



**MINUTES, IFCN EXCO MEETING: WASHINGTON, DC
MAY 6, 2018: 1245-1700**

PRESENT: Drs. Walter Paulus (WP), Mark Hallett (MH), Renato Verdugo (RV), Ulf Ziemann (UZ), Jorge Gutierrez (JG), Ricky Kakigi (RK), Jonathan Cole (JC), Aatif Husain (AH), and Stephanie Stevenson (IFCN Secretariat) (SS)

REGRETS: Drs. David Burke and Don Sanders

The President of the IFCN ExCo, Walter Paulus, welcomed members.

Goals for the Next Fiscal Period: Members of the ExCo discussed their goals for the next fiscal period. UZ is looking for an impact factor of ~4 for CLNPH. The two themes of other responses were education and outreach.

Particularly the areas of the Middle East and Africa were mentioned in regard to outreach. RK noted that in the Asia Oceania Chapter the level of clinical neurophysiology is high in the developed countries but less so in the less developed countries. Several members of the ExCo expressed that one of the main goals of the IFCN is the development of clinical neurophysiology in many countries where it is underdeveloped.

A third theme was the alignment of Chapter goals and IFCN goals, as well as assistance in developing national societies.

WP noted that there are a number of competing organizations to the IFCN and the IFCN needs to respond to this (partly by increasing our visibility). The past ExCo has responded by forming better and stronger alliances with societies such as the ILAE and OHBM (with the beginnings of an alliance with the ISIN). The new Statutes of the IFCN include a formal affiliation mechanism for these societies.

Special Interest Groups (currently 6 at the IFCN) are being formed. The SIGs will likely need some financial support (e.g. set up on the Discussion Portal, teleconferences) and be provided with the opportunity to have sessions at the ICCN and satellite meetings. The SIGs will also be a source of papers coming out of their discussions (to be submitted to CLINPH or CNP).

WP questioned whether the ICCN conference (currently held every four years) should be held every two years. This would need to be discussed with the Chapters. He also suggested to increase the attractiveness of the conferences for clinicians who do not have an interest in scientific talks. For this he recommended a teaching curriculum running in parallel with the scientific program. This should be structured along a CN

curriculum. A curriculum is being developed at the moment in the European Chapter (JC). WP recommended an attempt to come up finally with a worldwide agreed upon core curriculum (with the consent of the other IFCN Chapters), which could then serve as a standard for future conferences. It was nevertheless agreed that education needs will vary by society/country. MH mentioned the IFCN education survey that was done 6 years ago; many of those responses were requests for on line education. WP indicated that he was willing to push forward standardized and reviewed video lectures for download from the IFCN homepage. These lectures should represent our best speakers throughout the conferences.

WP noted that the homepage needs more regular screening. Ideally the homepage should update regularly important new CN issues also coming from the Journal Editors.

There was also discussion about individual membership in the IFCN.

WP further suggested that the IFCN introduces a Wikipedia structure for IFCN terminology and key knowledge in CN, allowing the community of scientists and clinicians to work on it in the future.

WP also suggested portfolios for ExCo members. Special topics could be:

- webpage updates
- curriculum
- electronic teaching (standardized video lectures and other forms of electronic learning)
- Facebook
- Wikipedia editor
- Rules Committee – this is led by the ExCo Past-President
- survey updates
- industrial relations
- others

Clinical Neurophysiology Editor-in-Chief Report: UZ noted the project to update the handbook series with a series of articles published either in CLINPH or CNP (with the ultimate goal of a Virtual Special Issue).

Upcoming Meetings: The ExCo discussed the scheduling of General Assemblies each year. It was agreed that it would be optimal to schedule the GA's along with the Chapter meetings (e.g. in Brazil, 2019 and Malaysia, 2020). Societies that will not be at these meetings in person could vote by proxy (given to any member of the ExCo).

Conflict of Interest Policy – Process: The recently agreed upon conflict of interest policy was presented. It was agreed that AH would provide a form to be filled out by each ExCo member and the responses would come back to RV.

Secretary Report including Societies from Georgia and Potential Approaches to Mongolia, Tunisia, Saudi Arabia, UAE, Lebanon: RV will provide the statutes from the combined Georgian societies to MH (as chair of the new Rules Committee). It was

agreed that the new members of the Rules Committee should each represent one of the Chapters.

Financial Report/Items Requiring Funding: AH noted a funding request for the Kuala Lumpur meeting to receive the \$100,000 Chapter funding over the IFCN fiscal period 2018-2021 (which is paid yearly in the amount of \$25,000) early in order to finance the conference. It was agreed by the ExCo to do this.

Relationship with Technologist Organizations: JC noted that in Britain there are highly qualified technologists with areas of overlap and training with clinical neurophysiologists.

Visiting Professor Program: This program has been underutilized. The program focuses on sending a visiting professor to do a program of activities at a meeting.

Scholarships: The ExCo will need to decide in the future whether to increase the Africa training scholarships. In regard to the current scholarships, there are two categories: education and research.

ICNS: Only one person came to the ICNS meeting at the ICCN 2018, likely because of the difficulties of obtaining a visa to attend the ICCN. It was agreed that a significant member benefit for ICNS members is to encourage them to form their own Society, and there are likely enough members in Nepal and Nigeria.

Meeting adjourned at 1705.