



9 June 2005

**Minutes from Wonca Europe Executive Committee Meeting
London, June 4 - 5, 2005**

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

Saturday, June 4th

1. Welcome by President

Igor Švab welcomed the Executive Committee and Dr. Bodossakis Prodromos Merkouris, President of the Kos Host Organizing Committee, and Dr. Athanasios Symeonidis, Secretary of the Kos Host Organizing Committee.

2. Approval of Agenda

The agenda was approved with the following amendment:

We will start the meeting with the Item 17 "Network input to Kos conference".

3. Network input to Kos conference

Dr. Merkouris and Dr. Symeonidis gave a detailed report about organising this year Wonca Europe Conference in Kos. They shortly reviewed the whole process. Their vision is to involve all three networks as much as possible, especially regarding the central morning sessions. The cooperation between the organisers and the networks is very fruitful. Regarding the nomination of chairpersons/coordinators and of Network representatives, Greek colleagues requested four names till Monday, June 6. They stressed the importance of keeping the deadlines. It is very important to have a session rehearsal on Saturday morning.

Egle Žebiene reported that all four EURACT speakers are now happy with the structure of the morning sessions. Dr. Merkouris ensured that all costs will be covered for the central speakers. (These technical details will be resolved with Raul Merkouris and Wonca Europe secretariat). Christos Lionis and Luis Pisco gave a verbal report on EGPRN and EQUIP input to Kos conference. They also appointed persons for the central sessions.

Philip Evans, the liaison person, visited the organisers. His report was sent to the EB after his visit.

Dr. Merkouris reported that 851 abstracts were submitted (170 from Greeks); the rejection rate is 2%. The abstract book will be prepared in a new –subject oriented- format. The conference program will be available on the website after June 15. Wonca Europe secretariat will contact Raul Merkouris for arranging the accommodation for the EB members in Kos. Dr. Merkouris reported about the cooperation with Wonca World: three satellite symposiums will be organised.

Dr. Merkouris's read a letter to the Executive committee concerning levy deduction for certain persons. . After discussion about the levy deduction, the EB decided that the levy for all categories with a reduced conference fee will be 27 USD (in stead of 58 USD), which is the levy of the direct members, this also includes the sponsored persons.

Vasco da Gama Movement pre-conference meeting will take place on Friday, September 2nd, 9.00 - 17.00. The participation depends on replays of different countries; there will be no more than 15 countries.

The Wonca Europe open meeting will take place on Monday afternoon, after the regular sessions.

4. Minutes from meeting in Ljubljana

The minutes were approved.

- Matters Arising from the Minutes

Action sheet (a summary of the actions) to be sent with the minutes.

5. President's Report

Igor Švab gave his report from the Wonca World Executive Committee meeting in Kyoto.

There was a discussion about the sponsorship money for the Wonca Europe conferences.

WW offered Kos and Florence three satellite conferences for 20.000 USD per satellite.

Within the arrangements with the pharmaceutical companies WW will receive another 20.000 USD per satellite. Igor Švab's proposal is that WW and Wonca Europe receive equal parts of this extra income. The EB supports this view. This has to be negotiated with WW. It has been agreed that the proposal from Wonca World is not obligatory for the HOC of the organising member. Furthermore arrangements have to meet the European rules on sponsoring, and the quality of the satellites has to be reassured. This can be done by involving the expert groups. This is an item for the guidelines for future conferences.

Decision: "How to deal with pharmaceutical companies" will be on the agenda for the Kos council meeting. Bjørn Gjelsvik and Maarten Klomp will prepare a draft for the council meeting in Kos.

Regional meetings: Probably some money will be given by Wonca World for that purpose. This will be discussed with the financial committee.

Doctor of the month award: Igor Švab will write a letter to colleges, to ask them to nominate candidates for the award and send names to the secretariat.

Wonca Europe Website: We can use Global Family Doctor's website server when our contract expires.

Decision: Wonca Europe web site will still have its own domain and won't be a part of the Global Family Doctors.

WW stressed the issue of a regional and a world conference in one year, and asks WE to consider not organising a regional conference in the year of a world-conference. The EB doesn't want to skip a regional conference, but there is a need for better coordination between European and world conferences (Paris/Singapore, the conferences in 2010). The bylaws say that there has to be at least 4 months between the two conferences. This is not the fact in 2007.

In this view we must be more careful in the future.

6. Vice-Presidents Report

No report was given.

7. Honorary Treasurer's Report

Tony Mathie tabled his report. He stressed the importance of sending claim forms as soon as possible after the meetings. Three adjustments to the budget were suggested (bank interests, bank fees and IT support). These adjustments made the budget income 122.750 USD and expenditure 121.000 USD with a planned surplus of 1.750 USD.

Decisions:

- The EB will suggest to the council to modify the budget.
- The invoices from the networks for the total amount of 25.000 USD will be sent to the secretariat.
- Membership Organisation dues: Secretariat will check the Lithuania situation with the Wonca World.

8. Reports of the Network Organisations:

EGPRN raises the question of extra support by WE:

The total amount for all three networks is 25.000 USD. The question of the need of three secretariats was discussed. There will be no decision without the clear picture and financial plan how the money is spent. Raising the money for the networks on a regular base might well be rejected in the council.

Decision: We will not increase the support but we will encourage the EGPRN to submit for the special projects fund. We should encourage the networks; we can offer them additional help from the secretariat but other secretariats should decide that they will make a contact with Wonca Europe secretariat.

The EGPRN report was tabled. EGPRN continues to invest on successful meetings, building capacity within the European setting. EGPRN also works on the development of a research strategy for WONCA Europe. The report from Gottingen was given. The relation of EGPRN to other Wonca Europe networks and academic institutes of research in general practice was discussed in this meeting. The EGPRN continues to invest in work of its three working committees: Research strategy committee, Educational committee and Electronic Communication Committee.

A proposal to European Commission on Marie Curie Mobility Actions (Marie Curie Conferences and Training Courses) entitled "Training Networking and Funding for European Researchers in Primary Health Care" (acronym TRANSFER PHC), was submitted. It includes a "series of events" to enhance capacity building in the field of primary health care research in Europe. The collaboration with other European Networks and Research Institutions has been emphasized in this proposal. Another major decision of EGPRN was the establishment of a Specific Interest Group on Research in Research using Electronic Patient Records (SIG – RER-GP), which has received a prompt attention and several principal researchers are actively taking part.

Egle Žebiene presented the EURACT report: The final version of the Educational Agenda will be ready for Wonca Europe conference in Kos to be approved by EURACT General Meeting and distributed as a document.

Short version of The European Definition was discussed and some amendments were made. The group was also working on a revised version of the full text of The European Definition. The main emphasis was made to remove repetitions and inconsistencies in the original text, and also work for a more coherent text of the document. The pyramid is confusing so it was left from the second edition. The EB feels there is no need for a comment round.

Decision: the short text of the definition will be presented to the council in Kos. The issue about how to implement the document was fully discussed. In the council we could also present some examples how it was implemented.

Discussion on input of three networks to WONCA Europe conference in Kos developed to the letter of EURACT president Justin Allen to HOC of Kos conference with concrete proposals on joint sessions of three networks. It is important that after that HOC came with very well structured proposal of sessions, with clear tasks and steps to be taken. EURACT

as network has registered 5 workshops in the Kos conference. Chairman of EURACT Educational Research Taskforce Job Metsemakers discussed proposal of EURACT to start joint activities on educational research with EGPRN Council. The discussion took place during the EGPRN Council meeting in Gottingen, and got support from Council members. Moreover, this activity was included into Marie Curie project proposal, which was developed by EGPRN, as joint activity of two networks. Concrete steps of organizing the workshop are under discussion of the joint working group.

Luis Pisco tabled the EQUIP report from the EQUIP closed meeting in Krakow. He reported on the need for EQUIP to liaise with other constituent groups within WONCA Europe particularly in relation to the European Definition of General Practice. The EQUIP website is revitalized.

There was a discussion about the registration fee for the EQUIP open meeting – it is free of charge. The registration fee of 50 EUR would be enough to organise the meeting.

The question how to improve the contact with Wonca and other networks was raised. The report from Vasco da Gama Maastricht meeting was tabled.

Decision: We should have another three networks lunch meeting in Kos. A good agenda must be prepared for this meeting.

9. European Journal of General Practice

Until now we haven't received any report from Collin Bradley. We don't have any idea what is going on with the journal.

Decision: We must press on the editor that he must present his report in Kos. Igor Švab will write a letter that he must give the report in personal in Kos, both in the executive and in the council. Formally Mediselect has the contract with Collin Bradley and Wonca Europe has a contract with Mediselect. The Wonca secretariat will find this agreement or contract.

10. Formal appointment of members from the EB for the statutory committees: financial committee, membership committee and bylaws committee

Members from the EB for the statutory committees were appointed.

European Finance committee: Tony Mathie, chairperson, Carl Steylaerts, member, Toni Dedeu, member

European membership Committee: Maarten Klomp, chairperson, Georg Haber, member, Ilse Hellemann, member

European Bylaws Committee: Christos Lionis, chairperson, Erdem Birgul, member, Danica Rotar, member

The constitutional committee and the journal committee have been temporarily and can be removed from the website.

11. Secretariat - Wonca Europe website

The Wonca Europe website was discussed. The proposal to work on the college's websites and try to find Wonca Europe link there was accepted. We will mention our website in the letter to colleges. There should be a presentation of the website on the council agenda. The events of the networks are to be put on the website. All the important documents should be in one place. The bylaws should be published separate (out of the executive).

Maybe we could provide a map with the links with the Definition in other languages. We could raise some important topics for discussion on the forum. We could put in the flash some new important documents – like special funding. Future conferences: to skip the Amsterdam and Slovenia and continue with Florence and Paris.

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

The issue was fully discussed. The materials with the enclosures were tabled (prepared by the Dutch college). The guide book is written as an example for the local organisers. The decision how to proceed with it must be made. How do we want to develop conferences in Europe? AT list of strong recommendation must be prepared. We must give our comments

and suggestions to the Dutch college in two months. Important comments are: make the guidelines more general, add some examples of the Amsterdam experience, add the bidding procedure (secretariat will find it). So they can complete a final version. This will be given to the Greeks colleagues to add their experiences, and every organiser will be able to add something.

Furthermore we need to develop a philosophy of organising conference and discuss this with the council. This strategic paper includes the target groups we want to address, the way we want to structure a part of the conference, the important role of the three networks in the conference, ideas about the abstracts and how to make clear whom they want to address, role of satellites. This will be a discussion document for the council.

Decision:

-EB members will send their comments on the guidebook as soon as possible to Maarten and the secretariat.

-The strategic document for discussion in Kos will be prepared based on our debate, a follow up of the previous document (decision made by the council meeting May 31st), Egle Žebiene, Bjørn Gjelsvik, Maarten Klomp will prepare the paper. -Since there will be clear suggestions for local conference organisers in the guidebook there is no need for a permanent conference organiser.

-Reduced fee: we need to make a statement; from the satellite conference money we could build a fund for scholarship.

This will be more specified in the mentioned document.

13. The new Wonca Europe targets

A report from Christos Lionis was given. He presented the questionnaire sent to all colleges. He received 13 responses. The secretariat will send a reminder to all other colleges who didn't respond. A good data base was established. The data will be analyzed and presented in Florence.

14. Special projects Funding/applications

No application has been received. This is not a good sign. We need to put the announcement on the website with a flash and it has to be sent to the networks.

Decision: The issue will be put on the website and on the agenda of the networks.

15. Future actions with UEMO

Igor Švab presented our meeting with UEMO on Friday. It was decided he will attend their meeting once a year. They have two meetings per year. Possible collaboration items with UEMO: CME-CPD, educational training, doctor health, European forum, strategy towards the politics as a follow-up of Amsterdam

16. Relations to WONCA World

Igor Švab reported about financial matters from Wonca World EB committee in Kyoto. The regular reports from our treasurer should be sent periodically to World Wonca, because of our separate account. Financially we are not an independent organisation, but a branch of Wonca inc. Tony Mathie explained that we send our report at the end of the year and that should be enough.

17. Wonca Europe open meeting in Kos

The course of events was presented:

- EB meeting: will take place as usually

- Council meeting: there will be reports about last year activities, guide book for conference, short – and second definition, future conferences, website, Journal, ten targets, proposals from the organisation, UEMO

- Open meeting: Igor will prepare a power point presentation “changing the policy”. Christos Lionis will try to arrange the best possible time for the open conference with the organisers. The title of the presentation should be more attractive, something like “General practice – a

discipline under threat? – Wonca Europe open meeting”. One hour for the presentation should be enough. We could prepare a cartoon on this occasion.

- Three networks meeting: we need the agenda for the meeting, network representatives should prepare it. The meeting will be sometimes during the lunch time in the conference.

18. Discussion document – »A change in policy«

Igor Švab presented the document. The issue was fully discussed. There will be some changes in the content. The presentation should last approximately 15 minutes.

19. Wonca membership issues

Poland paid its dues and Lithuania did not. We don't know what the situation with Kyrgyzstan is. At this moment it is too early for the list of defaulters. We should be very strict with the voting rights at the conference.

The Cyprus situation: Egle Žebiene and Christos Lionis commented the situation. According to the European bylaws our membership committee should revise their application. We can have two organisations with different names but they will have only one vote. Therefore the Cypriot organisations have to contact each others.

Decision: Igor will write a formal reaction to Warren Heffren and the parties in Cyprus, with copies to Maarten Formally and according to the WW bylaws they should submit the documents and the application to the Wonca World

SE Europe organisation: Igor Švab explained the situation. They were told the rules of the application procedure. The organisation consists of Albania, Bulgaria, Serbia and Montenegro, Macedonia, Republic of Srbska. We will wait and see what their reaction will be.

Decision: A separate letter asking for bids for the 2009 conference to be sent. Igor Švab will send the letter to remind Switzerland for their bid for 2009.

20. European Forum for Primary care

Igor Švab reported from the meeting in Brussels, where the forum is launched, as a result of the activities during the Dutch presidency of the UE. The forum is more in the line with the UEMO activities, but part of their goals corresponds with the goals of Wonca.

Decision: We should keep in contact and invite our members to participate (in Kos). We shall have a separate meeting with them in Kos.

21. Wonca - ISMH collaboration / WCMH, JMHG

Igor Švab presented the issue. They want Wonca Europe to promote their conference and Igor Švab to address our members in Kos. The matter was fully discussed. We need to seek cooperation with some expert groups but we have to define with whom. These groups must have their main roots in general practice to collaborate with them. Wonca World is negative about this group. We should make a policy how to deal with these expert groups. A policy regarding that should all ready exist (a constitutional committee 2002 had made a policy regarding Europrev, Euripa, and other special interest groups).

Decision: Igor Švab will reply to ISMH that we are happy they are promoting us and that they will have their presentation in Kos and we will put the subject on the agenda in EB Kos.

22. Joint European Societies CVD Prevention Committee

Bjørn Gjelsvik presented his view about the role of Wonca Europe. The subject was fully discussed.

Decision: Basically we don't want to be involved in it. We will write a letter that we agree about the scientific evidence, but we see no reason to adopt interdisciplinary guidelines on a European scale. We will motivate this, and present this view in the council in Kos.

23. Future conferences

Florence 2006: Giorgio Visentin sent the report. The program is fine, but we should advise the topics like the structured part of the conference, with state of the art session from the interest groups, debate sessions, addressing special groups, best articles, etc...

Decision: Igor Švab should advise Giuseppe Parisi, the Florence chairperson, to include Bjørn Gjelsvik in the advisory board. We will provide them with the guidebook as soon as possible.

Paris 2007: Luis Pisco as the liaison person sent a letter to Marianne Samuelson, International Committee president. A letter to be sent to the HOC president, Professor Pierre-Louis Druais, that we have appointed Luis Pisco as the liaison person and that we are preparing the contract. We will send them the draft guidebook and offer them help from our networks.

Since there will be a world conference in 2007 it would be nice if they coordinate the topics with this conference.

24. Any other business

There was no other business.

25. Next meetings:

1. Kos: Saturday morning
2. February 2006 (first weekend): Bulgaria or Romania.

The idea of the meeting in these countries is to support the local colleges. We will decide it in Kos.

Decision: Christos and Bjorn contact the Bulgarians.

Sunday, June 5th

26. Wonca Europe cooperation with European Respiratory Society

Igor Švab welcomed Ronald Dahl, ERS president. After the ERS and Wonca Europe presentation and discussion about our joint cooperation (collaboration on guidelines, education area, organising satellite symposium, state of the art session) the following decisions were made:

- Christos Lionis is the liaison person for cooperation with ERS.
- Christos Lionis will prepare a proposal for the council meeting in Kos: "How to work with ERS"
- This proposal should include a concrete plan: in the next two years some concrete projects will be realized (per example chronic diseases, co morbidity); after the approval we will discuss the strategy.
- Ronald Dahl will send the White book to Christos Lionis.

Maarten Klomp
Honorary Secretary

Barbara Toplek
Administrative secretary