



Minutes of the short extra meeting of the new executive, Orlando, 14-11-2004

Present: Igor Svab, Tony Mathie, Justin Allen, Bjorn Gjelsvik, Luis Pisco, Maarten Klomp.

1. Igor will set the arrangements for the new secretary in Ljubljana, for a maximum gross salary of 40.000 euro per year on a full time base.
2. The contract for the secretary has to be revised. Ability to make minutes of meetings, and to write letters on behalf of members of the executive has to be part of the new job description. Tony will revise the contract.
3. There will be a meeting in Trondheim in December to make arrangements for the removal of the secretariat. Tony, Vaclav, Helene, the new secretary, and if necessary Igor will attend this meeting.
4. The contract with Florence is not yet signed. Tony will contact the organisers.
5. As part of the plans for future conferences the executive wants to prepare a guidebook for future conferences. The Dutch College is willing to make a draft. There is a budget left from the projects in 2004. The executive decides this budget can be used for this purpose. Maarten will negotiate the price, and contact Igor about this. Goal is to have a draft at the next meeting in February.
6. The next meeting of the executive will be held in Ljubljana. It will start on Friday 4-2 at 17.00, and last to Sunday afternoon 6-2.
7. Justin will attend the meeting of the junior doctors in January, representing the executive.
8. Items for the agenda in February: future conferences, follow-up of the Kingston report and research-funding, consideration of future actions to the EU together with UEMO, WONCA involvement in European guidelines.
9. Helene will be asked to send us the E-mail addresses of the members of the executive.

Maarten