

**ILCOR Officers Monthly Teleconference
Minutes
June 28, 2018**

Members present:

Robert Neumar
Gavin Perkins
Maaret Castrén
Jerry Nolan
Swee Han Lim

Member excused: Vinay Nadkarni

Staff present:

Noelle Hutchinson
Veronica Zamora
Eileen Censullo
Matt Buchanan
Bill Montgomery
Josie Gonzales

● **Welcome-Last month's meeting minutes deferred**

● **Evaluation Survey of the new CEE process**

- Gavin and Bob commended the good work from the office and Jose in particular.
- Bob put forth the question “what’s the goal of the survey? Consensus seemed to be is the new process working? It needs to be clarified what the goal of the survey is? Input of how to make the process optimal is needed. Is the CEE process filling the core mission of ILCOR?”
- Josie explained the rationale for a 2-part survey as longer one part evaluations seem to yield fewer responses.
- None the less a single survey was decided to be sent ideally with no more than 30 questions. Questions such as appeared at the end of the draft should be considered for inclusion. A few appear here.

The following are important for recognition of my contribution (yes / no)

Being named individually as an author

Being named under a group authorship (e.g. ILCOR ALS Task Force)

CoSTR is published in circulation

CoSTR is published in resuscitation

CoSTR is published on ILCOR website

e. **DECISION: Feedback of the questions will be given after the meeting; the board will send them to Josie by 5 July as comments in document. A new version will be ready by 13.7.**

- **Observer Status for AAP and other professional societies**

- AAP has attended ILCOR meetings for quite some time at the invitation of NLS. This raised the question of who can come from any professional as an observer.
- The point was made that ILCOR strives to be open, transparent and that the work of ILCOR should be viewed by the “world”. There were no objections to AAP but the question was raised
- How do we manage if there are a large number of people wanting to come? We need to have internal rules for this. Currently observers are only invited by the councils and there are limits for logistical reasons.
- **Decision: This needs to be decided on a case by case basis and the internal rule policy may need to be amended.**

- **Logistical planning for future ILCOR Meetings-clarification of timing and logistics for touchpoints**

- **Bologna** (ERC-20-22 Sept, 2018)- (touch point) Support in coming to the meeting would be appreciated. Communicating the date and time is needed. India and PARC are sending representatives.

b. **Cape Town SA** (29-31, Oct 2019) Face-to-Face – the office has to ask for a confirmation if this meeting is still in progress and ask for a confirmation and ask about associated meeting.

d. **AHA ReSS** (Philadelphia 16 Nov. 2019) -touchpoint-TBD

e. **AHA ReSS** (16-18 Nov 2020 Dallas) touchpoint-TB

f. **ILCOR Face-to-Face or a Big Bang Conference in 2020** – there is no budget for this and a decision needs to be taken of the model of the meeting, at the GA in Chicago 2018. ERC (Manchester, England) may want to host in 2020 and if a “big bang” is to occur other councils may wish to bid.

- **Chicago Agenda**

- Needs a separate call to discuss only the agenda
- Evidence evaluation education has been asked for
- TFs may need more time for with their CEE process
- Social media strategy needs to be discussed. Neumar takes the task to plan this. The discussion with SMACC congress in Sydney still ongoing.
- Agreed that 2-3 subject experts can be invited. Funding may be an issue.
- Something fun needs to be put in the program
- A dinner is planned out of hotel.
- PIs from some of the major studies suggested to be invited.
- **DECISION: The agenda has to be ready in July, Neumar takes the next round and will get it to everybody in a week. Veronica to doodle for separate agenda planning meeting.**

- **Dues Structure-does it need modification?** The one in place now should be maintained. There is no financial need to increase it and smaller councils may not be able to afford an increase.

- **Treasurer nominations**-An announcement needs to be sent out in September first, October first and a last reminder a week before dead line, dead line is 30 days before the GA

- **Membership Working Group Report**

The India group will send a representative to Bologna, as will the PARC group. IFRC has not been moving forward.

- **Digital Communications Working Group Update**- A link added to the website so that worksheets from 2010 and 2015 can be reached by everybody in the process. Work is slow but going forward
- **Permission to send a research survey by Gavin Perkins is requested (sent to TF members)**
- Rules for this are missing-need to develop Internal Rule for use of distribution list and surveys.
- How does this reflect on the opinion of ILCOR, the perceived objectivity?
- **ACTION:** Gavin will send it to the council chairs as an individual for them to send it to the members of their council
- **The Scientific Advisory Statements writing group authorship** list needs to be approved by every council
 - a. if the council does not answer after 3 requests then this needs to be recorded (in case questions about the council's engagement arise)
 - b. **Decision-Process and Internal Rule needs to be created and discussed in Chicago.**

Respectfully submitted

Maaret Castrén, MD
Honourary Secretary

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