

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ESC
Brussels (Limelette), Belgium, 18-19th November 2000**

Present: Prof. S.O. Skouby (President)
Dr. E. Aubeny (Vice-President)
Dr. M. Short (Secretary General)
Dr. B. Pinter (Assistant Secretary)
Dr. D. Cibula (Treasurer)
Dr. A. Verougstraete (Assistant Treasurer)

V. Unzeitig (Czech Republic)
M. van Santen (Germany)
G. Creatsas (Greece)
G. Bartfai (Hungary)
A. Yeshaya (Israel)
V.B. Bruni (Italy)
M. Orlean (Latvia)
M. Lech (Poland)
D.M. Rebelo (Portugal)
A. Pretnar-Darovec (Slovenia)
R. Beerthuizen (The Netherlands)
O.E. Loeber (The Netherlands)
S. Özalp (Turkey)
A. Bigrigg (United Kingdom)
A. Webb (United Kingdom)

Apologies: D. Serfaty (France)
S. Jones (Ireland)
V.N. Prilevskaia (Russia)
C. Coll Capdevila (Spain)
P. Martinez (Spain)
R. Bogatyriava (Ukraine)

In attendance: P. Erard (Secretariat)
R. Maes (Secretariat)

18 November 2000

1. Welcome address

The meeting was opened by Prof. Skouby who offered congratulations to the board on their election. He thanked B. Pinter and E. Aubény for the success of the 6th Congress in Ljubljana.

Prof. Skouby highlighted his principles as new President through the following key-words:

- to optimize communication
- to improve the friendly relationship in the Executive Committee and the Board
- to optimize transparency
- to delegate as much as possible
- to initiate new activities
- to keep the original spirit

Every Board member presented themselves at the meeting giving an overview of their credentials and areas of special interest. Board members were asked to submit a resume of their presentation to the Central Office.

2. Minutes of the last meeting

28 June 2000, Ljubljana: Board Meeting: minutes were accepted
The President did not sign yet the minutes of last meeting.

3. Matters arising

3.1. Affiliation of the Spanish Society

S. Skouby read a letter from C. Coll, confirming the affiliation of the Spanish Contraception Society (SEC) for the year 2000.

R. Beerthuisen expressed his concern about the right to vote for the affiliated members, forcing a decision during the General Assembly.

A. Webb suggested that 'Society' should be defined. In UK, it would mean an affiliation of 9,000 members. A term such as 'subgroups of Societies' would fit better.

Plans or ideas regarding further affiliations were discussed. Board Members were invited to write to the Central Office for terms and conditions

At present there is - 1 vote for each affiliate (General situation). Major discussions taken at Board (each country 1:2 votes depending on nos.).

Proposals from Board re voting system will be presented at General Assembly.

For the purposes of affiliation the definition of a National Society was discussed. There will be a proposal from Executive to Board Members before next meeting.

3.2. Professional accountancy

Information regarding the Society has been presented to Deloitte and Touche (D & T is a world-wide professional accountancy and VAT expert office) to look for areas in which we could work together.

4. Membership report

P. Erard reported on the membership status:

- 393 members did pay their contribution for the year 2000
- 142 members did not pay yet for the year 2000
- 64 members did not pay yet for the year 1999 and 2000
- 535 members have a record in the membership data base

Details on the membership can be obtained at the Central Office on simple request.

5. Financial report

5.1. The Society in general

D. Cibula reported on the financial situation of the Society.

The total amount on the ESC bank account was 502,916 EURO at the date of this meeting.

A full report can be obtained at the Central Office on simple request.

5.2. The 6th Congress

D. Cibula informed the Board members on the final budget of the 6th Congress.

The congress ended with a surplus of 183,752 euro and 5 percent should go to the national society involved in the Ljubljana organisation.

A full report can be obtained at the Central Office on simple request.

5.3. Deloitte and Touche, technical information

P. Erard reported on the technical file related to VAT and accountancy which Deloitte and Touche prepared (available on simple request at the Central Office). He concluded that a profound analysis and follow-up of activity and VAT obligations by an expert company was necessary.

5.4. Miscellaneous

The Treasurer apologized regarding delays in reimbursement due to banking problems and bank access.

He reported that not all awarded applicants of the Research Conference in Amsterdam have drawn on money from the Society. They have been notified of their awards and terms and conditions.

The German Society has been set up for four years with the purpose to re-claim VAT from the 5th Congress in Prague. There will be disclosure of expenditures of the German Society before closure.

A standardized re-imbusement form was discussed. Form and original receipts should be forwarded to the Central Office. All personal and special requests should be addressed to the Treasurer or Assistant Treasurer.

D. Cibula reported on the proposal of the Executive Committee related to a 'per diem' of 50 euro per day for the Board members (for the meetings) to cover small expenses. Deloitte and Touche confirmed that this will not cause any problem with the accountancy. Incidental expenses should be submitted to the central office.

All financial matters regarding the Society, including the Barcelona congress, will depend on the findings of Deloitte and Touche.

6. Ongoing activities

6.1. Meetings

6.1.1. Ljubljana, 6th Congress

* Report

1. Invited persons

63 different persons were invited, related to the scientific programme, representing 99 contributions (excl. Sponsored symposia): 34 lectures, 25 chairmen/co-chairmen, 28 experts and 12 workshop moderators. The table of distribution of the invited persons per country was presented.

2. Abstracts

Total number of submitted abstracts was 149 (excl. Invited speakers).
Total number of oral presentations was 36. Total number of posters was 109.
The table of distribution of the authors per country was presented.

3. Registrations

Total number of registrations: 811 (excl. exhibitors).

Distribution per category:

- 550 Non-member
- 097 ESC Members
- 028 Resident in training, nurses
- 131 Free registration
- 005 Press

Distribution per origin of payment:

- 66,2 % sponsored by companies
- 16,1 % free registrations
- 17,7 % individual payments

Distribution per timing of registration:

- 52 % before March 15
- 45,1 % after March 15

2,9 % on-site registrations

Top 5 distribution per country:

1. United Kingdom (84)
2. Slovenia (72)
3. France (68)
4. Hungary (62)
5. Russia (54)

* Discussion

It was said that evaluation forms should be available for all subsequent meetings. Board members were invited to forward their suggestions to O. Loeber. Olga will work this out and forward it to the Scientific Committee.

Registration fees. The Board thought that something should be done for people who have no sponsorship. Proposals: country or central allowance for grant aiding people, collaboration with companies, looking for ways of genuine workers to attend, scoring system for abstracts (high score gets help from the Society), Early fees influence the budget. The system of early fees is important only for a minority (i.e. those who pay for themselves). Market - contraception needed and poorer countries need pharmaceutical industry support. It was concluded that the Executive Committee will draw up criteria for applying for 'assistance' (especially for new doctors) and will circulate ideas to the Board.

6.1.2. Coimbra, 6th Seminar

P. Erard presented the plan of action related to the Seminar (available at the Central Office on simple request).

D. Rebelo was asked to change the original dates (8-9 Oct) to 7-8 October 2001.

The programme of Sunday 7 October would then include the International View a.m. and the National View p.m. and would continue with the National View on Monday.

Following the decisions made during the General Assembly in Ljubljana, there should be access to simultaneous translation for Portuguese participants.

It was agreed that E. Aubény, D. Rebelo and B. Pinter would work on and finalize the scientific programme.

Concern raised related to the accessibility of Coimbra (nearest airport is Lisbon or Porto at 200/100 km).

6.1.3. Genoa, 7th Congress

* P. Erard presented the plan of action:

1. Committees

- a - Executive Committee of the ESC
- b - International Scientific Committee (to finalize, to invite)
- c - Advisory Board (to finalize, to invite)
- d - Organizing Committee (to finalize, to invite)

2. Scientific programme (action: Scientific Committee)

- a - programme format and time table
 - general topics: to decide
 - general timetable: to decide
 - programme format: to decide
- b - invited speakers, make list and invite

3. Promotional aspects (action: ESC Central Office + Scientific Com. + Organizing Com.)

- a - mailing list is available (to extend with Italians)
- b - prepare letter head (when Committees are known)
- c - first announcement and posters ---> February 2001
- d - adverts in Newsletters and Journals, congress calendar websites
- e - promotion during related congresses
- f - ESC website

g - second announcement ---> September 2001

4. Financial - legal affairs (action: ESC Central Office + Dr. Cibula + Prof. Crosignani)

- a - draw up the initial budget ---> January 2001
- b - ask VAT advise Deloitte & Touche
- c - explore further Italian law on congress organisation and its practical consequences
- d - contract between ESC and 'local' organiser to be signed
- e - quotation from / contract with congress venue ---> ask now
- f - quotation from / contract with IDM (Incoming Destination Manager) (hotels - travels) if not same as 'e'
- g - quotation from / contract with Orga-Med Congress Office

5. Sponsors (action: ESC Central Office + Prof. Crosignani)

- a - compile a relevant list of potential sponsors/exhibitors ---> now (6th Congress + local Italian companies)
- b - prepare a Sponsorship Prospectus (IPCAA guidelines) ---> now
- c - mailing of Prospectus to the potential sponsors/exhibitors ---> as soon first announcement is available

6. Venue aspects

- a - define what we need in terms of space (cfr. scientific programme)
- b - define what we expect from them
- c - technical exhibit manual

7. Hotels - Travels - Social programme

- a - appoint IDM (Incoming Destination Manager)
- b - block rooms (! industry bookings)

* The Congress contract between the ESC, the 'local' organizer and the hosting national society was sent to P. Crosignani (and to J. Newton for the 8th Congress in Birmingham). P. Crosignani was happy with the agreement, due to the bylaws in Italy. He also stated that national societies cannot make contracts with International Sponsors.

* A meeting will be organized in Florence, beginning of December. Representatives from Executive will met locals Org and P.C.O to discuss the agreement.

*Topics suggested and to submit to the Scientific Committee:

- Ovarian function, IUD after pregnancy
- Ovulation defection
- Contraception after pregnancy
- Contraception < Young Women
< Old Women
- Emergency Contraception
- Fertility Control in Women

* The 7th Congress will have an Advisory Board.

* V. Bruni -will organise -special section on Adolescent Gynaecology (adolescent contraception) Practicalities will be discussed Executive Committee /Central Office.

6.1.4. Birmingham, 8th Congress

The structure of past congresses was discussed. The U.K. delegation appears to have a problem with the not using Orga-Med.as Conference Organisers. However a contract exists between the Society and individual Host Country national societies regarding the running of Congresses on behalf of the E.S.C. This contract has the full support of the Executive committee and the Board.

Problem with organization of Birmingham Congress include bid role of local - greater than Central Office. Prof. Skouby expressed his hope that things could be worked out and asked the UK Board members to specify their view on the practical organisation.

The Slovenian delegation lent their support for the concept in which the 6th Congress was organized after some initial reluctance and found it a very useful arrangement.

6.2. Journal and Newsletter

The Editor-in-Chief, G. Creatsas, reported with an overview on the following subjects:

- reviewers 1996 - 1999
- contributing senior authors 1996 - 1999
- the European Journal of Contraception and Reproductive Health Care
- cumulative publications per kind of article 1996 - 2000
- number of published and rejected papers
- standing manuscripts - expecting author's final revision 1999 - 2000
- standing manuscripts - expecting reviewer's comments 1999 - 2000

More details on the Journal are available through the minutes of the Journal and Liaison Committee (Limelette, 19th November 2000).

6.3. Website

A website has been established for the ESC. The Sec. General is to assume responsibility of the web site. Parthenon will be asked to propose a budget as designated web masters.

Dr. Maarten Van Santen has expressed an interest in being involved in the web site.

It was noted that no individual contact addresses should appear on the web site

6.4. Scientific Committee

The Scientific Committee of the E.S.C. was discussed. The role of the Committee is to be expanded. The Committee should respond and make representations to the C.P.M.P. on upcoming issues regarding contraception.

Prof. Skouby suggested an Experts Workshop on specific topics and position papers drawn up as a result of the meeting. The 1st topic suggested was "New Progestins". Experts will be invited to the working Group. Statements will be published on the Web Site.

18 November 2000

7. Changes in Rules of Procedure

7.1. Proposal 1 (chapter 5, Executive Committee - rights and duties)

The Board of Directors agreed with the following changes (in italic):

All Executive Committee members will:

- a) attend a minimum of half the EC meetings a year. In exceptional circumstances, the EC may waive this rule.

b) assist in the overall planning of the congresses, seminars and other meetings organised by the ESC. The detailed planning is the responsibility of the local members committee who may co-opt Board members onto sub-committees when required.

If these duties cannot be complied with, the functions of the EC member will be delegated to a co-opted Board member.

c) the EC meetings will met with the following guidelines:

- invitations and agenda need to be sent out at least one month prior to the meeting
- all items should be listed on the agenda in detail
- accepted minutes of previous meetings should be signed by the President and Secretary General
- all members should report on the incoming and outgoing correspondence

7.2. Proposal 2
(chapter 5, Executive Committee - rights and duties)

The Board of Directors agreed with the following changes (in italic):

The Secretary-General will:

- keep an updated list of all members.
- keep accurate minutes of Executive and Board meetings as well as the General Assemblies and ensure their distribution.
- write all necessary correspondence for the Society.
- send all new members the Statutes and Rules of Procedure of the Society.
- organise Executive and Board meetings.
- work closely with the President to ensure that all necessary parties are informed in good time of meetings and decisions.
- *maintain the ESC website on the Internet*

7.3. Proposal 3
(to add as new chapter '13' ESC associated meetings or events)

The Board of Directors agreed with the following changes (in italic):

Every request to organise an activity under the auspices of the ESC, should meet the following criteria:

- *the ESC must be involved in the programme,*
- *the theme and programme must fit in with the aims of the Society,*
- *the request must be discussed and approved by the EC.*

7.4. Proposal 4
(this proposal would replace the original text of chapter 9, Congress sitting)

The Board of Directors agreed with the following changes (in italic):

Congresses are held every two years.

Bids for congresses should be submitted in writing to the Executive Committee together with an outline budget, six months before the next General Assembly. The Executive Committee will consider these bids and make recommendations to the General Assembly.

The full Executive Committee has the right in case of extenuating circumstances (such as natural disasters or war) to relocate a congress.

7.5. Proposal 5
(chapter 11, Guidelines for applicants wishing to organise an ESC Congress or Seminar)

The Board of Directors agreed with the following changes (in italic):

To apply for the organisation of a Congress is required:

1. A minimum of five ESC members for country are needed. Preference will be for countries with more than 5 members.
2. *Support from an appropriate non-profit Society in the host country is required.*
3. Travel and lodging facilities must be of International Standards.
4. A preliminary budget should be presented with the application from the country, including the possible sources of sponsorship.
5. Letter of acceptance from the organisers stating that they will present the final accounts of the Congress, at the latest two months after the end of the Congress, and that positive balance of the Congress belongs to the ESC and will be reimbursed to the ESC treasurer.

7.6. Proposal 6
(to add as new chapter '14' Simultaneous translation)

As approved by the ESC members during the GA in Ljubljana, June 2000:

*English is the official language of the ESC.
Simultaneous translation should be available in 2 languages other than English, and or the language of the host country, for ESC Congresses, seminars and general assemblies.
These languages should be decided by the Executive Committee and the Board.*

8. Incoming suggestions of the Board

Suggestions of the Board were already integrated in the agenda.

9. Any other business

There were no any other business.

10. Date of next meeting

The next meeting of the ESC Board of Directors will take place on 31 March - 1 April 2001.
Place to be decided.