

**INTERNATIONAL LIAISON COMMITTEE ON RESUSCITATION
BUSINESS MEETING
12/13th SEPTEMBER 2004
SOFITAL HOTEL
BUDAPEST HUNGARY**

Welcome: Jerry Nolan welcomed all the delegates and observers to the meeting.

Delegates Present:

ERC: Jerry Nolan, Co-chair, David Zideman Treasurer, Tony Handley, Charles Deakin, Leo Bossaert, Rudolph Koster, Dominique Biarent

AHA: Bill Montgomery Co-chair Jack Billi, Steve Schexnayder, Bob Hickey, Vinay Nadkani, Bob O'Connor, Graham Nichol

ANZCOR: Ian Jacobs, Pip Mason Secretary, Jim Tibballs

HSFC : Michael Shuster, Alan de Caen, Marc Gay

IAHF: Sergio Timerman, Saul Drajer, Edison Paiva

RCSA: Walter Kloeck, Ashraf Coovadia

Observers Present:

AHA : Mike Bell, Jeff Perlman, Tanya Semenko, Terry Vandenhoeck, Mary Fran Hazinski, Michael Sayre, Antonio Rodriguer- Nunez,

ANZCOR: Andy Swain, Peter Morley, Jenny Dennett

Japan : Kazuo Okada, Tetsuo Hatanaka

2 Conflict of Interest.

Jack Billi reported that minor changes had been made following the meeting the evening before. These mainly related to how people will disclose any conflicts of interest in the future. A consensus was reached as to when it is verbal and when it is written. This will be emailed round to everyone.

4 Confirmation of Minutes of Last Meeting

Minutes of the meeting held at the Hilton Dallas Lincoln Centre were taken as read. The minutes were passed as a true and accurate record.

Moved Jack Billi

5 Matters arising from the Minutes

5.1 Constitution Pip Mason

Marc Gay raised the issue of International Guidelines in the mission statement. Should it be changed to Consensus on Science?

Jerry said yes for this meeting in January but it may not always be like that, we should be working to get the guidelines as close as possible.

This can be revisited in the future

Sergio Timerman raised concern about the size of countries and how many delegates they are entitled to. Bill agreed that this is a concern; however, there are criteria that must be met. If ILCOR wants to change this criterion then we have to do that. We can redefine the rules as we see fit. Leo suggested representation should reflect contribution to science rather than population. Jerry agreed this should be addressed as soon as possible. Once C2005 is out of the way we can tackle this more vigorously.

Leo suggested we should move from councils to organizations as we are working with multi national councils. So we say guideline producing organizations rather than councils. This is because AHA is not a council.

Sergio Timerman moved
Saul Drajer seconded.

5.2 ILCOR Logo Pip Mason

Pip reported all but two organizations had paid their proportion of the account. Pip will follow this up with the organizations involved.

5.3 Incorporation Leo Bossaert

Leo Bossaert circulated the draft incorporation document.

The objectives have been taken from the Constitution. Leo thanked everyone that had provided feedback. Feedback had been received and incorporated into the first draft.

The second draft was then circulated with good constructive feedback. There are some minor details that need to be included to fit with Belgian law. Leo's name needs to be included in the document for this reason. Names and addresses of the organizations need to be verified and added. With these adjustments and changes ILCOR can be registered by the end of year. ILCOR has to be a legal body copyright can be secured

The Executive committee will draft a proposal for insurance, copyright and protection. The Financial matters also need to be considered. Administrative support will be required for one day a week. This needs to be factored in when looking at financial matters.

Bill pointed out page 3 Title 4 general assembly title 6 do we need to specify location but we will meet once a year.

Article 7 page 4 should be 90 days

Article 13 should we have term limits.

Page 5 Leo should be Executive Article

Saul Drajer article 13 should it be for just one further term. This document needs to sit with the constitution. So we need to have term limits. Jack Billi suggested the articles of incorporation should refer to the constitution i.e. as stipulated in the constitution. Leo agreed with this. Should we have term limits is this according to population. Co chairs to nominate two people to work up a document. This should not be postponed until the next meeting which is in 2005. All this has to be published in the Belgian legal journal.

Tony Handley suggested under article 14 the document should not refer to the honorary chair and co chair, the word honorary should be kept just for the secretary and treasurer. This had been included to indicate there is no salary for these people. However traditionally the word honorary is not used for the chair and co-chair. Jack suggested taking out the word honorary and having a statement at the top saying unpaid positions.

Vinay Nadkani asked whether we should have an AHA and a Belgian executive officer. Belgian Law says there must be one Belgian person.

Graham Nichol pointed out there seemed to be a lot of issues with the document. There are a lot of unresolved questions. Everyone needs to be comfortable with this. It must be done by the end of tomorrow.

Bill pointed out that in order to get copyright we must be incorporated so we have to do this by the end of this meeting.

Walter suggested some changes eg the document in places talks about non-for profit and other places not for profit.

Should it state *chair represented by*, then *co chair represented by* etc? Leo said that although this is the template, it can be changed

Article 6 should delete within 6 months.

Article 7 needs to say except in the cases of 8 and 10 and 12 and 20 because article 10 needs to be part of the agenda.

Article 10 add in by 2/3 majority vote.

Leo suggested people write down their suggestions and then we can incorporate them tomorrow.

6 Update on Planning Bill Montgomery/Vinay Nadkani

Bill Montgomery reported that the C 2005 planning was well underway. Bill thanked those who were at the meeting on Saturday night. The ideas that came forward were good. Definitive decisions had been made on the conflict of

interest disclosures document. The biggest challenge is that there will be about 500 people participating. Only 222 of 616 worksheets have been submitted so far. There is at least one worksheet for most topics now so we can move forward in planning the programme for the meeting. November is the deadline so that CD ROMs can be prepared. Peter Morley replied 90% of the worksheets have come in. They are good quality but sometimes the sheets need to go backwards and forwards a bit. It is important that if a delegate has a science expert in their country that they feel should be there even though they are not doing a worksheet please ask the AHA to invite them. If we have people in our organization who we think should be there then they can come but at their own expense.

Peter asked if the mechanism for buy in was clear. The Editorial Board meets at the end of the meeting and does all the writing. It will then be circulated to all the councils on 8th April and must be back by the 19th April. There may be a need to meet to finalize everything after this date. The period of time for councils to feedback is short it is only ten days. The Editorial Committee has a representative from each council organization so it is important that everyone knows when this has to be signed off

Would the individual organizations fund the Editorial Board travel? Yes. Mary Fran Hazinski suggested that this goes in the calendar. However it would be better to accomplish it without a meeting.

Ian Jacobs suggested the decision needs to be made as to when the Editorial Board will meet or if it is a face-to-face meeting.

Mary Fran suggests the time is blocked out now for April. People could be available on days for conference calls. Peter suggests not a conference call and that there is a face-to-face meeting. Should it be moved to Chicago or New York City? Bob Hickey pointed out that there is already a week long meeting scheduled in January and now another meeting in May relating to Guidelines therefore would favour a conference call.

Ian believes it is paramount that this should be done by a face-to-face meeting. Jerry Potts had to link up people on a conference call and it is not too bad if you do it around 4pm but this is 4am in NZ and Australia. Jerry Potts believes this will be face to face and in the USA.

Rudi Koster raised the issue of the worksheets and the expectation of the reviewers. Rudi found it difficult to know what was expected from him. He made mistakes because he did not know what was expected. He felt the need for better communication re expectations of the worksheet reviewers. This will be discussed in the next couple of days. The information should originate from the task force chairs with regards what is being done and where the gaps are. Hopefully these problems will be sorted out at the Budapest meeting.

7 Update of Advisory Statements. Vinay Nadkani
Education advisory statements have been released.

Cardiac arrest registry has been reviewed with Sept 20th the final day for sending the document to Circulation and Resuscitation. Hopefully this will happen before the end of year. Peter Baskett is working on this.

Is there anything else that ILCOR should be looking at? Probably better to wait until after C2005.

8 Cochrane Collaboration Ian Jacobs

Collaboration with Cochrane continues. Worksheets have been a priority over the last few months, however once these are completed the Cochrane reviews will continue. Some of the worksheets that have been done for the guideline review should be turned into systematic reviews.

9 Future ILCOR Meeting dates Jerry Nolan/Bill Montgomery

The question was asked as to whether there is a business meeting planned for 2005? Do we need to meet? Jack suggested that if there is any extra time it should be allocated to review. Vinay suggested we have a dinner meeting on Friday night when in Dallas in January

Should there be an ILCOR meeting in 2005 fall. Michael Shuster pointed out we have not yet really dealt with the guidelines and whether we are going to share the guidelines We should be able to compare guidelines and discuss whether we are able to align.

Bill pointed out that 2005 begins a new era. There will be a new agenda. There are some things that need to be discussed. Steve Schexneyder suggested we consider an evaluation of this process. Peter agreed that we do have a formal process where things are documented. This should be done afterwards, as there will still be the writing up process in January.

Jerry suggested a final decision about this be made tomorrow.

Bill announced that the 7-7:45am Task Force Chair breakfast meeting has been cancelled. Council Chairs will be meeting at 7am instead. Start time for Monday meeting is 8am. Venue to be confirmed. Breakfast will be available at 7am for all the participants.

ILCOR will reconvene at 12.20pm until 13.50pm on Monday 13th September

There being no further business the meeting closed at 9am.

ILCOR Business Meeting Monday 13th September.

2 Conflict of Interest Jack Billi

Jack discussed the changes to the conflict of interest document (see attached) Jack asked that these changes be formalised.

If there are any issues relating to conflict of interest in the future they must be referred to Jack Billi or David Zideman.

Walter asked that if a person is speaking 3-4 times at the conference in Dallas do they have to disclose any they have conflicts each time? Jack suggested that the first time the person speaks only, and then they just need to give their name and number. But if a person is presenting topics in different sessions then they have to disclose their conflict of interest fully at each session.

Saul asked whether there is going to be a document defining what is considered a conflict of interest. Jack replied that if a presenter is unsure it needs to be disclosed. Then no questions will be asked. Taking someone off a topic because of conflict will be assessed on an individual basis.

Jack moved that the ILCOR Conflict of Interest document be accepted.

Seconded Steven Schexneyder

5.1 Constitution Pip Mason

Pip talked to the changes to the Constitution document. There was some discussion around the election of the executive council members. The decision was made to clarify this section of the document a little more and also clarify the meaning of general assembly etc. This will be done in conjunction with Leo and Walter with the incorporation document.

5.3 Incorporation Leo Bossaert

Leo discussed the Incorporation document. This document will sit alongside the Constitution and needs to reflect the Constitution. Pip, Leo and Walter, and the two co chairs will work together to finalize both these documents. The documents will then be circulated to all ILCOR members for ratification.

Marc asked why a staff member is identified as representing AHA and the other organizations have identified their Chair. Leo replied it is up to the organization to identify the person they want.

Walter asked whether we need to patent the term ILCOR and the ILCOR logo. Jack suggested an AHA member could look into this as they have done it all before and this would not incur any costs to ILCOR. David agreed this is important and we must protect the name and the logo.

10 Co Chair Nomination Jerry Nolan/Pip Mason

At this stage Bill Montgomery left the room.

Jerry announced that Bill was the only nomination for co-chair therefore Bill will be re elected for another 3 years as co chair.

Dr Okado discussed the recent developments in Japan relating to the establishment of a Resuscitation Council. Japan has had contact with the following six countries Singapore, Malaysia Thailand China, Taiwan and Korea.

Malaysia Thailand and China have decided not to have representatives. Singapore, Taiwan, Japan and Korea will establish a new Pan Asian Resuscitation Council. It is hoped that this will be announced by the end of this year. Leo asked whether it is the intention of the Asian Resuscitation Council to include other countries in Asia. Jack pointed out that that is up to them. The role of ILCOR is to receive and consider the application.

Bill asked for comments from the ILCOR delegates as to what would make things better in terms of ILCOR meetings. Walter asked about the confidentiality of the lock box. There will be Resuscitation Councils holding conferences around this time and the information is going to be out there. Everyone has to sign a non-disclosure form when they come to C2005. Jack supports a non-disclosure document. This then gives ILCOR the power to set the criteria as to what can be disclosed after the 2005 conference. Leo pointed out Science is in the public domain, but the treatment recommendations are not. Bill pointed out the worksheets will be posted on the Internet from Dec 1st.

Jerry Potts pointed out that they would like to post the worksheets without the author's name, and no class of recommendation but the conflict of interest disclosure would be included. Peter suggested the conflict of interest disclosure should not be identified. It would make it very easy to identify the reviewer. David expressed concern that people could take the summaries from the review sheets and publish them. We need to have a protection system in place to prevent this happening.

Bill suggested we make time in January to meet and discuss this further.

Next meeting yet to be confirmed.

There being no further business the meeting closed at 2pm
Next meeting Dallas 2005