

Meeting of the 135th Meeting of the IFCC Executive Board, July 5-6, 2018

Minutes

The 135th Meeting of the IFCC Executive Board was held in Rome, Frascati at the hotel Villa Mercede: <http://www.villamercede.com/>, meeting room: Chigi.

Participants:

EB Members

Howard Morris	(HM)	President
Maurizio Ferrari	(MF)	Past-President
David Kinniburgh	(DK)	Secretary
Tomris Ozben	(TO)	Treasurer
Rolf Hinzmann	(RH)	Corporates Representative (Roche)

IFCC Regional Federation Representatives

Adekunle Bashiru Okesina	(ABO)	African Federation of Clinical Chemistry (AFCC)
Abderrazek Hedhili	(AH)	Arab Federation of Clinical Biology (AFCB)
Sunil Sethi	(SSE)	Asia-Pacific Fed for Clinical Biochemistry and Lab Med (APFCB)
Sverre Sandberg	(SSA)	European Fed of Clin Chem and Lab Med (EFLM)
Rosa Sierra-Amor	(RSA)	Latin-American Conf of Clin Biochemistry (COLABIOCLI)
Ann Gronowski	(AG)	North American Fed of Clin Chem and Lab Med (NAFCC)

Invited guest to specific sessions:

Graham Beastall	(GB)	FEN Chairman
Sergio Bernardini	(SB)	ETD Chair

1.0 Opening remarks from President

HM welcomed all and advised that the EB would address all items in the agenda briefly but would allow time to address a few topics in more depth. Items to be discussed in more detail included:

Criteria for contracts with EB
Criteria for Corporate members
Future of FEN
Presentation from the ETD Div
Risk Management Workshop issue
GC Budapest Program

1.1.134 Minutes of 134th EB Meeting, Milan, Italy, February 17, 18 and 19, 2018

EB previously approved the Full Minutes and the Summary Minutes from the 134th Meeting.

Action List from 134th EB Meeting

Items from the Action List from 134th EB Meeting that were discussed.

PB will ask for quotes on Directors Liability insurance from an Italian provider.

Rosa followed up on request from COLABIOCLI for additional funding for Radio El Microscopio. The response to IFCC is to be discussed at their next meeting.

DK is working on the study of the demographics of the membership on IFCC Functional Groups.

Strategic Plan:

The strategic actions and the individuals and functional groups responsible was reviewed and modified as below.

Area A: Supporting our Membership

No.	Strategic Action	
1	<ul style="list-style-type: none"> a) Integration of educational programs b) Continue to publicize educational resources available from IFCC c) Work with National Members and Federations to make better use of the educational resources available from IFCC d) Continue to promote 2 way communication with National Members and Federations and coordinate activities. e) Continue to develop and present a series of webinars to meet the needs of Members. 	<p>HM / CPD HM / CPD</p> <p>EB, Reg Fed Reps, NS representatives</p> <p>EB, Reg Fed Reps, NS representatives</p> <p>HM / CPD</p>
2	<ul style="list-style-type: none"> a) Maintain and improve communication with COLABIOCLI and Members in Latin America, as required. b) Maintain and improve communication with AFCB and Members in Arab countries, as required. c) Maintain and improve communication with AFCC and Members in African countries, as required. d) Maintain and improve communication with EFLM and Members in the European countries, as required. e) Maintain and improve communication with APFCB and Members in the Asia-Pacific countries, as required. f) Maintain and improve communication with NAFCC and Members in the North American countries, as required. 	<p>RSA / COLABIOCLI</p> <p>AH / AFCB</p> <p>AO / AFCC</p> <p>SSA / EFLM</p> <p>SSE / APFCB</p> <p>AG / NAFCC.</p>
3	Conduct a survey of Young Scientist, sex, geography and corporate membership for all IFCC functional groups, and develop a plan to address any disparities.	DK / CPD
4	Establish a Working Group made up of Corporate Members to identify and prioritize their needs, and possible projects, along with recommended membership. Assign to appropriate Division.	HM / RH / Corp Mem reps within Divisions/ Divisional Exec Cttee's EC
5	Promote to Corporate Members the use of the IFCC Registry of Experts.	RH / Corp Mem reps within Divisions

Area B: Broadening Our Horizons

No	Strategic Action	
6	To translate the principles of metrology to one new project each year in areas of laboratory medicine other than clinical chemistry.	HM / P Gillery, SD
7	<p>Establish at least one new collaboration each year with an international clinical organisation.</p> <p>An international scientific association, the European Society for Clinical Cell Analysis (ESCCA, President Anna Konstanti), is interested to join IFCC. Need to identify a Project and then approach them.</p>	MF to take responsibility for this.

8	Invite organisations from outside laboratory medicine to contribute to the IFCC meetings to promote better interaction with healthcare professionals. Need to identify a Project and then approach them.	HM / RH
9	Reach out to LIS vendors to collaborate on symposia presentations and development guidelines and standards of practice. Identify possible projects to standardize and harmonize post analytical LIS processes. Encourage IFCC Corporate membership.	SSE / Robert Flatman
10	Explore the use of electronic meetings by IFCC functional groups. CPD to into this.	HM / CPD
11	Explore the potential evolution of congress format to include electronic participation.	HM, JW, C-CC

Area C: Improving the Quality of Laboratory Medicine

No.	Strategic Action	
12	In conjunction with others develop a route to laboratory accreditation for developing countries	HM / EMD, DQCLM / ASLM/RSA
13	Identify the objectives with respect to a media campaign to promote the IFCC and the value of lab medicine.	DK / CPD
14	Strengthen the links and collaboration with the World Health Organization (WHO)	HM / PG, SD / SSA to represent EB.

Area D: Improving the Effectiveness of IFCC

No.	Strategic Action	
15	Performance evaluation of functional units including EB	DK, RH and SSA to Prepare a plan for the evaluation of Functional units including EB. PB to send forms from GB and SSA to send forms that are used by EFLM
16	Develop a new fee structure and implementation plan for Affiliate members	MF / TO
17	EB review and revise our Strat Plan mid-year 2019	HM and all EB responsible

2.0 Full Member Societies

2.3 Withdrawal – Suspended Members

Honduras' membership has been cancelled.

PB is waiting for statistics from IT to determine the IFCC website access by non-members.

2.4 Annual Dues for Full Members

It is difficult for some members to send money out of their countries. Other Members can be difficult to contact or do not respond. We cannot contact Sudan or Peru. Honduras has now withdrawn.

Agreed that we must continue to follow our policy with respect to payment of dues and suspension of membership for non-payment. PB to see what countries that are not paying dues are using our Web features. It was suggested that we should approach the countries with personal contact to explain the advantages of membership. PB and TO to keep the Federation Representatives aware of status of dues in each region and they will continue to help to collect dues, where possible.

3.0 Corporate Members

3.2 Applications for Corporate Membership

There was discussion of Corporate membership criteria and it was agreed that they are appropriate. There was concern of potential loss of representation by large IVD companies if membership shifts to small, non-IVD, companies. We do want to be open to new members and be inclusive but we recognise this as a risk and will continue to monitor this situation. EB must continue to be sensitive to what IFCC is providing to Corp members (as well all members). We anticipate that the new Corporate Member WG will help address some of these issues.

3.3 Removal of Corporate Members

Guangzhou Wondfo Biotech Co. Ltd. discontinued membership in June 2018

3.4 Annual Dues for Corporate Members:

The decision with respect to non-payment of dues for 2016-2018 was deferred until next meeting.

Other matters relating to Corporate Members

The EB agreed that we will support the MedTech code everywhere regardless of the local code that may be in place. IFCC work with MedTech to suggest amendments to the code as appropriate going forward. IFCC agreements that are currently in place for 2018 will be honoured but will be renegotiated to follow MedTech Code in the future. HM will meet with corporates regarding new agreements when at AACC.

4.0 Affiliate Members

4.2 Application for Affiliate Membership

Kazakhstan -“Public Association -Federation of Laboratory Medicine” was approved as a new Member. “Réseau de Laboratoires de Biologie Medicale Accrédités- LABAC, France” (“LABAC - French National Network of accredited Laboratories of Medical Biology”) was approved as a new Member.

4.4 Annual Dues for Affiliate Members

To consider a new proposal for calculating dues: MF

Affiliate Members receive almost all of the benefits that full members do except the right to vote. There is a concern that fees do not reflect the value of membership. HM will draft a proposal and EB will then agree on amount of change.

5.0 Regional Organisations

Short reports from each of the Regional Federations were received.

A request was received to review the MOU between IFCC and COLABIOCLI. An invitation was received for the EB to attend the meeting in Panama in 2019.

AFCB Federation will meet in Lebanon in 2021 and in Morocco in 2024.

The EB received a Request for \$10,000 to cover the operational cost for Radio Africa. Capital equipment was previously funded from FEN. HM will contact the African Federation (CC: Hilda Matarira) for more details. IFCC does not have surplus funding in the current budget to support this expenditure.

The AACC annual meeting will be in Chicago, July 29 – Aug 2 and several EB members will be in attendance.

6.0 International and Professional Organisations

6.1 World Health Organisation (WHO)

The future relationship with WHO is likely to involve a substantial increase of work and time which is strongly endorsed by the EB. HM is too busy to take on all activities, thus SSA will be the EB representative/liaison for teleconferences, and other possible meetings, and the review of certain documents. SSA could delegate some of these activities to the Divisions through the Chairs.

6.23.1 Technical Advisory Group (ISO-TAG)

It was noted that Neil Greenberg will attend N569 ISO TC 212 meeting in Seoul Korea, 16-18 Oct 2018.

7.0 Committee on Congresses and Conferences (C-CC)

Report from Sergio Bernardini on Mediterranean Conference

There were 270 delegates attending. There were 40 papers that will be published in the IFCC eJournal. We should consider what outcomes from the meeting that could lead to a next meeting to focus on what laboratory medicine can do to provide a solution to some of the issues presented. We will need agreement between IFCC, AFCB, EFLM and FIFBCML to continue. HM will work with SB to send out a letter to each Board asking for members to evaluate the meeting and make recommendations on a future meeting.

7.2 International Congresses of Clinical Chemistry and Laboratory Medicine (ICCCLM) IFCC WorldLab Congresses

7.2.24 IFCC WorldLab 2020, Seoul (KR)

Seoul, May 24-28, 2020

HM will be the IFCC EB representative to the Congress Organizing Committee. The first meeting is Nov 1, 2 and 3, 2018.

7.2.25 IFCC WorldLab 2023, Rome (IT)

Rome, May 21-25, 2023

James Wesenberg will be the C-CC representative on the COC.

7.3 IFCC Regional Congresses of Clinical Chemistry and Laboratory Medicine

7.3.1.15 Asia Pacific Federation for Clinical Biochemistry and Laboratory Medicine – APFCB 2019, Jaipur – Rajasthan, 17-20 November 2019

SSE reported that the plans for the congress are underway and there are no problems.

7.3.2.23 European Federation of Clinical Chemistry and Laboratory Medicine - EFLM EuroMedLab 2019, Barcelona (ES), May 19-23, 2019

MF reported that the program is complete, the facility looks good and sponsorship is good.

Registration will open in Nov, 2018.

7.3.2.24 EuroMedLab 2021, Munich (DE), Munich, May 16-20, 2021

HM and TO will represent IFCC EB and Tomas Zima will represent C-CC on COC. For the SPC Phillipe Gillery will be the Chair, and Christa Cobbaert and Sara Wittfooth will be the IFCC members.

7.3.4.24 Latin American Confederation of Clinical Biochemistry -COLABIOCLI

The conference will be held in Panama, September 10-13, 2019

The Program is in progress as a draft.

7.3.6.15 Arab Federation of Clinical Biology - AFCB

MF and AH reported that the Congress held in Palestine in April, 2018, was very successful.

7.3.7.5 African Federation of Clinical Chemistry (AFCC) Congress

ABO reported that the meeting was very successful and IFCC participation was very much appreciated.

7.4 IFCC Specialised Conferences

7.4.1.16 Roche Bergmeyer Conference (March, Eibsee, Germany)

HM to meet with Joe Passarelli to discuss this issue at the AACC congress.

7.4.9 IFCC-Abbott Turning Science into Caring (TSIC)

Shanghai, China, 13th -14th July, 2018

To note the EB approval by email to sign contract with Abbott re support for Christina Trambas. The EB will honour signed contracts.

7.40 Other Business – invitation to World Medical Association Congress. October 2018.

AG will be attending the Ethics conference portion of the WMA congress.

8.0 Scientific Division (SD)

8.1 SD Executive Committee

The EB previously approved by email to appoint Barnali Das to SD EC.

HM will follow up on the proposal to add a young scientist to the SD EC.

It was noted that the merger of C-MD and TF-PG is working well and the other mergers are proceeding.

8.13 Joint Committee for Traceability in Laboratory Medicine (JCTLM)

Graham Beastall will be stepping down as Chair of JCTLM in December 2018. HM to investigate possible replacements.

8.16 International Consortium for Harmonization of Clinical Laboratory Results (ICHCLR)

New arrangement is working well and Paola reported that there are no issues with the arrangement to provide office support for the ICHCLR.

9.0 Education and Management Division (EMD)

9.1 Division Executive Committee

It was agreed that the EB should use the Procedure Manual more frequently to guide actions and maintain consistency. Therefore the Procedure Manual is required to be revised within 2018-2019. It was agreed that all candidates for election to EB should agree to act in accordance with the Procedure Manual. It would be the responsibility of the EB to insure that all other members of functional groups act in accordance with Procedure Manual. AG will provide a copy of AACC's COI policy and disclosure form. It was suggested that a webinar could be prepared by Ethics WG for all IFCC functional group members to watch and sign off. HM to request this.

All new contracts will be reviewed by this EB.

9.4.1 Visiting Lecturer Programme

All funds have been spent. All speakers should be asked to sign a conflict of interest statement, as part of their approval/funding and presentation. VLP funding is adequate at this time and we will request the same amount. HM will sign the request as prepared by PB. HM will respond to Nader and Leslie on this decision.

10.0 Communications and Publications Division (CPD)

10.1 CPD Executive Committee

It was noted that the EB previously approved by email to appoint Tricia Ravalico as Corporate representative to CPD EC.

EB approved T Pillay as new Head of CPD as recommended by CPD, as of Jan 1, 2019.

EB approved Katherine Psarra from Greece as next eNews Editor, as of Jan 1, 2019.

Public Relations Committee Chair is a new role, recognizing the importance of Social Media, thus those skills will be key to the selection of the new Chair. Call for nominations will come out soon.

Policy Document for Website is now in place, explaining how the website is managed.

New contract has been renewed with Elsevier for CCA as official journal, and there are negotiations happening to improve conditions and finances for IFCC.

Some problems arose with CCLM re the publishing of abstracts for EuroMedLab meetings, which alternates with CCA and CCLM.

CPD Webinars: From Survey of National Reps and their members (400 replies) many respondents (<70%) are not aware of Webinars and did not attend. Those who are aware regarded the program highly. The EB agreed with the strategy to integrate the educational programs. The challenge is how to increase the number of Webinars. All of the Durban presentations were recorded and there is a plan to include all VLPs. There is now a new vendor of the Webinar product. This should start with the 2019 VLPs. There are 100+ Webinars that need to be completed. The new Coordinators could finish those, add objectives and questions and help with the new VLP Webinars. Those viewing can get certificates for PD. We could make our Webinars available to African non-members, where there are no National Societies. They will be freely available to the public as per the funding provided by Siemens. There is an IFCC YouTube channel but it needs to be expanded. Advertisements went out for the coordinators. Siemens contract ends Dec 31 2019 and there are significant funds left. There are a number of qualified individuals to perform "coordinator work". These webinars will be linked to the e-curriculum. A challenge will be how to evaluate the webinars to ensure they are quality presentations and viewers will be satisfied, and not discouraged by poor webinars, especially as the numbers of webinars grow. They could be ranked by the viewers.

The CPD plan was endorsed by the EB, including the hiring and payment of the coordinators.

10.9.2 IFCC Booth AACC 2018 Chicago

The IFCC will have a booth at the AACC Congress in Chicago. The EB agrees that it is money well spent in terms of visibility and the opportunity to meet and talk with colleagues, and hold meetings. There will be a Leadership meeting with AACC as well as a meeting of the Corporate Members. Agenda

11.00 Emerging Technology Division (ETD)

11.1 ETD Executive Committee: Sergio Bernardini update

Sergio Bernardini attended the EB meeting to present the ETD response to questions and suggestions from the EB. All of the questions and suggestions from the EB were addressed by the ETD and the understanding is that the ETD will move forward a measured pace, maintaining close communication with the SD and the EFLM to ensure no overlap or duplication of efforts.

The Chairs of the 3 initial committees will be: C-MHBLM Chair: Bernard Gouget. C-OT Chair: Paolo Fortina. C-EPLM Chair Tim Lang. The ETD will advertise for positions on the various committees

Terms of reference and objectives for the next 3 years were reviewed for committees. (C-EPLM), (CMHBLM), (C-OT)

12.0 IFCC Awards

12.1 Awards Committee – Membership.

Chair is MF and will now have 6 members from the 6 Federations. MF will send the names to the EB. The Procedure Manual will be amended to allow for up to 6 or 7 on the committee.

12.1.1 IFCC Distinguished Clinical Chemist Award

Possible support by “Yashraj Biotechnology Ltd.” – India.

12.1.2 IFCC Henry Wishinsky Award for Distinguished International Service (Siemens)

12.1.3 IFCC Award for Distinguished Contributions in Education (Abbott Diagnostics)

12.1.4 IFCC Abbott Award for Significant Contributions in Molecular Diagnostics (Abbott Molecular).

12.1.5 Distinguished Award for Laboratory Medicine and Patient Care (Sekisui Diagnostics).

12.1.6 IFCC Robert Schaffer Award for Outstanding Achievements in the Development of Standards for Use in Laboratory Medicine (NIST-CLSI).

12.1.7 IFCC Young Investigator Award (IFCC)

12.1.8 IFCC Distinguished Award for Contributions to Cardiovascular Diagnostics (Hytect)

12.1.9 Gérard Siest-Biologie Prospective Award (Stabiligen).

12.1.10 IFCC-Yashraj Biotechnology Ltd. Distinguished Women Scientist Award for Contributions to Affordable in vitro Diagnostics.

HM will contact all companies, including, Abbott, Biologie Prospective, Yashraj Biotechnology Limited and NIST about name changes and process changes to the Awards.

Special Projects and Task Forces

13.1.01 Task Force on Ethics (TF-Ethics)

Membership update, Note that Nilda Fink has been appointed as the new Chair. AG will serve as the EB Liaison.

13.1.12 Special Project on History

The discussion on this matter was postponed until the next meeting.

15.0 Financial Matters

15.1 Organization of Finances - Treasurer's Report:

TO summarised the Financial Report as previously circulated. As of June 15, 2018, Total Income was 782.293 CHF (Proposed 612.000), Total Expenses were 329.554 CHF (Proposed 1,712.107) and Net Income was 452,739 CHF (Proposed -1,100,107). TO reported that total cash available in the three operational accounts at Credit Suisse is. 1,463,917.32 CHF. The investment report of Credit Swiss indicates a return year-to-date for the period 31.12.2017 - 1.6.2018 of -1.57% and for the period 31.12.2016 - 1.6.2018 of 3.69%. The EB considered this as a very reasonable return given our low risk investment position, and that we can now claim the management fees for our investments as an expense against income earned.

15.40 Other Business

IFCC provides a 10,000 Euros grant to regional federations (where specified in the MOA) depending upon receipt of an annual report from each region. The funds can go to any

activity. The region puts forth a proposal and then the funds are released and a follow up report is required to show how it was spent. The Head Office did not receive an annual report from the Arab region, as yet. AH will follow up and send a report.

The EB reviewed the procedure for reimbursement of travel expenses and agreed on the following:

IFCC Officers may buy their tickets through a travel agency. While doing so, the following issues should be taken into consideration:

1. The IFCC EB agreed to keep the reimbursement rules as they are without any flexibility. The most economical fare tickets are eligible only for reimbursements. The EB agreed that buying a flexible/premium economy ticket is in the benefit of the individual, not the IFCC's benefit.
2. Reimbursements can be made after participation in the event and submitting the claim forms. IFCC cannot pay to the travel agencies in advance of the events.

Considering these issues, of course, MZ can provide their flight tickets based on the most economical fares. If they provide tickets other than basic economy, MZ should ask the difference from the officers. The officers may pay to MZ if MZ does not want to delay the receipt of the ticket money after the events take place. This is between MZ/travel agencies and IFCC officers. IFCC does not interfere in this.

16.0 Organisational Matters

16.1 IFCC Office

Update on the GDPR Compliance and IFCC response as per Mauro email.

Some of our members will have personal information on individuals when they apply for a position, such as the applicants' CVs. DK and PB and Mauro will contact the EU Data organization for ruling on what we have to do with CVs. We may check with other organizations to see how they are dealing with this issue. We also have to identify an individual as the Data Officer.

16.3 Nominations Committee – Membership

Elections timeline 2021-2023

EB agrees on the timeline. A chair will be identified. Chair will name the other 2 individuals.

16.4 Annual Report.

The Annual Report has been published on the IFCC Website and notice sent out.

16.5 Handbook:

The Handbook has been published on the IFCC Website and notice sent out.

16.6 Procedures Manual:

DK and MF are working on the revision of Procedures Manual. It was agreed that the EB should use the Procedure Manual more frequently to guide actions and maintain consistency. Therefore the Procedure Manual is required to be revised within 2018-2019. It was agreed that all candidates for election to EB should agree to act in accordance with the Procedure Manual. It would be the responsibility of the EB to insure that all other members of functional groups act in accordance with Procedure Manual. AG will provide a copy of AACC's COI policy and disclosure form. It was suggested that a webinar could be prepared by Ethics WG for all IFCC functional group members to watch and sign off. HM to request this.

18. IFCC Foundation for Emerging Nations (FEN)

Process for future of FEN – Graham Beastall presentation

GB attended meeting to present a proposal relative to the decision to shut down FEN. TO also represented FEN, and 2 other FEN Board members, Lucia Monaco and Michelle Rossier, also attended via Skype. FEN understands position of EB but do not want to rush to close FEN. The FEN Board feels they have made significant achievements and can still contribute to IFCC. There needs to be a timely decision before FEN goes into deficit in the fall due to operational costs. The EB suggested that FEN close and enter into discussion with IFCC on how to incorporate activities into IFCC as part of EMD and then submit a joint proposal back to EB.

19.0 Meetings

19.6 General Conference 2018, Budapest – Programme update

The EB reviewed the draft programme and their suggestions will be incorporated into the final version which will be sent to the Division chairs for their input. DK will contact K Adeli and CPD for suggestions on electronic systems to facilitate audience interaction and feedback during sessions. A tracking system to monitor delegate participation was discussed and will also be investigated. *Note that after the EB meeting it was decided not to pursue a delegate attendance tracing system.* 160 National Representative delegates are expected. The Representatives have been asked to identify the important issues affecting their organizations and laboratory medicine, and what the IFCC can do to address these issues.

TO will prepare an estimated budget for the GC.

19.80 Executive Board Meetings

EB Meetings 2018

Rome, Thursday and Friday, 5-6 July 2018

General Conference, Budapest (HU), Thursday and Friday, November 8-9, 2018

EB Meetings 2019

Tunisia 2-4 February 2019

Barcelona 24-25 May 2019

Jaipur 21-23 November 2019