

## Minutes of the SSIEM Council Meeting

Held on 28<sup>th</sup> May 2004 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:

Kim Bartlett	Neil Hamilton
--------------	---------------

### 2004. 12. Apologies for absence

Apologies were received from Ubaldo Caruso

### 2004. 13. Minutes of previous meeting held on 1<sup>st</sup> March 2004, London

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

### 2004. 14. Matters arising from previous meeting

2004.5 a) there were in fact four judges for the abstracts submitted to the Amsterdam meeting; Guy Besley, Cornelis Jakobs, Tom De Koning and Rees Duran.

### 2004. 15. Web Site

Prof Kim Bartlett presented a list of ideas for the development of the website.

- It was agreed that the site would be re-designed with a new background and the loss of the large buttons and scrolling features. Candidate designs will be circulated by e-mail between council members for approval.
- There was a proposal to include a membership database in the protected area of the site. This would essentially be a copy of the paper version that is distributed to the membership annually anyway. The advantage of this format would be two fold. Ready access for all members and since members would be responsible for maintaining their own entries it should be more up to date. This had unanimous support from Council members.
- The possibility of a discussion forum was explored but Council felt that metab.L provided a very good forum already and there was unlikely to be much demand for an additional group.
- Abstracts. Kim reported that handling the abstracts was a considerable amount of work, 6 man weeks, 240 hours. Approx 33 % are acceptable, 33% need editing before they can be processed and 33% had to be sent back to the authors for re-writing. Kim's recommendations for the future were:
  - Exclusively web based submissions
  - Password access for submitting authors to make changes prior to deadline

- Hard copy letter informing of status of abstracts not necessary - inform authors of timetable in advance - then progress of submissions should be tracked by authors. Reminder e-mails could be sent
- It was proposed that a trial of posting images of poster presentations on the website after the meeting be made. This will involve sampling 50 posters at random this year and then, with the permission of the authors, post them on the homepage.

Funding of the website was discussed. Last year the SSIEM paid £3,525 for maintenance of the site and handling of abstracts. This does not represent a full commercial rate for the time taken on these tasks. A financial quotation will be given for this activity in the year to come. It will be take into account the possibility that handling the abstracts may be devolved to PCOs for future meetings.

## **2004. 16. Future meetings**

### **(a) The Netherlands 2004**

Preparations are well under way for a very successful meeting.

Cornelis drew the attention of council to the following:

- 550 abstracts were submitted, but after removal of duplicates 503 remained. Of these 57 have been selected for oral presentation, 384 for posters and 58 accepted as abstract only.
- Council was asked to consider who funds the rooms that are used by ERNDIM? There is a cost to this facility from the venue. It was thought that in the past the cost has been born by the SSIEM since the ERNDIM was a fledgling organisation that deserved support. However as it becomes increasingly well established and cross charges scheme participants for its services it should begin to pay its way. There may need to be a compromise this year because ERNDIM will not have budgeted for this expense. But the organisation must be warned that it will be charged the full cost of room hire in the future.

### **(b) France 2005**

Jean-Marie provided council with copies of the draft version of the first announcement of the meeting. 1100 copies will be sent to Malcolm Heron for distribution early Autumn. It was proposed by Council that the president for the year 2004-5 be Jean-Marie.

### **(c) International Meetings the questionnaire**

A total of 364 replies to the questionnaire were received. 122 were in favour of the international meetings being every 3 years. But 93 preferred 4 years and 98 preferred 5 years. 42 expressed no preference. There was therefore a majority in favour of less frequent meetings. Council will recommend to the membership at the AGM that after the 2009 meeting, which is likely to be in the USA, the international meetings are planned to be every 4 years.

### **(d) International Meeting, Japan 2006**

No further news about the meeting at this stage.

**(e) Hamburg 2007**

No further news about the meeting at this stage.

**(f) Lisbon 2008**

No further news about the meeting at this stage. A site visit will be conducted this Autumn.

**(g) International Meeting 2009**

There are indications that the SIMD are preparing to organise this in the USA as anticipated.

**2004. 17. Training Programme**

Prof James Leonard submitted a report but was unable to attend the meeting.

The main points of this report were that James believes that before further inspections can be only be made with the co-operation of local, i.e. National, groups. In particular there is a need for National groups to decide the priority of sites for inspection. This has proved to be a contentious issue. A site visit may be interpreted as endorsement by the SSIEM. It is also important that the inspection team has at least one representative from the host country.

James will be asked to write a brief article for the next Newsletter setting out his concerns and also advertising an open meeting of ETAC planned for Friday 3<sup>rd</sup> Sept in Amsterdam.

**2004. 18. Treasurer's report**

Graham Shortland presented a summary report of the current financial balance sheet. There have been 12 applicants for the travel scholarships this year. These were approved by Council, with the stipulation that not more than £1,000 would be awarded to each applicant.

**2004. 19. Publications report**

Guy Besley presented a report. There is now a new cover to the JIMD. Issue 1 has been distributed. Issues 2 and 3 should be ready very soon. The abstract edition is in preparation and should be printed in time for distribution prior to the meeting. Abstracts will also be posted on the website.

The Journal is well on the way to instituting electronic submission of papers.

**2004. 20. Secretary's report**

Mick circulated a final version of the exchange grant proposal. This was accepted by Council and will be advertised in the next Newsletter and on the website.

Philip has agreed to take over the responsibility of hon secretary when Mick's term of office ends next year. In preparation for this, Mick and Philip will share these duties in the year following this year's AGM.

There will be a need to recruit at least one new Council member since John is planning to resign at this year's AGM. Jean-Marie and Ubaldo will have completed one three year term of office and will seek ratification for a second term. A request for nominations will be included in the Newsletter.

Two corresponding members will also have completed terms of office. Fumio Endo, Japan, will be eligible to stand for a second term, but Brian Robison, Canada will have completed two terms so a replacement will need to be sought.

**2004. 21. Any other business**

There was no other business.

**2004. 11. Date and time of next Council meetings**

The next meeting will be Friday 12 November 2004, 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  
28<sup>th</sup> May 2004