

Approved Minutes

10.25. Agenda/Minutes (KA)

10.25.1 Roll Call and Welcome

KA, ED, EF, GK, TP, PB.
Previous chair EJ was present as a guest.
KA invited all members to attend the CPD symposium at EuroMedLab.

10.25.1.1 Guests

JG, MCP, EJ, SCL, IT (afternoon). Apologies from AN.

10.25.2 Finalization of Agenda

- GK: suggested a Call-for-Nominations for the next eJIFCC editor position. It is really important to find the right person. KA will present the idea at the editors meeting to seek candidates.
- GK: Ask Insoft to complete renumbering of archived eJIFCC issues.

10.25.3 Approval of Minutes, Committee Meeting, Milan, 9-10 January 2017

Approved as submitted with minor changes

10.25.3.1 Review Action Items – completed/pending

Khosrow:

Action: Liaise with Insoft re: formal quotation for migration of Umbraco platform from V4 to V8

Status: Ongoing

Action: Liaise with Janine for distribution of the final version of the Policy and Procedure for IFCC FU webpages

Status: done

Action: once a year send a message to chair of IFCC Functional Units who are not updating their webpages and inviting them to provide revisions and updates

Status: done

Action: in agreement with Gabor plan a call for nominations for the WG eJIFCC chair position after Athens meeting

Status: done

Action: Investigate a paid position to coordinate eAcademy activities

Status: in progress

Action: Contact key people to encourage AACC distribute IFCC emails and Journals

Status: in progress

Edgard:

Action: finalize and issue the new IFCC survey for February 2017 adding a website question to the current proposal

Status: done

Action: prepare an article for July eNews with the results of the survey

Status: done

Action: IFCC brochure: re-shape content and add app and QR code to for 2018-2020 term

Status: in progress

Action: modify Madgalena's wording for the poster, replacing the words "proof points" for the term "evidence". Add a link to the website.

Status: in progress

Eduardo:

Action: skype with India and Nepal candidates for the member position within the C-IeL

Status: done

Action: liaise with Ion to progress eAcademy project to next phase, adding forum and rating features for free.

Status: in progress

Action: ask Ion a technical solution to re-send emails from IFCC to the final members.

Status: done

Action: Ask Ion a tool to monitor the number of downloads and citations of eJournal and eNews.

Status: done

Action: liaise with Gabor and Janet Smith for involvement of eJIFCC EB members and C-DL in the preparation of eAcademy webinars missing items (key words, Los, MCQs)

Status: done

Action: help for contacts with WG - IANT

Status: on going

Gabor:

Action: invite eJIFCC EB members to cooperate in the preparation of eAcademy webinars missing items (key words, Los, MCQs)

Status: done

Action: make contacts with possible guest editors for 2017 and 2018 planned issues

Status: done

Action: in agreement with Khosrow plan a call for nominations for the WG eJIFCC chair position after Athens meeting

Status: done

Action: Liaise with Insoft and remind them to complete renumbering of archived eJIFCC issues

Status: done

Tahir:

Action: replace the corporate member within the WG eNews membership

Status: done

Action: plan steps to go towards a monthly eNews edition in a year or two

Status: in progress

Peter:

Action: secure resources for videos or other communication tools for IFCC booth in Athens

Status: done

Action: provide a new speaker to replace BJ in his talk in Athens

Status: done

Silvia:

Action: invite Ion Toporan to attend Athens CPD EC afternoon meeting and C-leL and joint C-leL – C-DL meetings

Status: done

Action: support Edgard for the new IFCC survey for February 2017

Status: done

Action: Update the English version of the IFCC brochure and print for 2017 congresses

Status: done + Greek version

Action: send meetings invitations with Outlook & Google calendars

Status: done

10.26. Activity and Annual Reports

10.26.1. Report of the Chair (KA)

CPD had a very productive year in 2016. Peter Vervaart completed his term and EF was appointed as C-leL chair and CPD Secretary. JG will continue her excellent job as Website Editor. She is completing her second term in office and CPD thanks for her contributions to management of the IFCC website.

PB is the new CPD corporate member. He attended the first CPD meeting in Milan. MCP will serve for a second term as WG-IANT chair. CPD thanks her leadership of the IANT and enhanced level of activity in this group.

C-PR and C-leL has new members. GK is completing his second term. KA expressed gratitude for his great job and many excellent issues. The eJIFCC had received many positive feedback about its improved scientific content and recent indexing by PubMed.

The new eNews format and improved content have also been very well received as well as the new eNews Flash. Both publications provide regular and substantial communication within the IFCC community. The national societies read the issues and many provide content on a regular basis. The App was introduced last year and very well received. There is a proposal to upgrade the App for 2018. It allows very ready access to the IFCC contents. IFCC website is working very well. Regarding the budget, a cut was proposed by the IFCC treasurer as IFCC is running a deficit right now. KA will be discussing CPD budget proposal with the treasurer at a meeting during EuroMedLab conference in Athens. Overall, CPD is in very good shape and EB is really happy with CPD performance and activities. CPD needs to continue to innovate and KA asked every member to think how to do that.

ACTION EF: Talk with Ion about updating the IFCC App.

ACTION EF: Liaise with Ion about increasing the speed of IFCC website.

10.26.1.1 CPD call for nominations
- C-PR and C-leL new positions.

ACTION KA: Send the call for nominations to cover two vacancies of C-leL.

10.26.1.5 CPD Priorities for 2017:

- Website and App updates
- Continue to enhance eJIFCC and eNews content and quality
- Enhanced eAcademy e-learning content and interactive features

- Increased PR activities outside IFCC community

10.26.2. Report of the Vice Chair and Chair Public Relations Committee (ED)

10.2.1. Committee-Public Relations (C-PR) (ED)

C-PR will meet tomorrow in Athens and the strategic plan will be presented.

10.2.1.1 Membership

| Given name | Family name | Position | Term | Start | End | Country |
|--------------|-------------|--------------|-----------------|-------|------|------------|
| Edgard | Delvin | Chair | 1 st | 2016 | 2018 | CA |
| Emmanuel | Agbedana | Member | 1 st | 2017 | 2019 | NG |
| Katherina | Psarra | Member | 2 nd | 2017 | 2019 | GR |
| Monica | Spalvieri | Member | 2 nd | 2017 | 2019 | AR |
| Magdalena | Krintus | Member | 1 st | 2015 | 2017 | PL |
| Camelia | Grigore | Corr. Member | | | | RO |
| Aysun | Karabulut | Corr. Member | | | | TR |
| Curtis | Oleschuk | Corr. Member | | | | CA |
| Fouad | Harb | Advisor | | | | AFCB |
| Endang | Hoyaranda | Advisor | | | | APFCB |
| Ana Leticia | Maselli | Advisor | | | | COLABIOCLI |
| Maria Stella | Graziani | Advisor | | | | EFLM |
| David | Kinniburgh | Advisor | | | | NAFCC |
| Adekunle B | Okesina | Advisor | | | | AFCC |

10.2.1.2 Activity Report

2017 Survey

The proposed 2017 survey directed toward the individual members of the National Societies and Regional Federations was sent on February 28th 2017. The questions concerned the eNewsletter, the eNewsFlash, the eJIFCC, the eAcademy and the IFCC App. 682 responses have been received by the end of April. A brief report of results was presented and analyzed by CPD members. KA suggested to change the percentages of data report.

2017 Strategic Plan

A strategic plan for the C-PR reflecting the IFCC objectives will be discussed in Athens. A draft of a PowerPoint presentation that will serve as a support for discussion will be tabled at the C-PR meeting.

ACTION ED: Promote the eJIFCC is indexed, the App and the Website.

ACTION ED: re write the terms of reference of C-PR.

10.9. Public Relations

10.9.1. PR Brochures

10.9.3. PR Posters

Standing banner

The standing poster developed by Dr. Magdalena Krintus was displayed during the EFLM/EUMS Scientific Meeting in Warsaw last September. The concept was well received. As the content was essentially targeting the IFCC membership, the CPD-EC suggests that a banner or poster targeting administrators and budget holders be developed by the C-PR. Dr. Peter Bialk, the incoming Corporate Representative on the CPD-EC, has generously provided a draft that will be tabled and discussed during the Athens C-PR meeting on June 11th as an element of the strategic plan.

10.9.5. Miscellaneous PR Projects

10.9.5.1 PR Slide Kit

Up to date and available for download at IFCC website.

10.2.1.2.1 Labs are Vital Consortium

Coleen Nolan (ASCP) now chairs the LRV Consortium Board. ED participated to the 1st meeting in January as the IFCC representative. A second meeting was scheduled for May 18th. However the quorum could be reached. A program is essentially steered by the ASCP and Abbott and a budget were tabled. The request for approval sent to the members post-meeting has been confirmed. The grant from Abbott amounts to USD 50.000. It should be noted that, as Podcasts are concerned, Abbott will select the vendor and work with it to develop content (see document for details). Recent metrics on the website activity received in April 2017 show some improvement although the activity seems low (see document). The program is not meant for the wider public and we need to consider if this project is still beneficial for IFCC.

10.2.1.2.2 Current and Future C-PR plans

ACTION ED: Write a report about LRV to inform EB about the status and recommend leave.

ACTION ED: C-PR terms of reference to be revised and a new action plan.

10.26.3. Report of the Secretary and Chair Internet and e- Learning Committee (EF)

10.2.2. Committee-Internet and e-Learning (C-leL) (EF)

The Project Management Software (PMS) has been used since it was presented as part of the provisional plan for 2017 in the CPD meeting in Milan.

The PMS seems to work very well and fits the communication needs of our committee.

The proposed changes to the website layout were not approved by CPD. However, the CPD approved the CMS version update (Umbraco 8.0). Insoft was notified about the approval and will proceed soon without any modification of website content.

The translation of eAcademy webinars to Spanish is in working progress. Thanks to the support provided by Gábor Kovács, a group of members of the eJIFCC Editorial Board was constituted to review webinar contents and English captions which were automatically created by a software. This group will also provide learning objectives and multiple choice questions in order to launch the phase II of eAcademy. The reviewed English captions will provide support to the WG-IANT during the translation process. Although English captions have not been reviewed yet two translations were completed. C-leL will meet at Euromedlab 2017, in Athens. C-leL and C-DL will have a joint meeting at the same venue.

10.2.2.1 Membership

Rojeet Shrestha from Nepal was appointed as committee member taking over the role of Social Media Coordinator. CPD members express many compliments to him.

There are two members finalizing their membership in Dec 2017, so a call for nominations should be released as soon as possible.

10.2.2.2 Activity Report

10.7. Web Site

JG submitted a detailed report (see separately).

The CMS needs to be updated. This update is mandatory otherwise Insoft could not provide support to the website. Insoft was authorized to migrate the CMS from Umbraco 4 to Umbraco 8. No need to modify the current design of the website.

ACTION EF: Check the IFCC domain status.

10.7.1 Organizational matters

10.7.1.1 Website Statistical Report

Review of the most recent 12 months indicates similar metrics to previous period with all parameters indicating positive movement, with a marked decrease in bounce rate (noted in previous reports). Spikes in 2016 sessions noted mostly correspond to the publication of eNews editions. The website has more than 727.000 page views per year.

10.7.1.3 Policy and Procedure for IFCC functional unit web pages

PD updated and approved the website policy with some changes. It was submitted to JG for final review and then it will be send to EB as the approved document.

ACTION JG: Janine to finalize and send the document back to the IFCC office for distribution.

10.7.1.4 Functional units pages updates (KA – JG)

KA invited all Chairs of IFCC Functional Units to review the IFCC webpage for their functional unit (committee/working group/ or task force) to ensure that the information is up to date.

All requests were followed up and completed by our web editor (Dr. Janine Grant) and the IFCC head office.

10.7.4. Databases

The NPU, Register of Experts, and Publications databases are the only active databases currently on the website. An eAcademy database will be developed with the eAcademy.

10.7.5 Distance Learning Programs and eAcademy (EF)

The phase II of eAcademy is already developed including two new features (forums and ratings system) that will provide social characteristics to the educational materials.

These two new tools were developed in occasion of the delay caused by a third party software during the development process. The budget for this addition is 11.900 Euros and it should be approved by CPD in order to deploy all the phase II features together. This unique deployment of all the features developed will save 2.000 Euros approximately.

On behalf of Roche, Peter Bialk has granted 5.000 CHF to produce new educational materials for eAcademy. C-leL and CPD in collaboration with IFCC office (SCL) immediately designed a strategy to record materials from the EuroMedLab 2017. The C-DL identified some key conferences and activities to be recorded in the scientific program. C-leL and IFCC office asked for quotations from two Greek audiovisual companies linked with the local EuroMedLab organization. Just one of them replied however quotation was extremely expensive. Therefore the grant will be used in future events.

At the moment eAcademy offers more than 90 educational webinars organized by topics according to the curriculum provided by C-DL. This curriculum has some gaps which will need to be completed with the missing topics in the future.

Some Spanish webinars are waiting for CD-L approval to be published.

The eAcademy project is growing, and KA suggested a paid position to coordinate all these activities. This could be done in the future.

10.2.2.2.1 Social Media Report

RS submitted a detailed report (see separately).

Currently, IFCC has presence in three social networks: LinkedIn, Facebook and Twitter. Up to day these are the number of users engaged: LinkedIn group 3370, Facebook page 6400 and Twitter 630. The statistics about users regarding country, age and sex are similar to the previous results.

Clearly, "IFCC eNews Flash" is the perfect format to disseminate news over Facebook and social media in general. Every time an eNews is launch a peek in Facebook activity is observed.

10.3. Working Groups

10.3.1. Electronic Journal of the IFCC (WG-EJIFCC) (GK)

10.3.1.1 Membership

New editorial board members: Edgard Delvin (CA) and Tomris Özben (TR)

10.3.1.2 Activity Report

10.3.1.2.1 Volume 2/2017 was published on May 31st, 2017. The issue contains 7 manuscripts (+foreword), 5 of them guest-edited by Prof. Tamas Kőszegi (HU) on “Advances in the diagnosis of sepsis”.

1. Foreword of the editor (Gábor L. Kovács)
2. Advances in the diagnosis of sepsis (Tamás Kőszegi)
3. Procalcitonin – assisted antibiotic strategy in sepsis (Domonkos Trásy, Zsolt Molnár)
4. Advances and pitfalls in using laboratory biomarkers for the diagnosis and management of sepsis (Dunja Rogić, Gordana Fressl Juroš, József Petrik, Ana Lončar Vrančić)
5. Nonconventional markers of sepsis (Péter Kustán, Zoltán Horváth-Szalai, Diána Mühl)
6. Advances in the diagnosis of sepsis: hydrogen sulfide as a prognostic marker of septic shock severity (Miha Košir, Matej Podbregar)
7. A validation study of after reconstitution stability of diabetes (Shyamali Pal)
8. Case report. A toddler with anasarca caused by congenital nephrotic syndrome (Tumelo M. Satekge, Olivia Kiabilua, Gertruida van Biljon, Komala Pillay, Tahir S. Pillay).

10.3.1.2.2. Invitations for future issues of eJIFCC

- Alan Rameley (US) and Sridevi Devaraj (US): “Advances in lipoprotein diagnostics”. Invitation accepted.
- Maurizio Ferrari (IT): “Next generation sequencing: clinical applications”. Invitation accepted.
- Flavio Alcantra (BR) and Vanja Radisic (CRO): “Laboratory diagnosis of chronic kidney diseases” Invitation accepted.
- Howard Morris (AU): “Recent advances in bone disease markers” Invitation accepted.

10.3.1.2.3. Indexing of eJIFCC by Web-of-Science (WoS) and Scopus:

In October 2016 we have submitted our application to WoS and Scopus for indexing of eJIFCC. The review process has not been finished.

Suggested central topics for the future: advances in sepsis. GK remarked that TP prepared a nice case report.

Maurizio Ferrari is busy so the issue release could be changed. Actually, there are 4 issues in preparation. The fourth issue is an approach.

KA suggested consider to nominate 3 Associate Editors from different regions, e.g.: EU + COLABIOCLI and APAC + North America).

ACTION GK: Identify two more additional topics and authors for future issues.

ACTION ED: Contact Michael Surette for an eJIFCC issue about microbiota.

ACTION GK: Identify few associated or a deputy editor/s to support the future work of the eJIFCC Editor.

ACTION GK: Liaise again with Insoft and remind them to complete renumbering of archived eJIFCC issues, as no feedback to previous messages was received

ACTION SCL: Re write the Editor’s call-of-Nomination, adding information on PMC indexing, before Durban.

10.3.2. IFCC eNews (WG-IFCC eNews) (TP)

10.3.2.1 Membership

No changes in membership.

The working group has 25 representatives with 9 national society liaisons. Peter Vervaart and Bruce Jordan will be invited to join the working group.

10.3.2.2 Activity Report

The next meeting of the eNews working group will take place during EuroMedLab Athens on 11 June. The discussion at the meetings will center on reports back from the CPD executive and discussion of the newsletter format.

Advancing delivery of the newsletter.

App: An app was developed last year by Insoft and is available to access the eNewsletter and eJIFCC on mobile devices. It will be useful to obtain statistics of downloads of the app and the eNewsletter.

Newsflash: We have continued to use the “eNewsflash” between issues of the newsletter and this has contained items of special and urgent interest. A recent example is shown on the right. In addition the logo for the eNews was redesigned by Insoft.

28 issues of the newsletter have been published in the new format since TP took over as editor. The newsletter is published bi-monthly but last year, we started publishing short news snippets using the eNews flash in months when there was no newsletter. We used the eNewsflash to highlight the IFCC elections for example. We will also look into increasing the rate of publication to monthly in 2018.

The contract with Insoft Digital began in 2014 has now produced 20 in digital “flipbook” format and PDF and HTML versions and last year the agreement was modified to take into the additional pages. We continue to limit the page numbers in line with the CPD decision to try and limit costs by reducing the length of the articles. This has been done with stricter editing and limiting the number of photos that appear, as well as inserting hyperlinks to documents. We have also asked contributors to adhere to a word limit.

Requests for articles are sent to all eNewsletter WG members, National Societies liaisons and National Representatives (through the IFCC Office) with a reminder of the deadlines. A regular and popular feature of the newsletter is still the IFCC Young Scientists task force and the PSEP reports from awardees, as well as the IFCC Travel Scholarships to attend WorldLab. This helps to highlight the contribution of the IFCC to international clinical chemistry across the world and has also ensured that contributions from members continue to come to the newsletter.

We were not able to continue the tradition of having an item from the IFCC President but the Past president still continues to be a regular contributor.

Relationship with LabMedica International

This relationship has continued with Arda Turac at LabMedica International (LMI). We send a regular supply of news items to LMI and LMI prints a selection of the articles.

People send articles directly to LAB MEDICA and TP cannot review it.

KA suggested reduce the amount of material per issue (split current issue in two editions of 20 pages) and augment the frequency (monthly). TP will keep six deadlines a year and he will split the content in monthly issues. EF suggested to send individual articles over social media. These plan will start in January 2018.

ACTION TP: Ask to LAB MEDICA to send all the articles related with IFCC.

ACTION KA: Ask Insoft about the cost of submit the eNews every 2 month.

ACTION EF: Ask Social Media Coordinator to send individual eNews articles over social media once time a week.

10.3.4. Ibero-American Nomenclature and Translation (WG-IANT) (MCP)

10.3.4.1 Membership

Letters of invitation to join the RIA/WG-IANT has been submitted to representatives of: Portugal, Panama, Costa Rica and Honduras.

Panama is joining the IFCC. Costa Rica do not belong to the IFCC yet. Portugal and Honduras, we are waiting for the answer.

10.3.4.2 Activity Report

10.3.4.2.1 RIA Web page

RIA Website is constantly being updated. It has a new presentation, new books, new documents, and new videos.

For more details see the special report.

10.3.4.2.2 Diagnóstico in vitro

Nowadays, DIV has a document which contains the standards for articles publication.

WG-IANT has issued the magazine every four months.

We are already working on the DIV 07, October 2017. The main topic is the 25 anniversary of Argentine Biochemist Foundation (FBA) and the 30 anniversary of the PEEC (EQA program with 3500 labs).

FBA will provide articles and news of interest.

-COPE membership

Information on membership has been requested. WG wants to know all the benefits and the experience of eJIFCC on COPE.

-Open Access journal

Access to the journal is direct from IFCC website and the magazine DIV. Invitations are send over emails and the web page.

10.3.4.2.3 Ibero-American Radio

The radio on line the microscope works very well. It has a lot of welcoming. The director is Dr. Hernan Fares Taie. He is member of the editorial board of the electronic magazine diagnostic in vitro, and in each edition we publish a radio interview.

10.6. Publications (EF)

10.6.1. Documents of Committees and Working Groups

The database (available on the website) continues to be updated as publications are forthcoming.

11 new publications has been added to the database.

10.6.2. Monographs

There have been no new Monographs produced in 2017.

10.6.3. Books

There have been no new Books in 2017

10.6.4. Conference proceedings

There are s no new conference proceedings published in 2017.

10.6.5. Annual report

The 2016 Annual Report is already published on the website.

10.6.6. Handbook

The 2015-2017 version of the Handbook is available on the website.

A new edition 2018-2020 will be prepared. No more hard prints. EJ suggested ask EB what they want to do. The proposed solution is publication on the web and upload on USB flash keys for distribution to IFCC NRs.

10.6.10. Electronic Publications

None to report.

10.6.20. Other Publications

None to report.

10.8. Related Journals (KA)

10.8.1. Meetings of Editors

A meeting of Editors has been organized on 11th June in Athens at Euromedlab
Confirmations of attendance have been received by 25 editors and publishers from the major journals in lab medicine.

10.8.2. Journals

10.8.2.2. Clinica Chimica Acta (CCA)

10.8.2.3. Labmedica International (LMI)

Already covered. See details above.

10.10. Corporate Member Activities (PB)

KA suggested to PB if he can discuss with Roche an annual support and a feedback from Roche about which activities can be interesting for Roche to support.

PB will work closely with ED on the PR topics.

KA thanked PB for securing the budget for eAcademy content production.

ACTION SCL: Submit the 5000 CHF invoice to Roche before September 30.

10.19. Meetings & Symposia (KA)

- 10.19.1 CPD Symposia
- 10.19.1.1 Athens, Greece (IFCC/EFLM EuroMedLab) 11-15 June 2017
 Role of Communication in P4 Laboratory Medicine (Accepted):
 Chair: Khosrow Adeli (CA)
- 1) Online Resources for Patients and Healthcare Professionals
 Speaker: Tahir Pillay (ZA)
 - 2) eLearning and Online Educational Tools in Laboratory Medicine
 Speaker: Peter Vervaart (AU)
 - 3) Electronic Apps and Medical Diagnostics Data Management
 Speaker: Khosrow Adeli (CA)
- 10.19.1.2 Durban, South Africa, ICCCLM 22-25 October 2017
 "Value of Laboratory Medicine in Healthcare Delivery" (Accepted)
- 1) Anatomy of a value proposition for laboratory medicine
 Speaker: H. Morris (Australia)
 - 2) Critical review of the evidence supporting the value of lab medicine in clinical care
 Speaker: Khosrow Adeli (CA)
 - 3) Demonstrating the value of laboratory tests: a clinical and economic perspective
 Speaker: Wim van der Helm (CH)
- 10.19.1.3 Punta Del Este, Uruguay, XXIII COLABLIOCLI 17-20 September 2017
 C-DL and C-leL Joint Symposia
 "IFCC eAcademy Curriculum", Janet Smith (UK),
 "The eAcademy: Technical Aspects and the Present", Peter Vervaart (AU)
 "Translation of eAcademy", Eduardo Freggiaro (AR).
- 10.19.2 Future CPD EC Meetings
- 10.19.2.1 Durban, South Africa, ICCCLM 22-25 October 2017 (Sunday, October 22, after 10:00 AM) – proposed group tour for Saturday – Dinner on Saturday night.
- 10.19.2.2 March, 2018.
 Proposal for a CPD executive meeting in Switzerland. Organized by PB.
- 10.19.2.3 Fall 2018. IFCC General Conference

10.20. Membership

| Members: | Position | Term and Time of Office | |
|------------------------------------|--|--------------------------------|-------------------|
| Khosrow Adeli – AD (CA) | Chair | 2 nd | 2016 01 – 2018 12 |
| Edgard Delvin - ED (CA) | Vice Chair/ PR Coordinator | 2 nd | 2016 01 – 2018 12 |
| Eduardo Freggiaro – EF (AR) | Secretary/Publications-Distance Learning Coordinator | 1 st | 2017 01 – 2019 12 |
| Gabor Kovacs – GK (HU) | Editor, eJIFCC | 2 nd | 2015 01 – 2017 12 |
| Tahir Pillay - TP (ZA) | Editor IFCC News | 2 nd | 2016 01 – 2018 12 |
| Peter Bialk- PB (CH) | Corp. Rep. | 1 st | 2017 01 – 2019 12 |

10.30. Budget: proposed budget for 2017 was presented by the chair; more funds will be allocated to IT costs and eAcademy; a meeting arranged with IFCC treasurer in Athens

EF proposed create an internal sheet in order to track the expenses. The detailed information of expenses should be provided by each group.

ACTION SCL: Split the Budget items and include detailed costing for all budget items.

10.40. Other Business

IT joins to the meeting.

- The CPD approved the CMS update to Umbraco version 7. It will be occur during the next 3 month.
- APP: When clicking the app buttons the app should go to the last version of the eNews and eJIFCC.
- Discussion about the website speed. IT explained that it is related to the server's locations.
- Domain registration: KA suggested to register IFCC domains, such IFCC.com, IFCC.edu, etc. for a 10 year period to avoid potential problems
- CPD executive asked whether IFCC.org is under the IFCC umbrella. IT will investigate this issue.
- Discussed the website's tracking tools.
- EF wants to track views of eAcademy's videos.
- KA mentioned the new CPD decision to publish the eNews on a monthly basis and asked about cost implications. IT will send a quote after a review.
- IT will change the contact information in IFCC domain registration.

ACTION EF: Consult C-leL members about new ideas to update the app in 2018.