

ASSOCIATION OF INSTITUTIONS CONCERNED WITH  
MEDICAL ENGINEERING (AIME)

# Terms of Reference

(December 14<sup>th</sup> 1999)

*AIME was created for the purpose of co-ordinating the  
medical engineering activities of its constituent members*

## 1. Introduction

- 1.1 Medical Engineering has been identified as a **priority growth area** both nationally and internationally
- 1.2 Medical Engineering is a **multidisciplinary subject** in which there is a need for collaboration between the many professional engineering organisations interfacing with the health service and industry
- 1.3 Its multidisciplinary nature requires the various **professional engineering groups** associated with Medical Engineering to be working together and **well co-ordinated**
- 1.4 The UK with its **track record** of research in Medical Engineering is well placed to take a lead in this developing world market
- 1.5 The **exploitation** of UK based research in Medical Engineering needs to be improved, particularly by the British healthcare industry for the benefit of the British economy

## 2. Objectives

- 2.1 To produce a **co-ordinated** and combined medical engineering **programme of activities** highlighting the responsible body
- 2.2 To promote **cross-disciplinary awareness** within the Medical Engineering profession
- 2.3 To advance the scientific and engineering base for **research, development and exploitation** in Medical Engineering in the UK

### 3. Constitution

- 3.1 There is a consensus between the **six founder UK Engineering Institutions**, which already have divisions or committees involved in Medical Engineering, **to co-operate** in this developing technological area, and form an Association of Institutions concerned with Medical Engineering (AIME).
- 3.2 The six founder Institutions are:
- The Institution of Chemical Engineers (IChemE)
  - The Institution of Electrical Engineers (IEE)
  - The Institution of Incorporated Engineers (IIE)
  - The Institute of Materials (IoM)
  - The Institution of Mechanical Engineers (IMechE)
  - The Institute of Physics and Engineering in Medicine (IPEM)
- 3.3 The Association will look to the **Royal Academy of Engineering UK Focus Group on Biomedical Engineering** to provide essential **global strategic links** to Government, funding bodies and captains of industry.
- 3.4 Each AIME member shall promote **strategic subject related links** through their own specific organisation.
- 3.5 Each member of the Association shall be responsible for the **implementation of these objectives** and strategies through their respective organisations and membership base.
- 3.6 **Membership** shall be restricted to professional engineering bodies with active Medical Engineering divisions, sections or groups
- 3.7 **Changes** to these **Terms of Reference** require a 2/3 majority approval of the member organisations with at least one member from each organisation present and each member organisation having one vote.

### 4. Committee & Secretariat

- 4.1 Each member organisation shall nominate the Chairperson of its Medical Engineering activity or substitute together with an appropriate staff representative to serve on the **AIME Committee**
- 4.2 The chairperson of the Royal Academy of Engineering UK Focus Group on Biomedical Engineering or substitute shall be an ex-officio member of the AIME committee
- 4.3 The **AIME Chairperson** shall serve for one year, and during his/her period of office, his/her own member organisation shall provide the **Secretariat** for the Committee. The Secretariat of the other member organisations shall assist, when required, in the

organisation of meetings and other events and shall be required to attend each meeting of the committee. The chairperson shall serve in addition to his/her member organisation's representatives

- 4.4 The AIME Chairperson and Secretariat shall be provided annually **by rotation**.
- 4.5 The **Past AIME Chairperson** shall be co-opted to serve on the Committee for one year after his/her term of office.
- 4.5 The **AIME Committee** shall meet at least three times a year.

## 5. Finance

- 5.1 The member organisation providing the **Secretariat** shall take financial responsibility for the Association during their year, apart from events and activities specifically delegated to other member organisations
- 5.2 **Personal expense claims** of Committee members shall not be the responsibility of AIME.
- 5.3 Any **meetings**, organised on the Association's behalf and bearing its name as a sponsor, shall be the financial responsibility of the member organisation appointed to arrange it
- 5.4 Any **information services** shall be the financial responsibility of the Chairperson's member organisation in the absence of any other alternative arrangement

## 6. Activities

- 6.1 To promote a joint **programme of activities**, which will be made publicly available on the AIME web site with links to the medical engineering sites of member organisations
- 6.2 To promote **professional development (PD)** in Medical Engineering
- 6.3 To promote an awareness of Medical Engineering to both **schools and universities**
- 6.4 To promote **research, development and manufacturing** in Medical Engineering
- 6.5 To promote **technology transfer** and industrial competitiveness in Medical Engineering
- 6.6 To co-ordinate a **directory of professional engineering expertise** which will be made publicly available to those seeking informed opinion on matters of relevance to Medical Engineering