



**MINUTES, IFCN EXCO MEETING: OCTOBER 1, 2015 at 1230 and
OCTOBER 2, 2015 at 1230**

PRESENT: Drs. Mark Hallett (MH), Reinhard Dengler (RD), David Burke (DB), Kaz Ugawa (KU), Renato Verdugo (RV), Paolo Rossini (PR) and Stephanie Stevenson (IFCN Secretariat) (SS)

REGRETS: Dr. Liying Cui (LC)

October 1 MEETING

Approval of Minutes of March 12/14, 2015: Motion to approve carried unanimously.

Approval of Minutes of July 16, 2015: Motion to approve carried unanimously.

Treasurer's Report (RD): The revenue year to date is lower than expected because the Euro is down against the US dollar (re Elsevier royalties). RD also expects revenue from investments to be down (the IFCN invests very conservatively and expects a return of ~2%). RD estimates the ExCo will finish the year with an approximate \$20,000 surplus/deficit, which RD expects will be accepted by the Canadian tax authorities.

New Societies (KU): The Egyptian Clinical Neurophysiology Society's constitution has been approved by the Rules Committee, and by the ExCo Secretary (KU). The ExCo voted unanimously to approve the Constitution. This will now be put to a vote at the next GA/AGM in 2016.

KU will bring the statutes for the Hong Kong society forward at the next IFCN meeting, provided that the ExCo and Rules Committee are able to formulate a rule change re a third Society in one country.

MK reported that the ASNM (a potential third Society in the US) is interested to apply for membership once the ExCo has agreed on a rule change re a third Society in one country. They are also interested in affiliate status.

The Mongolian SCN has submitted their statutes to the ExCo Secretary, and with some minor revisions, KU hopes to have them ready to present at the next ExCo meeting.

The Moroccan society has formed, and the ExCo has asked for a copy of their statutes.

There are over 10 members from Georgia in the ICNS, which would allow them to form a Society and join the IFCN.

Inactive Societies (RD): Non dues paying (and irregular paying) Societies were reviewed. The Belgian Society of Clinical Neurophysiology (led by Dr. Alain Martens de Noordhout) has not paid dues since 2011, but is attempting to rejuvenate. Other inactive Societies include Bulgaria, Dominican Republic, Guatemala, Jordan, Russia, and the Slovak Republic. Before elections are held for the next ExCo, the ExCo will notify all Societies that have not paid dues in the last five years that a motion will be put forward at the General Assembly (March 2018) that their membership in the IFCN be dissolved (unless back dues are paid). At the same time, if these Societies do not pay dues, clinical neurophysiologists from those countries could be encouraged to join the ICNS.

Associated Societies (MH): The ExCo defined the principles of association: the society's mission should be in line with the IFCN mission, there should be mutual alignment/communication in regard to (for example) timing of meetings, the affiliated society should be encouraged to take CLINPH as their official journal, there should not be competition between the IFCN and the affiliated society (and the IFCN should be cognizant of competition between an affiliated society and one already a member of the IFCN from the same country), and mutual educational activities should be considered a well as mutual participation in each other's meetings. This affiliation could be a temporary bridging function for those societies waiting for approval to join the IFCN. There was a discussion of fees and a decision not to charge a fee to affiliate.

MH advised that OSET is interested in affiliating, and would like to work on educational activities with the IFCN. Members agreed this would be an important affiliation. DB suggested bringing OSET into the Editorial Board of Clinical Neurophysiology Practice.

Sponsorship/Funding Requests (MH):

The next International Meeting of Paediatric EMG Review: MH advises that this application for funding does not fall with the usual ExCo aegis, because it is a periodic course rather than a scientific meeting. It was suggested that some funding could be provided on the proviso of two papers to be submitted to Clinical Neurophysiology Practice – one on EMG and one on neuromuscular.

Brain Stimulation Meeting: Walter Paulus is organizing the 6th Meeting for Brain Stimulation, and is seeking IFCN support. This is clearly an important area for the IFCN. The ExCo discussed the possibility of forming a “special interest group” in this area (currently there has not been the concept of special interest groups, but there might even be areas other than brain stimulation). ExCo members agreed that members of the special interest group would not have to be members of an IFCN

affiliated society, although the President of such a group should be. Since there is no reference to “special interest groups” in the IFCN statutes, the rules for such groups would need to be developed.

Safety Conference of tDCS/tACS /: This meeting is also being organized by Walter Paulus. MH notes that a formal statement of safety is needed in the literature, and at present there is no guidance for regulatory agencies.

Neural Network Analysis: MH and PR have discussed the scientific need for this meeting (which could be a satellite of another meeting).

EMG Course at Japanese Society of Neurology Meeting: The Japanese Society of Neurology is not affiliated with the IFCN, so the request should probably have come via the national CNP society. However, there will also be a meeting of the Japanese Society of Clinical Neurophysiology in the same year, and the ExCo has been invited to that meeting. After tabling this item for later discussion, the ExCo agreed to support the Japanese Society of Clinical Neurophysiology meeting for 2016, and not the proposal from the Japanese Society of Neurology.

Visiting Professor Program: RV and RD will be going to Mexico and India respectively for this program this year. The ExCo has a request from the Chinese Society for Clinical Neurology for a visiting professor (with expertise in small fibre neuropathy) in May of 2016. It was agreed to support one person, from a close geographic region to China.

Neurotechnix Proposal: Neurotechnix approached the IFCN for mutual posting of meetings and information on each other’s website. The ExCo agreed.

Relationship between Chapters and the IFCN ExCo: Recently there have been some issues (around bank accounts and the position of the ExCo Liaison on a Chapter ExCo) that have led to concerns about the unclear nature of the relationship between Chapters and the IFCN ExCo. MH advised that Chapters should be subservient to the IFCN (i.e. not independent) and their bylaws should be compatible with the IFCN Bylaws (as is required for affiliating Societies).

European/International Clinical Neurophysiology Guidelines: Jonathan Cole approach MH with regard to the ongoing development of European wide guidelines for clinical neurophysiology (re education and certification). The IFCN has not involved itself in certification because of concerns of liability and cost. Jonathan Cole has advised MH that these guidelines could become international, and asked for funding to organize an international meeting. These guidelines could be published in the journal. Further details will be circulated via email after this meeting.

OCTOBER 2 MEETING

Peter Bakker, Fer Mesman and Ulf Ziemann joined the meeting.

Review of European Chapter Meeting (October 1): MH reminded the European Chapter officers that their bylaws will need to be altered in order to appoint a Chapter member to the IFCN ExCo (starting in 2018). These bylaws will need to be approved by the ExCo.

The European Chapter also discussed with MH the development of a standardized data collection system for patients in clinical trials. Concerns were expressed re privacy and the quality of the data. PR suggested the ExCo ask for a more detailed proposal.

Presentation by Peter Bakker, Elsevier: PB presented a number of updates to the ExCo including the introduction of article based publishing (ABP), transition from print to electronic-only publication, a new publication schedule, and back log clearing in 2016. ABP will go ahead as of March 1, 2016 after the backlog is cleared (although the Editor can request a non ABP publication of a specific article), on first come first serve basis with full pagination. For 2016, there will be issues in progress, there will be no backlog after Jan/Feb and no page budget limit. Elsevier recommends postponing a completely electronic journal until January 2017 because the 2016 print issues have already been renewed by various institutions. As of January 2017, with ABP, there will no longer be issues, only a single volume for the year. The backlog will be cleared in the January and February issues of CLINPH and some authors (e.g. those with colour graphics) will be notified.

Peter Bakker and Fer Mesman left the meeting.

ICCN 2018: The Operating Procedures document was presented for ExCo review.

Aatif Husain, the conference chair for ICCN 2018, then joined the meeting.

Aatif Husain said the biggest challenge is to renew their Development (fundraising) Committee. The hotel contract has been finalized, the contract with the IFCN has been finalized, and the first payment has been received. Next will be the formation of the Scientific Advisory Board which will be responsible for the themes of the meeting. The Program Planning Committee will be a smaller working committee, and will create the final program. Promotional efforts for the ICCN 2018 have started already.

Aatif Husain and Paolo Rossini left the meeting.

Future Meetings: The next ExCo meeting will be in Bodrum, Turkey, April 27-May 1, 2016. After some discussion it was agreed that the fall 2016 ExCo meeting will be held in conjunction with the Japanese Society of Clinical Neurophysiology meeting in Fukushima, October 26-29. It is hoped that at this meeting small discussion groups involving young physicians could be organized with the IFCN. In 2017, the spring

meeting will be with the ACNS in Phoenix, February 8-12 followed by an OCIC meeting in Washington DC. The fall meeting will be in Bangalore, India.

MH reported on a discussion with Amadou Gallo Diop, who is involved with the WFN Africa Initiative. They would prefer that the IFCN does not provide fellowships for trainees in Africa that would take them out of the country, as this decreases the likelihood that they will practice in Africa. The WFN is developing four training sites in Africa, and it would be more valuable to them if the IFCN could assist in this regard.

Updating IFCN Guidelines: The IFCN Guidelines need updating, and Ulf Ziemann has agreed to lead this project (with MH as co-chair). The proposal for updating each guideline along with the panel to work on this will need approval by the ExCo.

Website: The IFCN website continues to experience a small increase in the number of hits.

On Line Learning Portal: MH notes that the Education Committee (from the last ExCo) recommended online learning (per survey results they received). These materials could be available on a member only site of the IFCN website (similar to how the Guidelines are available currently). Videos could be posted to You Tube and a link housed on the IFCN site. There are currently tutorials available on clinical neurophysiology topics on You Tube, which could be linked to the IFCN website.

Travel Awards Program: After some discussion, a decision was made to terminate this program.

Rules Committee Report: At the last ExCo meeting it was decided to permit more than two societies per country. The Rules Committee has come back to ExCo querying how many votes each Society would be allowed in this case. The ExCo considered the possibility to calculate the total number of members of all the societies in one country, and use that number to calculate the total number of votes. A decision was made not to change the vote calculation as it stands now in the Bylaws. This could be reconsidered in 2018.

Equipment Donation Program: MH has been in discussion with Bernie Cohen from the ASNM, who has a private foundation and has volunteered to take on the logistics of this program. The ExCo agreed with this proposal.

Chapter Liaison Reports

LA Chapter: At the recent meeting in Cartagena, the main income from sponsors was \$165,637. This meeting made a small profit.

Asia-Oceania Chapter: There was an educational course in Taiwan.

NA Chapter: The Canadian delegate is new Chair for this year. Funds from the IFCN to the Chapter have been used for travel awards in the main. The Canadian Society is applying for their share of the Chapter money.

Scholarship Program: As per MH, Africa would prefer to have two scholarships of \$12,500 (i.e. ½ of the usual scholarship amount) for training in Africa (at the training centres being set up by the WFN).

Election Preparations: There will be 2-4 cycles of elections this time (for President and Treasurer and then for Secretary) for a total of 8 months maximum. PR is the Chair of the Election Committee.

There being no further business, the meeting was adjourned at 1800.



Dr. Mark Hallett, President, ExCo



Dr. Yoshikazu Ugawa, Secretary, ExCo