



**MINUTES, IFCN EXCO MEETING: WASHINGTON, DC  
MAY 2, 2018: 0830-1630**

**PRESENT:**

Current ExCo: Drs. Mark Hallett (MH), Reinhard Dengler (RD), Liying Cui (LC), Kaz Ugawa (KU), Renato Verdugo (RV), Paolo Rossini (PR), Ulf Ziemann (UZ), David Burke (DB), and Stephanie Stevenson (IFCN Secretariat) (SS)

Guests - Incoming ExCo Members: Drs. Jorge Gutierrez (JG), Don Sanders (DS), Ricky Kakigi (RK), Jonathan Cole (JC), Aatif Husain (AH). Regrets: Dr. Walter Paulus

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**Welcome and Discussion of Agenda:** MH welcomed the ExCo members and guests. He noted that he had the Nyoibo at this meeting which is passed on from IFCN ExCo President to President. Partnerships with likeminded organizations are coming along well with an Organization for Human Brain Mapping meeting later on May 2, and meetings with the ILAE throughout the ICCN 2018. The General Assembly takes place on Saturday, May 5 and it will be important for all ExCo members to be there. The “new” ExCo meeting is scheduled for Sunday, May 6.

**Approval of Meetings from Prior Meeting:** Minutes of the meeting in Bangalore (November 10 and 11, 2017) were approved unanimously.

**President’s Report:** MH noted that all goals developed for the fiscal period of his Presidency had been accomplished. The second journal (CNP) was established, and thanks to DB off to a good start. The Visiting Professor program has been implemented. The new IFCN website will shortly be live with all information updated and an increased number of educational materials. The IFCN continues to support meetings and workshops including the TMS Safety Conference, and to produce guidelines. Special Africa scholarships have been instituted, and it is hoped that more African societies will join the IFCN so that there could be an Africa Chapter (current societies after the General Assembly will be Morocco, South Africa, and two societies from Egypt). The liaison continues with likeminded organizations, particularly the OHBM, WFN and ILAE. Changes to the Canadian Society Act required some changes in the IFCN Statutes and Bylaws, and both have also been updated and ready for passage at the General Assembly.

**Conflict of Interest Policy:** It was decided at the last ExCo meeting to formulate a conflict of interest policy. MH circulated a draft policy and comments were received. The following policy was adopted:

“Members of ExCo, when working for the IFCN and participating in IFCN activities, should put the interests of the IFCN as primary. It is understood that members might have conflicts of interest, and that these might be primary in other situations. However, no actions should be undertaken in any situation that would be detrimental to the IFCN.

Conflicts of interest might include the following, which is not meant to be a complete list:

1. Being an officer of another society
2. Being involved as editor or on the editorial board of a journal not owned by IFCN
3. Having a financial interest in a company or any other entity dealing with clinical neurophysiology
4. Having a patent for a product that might be used in clinical neurophysiology

At the beginning of each fiscal period, each member of ExCo should submit a list of conflicts of interest, which will be distributed to ExCo. Updates to this list should be submitted within 2 months of a new conflict arising. ExCo will review all lists and identify any conflicts of concern and discuss with the member how to resolve the conflict. An unresolvable conflict might be a reason for the ExCo to request a resignation of the member. However, it is expected that disclosure will be a sufficient resolution in virtually all circumstances.”

The ExCo also discussed setting up a process to institute the policy; this will be the work of the new ExCo.

**IFCN Statute and Bylaw Changes:** Since the last ExCo meeting, there have been a few Bylaw and Statute changes. The main changes for the Bylaws and Statutes (which will be voted on at the General Assembly) are: changes required under the new Canadian Society Act, changes to make the Statutes and Bylaws consistent with current practice, adding the new Journal and editor-in-chief of the Journal to the ExCo, changing the mandate for the General Assembly to the required Annual General Meeting once per year (this meeting can be electronic for three of the years of the fiscal period and then an in person General Assembly in the fourth year). The other significant changes are to allow more than two member societies per country (brought on by the application for membership of a third Society – Hong Kong – from China) and the change in the number of votes per Society. The whole Bylaw and Statute change package will be voted on together at the General Assembly, however, a Society

delegate could request that a certain clause be extracted and discussed further and voted on independently.

Motion to approve all changes to the Bylaws and Statutes: Approved unanimously

**Secretary Report:** KU discussed the ongoing application of the two societies from Georgia. After a strong recommendation from the ExCo, these societies have agreed to merge. However, their constitution and agreement letter still needs to be reviewed by the new Rules Committee. In the meantime, it was decided that, in light of the progress made, the ExCo would support a visiting professor to their upcoming meeting (Reinhard Dengler).

There have been some approaches to join the IFCN from Tunisia and Mongolia. RK suggested approaching Vietnam, and AH suggested Saudi Arabia, UAE, and Lebanon.

**Financial Report:** The draft audited 2017 financial statement was presented. This needs to be approved by the General Assembly, and first by the ExCo.

Motion to approval the draft audited financial statement for 2017: approved unanimously.

The provisional budget for 2018 was presented, which needs to be approved by the General Assembly, and first by ExCo.

Motion to approve the provisional budget for 2018: approved unanimously.

The provisional budget for 2018-2021 was presented. This needs to be approved by the General Assembly, and first by the ExCo.

Motion to approve the provisional budget for 218-2021: approved unanimously.

The recommendation was presented by RD to continue with Loewen Kruse as the IFCN accountants for the fiscal year 2018. This needs to be approved by both the ExCo and the General Assembly.

Motion to approve the recommendation to continue with Loewen Kruse as the IFCN accountants for the fiscal year 2018: approved unanimously.

The IFCN assets are close to the \$5,000,00US mark, and RD urged the ExCo to spend this money more vigorously on the stated goals of the Society. The policy of the ExCo is to keep \$3,000,000US in reserve.

RD recommends that the new ExCo review the IFCN standards for reimbursement of travel expenses for ExCo members in light of the potential increased ExCo expenses with the higher number of ExCo members.

**Consideration of Funding Levels for Fellowships and Africa Scholarships:** MH notes that the fellowships (\$1000) to support attendance at the ICCN and the Africa scholarships (\$12,500) may be too low. The Educational and Research scholarships appear to be at the right level (\$25,000).

It was agreed to maintain the principle of one scholarship, one recipient (after two previous scholarship winners applied for further scholarships).

Motion to increase the Africa scholarships to \$12,500-\$25,000 depending on submitted budget: approved unanimously.

**Clinical Neurophysiology (CLINPH):** UZ is looking for one more Associate Editor with specific expertise in the field of sleep and/or disorders of consciousness. In the discussion of Guidelines, it was agreed that there should be a new name for the 10-20 system. There is currently a rejection rate of approximately 60%.

There were a large number of applications (52) for the Herbert Jasper and Grey Walter Young awards, which require the first author to be 35 years or younger. UZ noted the ExCo should consider a SIG for young clinical neurophysiologists.

**Clinical Neurophysiology Practice (CNP):** The acceptance rate is about 60%. Next year is DB's last year as editor in chief, so the new ExCo should start searching at the start of 2019.

**Reconsideration of the Handbook of Clinical Neurophysiology:** MH noted that the handbook(s) are now out of date. DB suggests publishing various updated chapters as Virtual Special Issues, with a cross journal between CNP and CLINPH.

**Scientific Meetings and Visiting Professor Program:** It was agreed that support for meetings should go to those that advance knowledge and provide suitable papers.

**ICCN 2018 Report:** MH advised the meeting is going well, and thanked AH for his work. Six SIGs are meeting at the ICCN, including the Brainstem Society. There was discussion on developing a set of operating procedures for the SIGs, including some funding. Additionally, there is interest in forming a Young Clinical Neurophysiologist SIG. Some potential delegates to the ICCN 2018 were not able to obtain visas; particularly from Cuba and Nepal. AH advised that delegates in countries in the Middle East and Africa also experienced difficulties.

**Relationship with Other Societies:** Some members of the ExCo will meet with the OHBM and MH reports there is a good liaison with many possibilities for cooperation. Both societies are interested in formatting clinical neurophysiology data transferable across platforms. The IFCN is cooperating with the ILAE in the development of guidelines, plus delivery of an educational program on EEG. The IFCN asked for volunteers for this program, but didn't get enough. DB suggested using the CLINPH database for potential instructors.

The largest joint project with the ILAE is the EEG Atlas, chaired by Sandor Beniczky. MH notes these relationships are productive and of high quality.

JC mentioned the ExCo could think about ways to interact with technology organizations in a more organized fashion – for consideration of next ExCo.

**IFCN New Website:** SS demonstrated the new IFCN website. The Facebook page is very popular, particularly articles from CNP and CLINPH and scholarship reports. Twitter has been started, but needs to go to perhaps a member of the new Young Clinical Neurophysiologist SIG to do.

**Chapter Liaison Reports:** The European Chapter is very active, and JC is representing the Chapter on the new ExCo. The Latin American Chapter has a SIG on interoperative monitoring. The Asia Oceania Chapter had their regional meeting in Bangalore last year along with some smaller meetings. The North American Chapter has had no meetings or activities, but does support fellowships to the member Society meetings.

**Involvement of AO-IFCN to ASEPA EEG Certification:** Within Asia there is a move to set up EEG certification, done by the ASEPA. The ExCo agreed that the Asia-Oceania Chapter should be involved in this.

**ICNS:** RV reported that the ICNS is very quiet, although they will be holding a meeting at the ICCN 2018.

Other Business: This is the last meeting of the ExCo for this current fiscal period. MH thanks the members for all their hard work.

Adjournment: 4:35 PM