



World family doctors. Caring for people.

EUROPE

14 February 2005

**Minutes from Wonca Europe Executive Committee Meeting
Ljubljana, February 5, 2005
Hotel Mons, Ljubljana, Slovenia**

Present

President	Igor Švab
Vice President	Bjørn Gjelsvik
Honorary Secretary	Maarten Klomp
Honorary Treasurer	Tony Mathie
Representative EURACT	Egle Žebiene
Representative EGPRN	Christos Lionis
Representative EQUIP	Luis Pisco
Secretariat	Barbara Toplek

1. Welcome by President

The President welcomed the new Executive Board to its first meeting.

2. Approval of Agenda

The agenda was approved with the following amendment:

- Junior Doctors and Wonca reward for Richard Grol to be added on the agenda.

3. Appointment of a new member of the executive committee

A new member of the executive committee was appointed. Igor Švab expressed a special welcome to the new EURACT representative, Egle Žebiene.

4. Minutes of the Last Meetings:

The minutes were approved.

- Matters Arising from the Minutes

There were no matters arising from the minutes.

5. President's Report

Igor Švab gave a report about organising Wonca Europe secretariat in Ljubljana. He gave a report from WHO meeting on development of primary care in Slovenia, a WHO meeting on the reform on primary care in Istanbul and report from a conference on quality management on primary care in Europe, organised by EQUIP together with the Berthelsmann foundation in Berlin. The Tsunami disaster, a discussion regarding the guidelines for the next conferences and relations to UEMO presented in his report are on the agenda.

6. Vice President's Report

Bjørn Gjelsvik gave a short verbal report on the development of research units at the departments of General Practice in Norway.

7. Honorary Treasurer's Report

1. Tony Mathie presented the financial report for 2004. The outturn was satisfactory but was a very long way from the budgeted figures. Precision of budgets must be improved and although a three year budget is in place this will be reviewed in September at Kos. Goal is to present a balanced budget to the council.

2. A new contract has been agreed between WONCA Europe and the Medical Faculty of the University of Ljubljana. As part of this agreement WONCA has the services of a full time secretary for the inclusive cost of 40,000 USD each year. This will be paid regularly in four quarters to avoid problems with cash flow and money owing across years.

3. A new bank account has been opened in Slovenia and will operate in Euros and Slovenian Tolars (SIT). It is important to write a letter of understanding with the college.

Action: Tony Mathie will prepare a draft of this letter.

4. From now all financial reporting will be in US Dollars. All transactions will be converted to USD using the daily rate on the XE.com website. This will avoid the problems of trying to balance at year end with variable exchange rates throughout the year.

5. New Claim Forms have been designed. Claims will be exchanged into USD and the currency of choice on receipt using XE.com

6. Europe Member Organizations 2004 Numbers and Dues: a report from Wonca World shows that three organisations have not paid their membership for 2004 (Poland, Cyprus, Lithuania). Dues for Kyrgyzstan were waived.

Decision: Christos Lionis will informally contact Cyprus, Egle Žebiene Lithuania and Poland. After the informal approach the secretariat will write them formally.

Decision about Kyrgyzstan: Organisations should always pay something, at least a small amount. Tony Mathie will talk to their organisation and ask them to make a proposal.

8. Reports of the Network Organisations

European General Practice Research Network (EGPRN)

A report from EGPRN Workshop in Gozo was tabled as well as EGPRN activities at Wonca Congress in Orlando. EGPRN defined a research strategy for Europe. Its goals and the concrete steps to be taken will be presented during the WONCA Europe conference 2005 in Kos. Collaboration with NAPCRG, the WONCA Research Task Force and the International Federation of Primary Care Research Network form a great challenge for the future. Christos Lionis emphasized that support from Wonca Europe is important.

European Academy of Teachers in General Practice (EURACT)

A report from Egle Žebiene was presented. The following remarks were noted:

- Cooperation with other networks

The importance of future cooperation with other networks on areas of mutual interest was highlighted. Specific topics are joint conferences with EGPRN, educational research together with EGPRN, and quality assurance in Continuous Professional Development together with Equip.

- The Educational Agenda

The final version of the document will be finished before the next EURACT meeting in April and is planned to be presented during the WONCA Europe conference 2005 in Kos.

- The European Definition of General Practice

EURACT has planned to revise the Definition and will prepare a short version of the document for use by individual members. The new version will include removal of repeated areas of text and inconsistencies and inaccuracies, leaving the same general content, without affecting the underlying principles of the document. A draft version is planned to be prepared for the EURACT meeting in April 2005, discussed there and afterwards will be sent for review and discussion to WONCA Europe EB and the other network organizations.

The short version will have the same structure and essential points as the full document.

The issue was fully discussed.

Decision: A plan for promotion of the document is needed. Egle Žebiene will send both new

versions of the document to secretariat and to networks.

President will send a letter to all national colleges and recommend translating this short version and using it for further implementation. Member organisations will be asked to share their experiences on the implementation and respond to us about it.

Action: President

European Association for Quality in General Practice /Family Medicine (EQuiP)

Luis Pisco presented his report from EQuiP meeting in Brussels. Equip is doing a lot of work on tools for accreditation of practices.

There was a discussion about the relation between the Equip agenda and the European Definition. The EB feels that it might be helpful if Equip (like EGPRN and Euract) prepares a strategic plan in order to plan future activities.

Decision: Luis Pisco will put this issue on the agenda for the next Equip meeting.

Egle Žebiene also reported about updating EURACT website and asked for permission to put networks logos and national college's logos on Euract website.

9. European Journal of General Practice

There was no report from Colin Bradley although we noticed there have been some changes. The matter of subscriptions was discussed.

Decision: President will write a letter to Collin Bradley that we are very keen in supporting the Journal but therefore we need some information about EJGP.

Action: President

10. The New Secretariat

Tony Mathie presented the agreement between the Medical Faculty and Wonca Europe. It is an all inclusive contract for three years; which will be evaluated each year.

The possibility to take networks secretariats under Wonca Europe secretariat was discussed.

11. New Wonca Europe web site

Barbara Toplek presented a first design of the new Wonca Europe website.

Decision: Wonca Europe domain name woncaeurope.org will be registered. Some changes to the content will be done. The expenses of the new website design were approved. 300 EUR will be paid for setting the new web site. 1200 EUR per year for technical support will be paid after the revising in June. A contract for technical support should be prepared. The present Wonca Europe website should be closed down.

Action: Secretariat

12. Tsunami disaster - developing a policy regarding humanitarian disasters all over the world, proposal from Eewin Rebhandl, Jaen Karl Soler and Carl Steylaerts

The President made a short orientation on the matter. Discussion was about the strategy how to deal with humanitarian disasters.

Decision: Wonca Europe wants to help, not by asking their member organisations to supply extra money, but rather by offering support to the local colleges of GP/FM in the affected areas. Therefore we need to identify their specific needs. A letter will be sent to Alfred Loh (WW) that we would like to help and that we want to have a direct contact with colleges on affected areas. A letter about the decision will be sent to Eewin Rebhandl, Jean Karl Soler and Carl Steylaerts.

Action: president

13. New ideas for conferences, guide book for future conferences

The President explained our concern with the format of the conferences. The main problem is how to increase the number of participants in Wonca Europe conferences, especially regular GPs and high academics. Also we need to involve the expert groups in our conferences. The proposal by the Dutch College for the production of a guidebook was discussed. It was agreed that we need to develop a strategic paper on the goals of future conferences. Also possibilities for small countries to organize conference together should be considered. The findings in the report of the Committee on Future Conferences should be taken into account.

Decision: Wonca Europe will ask the Dutch College to provide a draft guide book to the executive committee by June for a maximum amount of 4200 euros. Next meeting further steps will be discussed

Action: Maarten Klomp

14. The new WONCA Europe targets

Christos Lionis reported. A cover letter has been prepared by Justin Allen. It should be sent with the questionnaire to the national colleges last year. The colleges appoint two key informants each to fill in the questionnaire.

The completed forms should be returned to Christos Lionis.

Action: Secretariat

15. Special Projects Funding (a new list of instructions prepared by Christos Lionis)

Christos Lionis presented a draft of a new list of instructions to provide information, assure clearer guidelines and avoid misunderstandings. Special project proposal committee was appointed: Christos Lionis, Tony Mathie, Bjorn Gjelsvik and Maarten Klomp.

The executive committee should revise instructions and send comments to Christos Lionis by email in two weeks. The new list should be then published on the website.

Action: all members EB

16. Special projects applications

Application from Hakan Yaman was received, though not in due time.

Decision: An answer to be sent to Hakan that according to his proposal this training already took place before. And the application does not meet the criteria Wonca Europe has developed.

Action: President

17. Future actions to the EU with UEMO

Igor Švab reported his cooperation with UEMO. UEMO is inviting Wonca Europe Executive committee to meet the Presidency of the UEMO on June in London. The items the EB wants to discuss with UEMO are: research, the new definition and helping UEMO where possible towards the international politics.

Decision: Executive Committee should prepare a short note for the Wonca Europe council. This should be the Agenda item for the Kos council meeting. Executive committee will meet UEMO after the council meeting in Kos.

Action: President

18. Relations to World WONCA

Igor Švab is preparing for the Wonca World executive meeting on May in Kyoto. One of the items on the agenda is conference sponsorship. Wonca World would like to have a say in arrangements with sponsors in regional meetings.

Decision: Executive committee welcomes global initiatives when they offer additional benefits. It is unacceptable when these initiatives interfere with the interest of local organisers.

19. Letter from Peter Buijs, Holland

- A working document "blind spot for work in health care: only a Dutch problem?" has been received from Peter Buijs.

Decision: A letter to be sent to Peter Buijs that he should consider submit his abstract to Wonca Europe conference.

Action: President

20. European Guidelines on cardiovascular disease prevention in clinical practice

The item was raised on the Council Meeting in Amsterdam when Dutch College asked why these Guidelines were supported by Wonca Europe. Prof. Carlos Brutons from Europrev has been funded from Wonca Europe to attend meetings. The Executive has not discussed the content and the implications of the European Guidelines, and has not given permission to use the name of Wonca Europe in the publication of the Guidelines.

Decision: Wonca Europe is not ready to accept guidelines on anything at this point.

WONCA Europe should develop a policy when and under what condition someone can put the Wonca Europe logo. A draft of these proceedings is discussed in June in order to bring it to the Council in Kos.

Action: Byørn Gjelsvik will work on a draft of this paper and also check if the Wonca Europe logo is used in relation to the European Guidelines on cardiovascular Prevention on the website. If so, a letter will be sent to remove it.

21. Kingston report and research-funding

This item will be put on the agenda with UEMO

22. Model agreement with HOCs - as modified

The agreement is modified in order to stop misunderstanding of the early bird rates

23. Future Conferences

September 2005, Wonca Europe Conference, Kos, Greece

Christos Lionis gave a report. They have received 55 abstracts already – before deadline April 1. The network cooperation on the conference was discussed. Euract expressed its concerns on the daily interactive plenary sessions.

Christos Lionis will report this to the scientific committee.

Executive meeting: Saturday morning

Council meeting: Saturday afternoon

Opening ceremony: Saturday evening

August 2006, Wonca Europe Conference, Florence, Italy

A report from Giorgio Visentin has been received:

1. CSeRMEG is asking to sign another contract because a signature of the CSeRMEG president should be added.

2. CSeRMEG would like to make a payment of the levy to the Wonca Europe 60 days after the conference because the exact number of participations will not be known earlier.

Decision: Payment of the levy 60 days after the closure of the conference is accepted

The new contract with the second signature added will be prepared. A proposal to invite Giorgio Visentin to the next EB meeting was accepted.

Byørn Gjelsvik will have the contact with the organisers.

October 2007, Wonca Europe Conference, Paris, France

The executive committee has appointed Luis Pisco for the liaison person for Paris conference. The contract with the organizers has not been signed. Luis Pisco will contact the organizers for the necessary details to prepare the contract.

Action: Luis Pisco

September 2008, Wonca Europe Conference, Berlin, Germany

No report has been received. Liaison person will be Maarten Klomp.

Action: Maarten Klomp

Wonca Europe conference 2009

A letter to host the 2009 Wonca Europe conference has been received from Switzerland. The deadline for bids is the date of the council meeting in Kos.

Decision: A letter should be sent to the national colleges with two reminders:

- Council meeting will be in Kos on Saturday, September 3, 2005
- an invitation for the colleges to bid for the conference 2009

Action: President

24. Letter from Francisco Torres-González (Proposal for an International Conference) asking for support

Decision: The EB is interested to support this conference, but Francisco Torres-Gonzales has to be asked what kind of support they want from Wonca Europe.

Action: President

25. Junior doctors

Luis Pisco gave a report from the Vasco da Gama Movement meeting (the WONCA Europe Working Group for Young and Future General Practitioners).

A discussion was raised about future Pre-conference meetings. Activities of the Junior Doctors might well be integrated within the conference programme. This will also save costs. A letter (as prepared by Vasco da Gama Movement) will be sent to the colleges asking them to support sending two junior doctors to Kos. Euract will ask the Kos Host Organising Committee to compensate the extra costs of the Euract members facilitators.

Action: President

26. Luxemburg membership

Luxemburg's Scientific Society for General Practice/Societe Scientifique Luxembourgeoise de Medecine Generale will consider applying for membership to the World Organization of Family Doctors (Wonca). The membership committee of Wonca World will review the application and ask the European membership committee advice.

On behalf of the EB Maarten Klomp will take part in the European membership committee.

Action: Maarten Klomp

27. Wonca reward for Richard Grol

Richard Grol got a very prestigious award of Wonca World in Orlando, but no award was really given to him.

Decision: Luis Pisco will discuss this matter with Alfred Loh and Bruce Sparks to find out what went wrong. The EB suggests that this award will be given to Richard Grol at the closing ceremony in Kos.

Action: Luis Pisco

28. Next meetings

Next meeting of the EB will take place in London, June 3 -5, 2005.

Maarten Klomp
Honorary Secretary

Barbara Toplek
Administrative secretary