

Minutes of the SSIEM Council Meeting

Held on 5th December 2003 at 11 a.m. at the National Hospital for Neurology, London

Council Members Present:

| | |
|----------------------------|------------------------------|
| Guy Besley | Eli-Anne Kvittingen |
| Mick Henderson (secretary) | Jean-Marie Saudubray |
| Cornelis Jakobs | Graham Shortland (treasurer) |
| Philip Lee | John Walter (chairman) |

In Attendance:

| | |
|---------------|-------------|
| James Leonard | Kurt Ulrich |
|---------------|-------------|

2003. 24. Apologies for absence

Ubaldo Caruso

2003. 25. Minutes of previous meeting held on 20th June 2003, London

The minutes were agreed to be a true record, and were endorsed as such by John Walter.

2003. 26. Matters arising from previous meeting

There were no matters that would not be covered by the agenda.

2003. 27. Web Site

Maintenance of the website was discussed; in particular it is not entirely clear whose responsibility it is to ensure that the content is up-to-date. The secretary, Mick, has a responsibility to inform the website managers of any significant changes for example to the composition of council or corresponding members. It was acknowledged that Neil Hamilton responds quickly to requests for changes and amendments but unless Council members regularly inspect the site we cannot be confident that all information displayed is up to date.

It was felt that the site needs modernising. Council will ask Neil and Kim to bring some new ideas when they attend Council to give their annual report.

2003. 28. Future meetings

(a) The Netherlands 2004

A final draft of the scientific programme was distributed and discussed. All speakers had now accepted their invitations to attend. Cornelis confirmed that all speakers had been reminded of the need to supply a manuscript for publication in the Journal.

Clarification about some aspects of the dietician's meeting is needed. The decision had been taken that this should now be considered a part of the main meeting and be included in the scientific programme. But some differences remain. Abstracts for this meeting are submitted separately and reviewed by the dieticians. Council is satisfied with this arrangement and notes that 20 poster boards have been set aside for this purpose. The speakers are to be selected and invited by a representative group of dieticians. It is not clear whether all the speaker expenses

will be met by the main conference. In the past there has been separate sponsorship of this event but Council is keen to avoid sponsorship of parts of the meeting by single companies. Most of the speakers will already be registered for the conference anyway so the additional expense should be minimal. This is balanced by the additional registration of dieticians who might not otherwise attend. This matter needs to be discussed and agreed between the dieticians and the local organising committee.

The second announcement will be sent out by post to the membership in early February.

(b) France 2005

The dates have now been fixed as 6th to 9th September.

Jean-Marie distributed floor plans of The Maison de Chemie, the proposed conference venue, and the layout of poster boards was discussed.

The programme outline will be similar to that of the Amsterdam meeting with 5 plenary sessions.

Accommodation is being booked in hotels that are close to Metro stations. The Venue itself is very close to a station so all hotels will be within 15 minutes travel of the venue.

A website is being created and will link to the SSIEM homepage.

(c) International Meeting, Japan 2006

No further news about the meeting at this stage.

(d) Hamburg 2007

No further news about the meeting at this stage.

(e) Lisbon 2008

No further news about the meeting at this stage.

(f) International Meeting 2009

Future International meetings

A letter had been sent to John, as Chairman of the SSIEM, from Tom de Koning on behalf of the Dutch Society. At a recent meeting the Dutch members expressed concern about the international meetings. Only a small minority, five, of them had been able to attend this year's meeting in Brisbane. There are normally 50 or 60 delegates from Holland at the annual SSIEM meeting. They have requested that the international meetings be held less frequently, maybe once in 4 or 5 years. Failing this then the SSIEM should consider holding an annual meeting every year regardless.

Council acknowledged the problem and agreed to canvass the membership through a questionnaire on these issues. However it was clearly stated that any changes would not come into effect until after 2006. The SSIEM will honour its commitment to the Japanese Society and not plan a meeting that might damage attendance in Kyoto.

2003. 29. Training Programme

The application form for centres wanting to be accredited spells out the criteria that have to be met. This is still in draft form but will soon be available as a download from the SSIEM website.

James Leonard reported progress with the work of ETAC. Two inspections of training centres had now taken place. Both were German, Heidelberg and Frankfurt/Mainz. The inspectors had been James and Udo Wendel. The inspections were carried out with reference to UEMS guidelines as laid out on their website. Accreditations recommended by the SSIEM inspectors will eventually be awarded by the UEMS. Two forms of reports were produced following the inspections. One of each was sent to John Walter as Chair of the SSIEM. This is to be held in confidence and not made public or distributed to other Council members. The other report was sent to the lead trainers at each site.

At both sites the inspectors had been impressed by the amount of work put into developing training syllabi. The log books kept by individual trainees were clearly important as evidence.

Some interesting issues have emerged. It is clear that the nature of training will vary significantly between countries. In particular the patient case mix will vary widely. It may well prove necessary for trainees to spend time in additional centres in other countries.

Cornelis Jakobs reported that the Dutch Society members had questioned why the SSIEM was progressing inspection of training centres for clinical staff but not scientists. Albert Van Gennip had drawn up training guidelines for Dutch scientists. It was pointed out that Jim Bonham and Brian Fowler had produced recommendations for scientific training and that these were available on the website. It would be difficult for the SSIEM to become more formally involved with scientific training because there is no pan European professional group that the SSIEM would report to. ETAC was developed in response to the creation of pan European training standards for paediatricians by UEMS. John agreed to write a formal response to Tom De Koning on behalf of Council.

2003. 30. Treasurer's report

Graham Shortland presented a summary report. Membership is relatively static with 1025 total members of whom 941 have paid their subscriptions. There has been a small financial loss this year of £1,217 so far. This is only to be expected given that there was no revenue from an annual meeting. £6,000 was donated in grants to support members attending the Brisbane meeting.

Graham asked council to begin to consider what arrangements should be made when Malcolm Heron retires. This is expected to be in two or three years.

2003. 31. Publications report

Guy Besley presented the following report:

After a rather slow start, I am pleased to report that we have now almost caught up with our publication target. Earlier in the year it looked as though there were going to be major delays. Issue 7 of the Journal is now published and available online. Hard copies should be sent out in the next week or so. The last issue for the year is already being assembled and hopefully will be published shortly. A total of 832 pages will be published in this year's volume (26). This compares with 708 last year and 893 the year before.

This improvement is partly due to a more rapid processing of galley proofs, which are now sent directly as pdf files to corresponding authors. This has led to a much faster turn-around time. We hope soon to implement electronic submissions and the publishers have now set up for us the operating software, 'Editorial Manager'. This will allow submitted papers to be sent directly to editors electronically and for us to arrange for copies to be sent directly to named reviewers. Ideally we would like to make the SSIEM membership list available as a source of contact

addresses, but clearly this would contravene the data protection act. It may therefore be necessary for a new database to be set up with the publishers.

We plan to make amendments to the appearance of the Journal to make it look less dated. A more modern font will be used next year and I am in the process of commissioning a new cover. I had hoped this would be ready for next year but as yet it is still being 'worked on'. We plan to publish 6 rather than the usual 8 issues per year but I hope maintain the same number (and size) of pages. If we can generate more pages, a larger page size could be considered. The editorial board requires changes and the editors are discussing proposals but these are not yet agreed. Any suggestions from Council would be welcome.

The overall flow of manuscripts remains steady, but I have concerns regarding the publication of the Brisbane meeting. So far of 22 invited speakers, 9 have responded positively and 3 have delivered. Six have refused and 7 have failed to respond to a letter and 2 e-mails. I also have a 'promise' of three workshop reports (NKH, CDG and FAO). For the Amsterdam meeting it is important that invited speakers are aware that they are expected to produce and review paper. I have also had enquiry the Elsevier would like to publish the proceedings!

2003. 32. Secretary's report

Mick Henderson had nothing additional to report.

2003. 33. Review of council and corresponding members

John Walter announced his intention to retire from council at the next annual meeting. It was proposed that Cornelis Jakobs succeed him as Chair. This proposal will be made to the AGM in Amsterdam. It was also noted that Mick Henderson will have completed two terms of office as secretary in two years time. It was suggested that a replacement be identified by next September in order that there be a year's overlap of this responsibility

2003. 34. Any other business

- A notice announcing next year's travel scholarships will be sent out as a separate sheet in the next distribution to the membership.
- A suggestion was made at the council and corresponding members meeting (c&c mins 2003 min 7) that some of the funds that the society hold could be used to facilitate exchange visits by members between institutions. Council supported the concept but would like to draw up clear guidelines that would define the process of application. These grants would be restricted to those who had been a member for at least one year. It is likely that we would offer three grants annually up to a maximum value of £2,500 each.
- Eva Pronicka had requested that the SSIEM consider producing treatment guidelines for inborn metabolic disorders (c&c mins 2003 min 7). Council discussed this but decided that this activity would be beyond the resources of the Society at this time. The point was also made that producing guidelines that would be acceptable internationally would be very difficult. It would be preferable for national societies to undertake this sort of work.
- John Walter thanked Kurt Ullrich for his dedicated support of council over the last six years.

Date and time of next Council meetings

The first two meetings in 2004 will be in the Old Boardroom, National Hospital on the following dates: Monday 1 March 2004 and Friday 28 May 2004

Friday 12 November 2004, will be in the meeting room in **No 7 Queen Square**

on the first floor.

To obtain access to 7 QS the first to arrive will need to get a swipe card from the reception at the Institute of Neurology and also the key to the room. There is an entry phone in the meeting room so people who buzz at the door can be admitted by using this.

Dr MJ Henderson

Honorary Secretary, SSIEM

5th December 2003