



**MINUTES, IFCN EXCO MEETING: MARCH 12, 2015 from Noon to 1830 and
MARCH 14, 2015 from 1230 to 1815**

PRESENT: Drs. Mark Hallett (MH), Reinhard Dengler (RD), David Burke (DB), Liying Cui (LC), Kaz Ugawa (KU), Renato Verdugo (RV) and Stephanie Stevenson (IFCN Secretariat) (SS)

REGRETS: Prof. Paolo Rossini (PR)

President's Report (MH): MH noted that PR was absent due to illness of his brother, and that all ExCo wishes them well. Most of the topics for the President's Report will be covered in the items below. There has been a fair amount of time spent working on the interviews for the new Editor-in-Chief, and talking to various societies that could liaison with the IFCN. A new vision document, more properly now a goal statement, will also be provided for discussion.

Treasurer's Report (RD): RD presented the draft IFCN Financial Statement for the year ending December 31, 2014. Total assets are \$4,704,313, an increase of approximately \$250,000 over 2013. A motion to approve the draft financial statement was moved by MH. All agreed.

Meeting with Drs. Marc Nuwer (MN) and Aatif Husain (AH) re ICCN 2018: At 1430, Drs. Nuwer and Husain joined the ExCo meeting. They were advised that the ExCo preferred the OCIC meeting to be in Washington, DC (the site of the ICCN 2018). This was agreeable to all. MN reported that the core planning group is holding monthly teleconferences, they have a timeline and a promotional plan which includes reaching out to other societies and see if their meetings could be consolidated with the ICCN 2018 (e.g. Neuromonitoring Society, ISIN, OSET). The proposed IFCN/ACNS (re the ICCN 2018) contract was reviewed.

Discussion with Peter Bakker (PB) from Elsevier: At 1530, Peter Bakker joined the IFCN ExCo meeting via Skype. PB reported that contracts for both journals are close to being in a final draft form and will be sent to ExCo soon, and then discussed by PB, MH and RV at the AAN meeting.

MH noted that the supplement and handbook series aren't performing well, and the margin is very small. PB notes articles aren't cited in PubMed. It was agreed to let the supplement series lapse and reconsider at a later date the handbook series. DB suggested that the new editor of CLINPH should complete a review of the guidelines available and consolidate them into one book and publish, perhaps as a special issue of the Journal.

MH asked PB re the use of Facebook and Twitter to promote the journal. PB advises to do this successfully, an active editor is required. DB requested that the Journal highlights be emailed out, and will discuss this further with PB.

Treasurer's Report (continued) (RD): RD noted that as the 2015 budget is currently constructed, there will likely be an excess of revenue, although if the Euro falls, then revenue from Elsevier will fall. The

special workshops funds were not fully spent last year, and the ExCo will encourage applications this year. Approval of the 2015 budget was tabled.

RD reviewed the list of Societies who have not paid their dues for 2015. RV is following up with Latin America Chapter societies that have not paid, and MH is following up with the Belgium “Desmedt society” and the Belgian Society of Clinical Neurophysiology (which may be revived). More concern was expressed over the health of these societies, rather than the need to receive dues.

Scholarships: This year it was intended that there be 3 scholarships awarded for less developed country applications, and one for a developed country application. A definition of these categories comes from the database on GNI per capita (World Bank) (<http://data.worldbank.org/indicator/NY.GNP.PCAP.CD/countries?display=default>). Given the surplus of funds, it was decided to increase the number of scholarships. The ExCo agreed to award five scholarships in the Less Developed Country classification to: Bassam Abdulzahra (Iraq), Pedro Balaguera (Colombia), Loudella Calotes-Catillo (Phillipines), Samy Dadah (Mauritania), and Mamo Desalgn Merkena (Ethiopia). In the Developed Country classification, it was agreed to award two scholarships: Jose Manual Matamala Capponi (Chile) and Marton Toth (Hungary).

Editor-in-Chief Report: DB asked for the endorsement of ExCo for the 10 new nominees for membership on the Editorial Board. Agreed. The acceptance rate is dropping, and there is an increased number of submissions. The possibility of plagiarism is now being identified with special software, following the submission of all articles.

A decision was made that the ExCo propose to Elsevier to stop printing copies of CLINPH starting in 2016, but to seek concurrence of the new Editor-in-Chief before finalizing that decision.

MH advised that many journals and societies are using Facebook (and Twitter) as promotional vehicles, especially aimed at their younger audiences. An IFCN Facebook page could include notes about an interesting article, pictures of recent meetings, some news, alerts to future meetings, and journal information. The Facebook logo could be added to the IFCN website to alert users to the presence of the IFCN on Facebook. MH proposes the IFCN institute a Facebook page, with a posting once a week to come from ExCo members. The WFN Facebook page was reviewed for ideas.

Visiting Professor Program: India and Mexico have applied for visiting professor program funds. For 2015, the visiting professor should be a member of ExCo (after 2015, the applying Societies will be asked to suggest a professor). It was decided to accept the proposal from India and suggest that RD attend.

Meeting adjourned 1830.

Meeting Recommenced at 12 Noon, March 14, 2015

New Editor in Chief of Clinical Neurophysiology: Six applicants applied for this position, and a preliminary ranking of these applications was done by the ExCo. The top four applicants were interviewed by phone by MH (other ExCo members were offered the opportunity to participate, but were not able). After reporting on those interviews, the ExCo decided to appoint Dr. Ulf Ziemann to this position. With the appointment of Dr. Ziemann, considerable consultation will be allowed in the

handover period. Dr. Ziemann will be allowed to set up his Editorial Board (including Associate Editors) as he wishes.

Cyprus Society of Clinical Neurology Dissolution: The ExCo has received notice that the Cyprus Society of Clinical Neurology has decided to dissolve, due mainly to political issues within that country.

New, 2nd Journal Editor-in-Chief Position: It was decided to advertise this position and use the same ranking and interview process. There will be a short timeline for this process, with a decision by the end of July, as the new editor-in-chief will have to start accepting papers no later than September/October. The term for this editor-in-chief position will be four years, renewable once.

Global Humanitarian Foundation for Intraoperative Neurophysiological Monitoring: This group is supplying intraoperative monitoring equipment to under-developed countries.

Relationship with Other Professional Societies: The IFCN would like the possibility to partner with other organizations. A set of guidelines for partnership was agreed upon and will be referred to the Rules Committee: these potential partners could appoint CLINPH as their official journal (and/or the new journal), engage in regular communication about future activities, speak at each other's meetings and provide other joint educational opportunities.

Application to Join the IFCN – Mongolian Neurology Society with a Subsection of Clinical Neurophysiology: KZ notes this Subsection of the Mongolian Neurology Society has applied to join the IFCN.

IFCN Website: The ExCo discussed the criteria behind the “what’s hot” articles and the “Top 20 from the Last 10” and questioned the criteria behind their selection. In the Research and Guidelines section of the webpage, there are some articles to be added. The History section is out of date, as it ends with the President’s Report of Dr. Hiroshi Shibasaki. While there are some links to educational materials on the website, the IFCN would like to have some original material of its own. In this case, OSET may be able to provide some assistance or expertise.

Chapter Liaison Report – Europe: The European Chapter is developing a common core curriculum for clinical neurophysiology to be submitted to the European Union of Medical Specialties, and is working to organize the Brno meeting.

Chapter Liaison Report - Latin America: RV notes the next meeting will be held in Brazil, and the Chapter has been very busy organizing this current meeting in Cartagena, which attracted 390 attendees.

Chapter Liaison Report - Asia-Oceania: The bank account is now open, and the Chapter is selecting the city for a regional clinical neurophysiology symposium.

Chapter Liaison Report – North America: No activity to report.

Status of Relationship with Africa: The IFCN would like to establish some relationships with African societies of clinical neurophysiology, but making prolonged contact has been challenging.

Vision and Goal Statement: MH provided a rewritten vision and goal statement (based on the wording in the Statutes). The ExCo agreed with the goals provided.

Organization of Future ICCN Congresses: The ExCo discussed whether, starting in 2022, the IFCN should run the ICCNs rather than accepting bids to run the ICCN from member Societies. At this time, the current procedure is working, so anticipating no problems, the ExCo will stay with the current process. If any problems arise, the ExCo will revisit this decision.

Preparing and Keeping a Master List of Conference Attendees: In order to promote future congresses, the IFCN Secretariat will keep a list of attendees from each Congress. It will be important that these attendees are asked at the time of registration for their permission to be on the email conference promotion list.

Archives: The Secretariat office is ready to receive the archived materials, and Marc Nuwer is working on reviewing these files for delivery to the Secretariat office.

Upcoming Meetings: The 2nd ExCo meeting for 2015 will be in Bruno (September 30 – October 3). In 2016, there will be a meeting in Bangalore (March 3-6) and the IFCN ExCo wishes to consider meeting in Africa for the autumn meeting. In 2017, there will be a meeting with the ACNS (Feb 17-20) and a possible European Chapter meeting in the autumn. If no Africa meeting is possible in 2016, the ExCo may plan a teaching type meeting on its own. Other potential locations could be in Eastern Europe.

Revisit of 2015 Budget: The budget for the Visiting Professor program will be increased. The Facebook site will be budgeted for. A second round of scholarships will be instituted, and the applications will be judged on quality only (with no differentiation made between less and more developed country applications). There will be four of these scholarships, based on clinical neurophysiology research projects. The budget was removed from the table and was approved as revised.

Meeting adjourned 1815.