



**MINUTES, IFCN EXCO MEETING: APRIL 29, 2016 from 1300 to 1830 and  
APRIL 30, 2016 from 1300 to 1715**

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

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IFCN ExCo President, Mark Hallett, welcomed the ExCo to Bodrum, and thanked everyone for coming despite some security concerns in Turkey.

**Approval of Minutes from the ExCo Meeting October 1 and 2, 2015.**

Unanimously approved.

**President's Report.** MH discussed a recent meeting with the IFCN lawyer, Rod Kirkham (RK), that he had together with RD and SS in Vancouver. Topics of the meeting included the relationship of Chapters to the ExCo and the recent Annual General Meeting (AGM) voting. RK noted that the recent AGM voting ballot contained some issues that could only be dealt with through the General Assembly (GA) (which takes place every four years). In a legal opinion document provided after the meeting, RK agreed that the Statutes need to be changed to allow the ExCo to carry out important business every year rather than every four years. As Canadian law requires non profit societies to meet every year in an AGM, RK suggests that the ExCo hold a formal teleconference once a year and those Society representatives unable to attend would still vote via absentee ballot. This will require further statute changes to implement.

After some discussion it was agreed that MH will notify all society members that because of a legal glitch in the way the statutes read, the ExCo will need to wait for ratification of those votes at the GA.

It is RK's opinion in regard to the relationship of the Chapters to the ExCo that the Chapters are Committees of the IFCN, and the ExCo agreed. RK suggests the ExCo require from each Chapter a formal yearly report of activities and of finances (both revenue and expense), and the ExCo agreed. MH noted that asking for these changes focuses on responsibility rather than control. The IFCN Statutes already require the ExCo to approve the operating structure (statutes) of each Chapter. The IFCN ExCo will specify that funds need to be kept in a non profit type bank account, or that the Chapters could ask the ExCo to provide them financial services (e.g. pay invoices rather than send lump sum payments).

The ExCo then moved to reviewing the suggested IFCN Statute changes from RK and a review of the Statutes by MH.

A few comments were received from member Societies in the last AGM voting. The British Society expressed concerns in regard to the number of votes per Society. Voting in a federation is complicated by the question of whether each element (e.g. Society) or each person should have a vote (e.g. number of votes predicated on number of Society members). Calculation of this has varied within the IFCN throughout the years.

Currently the Statute is:

1 vote per Society plus:

1-99 members	- 0 additional representatives
100-399	- 1 additional representative
400 or more	- 2 additional representatives

This voting pattern is complicated by the number of societies per country. A previous decision was made by ExCo that if there is a third society in a country, that Society will get the same number of votes (based on the statute) that the other societies in the same country have. The ExCo discussed this matter, and will further discuss in Japan at the fall meeting.

**Financial Report.** RD reported a loss of approximately \$500,000 US in 2015 mainly from (unrealized) investment losses. Investment losses have been affected by the weak Canadian dollar. Elsevier royalty payments also decreased because of the unfavourable exchange rate between the Euro and US dollar. The real loss to IFCN in the last fiscal year is approximately \$70,000 US. MH reminded the ExCo that this loss was intentional and protected the IFCN non profit status.

The IFCN ExCo formally and unanimously approved the 2015 Audited Financial Statement.

In the review of societies with three years + of unpaid dues, the ExCo discussed the:

- Belgian Society of Clinical Neurophysiology
- Bulgarian Society for EEG, EMG and Clinical Neurophysiology
- The Guatemalan Society of Clinical Neurophysiology
- Jordanian Society of Clinical Neurophysiology
- I.P. Pavlov Russian Physiological Society
- Slovak Society of Clinical Neurophysiology

Chapter Liaisons were asked to contact these societies if at all possible. If these societies do not pay by the General Assembly, a motion should go forward for their dismissal from the IFCN.

The 2016 budget presented by RD is close to a break even budget. Assets are increasing. This budget has been approved by the ExCo and also approved by the AGM ballot.

The current IFCN investment policy is to invest very conservatively and expect an annual investment income of 2%. The IFCN does not invest in companies in the arms business or pharmaceuticals.

**Editor-in-Chief Report CLINPH.** UZ started this position January 1, 2016 and has added some associate editors to widen expertise. Five new editorial board members (based on expertise and geographical distribution) have also been added, subject to confirmation at this meeting. The ExCo agreed unanimously to add the editorial board members suggested by UZ.

The scope of the journal and categories have been updated. The Editor's Choice feature has been added.

CLINPH moved to article based publishing in April, and production times are decreasing.

The Exco decided to update and extend the series of IFCN Guidelines published in the EEG Suppl. 52 (1999) "Recommendations for the Practice of Clinical Neurophysiology: Guidelines of the IFCN" (eds. AA Eisen, G Deuschl). Some work has been done on this already, with a review of co-authors and discussion of the guidelines. PR suggested adding a guideline around EEG and investigation of aging.

MH presented the IFCN Training Guideline (TMS, tDCS) with a list of suggested writers, which will be circulated asking for feedback.

MH reviewed the proposed Elsevier contract for CLINPH.  
*The meeting for April 29 adjourned, to be continued on April 30.*

**Editor-in-Chief Report CNP.** DB reported the auto transfer system (CLINPH to CNP for papers that are not accepted) is now working, and progress on moving the new journal along is slow but steady.

**Pending New Societies.** The Hong Kong Society and Egypt societies were approved at the AGM, but because of a legal glitch, their membership will have to be ratified at the next GA.

**Supported Meetings:** A request from Walter Paulus has been received for a meeting on TES safety combined with a NIBS meeting in Gottingen. The proposed budget is 26,500 Euros. The meeting will result in paper submissions to the journal(s). The ExCo unanimously agreed to fund this combined meeting for 26,500 Euros.

A proposal was received from MH and PR for a meeting – Updates on Human Brain Connectome: From Physiology to Diseases. This meeting may result in papers for the journal(s). The organizers are asking for 20,000 Euros from ExCo. The ExCo agreed this was an important topic for neurophysiology and unanimously agreed to fund this meeting for 20,000 Euros.

**Visiting Professor Program.** A proposal from the Chinese Society to invite a speaker from Japan (Dr. Kuwabara) has been approved but has not happened yet. Egypt is coordinating in some way the two meetings of their two Societies, and RD will attend as a visiting professor (and also have a look at the WFN training centre).

The Chilean Neurophysiology Society has requested PR attend a meeting in Chile to deliver 3 lectures on EEG-Evoked Potentials. The ExCo unanimously agreed to this request.

**IFCN Scholarship Recommendations for Final Review.** Upon review of the votes for the IFCN scholarships, the ExCo agreed upon these winners for 2016:

- Education Scholarships Three in Total. Two in the Less Developed Country Category: Winners are Anna Belenciuc and Yan Ma. One in the Developed Country Category: Felipe Vial
- Research Scholarships Three in Total: Laura Craciun, Yuichi Noto and Claudine Schluler.
- Africa Scholarship: there was only one applicant with an incomplete application.

The ExCo discussed the issue of applicants who have already started a fellowship and are looking for funds to prolong their work – versus applicants who have not started a fellowship. The ExCo agreed that while favouring new applicants, it is acceptable for Research Scholarships to be in an “extending” phase. Additionally, the ExCo discussed whether to notify the mentor of the scholarship winner that the ExCo expects the scholarship winner to return to their country of origin and ask the mentor to encourage that as well. It was agreed to do this.

Africans can apply both for the special African scholarship and the other scholarship categories.

This category of scholarship was started on the advice of leadership in Africa, who asked that the IFCN help them encourage African applicants to stay in Africa. As MH has made some recent contacts to advertise the scholarship, the deadline for these applications will be extended.

**IFCN Website, Facebook.** The ExCo would like to post videos of ExCo member talks at various conferences (to enhance our educational offerings). LC provided an update to the IFCN website and noted its importance for Chinese clinical neurophysiologists who do not have access to Facebook.

MH reported that the IFCN Facebook page is working well, with lots of hits and posts. MH proposed an IFCN Twitter account, with the advantage that material can be pushed out to users rather than waiting for users to come to the Facebook page.

**ICCN and the OCIC Report.** MH reported the ICCN is moving ahead well. RD is a co chair of the Program Committee, and that Committee is in the stage of collecting feedback re program themes and speaker suggestions.

**Report of the Rules Committee.** PR reporting during the last period the Rules Committee reviewed the statutes and bylaws of the Hong Kong, South African and Moroccan Societies and provided a recommendation to the ExCo in regard to allowing a third society from the same country. Still on the Rules Committee agenda is a review of the Chapter constitutions and bylaws. North America has just

redone theirs with an eye to providing the mechanism for appointment of their representative to the new ExCo.

**Chapter Liaison Reports.** PR reported the core duties of the European Chapter have been organization of the Budapest conference and the European Curriculum. All is going well. RV reported in regard to the Latin American Chapter that the Interoperative Monitoring Conference has taken place. There is discussion of elections for member at large and secretary. RV will continue to follow up with non dues-paying societies. KU reports in regard to the Asia Oceania Chapter that plans for a meeting in Bangalore, India are likely to be postponed due to financial considerations. (This was subsequently determined to be an error; the AOS Meeting in Bangalore is scheduled for November 9-12, 2017). MH reported that the North American Chapter has submitted their revised Constitution and it will need further revision, so is not being passed to the Rules Committee as yet. Funding given to the Chapter is divided amongst the three societies in proportion to their membership.

**System for Regular Contact with the Persons Achieving Honorary Status in IFCN.** MH suggests writing an email or letter each year to these person to keep in contact.

**Rewarding Service: Awards/Plaques for Society Members who have Contributed Greatly to the work of the IFCN.** Upon a suggestion from the British Society, the ExCo has agreed to two types of awards: service to the IFCN and contribution to Clinical Neurophysiology, in addition to the standard named lectures at the ICCN (the Berger, Kugelberg and Adrian lectures are the extant named lectures). For the new award(s), they might be named. Two additional Elsevier funded awards will also need to be named. This will be further discussed in the Japan meeting.

**ICNS Report.** RV reports there are 40 active members, and 18 members whose membership has lapsed. Georgia has 12 members and could form a society, but this seems unlikely at the moment.

**2016 Budget.** The 2016 budget had been tabled subject to any changes in expense items noted during the ExCo meeting. No changes were noted, and the budget was then finally approved.

Motion to adjourn 1715. Agreed unanimously.



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Dr. Mark Hallett, President, ExCo



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Dr. Yoshikazu Ugawa, Secretary, ExCo