE/J)

1037 papers and 1332 participants from 47 countries

Institute of Noise Control Engineering/Japan (INCE/Japan): (1300 members)

2004 Spring Meeting (April 23, 2004, in Tokyo) 36 papers, 146 participants

2004 Autumn Meeting (September 16-17, 2004, in Yamanashi) 84 papers, 217

2005 Spring Meeting (April 22, 2005, in Tokyo) 27 papers, 137 participants

2005 Autumn Meeting (September 15-16, 2005, in Yokohama) 80 papers

Acoustical Society of Japan (ASJ): (4600 members)

2004 Spring Meeting (March 17-19, 2004, in Yokohama) 545 papers, 1310 participants

2004 Autumn Meeting (September 28-30, in Okinawa) 669 papers, 961 participants

2005 Spring Meeting (May 5-17, 2005, in Tokyo) 525 papers, 1276 participants

2005 Autumn Meeting (September 27-29, in Sendai) 657 papers

ASA/ASJ Joint meeting in Honolulu, November 28 – December 2 (Just before INTER-NOISE 2006)

Attachment 12

2005 August 10

Proposal to the I-INCE Board of Directors

Subject: I-INCE support of NCEJ

I-INCE agrees, in principle, to support the Noise Control Engineering Journal (NCEJ) and will work actively to the extent possible toward the goal of establishing the Journal as the premier journal of record for publications in noise control engineering. Mechanisms the I-INCE will employ to achieve this objective include, but are not limited to, the following.

- Provide guidance to the Publications Advisory Board of NCEJ
- Encourage Organizers of INTER-NOISE Congresses or I-INCE Symposia to establish a means for Chairs of Technical Sessions (oral and poster presentations) to identify papers for which the authors would be encouraged by the Organizing Committee to develop manuscripts suitable for submissions for publication in NCEJ.
- Encourage the Member Societies of I-INCE to submit papers that have appeared in their Society's publications to NCEJ (translated into English if the paper was originally published in a non-English language).
- Encourage the Technical Divisions of I-INCE to develop Technical Sessions at INTER-NOISE Congresses with papers on topics that could be documented in a Special Issue of NCEJ
- Encourage INCE/USA to initiate electronic publication of NCEJ (on-line over the Internet, on a CD-ROM, or by other means) in order to make articles published in NCEJ available in a timely manner to the widest possible audience of noise control engineers.

**Activities of I-INCE Technical Study Groups
since 2004 August and plans for the future
Report to the I-INCE Board of Directors, 2005 August**

TSG 1: Noise of Recreational Activities in Outdoor Areas, Philip Dickinson, Convener

Three members of TSG 1 met during INTER-NOISE 04 in Prague and discussed the layout for the Report from TSG 1. Data gathering is essentially finished as is much of the text for the Report, although much condensing and revising is still needed. TSG 1 will not meet during INTER-NOISE 05. The Convener hopes to have a complete draft Report ready by the end of 2005 for circulation to the TSG with a goal of producing a draft of an I-INCE Technical Report for circulation to the Board and Member Societies by mid 2006.

TSG 2: Noise Labels for Consumer and Industrial Products, Bernard Berry, Convener

TSG 2 met in Prague and several Action Items were established and completed. A Canadian report, which had been “restricted,” was released for TSG use. A U.K. Government project report was obtained. TSG 2 will meet in Rio. Plans to complete the work of the TSG will be finalized. The existing rough draft of a report will be reviewed. The Convener hopes to have a complete draft of the report ready for circulation to the TSG by 2005 December with a goal of having a draft I-INCE Technical Report ready for submittal to the Board and the Member Societies by mid 2006. The connection between the work of TSG 2 and the report from TSG 5 will be considered.

TSG 3: Assessment of the Effectiveness of Noise Policies and Regulations, Hideki Tachibana and William Lang, Co-Conveners

TSG 3 met during INTER-NOISE 04 in Prague. In 2005, a draft I-INCE Technical Report, “Assessing the Effectiveness of Noise Policies and Regulations: Phase 1—Noise Policies and Regulations” was circulated to the members and consultants of TSG 3. A third Questionnaire was included. A revision of the draft report was prepared on the basis of the responses to the Questionnaire. This revised draft report will be discussed during the joint meeting of TSG 3 and TSG 6 in Rio. The Conveners expect to have a TSG-approved draft I-INCE Technical Report ready to circulate to the Board and Member Societies before the end of 2005. The Conveners noted that the work of TSG 3 has focused on environmental or community noise. Similar reviews of policies regarding occupational noise and product noise should also be undertaken.

TSG 4: Noise and Reverberation Control for Schoolrooms, Carsten Svensson, Convener

TSG 4 met in Prague with Carsten Svensson as the new Convener; after the resignation of Zerhan Karabiber Yuksel. The status of the work completed through mid-2004 was reviewed and organized. TSG 4 will meet in Rio with the intent of defining what needs to be done to complete the various chapters of the report. Because of personal and job requirements, the Convener does not expect to have a complete draft report before the end of 2006 at the earliest.

TSG 5: Noise as a Global Policy Issue, William Lang and Tjeert ten Wolde, Co-Conveners

TSG 5 met in Prague during the first two days of INTER-NOISE 04 to critique the draft of the final TSG 5 Report. Many changes were introduced into the document before it was published as a Draft Report in a special issue of the *Noise Control Engineering Journal* (2004 November-December). The Board approved submission of the Draft Report to the I-INCE Member Societies for final approval that is anticipated at the meeting of the General Assembly in Rio. Following its approval, the General Assembly will be asked to establish a new TSG 7 to incorporate the changes recommended by the Member Societies.

TSG 6: Community Noise: Environmental Noise Impact Assessment and Mitigation, Lawrence Finegold, Convener

TSG 6 met in Prague during INTER-NOISE 04 and expects to meet in Rio in conjunction with the meeting of TSG 3.

Submitted by:
Alan Marsh
I-INCE Vice President - Technical Activities
2005 July 25