

Chapter 15

2001–2006

President: François Mauguère

This Fiscal Period marked several transitions in Federation operations. An Executive Office was established in London. Incorporation in Canada replaced the previous registration in France. The contract with Elsevier was updated resulting in a greater portion of revenue for the Federation. To supplement the Chapters' outreach to clinical neurophysiologists in unrepresented nations, a new Federation organization was established to serve their needs, the International Clinical Neurophysiology Society (ICNS). The Federation continued its transition to the new timing of International and Chapter congresses.

1. Executive Committee

The Executive Committee (ExCo) was comprised of President François Mauguère (France), Past-President Marc Nuwer (USA), Secretary Graham Harding (UK), Treasurer Andrew Eisen (Canada), Members-at-Large Johannes Noth (Germany) and Ryuji Kaji (Japan), and Editor-in-Chief Mark Hallett (USA). A second Editor-in-Chief, Paolo Rossini (Italy), also served during the first half of this term (see Appendix 11, Fig. 25). Concorde Ltd. Manager Wendy Holloway served as Executive Director for most of this term; Jane Hay succeeded her in the final year.

ExCo meetings sometimes included guests during portions of the meetings. Attorney Rod Kirkham from Hennan Blaikie joined by teleconference for some discussions of incorporation. Long-Range Planning Committee (LRPC) Chairman Carl

Lüking joined for some discussions of that committee's work. Elsevier Publisher's Manager Peter Bakker participated in discussions of some publication issues.

This also marked the first time that the ExCo held some of its meetings by conference call instead of traveling for face-to-face meetings.

2. International Congresses

2.1. Numbering congresses

The combined congress series were renumbered. The 2001 Buenos Aires General Assembly authorized changing each congress's name to the International Congress of Clinical Neurophysiology (ICCN), dropping the designations as an EEG or EMG congress. The Executive Committee adopted a proposal to add together the numbers of two previous Congress series. The 1999 Prague meeting was called the XI International Congress of Electromyography and Clinical Neurophysiology. The 2001 Buenos Aires meeting was called the XV International Congress of Clinical Neurophysiology, already dropping the Electroencephalography designation.

According to this proposal, the 2003 Congress would be numbered the XXVII, and the 2006 Congress would be named the XXVIII International Congress of Clinical Neurophysiology. The numbering system continued to use Roman numerals.

2.2. XXVII International Congress of Clinical Neurophysiology, San Francisco 2003

The Prague ICEMGCN General Assembly appointed the American Association of Electrodiagnostic Medicine (AAEM) as host for the 2003 EMG congress. The year 2003 was AAEM's 50th Anniversary. The congress, planned for San Diego in September 2003, would be fully joint as equal partners, not just overlapping or consecutive. Such a fully joint meeting with a national society was similar to previous joint Federation meetings in Japan and Brazil. This 2003 congress would mark the last in the EMG series meetings, as spelled out in the plan to unify the Federation Congresses.

The Prague delegates considered this as an excellent opportunity to show the strength of clinical neurophysiology by holding a well-attended joint meeting, noting that AAEM is among the Federation's largest member societies. This would also mark the return of the Federation Congresses to an USA site after a long absence, 28 years since the previous 1975 Rochester, MN, International EMG Congress.

Under the able leadership of Convener Mark Hallett and Secretary Murray Brandstater, the Organizing Committee for the International Congress (OCIC) designed a joint meeting celebrating the AAEM anniversary. The meeting's treasurer was to be the AAEM treasurer at the time of the meeting, that is, Lois Nora. AAEM itself would serve as the professional congress organizer for the meeting. Others contributing substantially to the meeting organization included 2003 AAEM President Lawrence Phillips, 2003 American Clinical Neurophysiology Society (ACNS) President Donald Schomer, and Scientific Program Committee Chairperson Janice Massey.

The other US member society, the ACNS, initially declined the 1998 opportunity to co-sponsor this meeting. This meeting was a celebration of the AAEM's anniversary, and having a third joint partner might dilute their celebration. As an EMG series congress was not a topic in the core

interest area for ACNS, formerly known as the American EEG Society. ACNS also preferred stand-alone meetings. Yet, with time, this position changed. The 1999 Federation General Assembly changed the scope of the meeting to cover all areas of clinical neurophysiology. The meeting was no longer to be designated as an EMG meeting, rather as an ICCN generically. The organizers invited ACNS to organize the EEG portions of the meeting. For these reasons the ACNS joined in toward the end of the congress planning as a third co-sponsor. This illustrates the complexity of the Federation's evolution toward unifying its goals, scope, congresses, and names.

That sponsorship change was not the only substantive alteration. The contracted hotel in San Diego was expanding to a larger size that would have sufficient meeting space for the congress. An economic recession in 2001 slowed construction progress, raising worries that it would not be ready on time. Site inspection by the Past-President revealed a large construction hole in the ground with no superstructure steelwork. After considering its options the OCIC approved moving the congress to San Francisco.

The OCIC sought to keep registration fees modest. AAEM usually subsidized its meeting registration fees through its annual membership fee. The Federation agreed with that concept and process to keep down registration fees. The OCIC and ExCo matched the AAEM plan by converting its repayable start-up funding into a non-repayable direct meeting subsidy. Furthermore the usual fellowship funding repayment would be taken out of the budget; no repayment would be expected unless the congress generated sufficient profits. Having decided that for the San Francisco congress, the ExCo agreed to extend that to other congresses starting with the 2001 Buenos Aires congress. This subsidy policy change benefited subsequent congresses and their registrants.

The Federation took a financial stake in this meeting, a change from its usual policy. In the

past, the local organization was financially responsible and the Federation provided limited financial support. The Federation agreed to a contractual responsibility for this meeting for a portion of the profit or loss.

The usual 70 Young Investigator Fellowships were granted for this meeting for investigators below 35 years of age. These fellowship recipients were from 19 different countries. A new separate support was initiated at this meeting for national society Delegates from economically challenged nations who were otherwise unable to provide for their own travel support to the congress. This was initiated to encourage and make more practical that all official society Delegates would be able to attend the congress and its General Assembly.

Most Federation congresses have published their abstract books as supplemental issues of the journal. For this meeting, abstracts were published by *Muscle and Nerve* with the AAEM covering the cost of the publication. This change was helpful in keeping the budget modest; publication of abstracts in *Clinical Neurophysiology* would have cost the Congress approximately US \$25,000. The *Clinical Neurophysiology Supplement Series* of books would publish the plenary talks and symposium lectures. These congress books have been labeled *Advances in Clinical Neurophysiology*, using as book editors some of the main congress organizers.

The Congress Scientific Program arranged for 130 faculty lecturers at invited symposia, workshops, and lectures. A plenary session on the early history of AAEM and EMG was presented in celebration of the AAEM anniversary. An unusually large number of named lectures were held because the three sponsoring organizations each traditionally had their own named lectureships. The named lectureships for plenary presentations included:

- IFCN Adrian Lecture on “Neurobiology of Pain” by Ronald Dubner.
- AAEM Reiner Lecture on “Microneurography” by Erik Torebjörk.
- AAEM Lambert Lecture on “Skin Biopsy” by William R. Kennedy.

- IFCN Kugelberg Lecture on “Reflex Dystrophy Syndrome” by Ralf Baron.
- ACNS Jasper Lecture on the “Role of the Thalamus” by Frederick Lenz.
- IFCN Berger Lecture on “Cortical Mechanisms” by Hiroshi Shibasaki.
- ACNS Gloor Lecture on the “Role of SII and the Insula” by François Mauguère.
- AAEM Anniversary Lecture on “Neuroimaging of Pain” by Karen Davis.
- AAEM Anniversary Lecture on “Rehabilitation” by Stanley A. Herring.

Continuing Medical Education (CME) was provided by AAEM. That process included the usual CME audience feedback forms. Attendees generally scored the meeting sessions very highly. Congress registration topped 2000. This meeting still holds the record as the largest Clinical Neurophysiology meeting.

2.3. XXVIII International Congress of Clinical Neurophysiology, Edinburgh, 2006

The British Clinical Neurophysiology Society hosted the 2006 XXVIII International Congress of Clinical Neurophysiology in Edinburgh, Scotland, in September 2006. National society organizers included Convener and Chairperson Jonathan Cole, Treasurer Ian Smith, Scientific Committee Chairperson Kerry Mills, Federation Secretary Graham Harding, as well as Roberto Guiloff, Robin Kennett, Nick Murray and Greg Moran. Concorde Ltd. was the Professional Congress Organizer.

Building on some policy changes implemented for the 2003 ICCN, the Federation contributed start-up funding and fellowships to the congress organization without considering that a loan. Instead the Federation took on responsibility for a portion of any profit or loss. Start-up funding was increased and the Federation accepted the risk that this would be recouped from congress profits. To financially support the congress, over £140,000 was raised from industry.

Over 704 abstracts were accepted from a wide number of countries. There were 76 invited speakers, 146 platform presentations, and 20 talking poster sessions. Brazier and Cobb Awards were given to two young investigators who published high quality research reports in the journal during the year before the congress. These awards included both a monetary award and the opportunity to present their work during a plenary platform session.

IFCN sponsored more than 80 Fellowship awards for young investigators. These Fellowship awards' value ranged US \$500 for recipients from the UK, to \$750 from the rest of Europe, and \$1000 from elsewhere plus meeting registration. The usual age limit was 35 years for these Young Investigator Fellowship Awards. These awards went to candidates nominated by their national society, and for the first time the ICNS was able to nominate young investigators from otherwise unrepresented countries. The Federation needed to increase its budgeted support for these fellowships.

Delegates and some others from economically disadvantaged countries received support to help them attend the meeting. This support was called bursaries to distinguish it from fellowships that went to young investigators. For the bursaries the fellowship age limit did not apply. This was accomplished partially to assure Delegate representation at the General Assembly meeting. The best possible Delegate representation was desired for this meeting because of the discussion at that business meeting of the new constitution and Canadian incorporation.

The scientific program included both Federation named lectureship and lectures traditional for the British Society. The major plenary lectures were:

- Adrian Lecture: “How do we control movement?” by Prof. John Rothwell (UK).
- Kugelberg Lecture: “Human ion channels: in vivo investigation” by Prof. David Burke (Australia).
- Berger Lecture: “High frequency (“600 Hz”) oscillations in EEG and MEG — what do they mean?” by Prof. Gabriel Curio (Germany).

- British Society Geoffrey Parr Lecture: “Magnetism and the nervous system” by Prof. Anthony Barker (UK).
- Keynote Lecture: “Genes and proteins: the impact of the new genetics on neuroscience” by Dr. Kenneth Fischbeck (USA).
- Keynote Lecture: “What can stem cells do now?” by Prof. Evan Snyder (USA).
- Keynote Lecture: “New developments in neonatal and pediatric epilepsy” by Prof. Perrine Plouin (France).
- Keynote Lecture: “Neural plasticity: what can we change and how?” by Prof. Ulf Ziemann (Germany).

Additional primary symposia were:

- The Neurophysiology of Movement and its Disorders, chaired by Prof. Berardelli.
- rTMS in Treatment: Review of the Mechanisms, chaired by Prof. Ulf Ziemann.
- Magnetoencephalography (MEG), chaired by Profs. Ian Holliday and Paul Furlong.

The social program was outlined including a welcome reception and a traditional Scottish gala dinner and Ceilidh (see Appendix 11, Fig. 32). An accompanying person's program and pre- and post-congress tours were available to explore Scotland and the surrounding areas around Edinburgh, and to visit Glenkinchie Distillery and the Edinburgh Crystal Company.

2.4. Competition for the 2010 congress

The bids for the 2010 Congress were received by the deadline of February 2005. The ExCo appointed members to investigate the feasibility of each bid. In addition, each bid was reviewed by the Concorde Ltd. staff who were experienced in congress organizing business. Bids were scored in a formal process to decide and prioritize each. Concorde also provided guidance on the bidding process for candidates. This was done proactively to organize details to give the General Assembly a thorough review of the strengths and weaknesses of each bid.

Initial inquiries were received from four societies. Each was invited to submit a complete bid using an organized application form. After extensive review, the ExCo voted to present the Singapore and Japanese Society bids to the ICCN Congress. Restrictions were placed on the length of General Assembly presentations, bidding society exhibit stands, and free gifts given to registrants that might influence votes at the Edinburgh General Assembly. Kobe, Japan, won the selection for the 2010 Congress.

3. Establishment of an executive office

At its first meeting in 2001, the ExCo discussed the previous Fiscal Period's LRPC's recommendations for a permanent secretariat. The previous ExCo left that recommendation for this new ExCo to review and implement. This plan was discussed with the General Assembly at several of its meetings.

The Secretary listed which functions a permanent secretariat could carry out (Table 15.1). A European would be most easily accessible for the

current Secretary and President. The ExCo requested that the Secretary investigate potential services available in London, as this was felt to be the most convenient site. Mark Hallett provided documentation of an equivalent exercise undertaken recently by another organization. Federation Secretary Graham Harding was asked to bring information to the next ExCo for selection of a permanent secretariat.

After investigating possible businesses to provide this service, Prof. Harding recommended Concorde Services Ltd. This was the same organization that had recently been retained by the British Clinical Neurophysiology Society to serve as the professional congress organizer for the 2006 ICCN. A full contract was drafted and reviewed in detail by the ExCo. Detailed points were identified and the Secretary renegotiated these sections. The proposed cost of the service was £18,000 per year over a 4-year period. At its October 2001 meeting, the ExCo approved proceeding with a contract with Concorde pending negotiating the identified changes.

TABLE 15.1

ACTIVITIES FOR THE EXECUTIVE OFFICE

The following Executive Director tasks are taken from the list in use in 2002. Since then the list has gradually evolved.

Meetings of Executive Committee

The Executive Committee meets twice a year, and the Executive Director will:

- Attend meetings
- Organize meeting facilities, accommodations, and refreshments
- Obtain and circulate agenda information and attachment
- Circulate expense forms and forward receipts to Treasurer
- Take, circulate, revise and maintain minutes
- Undertake actions delegated at the meeting

Communications with Delegates

For the member societies and their Delegates, the Executive Director will:

- Invoice, receive, and track annual due payments in coordination with the Treasurer
- Send receipt acknowledgment letters
- Send dues reminders for later payments
- Maintain a dues database
- Maintain and update contact information database for all societies and their Delegates
- Solicit change information and track changes
- Prepare reports as required
- Send approved minutes and reports to delegates, with copies to the society and officer

(to be continued on pp. 156 and 157)

(TABLE 15.1, cont.)

Accounting

For Federation accounting, the Executive Director will:

- Invoice and track accounts receivable
- Pay accounts payable
- Maintain standard business practices for handling funds
- Pay annual insurance premiums, correspond with insurance carrier
- Keep Treasurer informed about accounts
- Work with Federation attorney regarding tax filing paperwork

Journal subscriptions

For the journal *Clinical Neurophysiology*, the Executive Director will:

- Receive journal subscriptions renewals and payments, organize and submit to the publisher
- Receive and reply to correspondence about subscriptions
- Track to which Society each subscriber belongs
- Process subscription payments, primarily by credit card
- Establish and maintain a bank account for payments
- Send combined payments to the Journal Publisher quarterly, as a bank transfer
- Handle change of address notifications
- Provide quarterly financial reports to the IFCN Treasurer

Journal Yellow Pages

For the journal's Yellow Pages, the Executive Director will:

- Receive news and information from Secretary and others
- Circulate to delegates requests for news
- Compile news items and send to Secretary for editing
- Send edited drafts camera-ready to Elsevier for printing
- Post confirmed Yellow Pages on the IFCN website

Mailing address

For the Federation, the Executive Director will:

- Act as a central mail address for IFCN information, and respond to inquiries
- Create and maintain central forms and stationery templates for Executive Committee members
- Mail or e-mail delegates, societies and officers as requested

Website

For the Federation's website, www.ifcn.info, the Executive Director will:

- Contact with webmaster regarding web page design
- Prepare page content updates
- Arrange for hyper-links as appropriate
- Update pages quarterly

Ballots and voting

For Federation elections for rules, officer and other issues, the Executive Director will:

- Prepare ballots and voting notices
- Circulate notices to all delegates via e-mail, fax or mail
- Receive and compile ballots
- Monitor responses, send reminders

Congresses

For Federation International and Chapter congresses and symposia, the Executive Director will:

- Attend Congress or Symposium when requested
- Organize facilities for Committee and Chapter meetings
- Staff IFCN secretariat room

(TABLE 15.1, cont.)

- Provide secretarial services
- Prepare exhibition stand and promotional material for IFCN
- Receive and reply to delegates' and member societies' requests

Young Investigator Fellowships

For Federation Fellowship Programs, the Executive Director will:

- Announce fellowships availability and request nominations from member societies
- Receive, compile, acknowledge, and screen societies' fellowship nominations
- Notify applicants of fellowship awards and rules
- Arrange for Treasurer's disbursements of fellowship funding at the congresses
- Prepare a formal certificate for each Fellow

General Assembly

For Federation General Assembly meetings, the Executive Director will:

- Formally notify societies and delegates
- Prepare and circulate agenda
- Receive committee and officer reports, reproduce and circulate
- Circulate previous General Assembly minutes
- Obtain a list of recent notable deaths
- Prepare hall and voting sheets for meeting
- Prepare attendance sheet and distribute
- Take, reproduce and circulate minutes following meeting
- Screen, evaluate proposals for future congresses

Statutes

For Federation Rules, the Executive Director will:

- Maintain records of Statutes and Bye-Laws, and any changes
- Notify delegates of any changes
- Post Statutes on the website
- Communicate with Federation attorney about rules changes

Archiving

For Federation record storage, the Executive Director will:

- Maintain archives according to the instructions of Executive Committee
- Store all past delegate records
- Retain samples of all print work
- Retain IFCN accounts

The IFCN Secretariat at Concorde Service Ltd. became operative on the 17th of January 2002, when the President, Secretary and Treasurer signed the contract. The fees for the provision of the above services would be £18,000 per annum, based upon the 4-year cycle, and to include out of pocket expenses, such as telephones, general postage, photocopying, fax and e-mails. The Contract was written to continue until the 31st of December 2005, near the end of this Federation Fiscal Period. The Secretariat took over production of the

Yellow Pages. They began work as has been performed on a website and transfer of the previous web material from Kyoto to London. A pop-up exhibition stand was developed to provide the IFCN with a demountable stand for exhibit at meetings. In the previous Fiscal period, society executive Daniel Tjornehoj provided the Federation with individual membership subscription organizational services for the journal; with the signing of the Concorde contract, that function was transferred from Wisconsin to the new London office.

Soon thereafter, the new Executive Director Wendy Holloway began to attend Federation meetings. She attended the 2002 Barcelona European Chapter meeting. From that point the Executive Director attended Executive Committee meetings and Congress to help with the Federation business and organizational activities. In 2006, she was replaced by Jane Hay who staffed IFCN Edinburgh functions.

The Executive Committee asked for further services from Concorde Services Ltd. The Core Professional Organizer (PCO) staff was asked to review and score the 2010 ICCN bids. This was separately contracted for services from this firm. It included designing a form for congress candidates to complete and scoring reviewing the submitted bids. They also drafted a Memorandum Of Understanding (MOU) for each candidate to sign prior to the General Assembly in 2006. This was done to help attain better control over organizational actions that had previously pre-empted some OCIC control over Congress costs and organizational details. Concord agreed not to bid on the 2010 Congress so that they could serve as an independent reviewer in service to the Executive Committee and General Assembly.

4. Incorporation in Canada

4.1. Problems and possible solutions

Since its inception, the Federation was a non-profit foreign association registered in 1951 in the Préfecture des Bouches du Rhône in Marseilles, France. The registered name was Fédération Internationale de Neurophysiologie Clinique (formerly Fédération Internationale d'Electroencéphalographie et de Neurophysiologie). The registration number was 013/3/012674, accomplished under a 1901 French Law. The Federation's legal address was Hôpital Neurologique, Service de Neurologie Fonctionnelle et d'Épileptologie, 59 Boulevard Pinel, 69394 Lyon Cedex 03, France (formerly CHU La Timone, 13005 Marseilles, France). This needed to be updated with each new Executive Committee, and it was most recently updated in

a communiqué provided to the Préfecture of Marseilles dated June 26, 2002.

In the years 1997–2001, problems became evident with that registration, problems that were discussed at the 2001 General Assembly. This 2001–2006 Executive Committee was charged with addressing these problems.

The LRPC and two successive Executive Committees had evaluated for a long time the issues of incorporation, legal status, insurance, and related uses.

The Federation carried no insurance. This was a drawback for publishing practice standards and guidelines, for journal and book publications, and for Congresses. Grieving parties might challenge the Federation in court. An attorney advised the Executive Committee to obtain insurance.

The President and Treasurer retained an attorney in Lyon with experience in non-profit organizations. They were told that in 1998 French Law had changed. The new law was more restrictive than the old statute under which the Federation had been established. The Federation would be unable to continue business as usual under the new French statute. The Federation might have tax liability for the journal income in the new French system. At least one Federation officer always must be French. Sufficiently broad insurance coverage would be difficult to obtain in France, and difficult to obtain elsewhere as a registered charitable organization based in France. Any rule and officer changes must be communicated promptly to the French authorities. Other constraints were discovered during consultation with the Lyon attorney.

French government authorities requested that the official registration be transferred from Marseilles to Lyon because the President is based in Lyon. The President wrote back pointing out that the presidency normally changed every 4 years, so there would therefore be no particular advantage to this transfer. Despite the objection, the authorities directed that the transfer go forward. The transfer of registration from Marseilles to Lyon was accomplished in 2002. The new official address was that of the current French Federation President, François Mauguière in

Lyon. The President confirmed that all official IFCN papers had been filed and received in Lyon.

It appeared that the Federation might escape from these new constraints if the organization were based elsewhere. Arrangements looked more advantageous for an international non-profit organization in the USA and the UK, where regulations were less restrictive and such a charity would not be liable for taxes. Executive Committee members investigated several possible options of new official homes in Europe and North America. The goal was to weigh the advantages and disadvantages of various home sites.

4.2. Opening a Canadian organization

The results of this comparison suggested that Canada would be the best new site. The non-profit organization laws were favorable there, and the Federation would have no tax liability. The organization did not need to have a Canadian officer at all times. Insurance was readily available for an organization such as the Federation. The Federation's founding president Herbert Jasper was from Montreal, so the move in a certain way would continue to honor the Federation's historical legacy. An important additional factor was the Canadian language policy, as an officially bilingual nation in French and English. The new Executive Office was already established in London, and a Canadian incorporation would balance this international organization's activity on a second continent. After reviewing the factors, the Executive Committee in 2002 unanimously recommended pursuing incorporation in Canada.

Treasurer Andrew Eisen, a Canadian, previously identified a law firm with the needed experience in non-profit corporations, the Vancouver law firm of Heenan Blaikie LLP. The original contact with them was to advise about insurance or legal protection for the Federation and its officers. This scope of work was later extended to include accomplishing Canadian incorporation. That firm transferred the Federation's legal representation from Lyon to Vancouver. Further contact with the French authorities was accomplished from Canada.

The General Assembly was briefed and a vote taken by mail regarding the movement to open an incorporation entity in Canada. The General Assembly ballot results were unanimous in favor of a move to Canada. The ballot included a quorum of responding societies. Consistent with the rules, the ballot was passed. All Delegates and societies were informed of the agreement to proceed.

Should the same Federation Statutes and Bye-Laws be adopted in Canada? The intention was to make as little change as possible. The attorney recommended new clauses about legal protections for the Federation and its officers. The existing Statutes and Bye-Laws would be reformatted with minor rewording. In other words, the French rules would continue in Canadian rules despite some reformatting and rewording.

There was a problem with the word *Statute*. In Canada only the Parliament makes statutes, a word meaning a law. The primary rules known in the French rules as *Statutes* now would be known officially in Canada as *Bye-Laws*. The lesser rules known in the French rules as *Bye-Laws* now would be known officially in Canada as *Rules and Regulations*. For historical reasons, the older traditional rules naming convention continued to be used colloquially in Federation internal business.

The Vancouver attorneys John Legge and Rod Kirkham of Heenan Blaikie LLP, the Rules Committee, and Executive Committee worked together on rules changes. Executive Committee members Graham Harding and Marc Nuwer worked on the Statutes. Marc Nuwer and Rules Committee member Hiroshi Shibasaki drafted the new Bye-Laws. The product was the new wording of Canadian rules. This is discussed more below in the Rules Committee section. The actions accomplished by the attorney also included closing the French registration and incorporation of the Federation in Canada. This process took an extended time because of the wish to be inclusive in seeking opinions and communicating about progress. To help with checking that the old rules were kept active in the new format, an extensive cross-walking table was created so that each portion the French rules

could be compared with the new wording in the Canadian rules. This ensured that all substantive contents of the old document were included in the new. Sections were added for indemnification and liability protection for the Federation and officers. Amendment to the new rules could be accomplished by a majority vote of the General Assembly, less than the two-thirds needed in the French rules.

Since the new statutes would be in Canada, they would be written both in English and French. (The version printed in the appendix here is only the English version.) The Executive Committee also agreed that a version would be translated into Spanish. François Mauguière agreed to provide a translation from English to French.

The Canadian attorney, Executive Committee, and Rules Committee approved the revised documents. The General Assembly unanimously approved the new Canadian rules' documents by mail ballot. The documents were submitted to the Canadian government.

At the September 2005 Executive Committee meeting, the President announced that all legal

formalities and preliminary conditions had been complied with and that Letters Patent had been issued by the Minister of Consumer and Corporate Affairs in conformity with the terms of the application for incorporation and bore the date of May 10, 2005. The Executive Committee, then still operating within the French Federation rules, took a break from its agenda to reconvene for an initial meeting of the new Canadian Executive Committee. A formal signing ceremony was held in which the official documents were signed. The two Executive Committee meetings were kept as separate minutes and agendas in conformity with legal formalities. This brief meeting marked the formal beginning of the new Canadian corporation entity. The meeting was organized at Aachen, Germany, the home city of IFCN Secretary Johannes Noth. It being a border city, the actual site of this Executive Committee meeting was adjacent to Aachen in the Hotel Kasteel Bloemendal, Vaals, The Netherlands on Monday September 19, 2005. [Table 15.2](#) is the formal agenda item as presented and unanimously approved in Vaals.

TABLE 15.2

ACTION TAKEN AT THE SEPTEMBER 19, 2005 FIRST MEETING OF THE NEW ORGANIZATION'S EXECUTIVE COMMITTEE IN VAALS, THE NETHERLANDS

The Chairman announced that all the legal formalities and preliminary conditions relative to the incorporation of the Federation have been complied with and that Letters Patent had been issued by the Minister of Consumer and Corporate Affairs in conformity with the terms of the application for incorporation and bore the date of May 10, 2005.

Upon a motion duly made and seconded, it was unanimously RESOLVED:

THAT the Letters Patent dated the 10th day of May, 2005 and are hereby accepted as the Charter of the Federation
 THAT the same be entered at length in the Minute Book of the Federation, the original thereof deposited with the corporate records of the Federation and duplicate copies thereof be lodged with the office of the Secretariat

The Chairman then presented to the Meeting the Bye-Laws of the Federation (to be defined and referred to as the "Statutes" of the Federation), in the form as submitted to the Department of Consumer and Corporate Affairs, and upon motion duly made and seconded, it was unanimously RESOLVED:

THAT the Statutes, as presented to this Meeting, and as submitted to the Department of Consumer and Corporate Affairs, be the same and are hereby enacted and adopted as the Statutes of the Federation, and that the Secretary be and is hereby ordered to enter the said Statutes in the Minute Book of the Federation and to lodge a duplicate copy thereof with the office of the Secretariat.

Upon motion made by the Treasurer, seconded (GH) and unanimously RESOLVED:

Messrs. Loewen Kruse, Chartered Accountants, were appointed the Auditors of the Federation to serve for such period as contemplated by the Statutes, under such terms and conditions as to their remuneration as shall be determined by the Directors of the Federation from time to time.

The Treasurer also submitted a form of Asset Transfer Agreement and Declaration of Trust and upon motion duly made and seconded, it was unanimously RESOLVED:

1. THAT the form of Asset Transfer Agreement and Declaration of Trust presented to this Meeting (the "Agreement") is hereby approved and confirmed by the Directors on behalf of the Federation
2. THAT the Agreement be executed and delivered by each of the Directors in their capacity as Director and member of the Executive Committee of the Federation on behalf of the Federation.
3. THAT the Treasurer is hereby authorized and directed, for and in the name of and on behalf of the Federation, to execute and deliver all such further agreements, instruments, certificates and other documents and to all such other things as such officer may determine to be necessary or advisable in connection with the transactions contemplated by the Agreement, the execution of any such document or the doing of any such other act or there being conclusive evidence of such determination.

There being no further business to transact, the Meeting was terminated upon motion duly made.

The Letters Patent establishing the Canadian IFCN was signed on May 10, 2005 by the Ministry of Industry.

4.3. *Closing the old registered organization*

Upon that action taken in Vaals, there were two societies in existence both in parallel to each other: the original International Federation of Clinical Neurophysiology, registered in France, and the new Canadian corporation of the same name. Steps taken under the attorneys' guidance included an "Asset Transfer Agreement and the Declaration of Trust", an "Application for Incorporation of a Corporation without Shared Capital under Part II of the Canada Incorporation Act", a "Statement on Registration of an Extraprovincial Society in British Columbia" and receiving "Letters Patent" from the Ministry of Industry. Bye-Laws ("Statutes" in Federation language) in their modified form were received (see Appendix 11, Figs. 27 and 28). The new legal address in Canada became in care of Heenan Blaikie LLP, 1055 West Hastings Street, Suite 2200, Vancouver, BC V6E 2E9, Canada.

This action was announced to interested parties. The President informed the Delegates and Societies of the actions, implications, and formalities. A further discussion would be held on the next occasion of the General Assembly's meeting in Edinburgh. If there were no problems raised at that

discussion, the General Assembly would ratify the Canadian organization and give its permission to close the French organization. An announcement was made in the journal's yellow and white pages.

The Treasurer informed both Elsevier and Concorde of the change and the need to alter the contracts to show the new Federation as the contracting organization with them. This was important because the contracts were with the old French registered IFCN. A letter to the French authorities informed them that the IFCN was now incorporated in Canada. Due to some uncertainty of where the IFCN papers were held officially, letters were sent to authorities both in Marseilles and Lyon.

At the 2006 Edinburgh General Assembly, discussion was supportive and no serious problems were found (see Appendix 11, Figs. 29 and 30). The Assembly ratified the Canadian incorporation, authorized dissolving the French registration, and these actions were reflected in the minutes. These actions gave full legal clarity that the Canadian organization was the only organization in existence from that point forward. The attorneys submitted to the French authorities up a simple statement announcing the closure of the French registered company.

Treasurer Andrew Eisen investigated carriers who provided insurance to other medical organizations.

Directors and Officers, Liability, and Publications Insurance were obtained through the Lambert Group of Canada. The OCIC organizations will mandate that individual congresses purchase event liability insurance, including those meetings held under the auspices of the IFCN. Publications Insurance would cover anything the Federation publishes, journals and books, hard copy or electronic. Directors and Officers insurance would protect board and committee members when they acted on behalf of the Federation. General liability insurance provided coverage for other general business problems. The insurance would state that legal actions against the Federation must be considered in Canada under Canadian law.

Attorneys reported that the Canadian incorporation had proceeded smoothly. The audit report noted that all IFCN assets were tax exempt for Canadian purposes. The old organization's various assets had been transferred to the new organization.

Henceforth there was only one Federation organization instead of two parallel organizations as there had been for the previous 16 months. The actions included incorporation and liability protection, they clarified the tax and legal situation, and they avoided a need to alter the Federation's traditional rules.

5. Publications

This term marked a return to a single Editor-in-Chief. Conversion was completed to electronic manuscript submission. Impact factors remained high. Individual subscriptions increased. Two national societies contracted for subscriptions for all of their members. The Handbook and Supplement Series books continued to be published.

This term also saw Elly Tjoa retiring from Elsevier after working with the journal and the Federation for the past 36 years, more than half of the journal's life. She had become a centerpiece of our relations with Elsevier. Her career

spanned eight Editors-in-Chief dating back to William Cobb and Mary A.B. Brazier, two giants of our Federation publishing history, both IFSECN presidents and founding organizers of the Federation. Elly Tjoa's retirement marked a generational change in Federation activity. She had been instrumental also in many of the additional Federation book publishing activities, and a knowledgeable resource for many members of the Federation as they dealt with publisher and publication issues.

5.1. *Clinical Neurophysiology journal activity*

Mark Hallett as the sole Editor-in-Chief beginning in 2003. European Office Editor-in-Chief Paolo Rossini finished his term with the journal at that time. New Associate Editors were appointed to help with the flow of manuscripts. These included Fabio Babiloni (Italy), Colin Binnie (UK), John Connolly (Canada), Gabriel Curio (Germany), Anders Fuglsang-Frederiksen (Denmark), and Hiroshi Shibasaki (Japan).

The flow of submissions continued to increase. Extra pages were added to the volumes to allow for additional manuscripts. The increased submissions also led to a more stringent threshold for acceptance. The acceptance rate dropped from 55% to 50%. In this way, the publication backlog still remained small and the speed of publication remained favorable.

Manuscripts were submitted by authors representing institutions worldwide. Asian countries' submissions notably increased. Areas of interest shifted. A progressive decline was seen in the number of evoked potential papers, accompanied by an increase in movement disorders and motor control, new EEG techniques, magnetoencephalographic technology, and psychophysiology.

The impact factor, a measure of citations of each journal articles by other subsequently published journal articles, remained good. This was a concern after the transition to a new journal name in 1999 and the consolidation of the three journals series into one. Those changes would have adversely impacted the citations rating at least

temporarily. By 2003 *Clinical Neurophysiology's* impact factor was 2.485, making the journal the highest ranking of any in the discipline of clinical neurophysiology or its subspecialties.

Time was kept short for processing the received manuscripts, the mean time from the manuscript arrival to publication averaging 131 days. Usually the longest time was waiting for authors to revise their manuscripts. Time from acceptance to publication was less than 3 months. This was a positive factor for prospective authors.

5.2. Electronic publishing

Elsevier's new publishing software, Editorial Manager, aided submission and reviewing and cut the time for decisions about acceptance. That system replaced the previous electronic submission software, SmartWorks. Editorial Manager provided greater flexibility to submitters and editors. It also allowed authors to track their submissions through the editorial and publishing process. All manuscripts at this time must be submitted electronically. Authors and reviewers thought that this system worked well.

Clinical Neurophysiology is available on-line now through medical libraries that choose to subscribe. Individual subscribers also can access the journal on-line. Current issues can be accessed even before the printed copy arrives by mail. Back issues are posted on-line all the way back to Vol. 1 in 1949. Our journal has never been so accessible.

A change to electronic publishing was clearly taking place. *Clinical Neurophysiology* would be in Medicine Direct, an electronic subscription package of journals sold to institutions. It was noted that *Clinical Neurophysiology* was sold almost entirely to institutions at this time. Therefore this consolidated electronic subscription program would have a potentially large effect if libraries change to electronic versions. It may impede some users' access because print copies no longer would be on the shelves. It may aid others in journal access through their institutional libraries, since they could do so from off-site and easily access desired articles.

The US National Institutes of Health and the British Wellcome Trust demanded that their grant recipients post their accepted manuscripts in an open access forum. That would allow anyone to read or print those reports. The IFCN owns the copyright to the journal articles, which are released under subscriptions prices for viewing or printing. Although most *Clinical Neurophysiology* articles would remain unaffected, a decision should be made on how to move forward. After discussion the Executive Board agreed that authors may post in an open forum, but only at 12 months after publication as a matter of journal policy.

Abstracts from national society meetings had been published together in a single 13th issue each December. However, this was considered unfavorable for speed of publication, so the journal changed back to publishing society proceedings abstracts throughout each year. To save on print page space, society abstracts appeared in the on-line electronic version of the Journal. Book reviews and correspondence remain in the printed material. This seemed satisfactory to most users, since by this time most users had access to the electronic journal copies through their local medical libraries.

5.3. Editorial and liaison boards

Associated Editors were appointed in 2003 to supplement the Editor-in-Chief's work processing manuscripts. These Associated Editors were known as Field Editors because they brought to the Editor's office expertise in a variety of subspecialty areas. These were also chosen to represent a geographical balance, so as to keep the Editors informed of activities or problems in each of several regions. The proposed Fields Editors were: Fabio Babiloni (Italy), an expert in quantitative techniques, Colin Binnie (UK) an EEG expert, John Connolly (Canada), an expert in cognitive studies, Gabriel Curio (Germany), an expert on sensory physiology, Anders Fuglsang-Frederiksen (Denmark), an EMG expert, and Hiroshi Shibasaki (Japan), an expert on motor

control. Appointment of Field Editors would be for 3-year terms with a possibility of renewal. All would have direct access to Editorial Manager to process manuscripts for review.

To engage national societies in journal activities, each society had been invited to nominate a member to serve as their representative on a Journal Liaison Board. That board aimed to promote the journal better within our member societies. The Board consists of a representative from each member society. It was separate from the Editorial Board that concerns itself with the science of review and the policies of the publication. Each society was invited to appoint one representative to the Journal Liaison Board. Terms were limited. Each representative was charged with reporting journal issues to their society, promoting increased individual subscriptions by society members, and reporting back to the Editor-in-Chief about journal-related issues from their society. The board also would meet from time to time at IFCN congresses. Each representative received a complimentary journal subscription.

This Journal Liaison Board concept was reviewed several years after its establishment. The Liaison Board was not working as well as it should have. The liaisons did not communicate with the journal. Each society's appointed person was not being rotating as required. The Editor-in-Chief was asked to review these issues with Liaison Board members when that panel met at the Edinburgh ICCN. One option would be termination of the program following that meeting.

5.4. Awards

Elsevier traditionally sponsored the Cobb and Brazier Awards for each quadrennial ICCN. The awards are given to investigators less than 40 years of age who had submitted winning manuscripts for publication in the journal *Clinical Neurophysiology*. The Awards are monetary plus a certificate presented at an ICCN ceremony. Often the award winners are given time to present an

ICCN platform presentation on their work. The Awards should be based on merit alone, should be from different countries, and from different subspecialty areas of neurophysiology. After screening by the Editor-in-Chief, eight candidate applications for the Cobb and Brazier Awards were reviewed by the Executive Board.

5.5. Subscriptions

Continuing concern was about the relatively very small number of individual member subscriptions to the journal. It dropped from 2363 in the early 1990s, to 2262 in 1993, then 1896 in 1995, and further down to 1475 in 2000, and 1350 in 2001. The institutional subscriptions declined much less. The President wrote to delegates and officers of national societies pointing out the financial advantages of individual membership and asking them to promote the journal. The Federation continued to sponsor discounted individual journal subscriptions to members of Federation national societies. That program was organized through the Executive Office and previously was organized through an independent organizational executive office in Wisconsin. VAT was not applicable to these subscriptions in the UK. Elsevier was investigating whether the same tax arrangements held for the rest of Europe. Anyone interested in these subscriptions can make arrangements through the IFCN website.

Societies were offered the opportunity to enroll all their own members for journals subscriptions as part of their society membership dues. This would be at a deeply discounted price for all members of the society. The idea was based on a successful pilot program in the Italian society. The Japanese society also joined that program. Several other societies expressed interest. Each society would be able to state that the journal was the official journal of that society.

A different tactic was to provide an additional perquisite to encourage individual subscribers. An affinity group was formed for individual subscribers named the *Friends of the IFCN*

(FOIFCN). This club would hold receptions at congresses, ones to which only the individual subscribers were invited. Small tokens were developed including lapel pins for FOIFCN members. Other free gifts were sponsored at the Edinburgh FOIFCN reception, including water glasses and T-shirts with a logo. This also gave the editors and publisher a way to interact with individual subscribers to hear from them about their interests and concerns about the journal, and reasons for maintaining an individual subscription.

5.6. Journal contract with Elsevier

The journal's Executive Board renegotiated the contract with Elsevier. The new 6-year agreement was effective in January 2003.

The Federation's portion of profits increased with this new contract. The Federation owned the journal's trademark rights. The copyright notice in each issue of the Journal was: "Copyright 200x, International Federation of Clinical Neurophysiology." For administrative purposes, Elsevier managed copyright release and reprint requests. The trade name, seal and other identifying trademarks of the Federation also continued to be owned by the Federation.

5.7. Handbook of Clinical Neurophysiology

Under the leadership of Series Editors Jasper Daube and François Mauguière, the *Handbook of Clinical Neurophysiology*, with each volume about clinical neurophysiology in particular disease categories, was continued. This series replaced a previous book series entitled *Handbook of Electroencephalography and Clinical Neurophysiology*. Compared to the previous Handbook series, individual volumes would focus on a particular disease and then discuss neurophysiology techniques as they applied to the diagnosis or pathophysiology of that disorder. This disease-oriented approach contrasted with the technique-oriented Practice Guideline book. Affiliated physiological techniques can easily be included in the disease-oriented

books, including techniques not covered in the Practice Guidelines book. The editors arranged to publish an average of two books per year for 5 years. A list of volumes produced is given in Appendix 3. Since the retirement of Elly Tjoa from Elsevier, the management of the Handbook Series was turned over to Michael Parkinson in Edinburgh.

5.8. Supplement series

The *Electroencephalography and Clinical Neurophysiology Supplement Series* continued to produce books, including the Congress Symposium book for the Prague 1999, Buenos Aires 2001, and San Francisco 2003 meetings. The IFCN Congress volumes are labeled as *Advances in Clinical Neurophysiology*. Other books published in this series were based on specific topics or other meetings of Federation member societies. Recent volumes included symposium books from the 2003 Transcranial Magnetic Stimulation and Transcranial Direct Current Stimulation symposium in Göttingen, Germany, the 2003 and 2006 Motor Unit Number Estimation (MUNE) symposia in Snowbird, UT, USA, and the 2004 8th Evoked Potentials and Related Techniques symposium in Fukuoka, Japan.

Topics were proposed ad hoc, some through the Federation and others coming from Elsevier, based on the interests of specific individuals. An advantage of this series for book editors and authors is that the series already has a wide existing distribution through subscription lists to individuals and medical libraries.

The series has no overall names editor. The Executive Committee approves new titles in the series. Individual volume editors then work directly with Elsevier to produce the book. A list of books published in this series is given in Appendix 4.

6. Rules Committee

The Rules Committee dealt in this term with amalgamation of the Council and General Assembly, incorporation in Canada, closing the

French organization, review of new member society applications, and establishment of the ICNS. The Rules Committee was composed of Marc Nuwer (USA) Chairperson, James Colebatch (Australia), Paul Despland (Switzerland), Roberto Reisin (Argentina), and Hiroshi Shibasaki (Japan).

6.1. Member societies

Three new societies joined the Federation as members: the Guatemalan Society of Clinical Neurophysiology, the Estonian Society of Clinical Neurophysiology, and the Singapore Society of Clinical Neurophysiology. The Yugoslav society changed its name to the Serbia and Montenegro Society of Clinical Neurophysiology.

In Colombia, the traditional member organization was the Valley Society of Clinical Neurophysiology. That organization went through reorganization and was replaced by a successor organization, the Colombian Clinical Neurophysiology Association (ACNC). The ACNC was recognized as the successor national society. A second society in Colombia applied for membership, one representing a different group of physicians, the Colombian Association of Electrodiagnostic Medicine (ACME). IFCN Statutes do allow for a second society as long as they represent mainly different members. One precedence was in the USA, where one society is primarily interested in EMG and peripheral neurophysiology, whereas the other society represents primarily EEG and central neurophysiology. A review of the two US societies showed only a 6% overlap of memberships. A similar disciplinary distinction occurred in Belgium, where two member societies were distinguished by discipline. China is recognized by the Federation as having two societies, one representing physicians on the mainland and the other physicians in Taiwan. (The Federation considers them the same country under a policy that defers to the United Nations General Assembly to decide when a region is a recognized nation. The Federation does not make those political decisions.)

The Federation rules call for negotiations with the two societies before accepting a second member society from the same nation. One goal would be to attempt to have the two societies work together or merge. The Rules Committee chairperson held electronic and face-to-face sessions with members of both societies to seek that end but without success. The two societies had different memberships, with one primarily composed of neurologists and the other composed of physical medicine physicians. In the end, the Rules Committee recommended accepting the second society into the Federation.

6.2. Journal changes

The General Assembly agreed with the change in journal title in 1999. The process to change Statutes and Bye-Laws is long, requiring several steps over time. During this term, the Federation's French Statutes and Bye-Laws were formally amended to change the journal's name throughout the documents.

The journal's Executive Board, that is, the Federation Executive Committee, had accepted the recommendations of Editors-in-Chief Gastone Celesia and Paolo Rossini to combine the two Editorial offices into one. The General Assembly deferred to the Executive Board about this matter. Rules changes were needed to accomplish this, one replacing the plural noun with the number neutral compound noun Editor(s)-in-Chief. This allowed the rules to be flexible, and gave the Executive Board clearer authority to make changes in number.

6.3. Organizing Committee for the International Congress (OCIC)

Adding the Editor-in-Chief to the OCIC would bring additional expertise to the OCIC about the scientific topics that currently are most active and the investigators who are most recently publishing new and exciting science. At the same time, there was a desire to maintain a relative

balance of OCIC members representing IFCN and local organizers. To do so, adding to the OCIC one more local organizer was recommended, specifically the Scientific Program Committee Chairperson. The expanded OCIC would be comprised of the IFCN President, Past-President, Secretary, Treasurer, and one Editor-in-Chief, and four representatives from the member society hosting the Congress. The member society representatives were the Convener, Secretary, Treasurer, and the Scientific Program Committee Chairperson.

6.4. Consolidation of congresses

Another 1999 directive from the General Assembly was to discontinue having two separate International Congresses. In the sequential processes of rules changes, this wording of the new rules was drafted, reviewed, and approved during this term. The International Congress of EEG and Clinical Neurophysiology and the International Congress of EMG and Clinical Neurophysiology were consolidated into one quadrennial ICCN. The last EMG series meeting was held in 2003, renamed as an ICCN. To avoid one excessively long or short Executive Committee term, the quadrennial ICCN meetings were moved from odd-numbered years to even-numbered years beginning in 2006.

6.5. Chapter Bye-Laws

Chapter Bye-Laws are considered Bye-Laws of the Federation. They are subject to the same review as other Federation Bye-Laws, which needed Council approval.

The Latin American Chapter (LAC) made changes in their Bye-Laws to standardize at 2 months the timing of announcements prior to Chapter meetings. There had been three different times at 1, 2 and 6 months specified for announcing the date of the Chapter general Assembly, the nomination of officers, and other details. The uniform 2-month period makes congress organization easier. The Council agreed to this change.

That Chapter was saddened by the death of Chapter Executive Committee Member-at-Large A. Fernandez Guardiola (Mexico). This raised a rules question because there was no rule for replacing Executive Committee members through appointment or by-elections. To address that, the Chapter adopted new Bye-Laws rules that in the event of prolonged incapacity or death of the Secretary/Treasurer or a Member-at-large, the Nomination Committee would invite nominations to replace the incapacitated officer for the remaining of Fiscal the Period. Elections would take place soon after.

6.6. Disestablishment of the Council

Federation rules established two oversight bodies. The senior larger body, the General Assembly, was changed with meeting at the quadrennial EEG series congress, approving statute changes and budgets, recommending the next congress city, and other matters of greater importance. Council was charged with meeting not only during the quadrennial EEG congresses but also whenever called to meet in the interval in between. Council approved Bye-Law changes and advised the Executive Committee on lesser issues of routine business. The Executive Committee solicited advice from the Council between congresses by mail or e-mail. Traditionally this included meeting at the EMG series Congress. Council was composed of one Delegate from each member society. General Assembly was composed of 2–4 representatives from each member society, depending on the society's size. Occasionally when the two bodies gave differing opinions about items of business, the General Assembly's opinion was taken as more senior.

In 1999, the Council and General Assembly both agreed to hold just one organizational meeting during the ICCN meeting, not both. Members felt that the two bodies often discussed similar issues, and the matters were too redundant. A single organizational meeting would suffice. Council would continue to exist for advice

and decisions by mail between congresses. General Assembly rules then did not permit mail or e-mail ballots. Bye-Laws were revised to hold just one business meeting at congresses, the General Assembly meeting. Council still existed for advice between congresses.

After further study of these rules, the Rules and Executive Committees recommended to disestablish Council altogether. This was not what had been discussed at the previous General Assembly. The role for Council could be filled by consulting with the Delegates directly and by the General Assembly for voting. This change was approved by Council by mail, then discussed and approved at the 2003 General Assembly meeting. At that point, Council ceased to exist as a Federation body. General Assembly became the sole broadly representative body.

General Assembly rules were changed to allow it to do business by mail, fax, or e-mail. This allowed Federation business to go forward without waiting for the quadrennial congress meetings. For example, this will allow the General Assembly to approve its minutes within weeks or months of each meeting, rather than waiting 4 years until its next meeting. The Delegates would still be consulted as much as before, and maybe even more now that e-mail made communications easier. Occasionally, the term *Council* still was mentioned when referring to the collection of Delegates, even though the official body had been dissolved.

The number of votes in the General Assembly seemed to be a never-ending question. Societies with fewer than 100 dues paying members were entitled to two votes and two representatives at each General Assembly meeting and mail ballot. Societies with 100–400 members were allowed three representatives and votes. Societies with 400 or more were allowed four representatives and votes. By the year 2001, several societies had more than 2000 dues paying members, and one had more than 5000. Should the cut-off numbers be changed? Discussions continued, but no changes were recommended.

How long should Delegates serve? Some had served for more than two decades. Concerns were raised about the lack of turnover. A mandated maximum length of Delegate service was considered but no action was taken.

6.7. Elections

The rules prohibited the Nomination Committee members from campaigning for or endorsing the candidacy for any one candidate in elections. The Nominations Committee was charged with overseeing the elections process. The national societies were to nominate and choose among the nominees. The nominees could contact Delegates soliciting their support, and the same could be done by national societies and others — except for the Nominations Committee members. This was different than in some other societies in which their nominations committees make up the slate of candidates, and sometimes only posted one candidate for each office.

Should the current Executive Committee members be allowed to endorse a candidate or contact Delegates seeking votes for one candidate? The belief was that the Federation should be more opened in its election processes so as not to discourage passing along offices among a smaller group of associates.

New rules' amendments prohibited electioneering by the current Executive Committee in the same way that it restricted the Nominations Committee.

6.8. *International Clinical Neurophysiology Society (ICNS) and friends of the IFCN*

The ICNS Bye-Laws were approved by the IFCN Council. The ICNS became an organization within the Federation. It provides an official IFCN home community for individuals from nations that did not have an IFCN member society. Individual were members of ICNS. The group is discussed in a separate section further below.

Some national societies excluded from their membership non-physicians. They did so for good reasons, sometimes for legal reasons in their own countries. Some engineers or others desire to participate in IFCN activities. The ICNS Bye-Laws were revised to allow those individuals to become ICNS members, but with a restriction. Any applicant for ICNS membership from countries with an existing IFCN member society cannot be a member of that existing society, cannot be eligible for membership in that society because of its membership restriction, and must obtain the member society's written support for the individual's request for ICNS membership. ICNS Bye-Laws were amended to that effect, and the IFCN Bye-Laws also were amended to include: "If a professional is excluded from membership in a national society, that society may officially support such excluded persons for ICNS membership."

The Friends of the IFCN was established as an affinity group to encourage individual subscriptions to the journal. This was discussed in an above section. Should that organization have a formal place in the Federation Bye-Laws? The Rules and Executive Committees decided that this could be handled more informally by Elsevier and the Editor-in-Chief and did not need to be incorporated into the formal rules.

6.9. Canadian Statutes and Bye-Laws

As discussed above, the move to Canada was accomplished in this term. The Rules Committee refined the new Canadian IFCN Statutes and Bye-Laws, formally known in Canada as the Bye-Laws and the Rules and Regulations. The Vancouver attorneys worked together with Executive Committee officers Graham Harding and Marc Nuwer to refine the new Statutes document, and with Marc Nuwer and Rules Committee member Hiroshi Shibasaki on the new Bye-Law documents. All went through the usual formal processes of rules' adoption.

Along the way, the rules were reformatted and streamlined without altering the content.

A careful cross-walk of the old and new documents showed that old rules were carried forward and no new rules were inadvertently introduced. The Canadian rules were discussed again in Edinburgh even though they had been accepted by mail vote previously. At Edinburgh, the Canadian rules were endorsed.

Consistent with that concept, any new statements were identified for ratification. Statutes changes included:

- The journal name was changed from *Electroencephalography and Clinical Neurophysiology* to *Clinical Neurophysiology* in places not previously changed.
- A Corporate Seal of IFCN was newly added, as per Canadian custom.
- The IFCN head office was changed from France to Canada.
- Current Executive Committee members were named as founding Canadian corporate officers.
- New items related to the legal and liability issues were added to provide protection for the Federation and its officers, committee members, editors, and reviewers.
- Existence of IFCN Chapters was added.
- Council meetings were removed, and the word *Council* was replaced by *General Assembly* in some sections.
- Some sections previously in the Statutes were moved to Bye-Laws.
- Some sections previously in Bye-Laws were moved to the Statutes.
- Sections were re-ordered into groups, renumbered, with new headings and subheadings.
- Bye-Law references to Statute sections were renumbered.
- Associate Editors were added to the journal Editorial Staff.
- Rules were clarified about loss of a society's voting rights for non-payment of dues, and for removal of inactive or obsolete societies.

As the final part of moving from France to Canada, the Edinburgh 2006 General Assembly

voted unanimously to disestablish the French registered IFCN organization. Federation attorneys were instructed to notify authorities French and Canadian authorities.

7. Practice Committee and Guidelines

7.1. "Practice Guidelines" book translations

The *Practice Guidelines* book, formally titled *Recommendations for the Practice of Clinical Neurophysiology: Guidelines of the International Federation of Clinical Neurophysiology*, was published two terms previously in 1999. That excellent book was edited and organized by Guenther Deuschl (Germany) and Andrew Eisen (Canada). National societies were given the opportunity to translate it into their own national language. The translation should be an official activity of the Society or Chapter. The Society producing the publication should involve as many societies as possible, which use the same language. The IFCN must be sent two copies for their archives. The IFCN owns the copyright to the original English-language guidelines. The translation must give credit to the Federation for the original version, and to the chapter authors for each chapter. The costs of the publication must be borne by the Society, and any profits may be kept by the Society. Neither IFCN nor Elsevier will charge any royalties. Permission to translate must be obtained from the IFCN President.

Several societies asked for authorization to proceed with translations. This included the societies from France, Mexico, Poland, Serbia and Montenegro, and Turkey. The Société de Neurophysiologie Clinique de Langue Française, working together with clinical neurophysiologists from other French speaking nations, published a guidelines translation. Jean-Marie Guérit, François Mauguère, and Perrine Plouin coordinated the translation and editing of *Guide Pratique de Neurophysiologie Clinique*, printed through Elsevier, Oxford in 2002.

7.2. New and revised practice guidelines

Paolo Rossini (Italy) agreed to oversee development of new and revised IFCN guidelines. He was asked to propose to the Executive Committee specific topics and panel leaders. Each panel chairperson would suggest further panel members, subject to approval by the Executive Committee. Geographical diversity of panel members was desirable. Panels would be composed solely of clinicians. The target audience were physicians in training and in early stages of practicing clinical neurophysiology and the emphasis should be on commonly used clinical techniques. Reports would need to be reviewed by expert reviewers and approved by the Executive Committee. They would be published in the journal after the usual anonymous peer review and possible revisions. The collection of these reports eventually would be collected together into a next version of the Practice Recommendations book.

The previously approved guideline development on Clinical Use of TMS, under the leadership of Robert Chen, would be folded into this project. Paolo Rossini proposed to follow the evidence-based medicine guidelines, for example, as in the Cochrane rules. He made suggestions regarding guidelines and authors. Topics early in the development time line would include electroretinography (ERG), visual evoked potentials (VEPs), somatosensory evoked potentials (SEPs) and cognitive event-related potentials (ERPs). Considerations for additional near-term projects were magnetoencephalography, threshold tracking for peripheral nerve, EEG mapping and coherence, laser and pain evoked potentials, and nerve conduction studies (NCS).

8. Long-Range Planning Committee

Under the leadership of Carl Lücking (Germany), the LRPC commented on several projects previously recommended by the committee and which were now in the process of implementation. These projects included incorporation, insurance,

and opening of an executive office. Along with Dr Lücking, the committee was composed of Daniel Cibils (Uruguay), Giancarlo Comi (Italy), Andrew Eisen (Canada), Nai-Shin Chu (Taiwan), Erik Stålberg (Sweden), the same committee membership as in the previous Fiscal Period.

The committee's charge and activities covered a broad range for the Federation. The committee provided additional advice and encouragement for the Federation to take several major steps. For Federation infrastructure changes, the LRPC recommendations pertained to incorporation, obtaining insurance, setting aside a special fund for education and training, and establishing a permanent secretariat. Action to implement those recommendations were taken during this and the next Fiscal Periods.

The committee continued to oversee donations of books and subscriptions to member societies and individuals in economically disadvantaged nations. The donated materials were to be made available for use by many individuals. ICNS members were considered eligible participants. From time to time, the committee gave a report to the Executive Committee and General Assembly on the scope and success of its projects.

A sum of US \$7500 per annum had been allocated to provide journal subscriptions. Fifty-eight individuals at different institutions in 18 nations were receiving the journal. The committee proposed an additional 12 names bringing the total to 60. Most recipients provided the LRPC chairman with a detailed description of the location and availability of the journals, and the use that had been made at that facility. The Executive Committee agreed to continue support for this program for a further 5 years.

The Federation donated to the World Federation of Neurology (WFN) book program extra copies of Federation books that Elsevier was about to discard, mainly old issues from the Supplement Series books. They were sent instead to the WFN Secretariat for their program to provide books to economically disadvantaged neurology institutions. The WFN expressed appreciation for

the books donated and asked the IFCN to keep in mind the WFN book program for any further excess book inventory.

The LRPC chairman has in his possession minutes, correspondence and photographs from 1970 onwards. The chairman suggested that important items be stored at the Secretariat after the LRPC chairman provided an index. The previous archives, the ones used by William Cobb (UK) for the earlier Federation History book, were given to a former Federation Secretary but they unfortunately are no longer available.

9. Chapters

9.1. Latin American Chapter

The Chapter in this term expanded to include two new members, conducted two Chapter Congresses, and sponsored several local Symposia on Clinical Neurophysiology topics. The LAC emphasized developing good communication among its member societies and their officers and delegates. The Chapter aimed to help other Latin American clinical neurophysiologists to form national societies and to be admitted to IFCN and become LAC members. In the absence of national societies in some locations, the LAC also compiled contact lists of additional clinical neurophysiologists who could be invited individually to attend LAC events.

Finances for the LAC activities derived mainly from congress and symposium profits and from the Federation support to Chapters. Spanish and Portuguese language for clinical neurophysiology publications were considered, such as translation of the *Practice Guidelines* book, as another possible source of income to support the LAC.

Daniel Cibils (Uruguay) was chosen to serve as LAC president for the term from 2001 to 2005. His leadership was supported by Past-President Carlos Medina (Argentina) during the same term. LAC founder Nelly Chiofalo (Chile) continued to advise the LAC Executive Committee even after stepping down in 2001 from her formal role as

LAC Past-President. In 2005 at LAC elections Jose Xavier de Castro (Brazil) was chosen to serve as LAC President for the 2005–2009 term. Serving as Chapter Secretary–Treasurers during this term were Francisco Luccas (Brazil) 1999–2003 and Renato Verdugo (Chile) 2003–2007. The Federation’s LAC Liaison Officer was Marc Nuwer (USA). Chapter Executive Committee members-at-large included Augusto Fernandez-Guardiola (Mexico) from 2001 until his unfortunate death in 2003, Olga Sanz (Argentina) 2001–2005, Juan Santoni (Dominican Rep.) 2003–2007, Henry Stokes (Guatemala) 2005–2009, and Jaime Ramos (Mexico) 2005–2009. The Chapter’s Nominations Committee, Carlos Medina (Argentina), Mario Medici (Uruguay) and João Nobrega (Brazil) supervised elections during this term.

9.2. LAC congresses and symposia

The Chapter was actively involved in organizing congresses and local symposia. The principal LAC congresses each were titled Latin American Symposium of Clinical Neurophysiology. Two were held during this term, in Porto Seguro, Brazil in September 2002 and Santiago, Chile in October 2004. In keeping with the change in timing of major chapter congresses to a quadrennial schedule, the next congress was scheduled tentatively for 2008.

The III Congreso Latinoamericano de Neurofisiología Clínica and IX Jornada Brasileña de Neurofisiología Clínica, was held in Porto Seguro, Bahia, Brazil, in September 2002. The Brazilian Society of Clinical Neurophysiology hosted the meeting, which was held in an attractive seaside resort. José Fortunato Zanollo (Brazil) served as the local convener. Three hundred registrants attended, among which were young investigators who received meeting fellowship support.

The IV Latin American Symposium of Clinical Neurophysiology was held in Santiago, Chile in October 2004. This was a joint meeting with the host society, the Chilean Society of Clinical Neurophysiology. Local organizers were convener Renato

Verdugo, Chapter President Daniel Cibils, Chilean Delegate Nelly Chiofalo, and Chilean society officer Perla David (see Appendix 11, Fig. 26). The congress registered 254 delegates from 10 of the 11 Latin American Chapter member societies and from several additional countries without an IFCN member society. Fifty submitted posters were presented, the IFCN granted funds for 34 fellowships for young investigators from six countries as well as three IFCN prizes.

In addition to the formal Chapter congresses, the LAC sponsored several local symposia. Two Executive Committee members attended a Brazilian Congress of Clinical Neurophysiology Recife, Brazil, October 2001. The Federation also lent its name and auspices to a 2003 Latin American symposium in Rio de Janeiro on sleep monitoring. The Uruguayan Society organized a symposium on neuromonitoring held in 2006 in Montevideo. The societies of Brazil, Argentina and Chile collaborated in the organization of that meeting.

Toward the end of this Fiscal Period, the Federation Executive Committee turned over to the Chapters the responsibility to decide which Latin American local meetings should receive support. A pool of Federation funds was set aside for support of the chapter meetings during each 4-year Fiscal Period.

Overall, the LAC was active in sponsoring one or another Latin American symposium or other meetings almost annually. This provided an opportunity for interactions among clinical neurophysiologists that was seen as very positive and helpful for the senior leadership, the traditional practicing clinical neurophysiologist, and the trainees.

9.3. New member societies

During this term, two new member societies joined the Federation in the Latin American region and automatically became Chapter member societies. Guatemala joined under the leadership of society Delegate Henry Stokes. In Colombia, the existing national society changed. The Valley Society of

Clinical Neurophysiology was reorganized and replaced by a successor organization, the ACNC. The ACNC represented mainly neurologists practicing clinical neurophysiology. A second Colombian society applied for membership, the Colombian Association of Electrodiagnostic Medicine (ACME). The ACME represented mainly physical medicine physicians. After unsuccessful negotiations to encourage the ACNC and ACME to merge or band together, the Rules Committee agreed to recommend ACME for IFCN membership as the second Colombian society.

Other continuing member societies are from Argentina, Bolivia, Brazil, Chile, Cuba, Mexico, Peru, Dominican Rep., and Uruguay, bringing the total LAC membership to twelve. Contacts continue with clinical neurophysiologists in other unrepresented nations throughout the Latin American region.

9.4. Bye-Law changes

LAC Statutes Committee, Francisco Luccas (Brazil), Alicia Cueto (Argentina), Calixto Machado (Cuba), and Nelly Chiofalo (Chile) proposed several rules changes. Several different schedules were in use for informing Delegates about upcoming meetings and the topics for votes and discussion. The Bye-Laws were changed to standardize those notification times at 2 months.

After the untimely death of LAC Executive Committee Member-at-Large Augusto Fernandez-Guardiola (Mexico), the chapter decided to hold by-elections to fill the vacant position. This required a Bye-Laws change, as there was no process specified to replace a Member-at-Large. After formalizing this change, elections were held for that vacant position.

9.5. Translating the “Practice Guidelines”

Discussions were held at the Santiago LAC Congress about producing a translation of the IFCN *Practice Guidelines* into Spanish. The Mexican Society volunteered to look into this possibility,

which would be in collaboration with other societies and the Chapter. Delegate Mario Shkurovich took the lead in this project, which was subsequently tabled when Shkurovich unfortunately fell ill during the next year and subsequently passed away.

10. European Chapter (EC-IFCN)

The European Chapter of the IFCN continued to be actively involved in sponsoring meetings, discussing the practice of clinical neurophysiology in Europe, and education of young physicians. The Chapter was organized during the previous Fiscal Period and held elections for a Chapter Executive Committee. The Chapter wrote Bye-Laws that were accepted by the Federation’s Council. By 1998 the European Chapter was fully organized.

During the first two Chapter election cycles, the EC-IFCN Executive Committee included Chapter President Erik Stålberg (Sweden), Secretary-Treasurer Al de Weerd (The Netherlands), and Members-at-Large Giorgio Cruccu (Italy) and Teresa Sagalés (Spain). From 2001, Johannes Noth (Germany) served as the Liaison Officer for the Chapter and the IFCN Executive Committee. In 2005, Paolo Rossini (Italy) was elected Chapter President and Luis García-Larrea (France) was elected Secretary-Treasurer. Anders Fuglsang-Frederiksen (Denmark) and Jonathan Cole (UK) were chosen as Members-at-Large. The new terms began at the 2005 Stockholm European Congress of Clinical Neurophysiology (ECCN). Plans were made for future elections in which half of the Executive Committee positions would be elected every two years.

The Chapter continued to receive funding from the Federation general funds for the expenses of running the chapter. Additional support was made to Chapter congresses and certain other local symposia. In order to stay consistent with Federation requirements for Federation auditing, fiscal responsibility and oversight, the Chapter Treasurer sent annual reports and receipts to the

IFCN Treasurer. These were included in the annual Federation external auditing, the agreed upon method for properly accounting for all IFCN spending.

In other business, the journal *Clinical Neurophysiology* was adopted as the official journal of the European Chapter. The EC-IFCN maintained a website about its activities, congresses, symposia and officers. The IFCN authorized the French, Polish, Turkish and Slovenian societies to translate the Practice Guidelines into their respective languages. The French society worked with clinical neurophysiologists from other French speaking nations to publish the French translation.

A task force addressed the specialty status for clinical neurophysiology in Europe. The task force consists of Kjeld Andersen (Norway), Theresa Sagalés (Spain) and J.A. Jarrat (UK). The Chapter and its Task Force continued its discussions, as it had in the previous Fiscal Period, about the formal legal status of Clinical Neurophysiology in the European Community. A survey was initiated of the Clinical Neurophysiology training requirements and the board examinations given in various European nations.

10.1. Congresses and symposia

Chapter's 11th ECCN was held at the Congress Hall in Montjuich, Barcelona, August 24–28, 2002. The Convener was Teresa Sagalés. Joan Conill (Scientific Secretary), Isabel Moreno (Treasurer), Luis García-Larrea (Scientific Advisor), and François Mauguère (Past Convener) completed the Organizing Committee. The congress very successfully combined education, scientific and social events for the approximately 700 participants, from 48 countries. It included six symposia with a total of 29 speakers, six workshops, 12 courses, 31 platform sessions, 274 posters and 164 oral presentations. Total attendance to courses was 337 and to workshops 127. Altogether there were 111 invited speakers. All the courses, clinically oriented symposia and platforms were granted accreditation as Continuous

Medical Education by the European Council (EACCME) of the European Union of Medical Societies. This was the first ECCN congress to have its own website, which was fully interactive for speakers and scientific committee reviewers. As a memorable social event, the gala dinner was held in a very interesting place, the “Hall of Mirrors” of the renowned Barcelona Opera House (“Liceu”).

The Chapter's 12th ECCN was held in Stockholm in May 2005. The Congress met at the Stockholm City Congress Center Folkets Hus. Congress Convener Eva Svanborg and President Erik Stålberg arranged for Stockholm City to host a conference reception in the City Hall, where the annual Nobel Banquet takes place. The IFCN sponsored 34 fellowships for young investigators from throughout Europe. Six hundred registrants participated in the meeting that included educational courses, scientific symposia, and poster sessions.

Additional Chapter effort was applied to further educational activities. Courses on various aspects of EMG and neurography, pediatric EEG, epilepsy, and sleep were held under the auspices of the EC-IFCN in Spain, Romania, Czech Republic and Slovenia. The Chapter financially supported those local courses and Chapters Executive Committee members actively participated as faculty.

10.2. New societies

The European Chapter worked towards extending membership. The Baltic countries expressed interest in organizing their growing number of clinical neurophysiologists. The Estonian society was welcomed into the Federation in 2002 and formally joined the EC-IFCN activities at its 2005 ECCN. The Irish society began to participate in ECCN and Chapter activities and subsequently applied for formal membership in the Federation. Other countries advanced plans for membership and were in close contact with the EC.

11. Asian–Oceanian Chapter

At its 2000 Chapter meeting at the Manila II Asian–Oceanian Symposium of Clinical Neurophysiology, Prasert Boongird (Thailand) was chosen as the Chapter Chairman. Nobuo Yanagisawa (Japan) was re-elected as the Chapter Secretary. At the III Asian–Oceanian Symposium of Clinical Neurophysiology in 2005, toward the end of this 2001–2006 Fiscal Period, the Chapter Assembly elected Rawiphan Witoonpanich (Thailand) as Chapter President. Kwang-Woo Lee (Korea) was chosen as the Chapter Secretary. Ryuji Kaji (Japan) continued to serve as the Liaison Officer between the chapter and the IFCN ExCo.

Clinical neurophysiology activity across the Asian–Oceanian Chapter region continued most actively in Japan and Australia, where the national societies had strong annual meetings and agendas. The chapter continued its work on fostering mutual clinical neurophysiology activities and communications across the entire region and among the various national societies.

The Singapore Society of Clinical Neurophysiology was formed and joined the IFCN as a member society. This brought the Chapter membership up to 10 societies including Australia, India, Indonesia, Japan, Korea, Philippines, and Thailand. China was represented by societies in the Peoples Republic and in Taiwan. Contacts were made with individual clinical neurophysiologists in Iraq, Malaysia, Myanmar, and Sri Lanka.

11.1. Congresses and symposia

The III Asian–Oceanian Congress of Clinical Neurophysiology was held in Chiang Mai, Thailand on February 2–4, 2005. Regional organizing committee Chairperson Rawiphan Witoonpanich was supported by Secretary Siwaporn Chankrachang and Scientific Committee Chairman Yotin Chinvarun. All members of the IFCN Executive Committee were present and actively involved

giving plenary lectures or organizing workshops. The program was composed of 10 Plenary Lectures, 13 Workshops, 10 Meet the Experts, three Lunch Symposia, two Platform Presentations, five Poster Sessions, two Video Case Discussions. The social program included a welcome reception and a gala dinner. The accompanying persons could participate in a City and Temple Tour and in visiting a home industrial village. The IFCN sponsored 24 fellowships for young investigators from 9 countries. The 340 registrants came from 21 countries. Nine prizes were awarded for the best poster and platform presentations. The abstracts of all presentations were published in a Supplement of the Neurology Journal of Thailand.

In addition to the Chiang Mai meeting, the 3rd Bangkok Symposium on Clinical Neurophysiology was held in March 2002. This was held just before The Neurological Society of Thailand annual meeting. This was third in a series of such local symposia held over the previous decade. Chapter support for this local meeting was because the interval between the 2000 and 2005 formal Chapter Congresses was long, and interim meetings would help foster the Chapter's organizational aims. In addition to the local Bangkok meeting, the Chapter supported a Symposium on Nerve Excitation and Threshold Tracking meeting in Japan in November 2004. After the Chapter's support, the Federation provided support for speakers and fellowships for young physicians to attend the 2nd Asian–Oceanian Workshop of Nerve Excitability Testing in Tokyo on November 2004. The Chapter and Federation planned an academic meeting, the International Consensus Meeting for Electrodiagnostic Criteria for Diagnosis of Amyotrophic Lateral Sclerosis (ALS). The meeting goal was a discussion of electrophysiologic criteria for the early diagnosis of ALS. Such a goal was important for planning and conducting drug studies as well as for patient care. The meeting took place in Awaji, Japan in December 2006. Ryuji Kaji and Andrew Eisen served as organizers.

A Myanmar medical organization requested Federation support for a local meeting on

neurology and clinical neurophysiology. After consulting with the Chapter, the IFCN decided to send former President Carl Lücking to lecture at the meeting in Mandalay, Myanmar in January 2005. Inquiries were made as to the status on clinical neurophysiology in Myanmar, and encouragement was given to become active in Chapter activity.

The Chapter chose Seoul, Korea for its next formal Chapter Congress in May 2009. The Japanese and Singapore societies both intended to bid for the 2010 ICCN Congress.

Overall, the Chapter was on the road to fostering greater interaction, educational opportunities, and cooperation among the national clinical neurophysiology societies in the East Asian and Oceanian region. Ways to encourage greater participation from South Asian and Middle Eastern member societies was also given discussion within the Chapter.

12. North American region

The North American region had three societies but no formal Federation Chapter. To promote the Federation's presence and aims in this region, a special fellowships program was initiated, the IFCN International Exchange Fellowship Program. The concept was to foster an international program in this region. The program specifically sponsored fellowships for physicians and scientists from economically disadvantaged regions to attend North American meetings. The program was adopted and implemented by one regional society, AAEM. The society supplemented the program with support of its own, and providing the program for 4–9 fellows each year. The society and fellows both considered the program as very successful.

Discussion continued of forming a formal Chapter in this region.

13. International Clinical Neurophysiology Society

How could the Federation aid colleagues in countries that did not have a national society? It was suggested that a “Clinical Neurophysiology

Society” could be formed, affiliated to the IFCN but without national boundaries. It would keep track of and encourage clinical neurophysiologists in those countries. When sufficient numbers practiced clinical neurophysiology in such a country, the Federation could encourage them to form their own national society and become a formal Federation member society.

At the 2003 Congress, the President reported on this new concept of the ICNS of members of non-affiliated countries (ICNS) to the General Assembly. The goal was to allow active neurophysiologists in non-affiliated countries to benefit from the activities of the IFCN and encourage communication among them and member societies. At the same meeting, the Secretary's report detailed Executive Committee's concern to promotion of the Federation's aims in parts of the world without member societies. To this point, active individuals in those countries were unable to benefit from the activities of the IFCN such as fellowships and communications about upcoming congresses.

The ICNS would be a professional association dedicated to fostering education in clinical neurophysiology and furthering the understanding of the nervous system designated for members from countries without an affiliated member society. The formally stated purposes were to:

- Promote personal contact between investigators and clinical neurophysiology and closely related fields, between the society and other similar societies throughout the world through the IFCN, thus facilitating exchange of scientific and professional information and opinions.
- Further the greater understanding and knowledge of clinical neurophysiology and disorders for which it is applied.
- Arrange for the exchange of journals or other written materials in these fields.
- Assist in the formation of committees for evaluation of standards, techniques, procedures, education, training or qualification of physicians or technologists.

- Achieve high standards for clinical practice of clinical neurophysiology.

ICNS members could apply for fellowships, reduced fees for journal subscriptions or international congresses. The Federation Secretary drafted a constitution for membership, which was approved by the Rules and Executive Committees and the General Assembly by mail ballot. The Executive Committee recommended Ryuji Kaji, a member-at-large, to shepherd this concept and eventually to serve as the organization's first president.

Members from Georgia, Pakistan, Vietnam, Sri Lanka, Syria, and Malaysia signed up for membership and paid the US \$4 annual dues. Further members were sought by contacting national societies of neurology through the WFN. The clinical neurophysiologists contacted in Singapore found that they had sufficient local interest to form their own national society, which pursued as a route for IFCN participation.

By 2006, the ICNS was functioning. It met as an organization for the first time at the 2006 ICCN, ratified its Bye-Laws, elected its own IFCN Delegate, and discussed ways of broadening the inclusiveness of IFCN activities. As written in its Bye-Laws, the initial officers were drawn from the Federation Executive Committee. The ICNS Officers were President Ryuji Kaji (Japan), Secretary Graham Harding (UK), and Treasurer Andrew Eisen (Canada), the latter two in the same roles held in the Federation Executive Committee.

The plan was to limit the number of ICNS members that could be from any one nation. When a critical number is reached, they could be encouraged to form their own national society and move their memberships out of the ICNS.

14. Communications

The Secretary acquired a new internet worldwide web domain www.ifcn.info. The domain www.ifcn.org was already taken. Web site maintenance was delegated to the Executive Director and her office. A web designer redesigned the web pages

to include links to national societies and chapters, rules, meeting announcements and the Yellow Pages from the journal, reports from the Executive Committee and other relevant information. Updates are posted every few months.

The Concorde Executive Office also developed a map of the world showing Federation chapters and national societies, as a useful and interesting graphic for the web page and the Federation exhibit booth display graphics. The banner and logo were also approved, but it was felt that it would be better if the color of the banners and the logo could reflect the colors of the journal.

Rules Committee Chairman Marc Nuwer provided an electronic copy of the Statutes. A link to the journal web page at Elsevier was useful for members who wished to contact the publisher.

The 1999 Practice Recommendations book did not exist in electronic format and the cost of putting this on the website was considered to be excessive. Instead, those Guidelines that had been published in the journal were available and included. As new guidelines are approved in the future, they would be added to the website. The President proposed that as Prof. Paolo Rossini would be retiring as Editor-in-Chief Europe he should be made responsible for updating the recommendations or guidelines, providing these for the website.

The Executive Committee decided not to post commercial advertisements on the website.

15. Finances

The Treasurer's office was moved from Switzerland to Vancouver at the start of this term. Over the 5 years, from 2001 to 2006, the Federation continued on average to operate in a surplus financial position, with annual performance depending on whether an ICCN was held in that year.

By 2006, the IFCN assets were approximately US \$1.9 million, triple the value of 13 years earlier. Annual expenses averaged around US \$250,000, or about 20% higher than 5–9 years

earlier. The largest expenses were for the Editor's offices, the support of congresses and symposia, and the executive Secretariat. Income was primarily from Elsevier. Other lesser sources of income were from congress profits and repayments, society dues, and investment income. Because the aim of the Federation was to achieve scientific, professional, and educational goals — not to accumulate assets — the funding was gradually increased. Funding for Chapters increased substantially from US \$60,000 to \$100,000 in each 4-year term. Fellowship funding increased from US \$70,000 to \$100,000 for each 4-year term. Funding for additional workshops and symposia was increased to US \$60,000 for the next 4-year term. Bursaries were proposed at US \$40,000 in the next 4 years, which is support given to certain delegates from economically disadvantaged national societies. The plan was to reduce the Fiscal Period surpluses by investing in worthy projects. Budgeting for the next Fiscal period assumed continuing increases toward educational, scientific, and professional goals.

Chapters were more responsible for identifying funding needs in their own regions. Less reliance on the Federation Executive Committee was considered desirable. The Chapters themselves had been in operation for one term, and they had reached a stability of operations to turn over this responsibility to them. Requests for support from each region were to go through the respective Chapters.

Additional costs during this Fiscal period were for expenses of incorporating in Canada, establishing a permanent secretariat office, as well as purchasing insurance for publications, general liability and directors and officers. For the journal, the Federation was now paying Elsevier to manage the Editorial Manager electronic publishing software system. Tax statements were filed in Canada and France, but no significant taxes were due. Since the appointment of the Secretariat, the direct costs from the Officers decreased, resulting in the desired economies of scale and an overall reduction of costs.

Treasurer Andrew Eisen changed the Federation's investment advisors. The information received from the previous advisors was insufficient. The new advisors were more responsive and provided better information about account performances. The investment firm was instructed that the IFCN did not wish to invest in medical instrumentation or pharmaceutical products as it could give an appearance of conflict of interest. Likewise, the IFCN held stock in Elsevier. The Executive Committee directed that steps be taken to sell those stock holdings.

Each Executive Committee member was asked to provide to the Federation attorney a formal Declaration of Conflict of Interest. Mr. Kirkham reviewed what companies or directorships and what major stock investments were held. The attorney advised that no conflicts were reported concerning issues of the Executive Committee's business or actions.

Annual auditor's reports were circulated and approved by the Executive Committee, made available to Delegates, and posted on the IFCN website. No significant discrepancies or irregularities were described in the audits.

16. Nominations

IFCN Past-President Marc Nuwer (USA) chaired the Nominations Committee. Other committee members were Jeanette Farina (Brazil), Erik Stålberg (Sweden), and Kwang-Woo Lee (Korea). A timetable for elections was approved, one that began about 18 months before the next ICCN. This timetable allowed for sufficient time for three major rounds of nominations and balloting and allowed sufficient time for run-off ballots if needed.

Marc Nuwer expressed concern at the lack of effective contact details for some current IFCN Delegates and requested that the Secretariat continue to use all available resources and information to update this. This communication problem has been long standing within the Federation. During this election cycle all Delegates but one participated in the nominations and elections.

The Treasurer and Secretariat offices provided information on which societies were current on dues payments. Per Federation policy, those societies that had not been paying dues could nominate, but not cast ballots.

Societies were allotted the same number of votes that they were entitled to in the General Assembly, which is 2, 3, or 4, depending on their size. The Executive Committee member themselves have votes in the General Assembly, but not in officer elections.

The Executive Committee was reduced from eight members to seven because it no longer included two Editors-in-Chief. This would affect issues of geographic and disciplinary balance. The Nominations Committee was charged with assuring that each new Executive Committee would adhere to the prescribed geographic limitations and disciplinary balance. Those rules were designed when the Executive Committee had eight members: five for election in each quadrennial cycle, one Past-President carried over from the previous Fiscal Period, and two Editors-in-Chief. The Nominations and Executive Committees unanimously agreed to allow an EEG versus EMG disciplinary balance of 4:3 or 5:2 ratios, but not 6:1 or 7:0 ratios. These would be applied in either disciplinary direction. Discussion was held about how these disciplinary balance ratios were becoming anachronistic. But no move to change them was undertaken.

Geographic balance was separated into two regions. One region was Europe, Africa and Asia except for Japan. The other region was the Americas, Japan, and Australia.

The rules called for three major rounds of nomination and election. In the first round, the new President and Treasurer are selected. The new President was preferably from the geographic region different from the outgoing President. The outgoing President was from France, so the new President should be from the Americas, Japan, or Australia. No restrictions were placed on the Treasurer, other than a 2-term maximum

that did not apply in this election cycle. Hiroshi Shibasaki (Japan) was elected President, and Andrew Eisen (Canada) was re-elected to a second term as Treasurer for 2006–2010.

The Secretary was to be from the opposite geographic region as the Treasurer. Since Dr. Eisen was from Canada, the new Secretary should be from Europe, Africa or Asia, except for Japan. Current Member-at-Large Johannes Noth (Germany) was elected as the new Secretary for the Fiscal Period 2006–2010.

Member-at-Large elections might need to be chosen carefully so as to attain the desired geographic and disciplinary balances. The two Member-at-Large positions were set as one from each geographic region. In that way the new Executive Committee would have four members from each of the two recognized regions. The three newly elected officers, the outgoing President and the Editor-in-Chief were already from an adequate mix of disciplines. As a very fortunate result, no disciplinary restrictions needed to apply to the Member-at-Large elections. Many nominations were received; 11 individuals agreed to serve if elected. The ballot listed seven candidates from Europe and four from the Americas. A run-off was necessary because no majority was reached for either position. In the run-offs between the top two vote recipients in each region, the societies chose Kerry Mills (UK) and Daniel Cibils (Uruguay) for the Member-at-Large positions for the 2006–2010 Fiscal Period.

The new Executive Committee at the beginning of the term 2006–2010 was:

President	Hiroshi Shibasaki	Japan
Past-President	François Mauguière	France
Secretary	Johannes Noth	Germany
Treasurer	Andrew Eisen	Canada
Member-at-Large	Kerry Mills	UK
Member-at-Large	Daniel Cibils	Uruguay
Editor-in-Chief	Mark Hallett	USA
