

Approved Minutes

Members:

Members:	Position	Term	Time in Office
<i>Ellis Jacobs - EJ (US)</i>	Chair	2 nd	2010 01 – 2012 12
<i>Khosrow Adeli – KA (CA)</i>	Vice-Chair / PR Coordinator	2 nd	2010 01 – 2012 12
<i>Peter Vervaart – PV (AU)</i>	Secretary/ Publications- Distance Learning Coordinator	1 st	2011 01 – 2013 12
<i>Gabor Kovacs - GK (HU)</i>	Editor, eJIFCC	1 st	2012 01 – 2014 12
<i>Edgard Delvin - ED (CA)</i>	Editor, IFCC News	2 nd	2010 01 – 2012 12
<i>Bruce Jordan – BJ (CH)</i>	Corporate Representative	1 st	2011 01 – 2013 12

Guests: Tahir Pillay (Newsletter Editor Elect), Andrew Lyon (Web Editor), Montserrat Blanes (WG-IALT) and Hernan Fares (EI Microscopio).

10.0 Agenda and Minutes

10.0.1 Roll Call and Welcome

EJ welcomed all members and guests. ED was an apology. EJ stated that this was his last meeting after a long time and feels CPD is in a good state. KA congratulated EJ on his influence which has set up the CPD for the future.

10.0.2 Approval of Minutes, Committee Meeting, 30- Apr – 1 May 2012

Minutes were approved.

10.0.2.1 Review Action Items – completed/pending

Action: AL to contact Ces Weykamp re the HbA1c Network website

Still to be completed.

Action: AL to request options for access controlled pages on the IFCC website from Insoft

This will be part of Phase 2 of the website development.

Action: KA to send completed Lab Medicine slide kit to SCL for publication on the website as a PDF.

Completed.

Action: EJ to contact Sharon Ehrmeyer re guest editor for Education and Training in Clinical Chemistry themed issue.

Completed.

Action: EJ to contact DeGruyter re 2nd option of CCLM as official journal plus eJournal

Completed.

Action: EJ to contact chairs of SD and EMD re CPD EC liaisons.

Completed.

Action: EJ to contact GB re PEP reporting and LL re VLP reporting

Completed.

Action: EJ to write to Globatech expressing concerns

Completed.

Action: EJ to send contact details for Globatech to ED

Completed.

Action: PV to develop an IFCC branded websites policy and procedure through C-leL

Will be discussed at C-leL meeting.

Action: CPD EC members to come up with 12 key publications each.

Completed.

Action: EJ to contact BJ.

Completed.

Action: EJ to write to Leslie Lai re if symposium going ahead.

Completed.

Action: EJ to contact ACBI

Completed.

Action: ED to contact WG-eNewsletter

Completed.

10.1 Activity and Annual Reports

10.1.1 Report of the Chair (EJ)

10.1.1.1 EB approval of positions

EJ reported that the EB had accepted all nominations including the C-leL full membership, Prof Pillay as Chair of eNews, ED as VC CPD EC/Chair C-PR.

With Prof Pillay moving from C-PR this has opened up a position on C-PR, 6 nominations were received and were distributed and discussed by e-mail.

10.1.1.2 IFCC Official journal /Conference Call 7 Sep 12

EJ reported that two responses were received and reviewed starting next year. Decision was to pursue with Elsevier. A formal contract has been requested from Elsevier which has been received and distributed. Some comments had been received in absentia from ED. DeGruyter not yet informed. EJ suggested might be useful to have Anthony Newman as a consultant to the CPD EC. To be discussed later.

10.1.1.3 Ibero American Radio

EJ reported that HF had been invited to provide a presentation today and during GC. EJ gave overview of program.

10.1.1.4 Proposal for symposium at ICCC 2014

Due by January 15th to be discussed under CPD symposiums.

10.1.1.5 Budget submission

To be discussed later under budget. EJ reported two new items (income from Elsevier and new WG). ED to meet with EB tomorrow.

10.1.2 Report of the Vice Chair (KA)

Also see C-PR report (Attachment A).

10.1.2.1 Taskforce on Impact of Laboratory Medicine on Clinical Management and Outcomes (TF-ICO)

KA reported that the TF-ICO will be meeting tomorrow all day. Each member has been given a specific task and will report back to committee. Mission is an evidence based approach in support of IFCC CPR activities via preparing and publishing a series of publications and editorials. KA was asked if bound to publish in just CCLM. EJ stated no and could be reprinted in other journals e.g. eJIFCC. GK to request an article(s) for a themed issue of eJIFCC. BJ reported that EFLM also has a project. PV stated also a project in Australia under IVD Australia. BJ also asked about involvement of corporate. KA explained originally thought LAV would be involved but this has not happened. LAV meeting this week but no activity.

Action: GK to request report/article(s) from TF-ICO for eJIFCC.

10.1.3 Report of the Secretary (PV)

PV requested clarification of where the publications coordinator role sits. EJ felt that should remain within Secretary role. The publication guidelines contained within handbook were discussed and felt that they should really only apply to internal documents/IFCC recommendations. PV reported that Ian Young (Chair SD) has requested a meeting this week. EJ suggested everyone review role and procedures of Pubs Coordinator for discussion at next meeting.

Action: EC to review Publications Coordinator role and procedures for discussion at next meeting.

10.2. Committees

10.2.1. Public Relations (C-PR) (KA)

See attached report (Attachment A). Committee is to undertake a new strategic plan in 2013. To be discussed at the C-PR meeting tomorrow and between KA and ED as part of handover.

10.2.1.1 Membership – Review of response to Call for Nominations

MB asked re COLABIOCLI representative. KA stated it was up to the COLABIOCLI EB member to contact Chair of C-PR to nominate representative. KA reported that EH was unable to attend meeting this week sending alternative. KA stepping down this year to be replaced by ED. Two other members also come to end of 2nd terms at end of 2013 and thus will need call for nominations in mid-year for review at Bali meeting. TP becoming News Editor thus an immediate position on PR is also now open. KA reported there were nominations from Monica Spalvieri (Argentina), Dr Curtis Olieschuck (Canada), Annie Zemlin (South Africa), Dr Emmanuel Agdebani (Nigeria), Dr Samuel Kinde (Ethiopia), and Katerina Psarra (Greece). Aim would be to maintain geographical representation and also expertise/experience. EC also felt that corresponding membership should be seen as a stepping stone to full membership. After discussion it was decided that EJ would raise with EB the possibility of extending nomination process to two positions ending next year. This was approved. KA to discuss with ED. Also decided to run election through Election Buddy.

Action: PV to put together Election Buddy based vote with closing date end of November.

10.2.1.2 Activity Report

10.2.1.2.1 Labs are Vital Campaign

KA reported that the Senior Executives of Abbott seem to have lost interest and have set up a new program called 'We Care'. Abbott had requested substantial financial input from IFCC but the EB were not happy with this. Decision was for IFCC to take more active role in management of Labs are Vital program through C-PR committee.

10.2.1.2.2 Publicity at Meetings

PR Brochures all available in multiple translations for meetings and on website. German and Portuguese are to be updated. MB suggested changes to the Spanish translation. KA/SCL to contact regional representatives and remind. The General PR Brochure is to be completed at this meeting.

Action: KA/SCL to contact regional representatives re updates.

10.2.1.2.6 PowerPoint Presentations

These have been completed. Ramon Dufour has also translated the slide kit into Spanish.

10.2.1.2.7 Key Directory

Has been completed and is now available.

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

10.2.2.1 Membership

Name	Surname	Position	Term	Time in Office	Country
Peter	Vervaart	Chair	1 st	2011 1-2013 12	Australia
Eduardo	Freggiaro	Member	1 st	2012 1-2014 12	Argentina
Petr	Kocna	Member	1 st	2012 1-2014 12	Czech Republic
Andrew	Lyon	Member	1 st	2011 1-2013 12	Canada
Hideo	Sakamoto	Member	1 st	2012 1-2014 12	Japan
Monserrat	Blanes Gonzales	Corresponding Member			Paraguay
Christine	Collier	Corresponding Member			Canada
Endang	Hoyaranda	Corresponding Member			Indonesia
Gustav	Kováč	Corresponding Member			Slovak Republic
Ana	Merino	Corresponding Member			Spain
Barna	Vásárhelyi	Corresponding Member			Hungary
Andrew	Wootton	Corresponding Member			UK
Rhena	Delpont	Corresponding Member			South Africa

10.2.2.2 Activity Report

C-leL first meeting to be at GC in KL tomorrow.

10.2.2.2.1 Office Email/IT systems

There have not been any changes or updates to the office e-mail and IT systems. Danilo continues to have the office IT support function.

10.2.2.2.2 Professional Web/IT support

Professional support for the website remains with Insoft who, by and large, have been responsive to our needs. 2nd stage to start now (eLibrary and archives, private areas, bookstore and pay pal are on the working list to be discussed further at C-leL meeting).

10.2.2.2.3 Open and Closed Forums – Facebook & LinkedIn

We currently have 31 members of the IFCC Facebook page and over 300 'likes' but little activity.

The LinkedIn Group has 502 members and activity is beginning to gain momentum.

10.2.2.2.4 Distance Learning Programs

10.2.2.2.4.1 EMD C-DL

The C-leL will be meeting with the C-DL tomorrow after lunch. A number of distance learning opportunities are shared on the EMD and CPD Distance Learning pages on the website.

10.2.2.2.4.2 AACC Learning Programs

A request was sent to the AACC for access to their programs however we have not had a response.

10.2.2.2.4.3 Elsevier

Anthony Newman has contacted PV about sharing Elsevier's webinar content with IFCC and PV will be meeting with him during the GC to discuss.

EJ suggested including a warning re local regulations on link to Australian transfusion website. PV stated warning was there.

10.2.2.2.5 Electronic/Preferential Voting

A test election within the CPD-EC was run earlier this year and deemed successful therefore an election exercise has been set up with the input of Graham Beastall for the GC to demonstrate both the workability of an electronic vote and how preferential voting would work in this context. So far it has been a success with the election costing \$USD19 for 135 voters and no problems so far.

10.2.2.2.6 Development of Private/Closed Website areas

Private website areas (although not strictly 'private' at this stage) have been developed for both the TF-YS and TF-PLM groups. The Chairs of both groups have also been granted limited editing rights (set up through Umbraco) but at this stage have chosen not to utilize these rights.

10.3. Working Groups

10.3.1. Electronic Journal of the IFCC (WG-EJIFCC) – (Liaison with SD) (GK)

See report (Attachment B).

10.3.1.1 Membership

No change to membership.

10.3.1.2 Activity Report

4th potential theme issue to be from Mike Hallworth (TF-ICO). Other suggestions included Microarray in Diagnostics. After discussion confirmed issues for 2013 are:

Vol. 1 Education and Training

Vol 2. Mass Spectrometry

Vol 3. Advances and Controversies in Diabetes.

Vol 4. Potpourri (incl Mike Hallworth, other task forces).

EC congratulated Gabor on the quality of the eJIFCC.

10.3.1.3 Discussion direction/future of eJournal

GK reported there would be an informal meeting at GC this week. KA asked about indexation. GK felt that new relationship with Elsevier will help in this regard. Discussion moved on to the Elsevier offer for the JIFCC. DeGruyter will not be informed until contract with Elsevier finalized. Discussion of ED's e-mailed questions followed. Main issue appears to be the transition period. Suggestion of overlap not

workable. Propose to start August 1st and finish December 31st (slightly over 5 years). DeGruyter sent in a new proposal last week however still involves IFCC paying per article and on a 7 year contract. EJ felt was too late and is still something IFCC cannot afford. Agreed by rest of EC. Final decision will be by EB.

EJ will meet with Anthony Newman during GC and will need to clarify the following issues:

That publications coordinator should be a member of the editorial board.

That extra pages under 2.5 are at no cost to IFCC.

4.3 Offer of booth and registration at WorldLab plus promote CCA at meetings where IFCC has a booth.

4.4 IFCC doesn't have right to direct National Societies to publish in a particular journal. Need clarification on the meaning of the clause.

8.1 Need to change dates so there is no overlap between CCLM and CCA. 1st August 2013 to 31st December 2018

5.1 Royalty payment date to be changed to 31st July.

Adjust royalty fee at end of five year contract based on average European CPI.

GK was still a little concerned of what impact will be on eJIFCC as very vague and felt that needed a bit more detail of what Elsevier will do for the eJIFCC. GK suggested we use the income to purchase editing and publishing software to benefit eJIFCC. EJ to present approval of concept with minor changes and clarification above. On receipt of clarification and changes can formally sign.

Action: EJ to meet with Anthony Newman to clarify contractual issues then pass to EB for approval.

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

Report as distributed by ED (Attachment C).

10.3.2.1 Membership

Prof Pillay is news editor from next year.

10.3.2.2 Activity Report

There will be an informal meeting this week.

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

See report (Attachment D)

10.3.4.1 Membership

MB term ends December 2013, therefore need to call for nomination early next year. MB concerned re ongoing membership as members end their terms. EJ explained up to Chair of WG to nominate 'active' members.

Action: MB to call for nominations for Chair WG-IANT

10.3.4.2 Activity Report

There will be an informal meeting this week.

10.3.4.3 RIA Web page

Is now a part of the IFCC website.

10.3.4.4 Diagnostico in vitro

As above.

10.3.5. Ibero-American Radio (WG-IAR) (HF)

HF provided a report and proposal for continuation. EC congratulated on output but had concerns about overlap with other committees (C-DL and C-IeL) and cost in a difficult financial time for potential sponsors. EJ's recommendation is that HF continues with IAR and develops sponsorship relationships. From a governance perspective need to decide if remains part of WG-IANT rather than separate group. It was decided that rather than form a new WG that IAR should continue under the auspices of WG-IANT. PV suggested that HF be co-opted onto C-DL to aid in developing content for publication. Will suggest to Chair (Janet Smith).

Action: Suggest HF be coopted to C-DL

10.6. Publications (PV)

10.6.1. Documents of Committees and Working Groups

There have not been any new publications reviewed by the Publications Coordinator. The Publications database compiled by Silvia is on the website. A request has been received from Ian Young (Chair of SD) to meet and discuss the role of the process of reviewing IFCC publications as outlined in Chapter 10 of the Handbook.

PV also raised the issue of who on CPD-EC should actually have this role in light of the added responsibility of the Secretary as Chair of the C-IeL and the suggestion that 'Publications Coordinator' may sit better with one of the 'publications' positions on CPD-EC (i.e. eJIFCC or eNews editor). Role and procedure contained within Chapter 10 will be reviewed (Action above).

10.6.2. Monographs

EMD Lab Management Part 2 now published on the website.

10.6.3. Books

10.6.3.1 Silver Book

There is no update on the Silver Book.

10.6.4. Conference proceedings

Bergemyer proceedings have been published.

10.6.5. Annual report

The 2011 Annual Report was prepared by the Office and has been distributed.

10.6.6. Handbook

The 2012-2014 version of the Handbook has been produced in PDF format and a CD containing the Handbook was released in Marrakesh and is available for download from the IFCC website.

10.6.10. Electronic

The stage 2 review of electronic publications by Andrew of an Electronic publications repository on the new website is still to be undertaken and will be discussed at the C-leL meeting.

10.6.20. Other Publications

There were no other publications in the reporting period.

10.7. Web Site (PV)

10.7.1. Organizational matters

10.7.1.1 Website Statistical Report

Attached (Attachment E)

10.7.2.2 Office Staff training

This training has now occurred. Will discuss with the office staff whether further training is required.

10.7.1.2 Policy and Procedure for IFCC functional unit web pages

This policy and procedure will be developed by the C-leL prior to release to IFCC in general.

10.7.1.3 eJournal/eNews archiving

Silvia C-L continues with the rather large task of archiving the eJIFCC and eNews on the website.

10.7.1.4 Status of Phase II launch of website

This will be discussed and developed through the C-leL meeting tomorrow.

10.7.2. Bookstore

The bookstore will be developed as part of Stage 2 of the development of the new website to be discussed at C-leL tomorrow.

10.7.3. eBanners

A number of image files for the website banners are now on the website. These are updated as new corporates come onboard.

10.7.4. Databases

10.7.4.1 NPU Database & Search Function

This is now published and has received excellent reviews, especially when the Danish website was down.

10.7.4.2 EBLM Database

C-EBLM will develop a new database, nothing received as yet.

10.8. Related Journals

10.8.1. Meetings of Editors

Next meeting will be in Milan. KA to Chair and organize with TP and GK.

Action: KA/SCL to set up Meeting of Editors in Milan

10.8.2. Journals

10.8.2.1 Clinical Chemistry and Laboratory Medicine (CCLM)

Discussed above.

10.8.2.3 Labmedica International (LMI)

Discussed above.

10.9. Public Relations (KA)

See report (Attachment A).

10.9.1. Brochure

See report (Attachment A).

10.9.2. IFCC Booth

See report (Attachment A).

10.9.3. Posters

10.9.3.1 60th Anniversary posters for the IFCC General Meeting in Kuala Lumpur

BJ reported they were currently stuck in Malaysian customs.

10.9.4. Publicity

See report (Attachment A).

10.9.5. Miscellaneous PR Projects

10.9.5.1 Survey Monkey

Office purchased license. RD works with office in generating surveys.

10.10. Corporate Member Activities (BJ)

BJ thanked everyone for input into posters. Provided presentation which will run during gala dinner. EC congratulated BJ and SCL on work. KA also thanked him for lab medicine slide kit. KA would also like his help with the public brochure.

10.19. Meetings & Symposia

10.19.1 CPD Symposia

10.19.1.1 Public Relations and the Value of Laboratory Medicine, EuroMedLab 2013, Milan, IT 19-23 May 13

KA, EJ, BJ and PV presenting.

10.19.1.2 Internet and Distance Learning APCCB 2013, Bali, Indonesia 30 Oct 13

KA, EJ and PV presenting.

EJ noted that need to decide on symposia for WorldLab in Turkey by Jan 15 2013. GK suggested role of Laboratory Medicine in Clinical Innovation. EJ suggested a topic related to publications (ethics, open access, peer review, how to prepare a manuscript, PowerPoint, poster etc.). EC to send ideas to KA e.g. 'Publication in the Electronic Age'.

Action: EC to send ideas for WorldLab Symposia to KA by Jan 15

10.19.2 Future CPD EC Meetings

10.19.2.1 Milan, IT (EuroMedLab) 18-19 May 13

10.19.2.2 Bali, Indonesia (APCCB) 26-27 Oct 13

10.19.2.3 Istanbul, Turkey (ICCC) 21-22 Jun 14

GK has offered Pesc in Hungary end of October 2014. Other options are March in Switzerland or February in Milan. To decide at next meeting.

10.20. Membership

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Peter Vervaart – PV (AU)	Secretary/Publications-Distance Learning Coordinator	1 st	2011 01 – 2013 12
Gabor Kovacs – GK (HU)	Editor, eJIFCC	1 st	2012 01 – 2014 12
Edgard Delvin - ED (CA)	Editor IFCC News	2 nd	2010 01 – 2012 12
Bruce Jordan - BJ (DE)	Corp. Rep.	1 st	2011 01 – 2013 12

KA to become Chair, ED Vice Chair and TP to become News Editor from 1st January 2013.

10.30. Budget

IAR budget should be moved under WG-IANT. Can also decrease the CPD contingency funds and move to CPD meetings. There would be no cost for the posters. We have also over budgeted for the EMD CD. Need to add eMag Studio to eJIFCC budget (there is already approved budget for this software). Budget to be approved by EB tomorrow.

Action: EJ to make changes above to budget

10.40. Other Business

No other business.

Meeting closed @ 17:45