



**Summary of EBMT Nurses Group Board Meeting Minutes
Saturday 22nd and Sunday 23rd September 2007
Amsterdam**

Present:

Monica Fliedner	President
Erik Aerts	President Elect
Mairead Ni Conghaile	Secretary
Joachim Blankart	Treasurer
Lefizia Galgano	Local Nurse Florence
Simona Calza	Local Nurse Florence
Lissa Perteghella	Administrative Support

Introduction

Monica commenced the meeting by welcoming everyone and thanking them for attending.

1. Minutes of Previous Meeting

It was noted that a few changes needed to be made and these were dealt with by Mairead during the meeting.

2. Matters arising from minutes

It was agreed that minutes and summary of minutes could be processed and distributed more quickly ensuring minutes did not become too irrelevant and out of date. It was agreed that when the summary is distributed post the board meeting amendments and corrections should be sent to the secretary within 2 weeks so that the summary can be sent to the sub-committees and national groups earlier.

3. Editorial Sub Committee (ESC)

Lissa informed the group that Jane and Sara are working together on Issue N° 2 of the NG Newsletter. The board expressed their satisfaction with Issue No 1 and asked Lissa to convey their appreciation to Sara and Jane.

National Groups

Some of the contributions for Issue 2 had not been adequate. This has been raised with Sara & Jane and the suggestion of providing a template is being considered to assist the National Groups in compiling their submission for the newsletter.

Issue 3

The editorial sc have proposed establishing a theme to each newsletter which the board received well but feel that the theme needs to be communicated in advance to the board, sub-committees and national groups in the newsletter and by e-mail so that content can be appropriately directed. The theme of issue No2 will be based on an article about donors and that there are discussions about what to put in next issue had been discussed by ESC but at this stage nothing to take forward. It was decided that Jane and Sara needed to take this idea forward.

It was also decided that the June 2008 NG Newsletter should be distributed to all nurses that attend EBMT 2008, in an attempt to attract them to full membership with EBMT.

The NG Newsletter could also become a suitable place to communicate a list of articles published by the EBMT and where they have been published.

Lissa will ensure that in the Issue 2 of the NG Newsletter a call to request AHPs would be included along with a request to ask nurse members to clarify and confirm their email address with the EBMT.

4. Treasurers Report

Joachim then proceeded to provide a summary of the budget proposals for 2008.

5. NG Group Membership

Lissa confirmed that currently it is not possible to identify AHPs amongst the NG members in Promise. However, after checking with the Sunil (Data manager at the EBMT Central Registry) it is possible to create another role if necessary.

Lissa will add occupation section to the nurse's application form (nurse or AHP – tick relevant box yes or no and provide detail of occupation). Along with adding it to the renewal form that will be sent with invoices so that eventually we will be able gauge what occupation NG members have/practice.

6. Elections

An email had been sent to all NG members reminding them that it was election time and that if they wanted to nominate they should respond no later than Friday 5th October.

Lissa will resend election email on Monday 1st October to remind members to reply before Friday 5th October. Any nominations received should be sent to the secretariat in Barcelona.

October 12th – Ballot paper will be sent out
November 9th – Deadline to receive ballot paper.

7. EBMT 2008 – matters arising from scientific committee meeting

Activities with Sponsors Update

Monica reported on news of her recent Sponsorship meeting, it had gone really well and companies had shown genuine interest in the nursing group and our activities. It has been proposed that the Sponsorship meeting should take place in June rather than September. It would help preparation and agreements significantly if this happened.

Monica informed the group about a number of companies have expressed interest in sponsoring nursing activities at the conference and this will be explored further.

It had been confirmed that simultaneous translations will be available in the main room.

Patient & Family Day Update

The programme is in quite an advanced stage at present with a lot of industry support being expressed – it is likely to take place in the Palazzo degli Affari building due to there being lots of adjoining rooms for breakout sessions.

Monica confirmed that names of patients and donors will not be revealed on the programme. It has been confirmed that there will be simultaneous translation and the guidelines for speakers along with the submission dates will be sent out soon.

Pre Study Day Update

This will also take place in the Palazzo degli Affari building.

Data Managers Update

Joachim is accepting the invitation to the nurses group to speak in the data management programme.

Accreditation Update

Italian nurses will require Italian accreditation from the Italian Ministry of Health – with the study day and meeting being accredited separately.

The Board agreed not to request accreditation from EONS this year as following consultation with the national groups there is little value to the accreditation.

EBMT 2008 Programme Overview Update

The list of chairs indicated in the overview document was confirmed as list of people willing to do it and not a final list of people who had been approached officially and accepted.

8. Exchange Visits/Travel Scholarships

Erik reported that no applications had been received this year for exchange visits.

The question of how could we encourage more applications was raised.

Erik will write an article about exchange visits/travel scholarships for Issue 3 of the NG Newsletter and write to National Group chairs to spread the word and encourage people to apply.

Lissa to ensure that in Issue 3 of the NG Newsletter a section should be included in reminding people about the scholarships available in an attempt to spread the word.

Deadline for travel/exchange scholarships next year will be 30/04/2008.

Conference Scholarship – January 1st 2008 is deadline for applications.

Erik to send Lissa information and article on the conference Scholarship to add to NG Newsletter

9. National Groups

As previously stated the National groups were approached and asked about the value of the EONS accreditation at the conference and the decision not to proceed with EONS Accreditation next year has been taken.

All groups have requested meeting rooms in Florence.

Switzerland

A request from the Swiss National Group to translate the sexuality brochure produced by the German National Group into English using EBMT funding had been received. The German National Group has no objections to it being translated. However, it was agreed that it would be necessary to look at all of the ongoing possible projects before making a final decision due to a need to allocate funds appropriately. The possibility of approaching sponsorship to fund it could be considered.

Erik will find out from approaching the other NGs if they have something similar to the sexuality brochure that they use. It possibly doesn't need to be translated into English or other languages?

At this stage of the meeting Arno Mank joined the board to provide a summary of the CD rom that he and his hospital have produced. Currently the CD is specific to the information provided by the hospital in which Arno works, the hospital is particularly happy with it and the idea now is to produce a generic Dutch format before being translated into other languages. Arno confirmed that he would oversee the creating of a generic version available for the Netherlands and other EU countries.

Middle Europe

The Middle European National Group had requested the EBMT review their list of standards/recommendations, which everyone agreed was a positive step. However, it would not be possible to officially approve the standards unless more detail behind the content was available.

Austria

The statutes of the Austrian group were reviewed and a couple of comments were raised regarding funding and the need to stagger elections.

Erik will approach Austria NG with comments on a further version before text is agreed. Approval for the statutes can be done via e-mail prior to the next board meeting. Erik to co-ordinate.

Spain

No news from the Spain National Group.

UK

The UK national groups have requested that the time of the meeting in Florence is changed back to lunchtime as people are tired at the end of the day and are going to social engagements. The board are unable to facilitate this request in Florence.

Potential Groups**France**

The NG had provided Erik with a summary of their discussions and Erik will continue to liaise with them to help with further developments.

Nordic

The Nordic NG will be making a decision at their November meeting in Finland about whether or not they officially form an NG or not.

Greece

Following a JACIE course in Athens a group are considering forming an NG for Greece are holding a meeting today (23/09/07) to decide if they will progress this idea further.

Italy

As requested at the last board meeting Erik had been in touch with the chair of the GITMO nurse group, since then Simona Calza reported that a new chair had taken over (Francesca Albarani - nurse from Bologna). After receiving Erik's email, Simona and the new chair had met to talk about the group.

Letizia & Simona to suggest to Francesca Albarani the possibility of arranging a meeting at the December board meeting with the board to discuss the relationship and best term to use to describe it.

Arabic

Monica reported that she would be meeting up with the group interested in forming an EBMT NG National Group in Riyadh when she attends a conference there in November.

10. Education Initiatives**Myeloma**

Mairead reported that new modules for the project will be reviewed soon and hopefully be ready for publication soon..

AMGEN – Mucositis

Monica reported that guidelines have been completed, nothing more to report. The OMAG article will be published in the European Journal of Cancer Care.

NOVARTIS

Erik is in touch with Susana about the next steps for the Expert Meeting.

The survey sponsored by Novartis had been e-mailed to all members and closing date is 7th October, after which the results will be used to compose an abstract for 2008 conference.

ALEXION

Monica/Mairedad had telephone conference with Lugdivine Le Dez. It appears there are limited resources but they are keen to participate in the Patient/Family Day.

11. EONS

Erik is attending the Advisory Board on 16/17 November and has spoken with Sara Faithfull about the planned educational material on BMT - they want to collaborate with the EBMT and Erik will feedback on this meeting. Monica will also attend their AGM at the ECCO 14 conference in Barcelona (25 September 07)

12. Nuclear Accident Sub Committee

Monica provided a background summary for Simona /Letizia. At the last meeting Japan, Russia and the USA had confirmed their interest in collaborating. A two day course was being planned for the end of November at which Monica had been asked to teach some nursing aspects.

13. Website*

The Board went through the website to indicate where certain changes needed to be made:

It was agreed that the front page on the nurses section should include more direct links in the index at the top of the page (text in green) to the various sub committees and National Groups (text should read National Group rather than National Affiliated Groups).

Add link to EBMT 2008 to Education page.

Erik will provide a list of updated National Group contact details.

Erik to contact NGs for information on courses they may want to publicise on the website

*all changes to website to be done by Lissa

14. Research Subcommittee

The translation of the GvHD DVD is almost complete and the distribution plan needs to be formulated.

The RSC are working on the results of the research priorities questionnaire and will use that as the basis for future research.

Joachim will write to the RSC requesting they provide a complete and accurate budget/action plan and DVD distribution plan by the deadlines set of 05/10/2007.

15. Constitution/Strategic Plan

The Board agreed to go through and review the strategy document to ensure the Board was on track with objectives. Changes were made by Mairead. The new Board (2008) would need to review the strategy again for the 2009 – 2014 period. Everybody agreed that the Board was on track.

16. Next Meeting

Abstract Selection/Board & Scientific Committee Meeting will take place **Saturday 15th and Sunday 16th December**, Florence, Italy

Date	Time	Meeting
Saturday 15 th December	09:00 hrs – 18:00 hrs	Abstract Selection Meeting
Sunday 16 th December	08:00 hrs – 12:00 hrs	Scientific Committee Meeting
Sunday 16 th December	13:00 hrs – 18:00 hrs	Board Meeting

Monica closed the meeting by thanking everyone for the attendance, hard work and contributions to the meeting.

