## ACTIONS from the EPNS BOARD MEETING

<table>
<thead>
<tr>
<th>Actions</th>
<th>Person(s) responsible</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organise date for April/May Board meeting</td>
<td>LL</td>
<td>immediate</td>
</tr>
<tr>
<td>send more forceful email to members who have not paid 2012, reminding them that they have accepted the 2012 Journal without payment</td>
<td>SH</td>
<td>immediate</td>
</tr>
<tr>
<td>stop chasing members who have not paid for 2011</td>
<td>SH</td>
<td>immediate</td>
</tr>
<tr>
<td>announce the new tariffs – emails</td>
<td>SH</td>
<td>31 December 2012</td>
</tr>
<tr>
<td>if members have not paid by 28 Feb 2013 stop Journal from that date</td>
<td>SH</td>
<td>28 February 2012</td>
</tr>
<tr>
<td>give first 50 new members a free copy of the Handbook</td>
<td>SH</td>
<td>1 January 2013</td>
</tr>
<tr>
<td>provide details of new tariffs (and free book offer) to BS and SH</td>
<td>CK</td>
<td>24 December 2012</td>
</tr>
<tr>
<td>negotiate price for 50 copies/year for new members and 200 copies for 2012 members with MacKeith Press and notify SH and BS</td>
<td>CK</td>
<td>31 December 2012</td>
</tr>
<tr>
<td>remove Eisai from website</td>
<td>BS</td>
<td>immediate</td>
</tr>
<tr>
<td>announce the new tariffs and change payment page and tariff table – website</td>
<td>BS</td>
<td>31 December 2012</td>
</tr>
<tr>
<td>check if blinded review is possible</td>
<td>BS</td>
<td>Next Board meeting</td>
</tr>
<tr>
<td>In invitation email to reviewers request declaration of any conflicts of interest</td>
<td>BS</td>
<td>Next Board meeting</td>
</tr>
<tr>
<td>Academy: draft invitation letters and forward to LL</td>
<td>IKM</td>
<td>immediate</td>
</tr>
<tr>
<td>Academy: discuss programme time with LdeM ?1730-1900 with some shortening of previous sessions</td>
<td>IKM</td>
<td>immediate</td>
</tr>
<tr>
<td>Academy: decide topic for Vienna 2013</td>
<td>IKM / Scientific Committee</td>
<td>Next Board meeting</td>
</tr>
<tr>
<td>Discuss proposed EACD session with RF who can then</td>
<td>IKM, RF</td>
<td>soon</td>
</tr>
<tr>
<td>Task</td>
<td>Owner(s)</td>
<td>Date/Action</td>
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<tr>
<td>Invite speakers and specify topics</td>
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<tr>
<td>Place templates for approval of Congress content; Congress programme; abstract review and selection, and Academy on website</td>
<td>IKM BS</td>
<td>soon</td>
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<tr>
<td>Revise fee structure for Training course to encourage membership</td>
<td>RN</td>
<td>soon</td>
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<tr>
<td>Advertise for applicants for next Training course cycle</td>
<td>RN / E&amp;T Committee</td>
<td>Next board meeting</td>
</tr>
<tr>
<td>Transfer €100000 to Govt bonds</td>
<td>FH</td>
<td>soon</td>
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<tr>
<td>Produce budget</td>
<td>FH</td>
<td>next Board meeting</td>
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<tr>
<td>Resolve tax liability</td>
<td>FH</td>
<td>next Board meeting</td>
</tr>
<tr>
<td>Allocate €5000 for Brussels bursaries</td>
<td>FH, LdeM</td>
<td>next Board meeting</td>
</tr>
<tr>
<td>Discuss national representation at CNA</td>
<td>DC</td>
<td>14 December 2012</td>
</tr>
<tr>
<td>Circulate more detailed proposal for travelling training fellowshipsto the Board</td>
<td>DC</td>
<td>next Board meeting</td>
</tr>
</tbody>
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Abbreviations of names

<table>
<thead>
<tr>
<th>BA</th>
<th>Banu Anlar</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB</td>
<td>Nina Barisic</td>
</tr>
<tr>
<td>PBr</td>
<td>Peter Baxter</td>
</tr>
<tr>
<td>PBn</td>
<td>Patrick Berquin</td>
</tr>
<tr>
<td>FC</td>
<td>Francisco Carratala</td>
</tr>
<tr>
<td>CCB</td>
<td>Coriene Catsman-Berrevoets</td>
</tr>
<tr>
<td>DC</td>
<td>Dana Craiu</td>
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<tr>
<td>PC</td>
<td>Paolo Curatolo</td>
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<tr>
<td>RF</td>
<td>Rob Forsyth</td>
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<tr>
<td>FH</td>
<td>Florian Heinen</td>
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<tr>
<td>CK</td>
<td>Colin Kennedy</td>
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<tr>
<td>IKM</td>
<td>Ingeborg Kraegeloh-Mann</td>
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<tr>
<td>LL</td>
<td>Lieven Lagae</td>
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<tr>
<td>LdM</td>
<td>Linda de Meirleir</td>
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<tr>
<td>RN</td>
<td>Richard Newton</td>
</tr>
<tr>
<td>LP</td>
<td>Lars Palm</td>
</tr>
<tr>
<td>BP</td>
<td>Barbara Plecko</td>
</tr>
<tr>
<td>HR</td>
<td>Heiki Rantala</td>
</tr>
<tr>
<td>RR</td>
<td>Raili Riikonen</td>
</tr>
<tr>
<td>BS</td>
<td>Bernhardt Schmitt</td>
</tr>
<tr>
<td>TS</td>
<td>Thomas Sejersen</td>
</tr>
<tr>
<td>MW</td>
<td>Michael Willemsen</td>
</tr>
<tr>
<td>SZ</td>
<td>Sameer Zuberi</td>
</tr>
<tr>
<td>SH</td>
<td>Sue Hargreaves</td>
</tr>
</tbody>
</table>

**Committee membership:**

**Scientific Committee Chair: Inge Kraegeloh-Mann**

Members: Peter Baxter (secretary EPNS), Linda De Meirleir, Nina Barisic, Barbara Plecko, Raili Riikonen, Thomas Sejersen, Michael Willemsen, Rob Forsyth, Sameer Zuberi, Patrick Berquin

**Education/training Committee Chair: Richard Newton**

Members: Banu Anlar (Secretary EPNS, liaison extended Europe), Paolo Curatolo, Dana Craiu, Coriene Catsman-Berrevoets, Patrick Berquin, Bernhard Schmitt, Colin Kennedy, Lars Palm, Florian Heinen, + CNA representative

**Finance Committee Chair: Peter Baxter**

Members: Florian Heinen, Nina Barisic, Coriene Catsman-Berrevoets, Sameer Zuberi, Inge Kraegeloh-Mann

**Membership/Public Relations Committee Chair: Richard Newton (now Colin Kennedy)**

Members: Dana Craiu, Barbara Plecko, Lars Palm, Banu Anlar, Thomas Sejersen, Michael Willemsen

**Journal Liaison / Website Committee Chair: Colin Kennedy/Bernhard Schmitt**

Members: Paolo Curatolo, Linda De Meirleir, Rob Forsyth, Patrick Berquin, Bernhard Schmitt, Raili Riikonen

**Constitution Committee** = Executive committee

**EPNS representative to the ICNA Council of delegates: Colin Kennedy**

**TAB: Chair: Dana Craiu**

Members: CNA representatives: Jose Carlos Ferreira, Francisco Carratala, Heikki Rantalla; E&T representatives: Richard Newton, Lars Palm, Colin Kennedy, Coriene Catsman-Berrevoets; Lieven Lagae (President); Peter Baxter (Secretary+Scientific); Luc van Calster (Neurology representative); Rainer Blank (EACD representative).

**Present:**

Lieven Lagae; Banu Anlar, Nina Barisic, Peter Baxter, Francisco Carratala (CNA), Coriene Catsman-Berrevoets, Dana Craiu, , Rob Forsyth, Florian Heinen, Colin Kennedy, Ingeborg
Kraegeloh-Mann, Richard Newton, Barbara Plecko, Heikki Rantalla, Raili Riikonen, Bernhard Schmitt.

Apologies for absence:
Patrick Berquin, Paolo Curatolo, Linda deMeirleir, Lars Palm, Sameer Zuberi, Rob Forsyth

President
The President welcomed everyone for coming.
LL specifically thanked BS for his work on website and all the time he has spent in particular on payments system and abstract submission.

Minutes of the previous board meeting, Munich 2012, were approved without additional comment.

Treasurer’s and Finance Committee reports (Appendix B)
Current financial status
In summary capital assets total €243000, up from €203 in 2011.
Income totalled €123000 and expenditure €80000. Without a Congress we are reasonably in balance at present.
The bulk of income is from the Cavtat Congress and the Journal. CNA payments have also improved. Sponsorship has been withdrawn by Eisai.
The main expenditure is the Journal at €36000. The last two Board meetings cost €15000. The experiment with the one day Munich meeting cost €540/person as opposed to €650/person at the Leuven meeting. Education costs were less than expected at €5000. SH continues to play an important role; her costs have reduced as bookkeeping has moved to Germany. Instead there is now an additional administrative charge for book-keeping, and the total is similar to previous years. There is also a one website cost but future running costs will be low. Bank charges have been reduced.
Action: remove Eisai from website BS

Book-keeping and Budget
With the new book-keeping comparisons can be made year on year. It will also provide a formal report for the Board each year and permit an annual budget proposal, with the first attempt in 2013, although this may be affected by possible tax liabilities. It also means that it is inefficient to keep separate bank accounts for different funds, but instead to make them ‘virtual’.
In view of the healthy balance it was suggested that in 2013 €40000 should be offered for Education, Training and Research. Once the tax issues are resolved more could become available. This includes currently guaranteed sponsorship for the Training courses and €3500 for the Academy part of the Brussels meeting.
The Board accepted this proposal.
LL: I think we agreed for 2013 on 20000 euro for E/T and 10000 for Research
Action: produce budget for next Board meeting FH

Website payment
This is now available, both as one off payments and by direct debit.

Potential tax liability
We are still awaiting a definitive answer on tax liabilities. A lawyer has been retained to enquire in general terms, followed if necessary by a detailed submission. If the French
authorities do levy taxes the Society could benefit from moving to Germany, which would need approval at the next AGM.

**Action:** resolve tax liability before next Board meeting FH

**Bank Account:**

The Board approved the proposal to move €100000 into German Government bonds, although these do not provide any income at present, to avoid keeping all our resources in one bank.

**Action FH**

**Board meetings**

It was agreed that an additional meeting is needed in April 2013 primarily to agree the budget. It will be a full day meeting with Committees from 0900-1300 and the Board from 1330-1800.

**Action LL**

**Membership**

New members:
2009: 92
2010: 27
2011: 77
2012: 66

**Subscriptions**

Recently SH has concentrated on recovering unpaid 2012 subscriptions, especially as these members have received the Journal too.
Currently proposed for 2013 - all add €30 for the print version:
- World Bank 1-3 and trainees: €45 if direct debit, otherwise €50
- World Bank 4: €108 if direct debit, otherwise €120

Group membership is due to finish at the end of 2013. 30 Spanish colleagues expressed interest but only 11 have paid.

**Actions**

1. announce the new tariffs on 31 December 2012:
   - provide details to BS for web (change payment page and tariff table) CK
   - provide details to SH for blast emails CK
2. if members have not paid by 28 Feb 2013 stop Journal from that date SH
3. send more forceful email to members who have not paid 2012, reminding them that they have taken the 2012 Journal without payment SH (next 2 weeks)
4. stop chasing members who have not paid for 2011 SH
5. give first 50 new members a free copy of the Handbook SH
6. 2012 members who paid memebership can buy the WHO handbook at reduced price

**Education and Training Committee: RN**

**Training Courses:**
Sarajevo 7-10 May 2012: acute neurology-neurooncology (LP,RN,CK); immune-mediated and demyelinating & infections (BA,CCB) This went well, with attendees from 22 countries. Feedback was positive: course content, venue, accommodation and food were good. The introduction of teams who competed to answer questions was a successful innovation.
The 2013 courses have been organised: Epilepsies + Movement disorders; Language disorders and intellectual impairment. Faculty includes BS, LL, SZ, RN, Hennekam, Wolf. 2014 course will be Neuromuscular (TS, NB) and Neonatology (BP, LdeV).

There is a need to plan for the next cycle as that will be advertised in 2013 but the new E&T committee will decide in 2014, so the winner can present details to the Board Spring meeting. **Action:** advertise in 2013 (E&T)

**Syllabus:**
This has been approved by both the Neurology and the Paediatric Boards.

**WHO initiative:**
The Handbook has been published. A Russian translation was published and disseminated in Kazakhstan in summer 2012. There are plans to have this Russian translation published in Russia, Ukraine and other parts of the Commonwealth of Independent States, but none have yet been finalised.

**Visits**
Spain and Turkey are planned for 2013.

**Scientific committee (IK-M)**

**Brussels 2013 Programme**
This has been finalised. Probable registration fees will be:
- World Bank 4 countries: members €500, non-members €700
- World Bank 1-3 countries: members €250, non-members €350
LL final registration fees to be discussed with Belgian Organising team

**Action:** The Board agreed to pay €500 each towards the costs of 10 bursaries (max 5000); any additional costs will be borne by the local organisers.

‘Academy of Child Neurology’.
This has been planned for the Wednesday evening, on Stroke: State of the art.
Suggested speakers are
- Maja Steinlin Bern: clinical presentation, outcome
- Gabrielle deVeber Toronto: imaging, diagnostic guidelines
- Kees Braun Utrecht
- Vijeya Ganesan London: aetiology and therapy options

It will be necessary to empty the room and police entry to include only those who have signed up in advance.

The present programme time is too limited (1815-1900).
Speakers will be invited by the Scientific Committee, who will emphasise that this is mark of prestige. The Academy will be chaired by the Chair of the Scientific Committee and a co-Chair who is local and/or expert in the field.
Speakers will be offered travel costs up to €600 if from outside Europe, €450 inside Europe; two nights accommodation, and free registration. This will be paid by the EPNS, to a maximum of €3500.
Non-members will pay €50 which will go to the Congress budget.
Future Academy sessions would ideally follow the same template.

**Action:**
1. draft invitation letters and forward to LL (IKM)
2. discuss programme time with LdeM 1730-1900 with some shortening of previous sessions (IKM)
3. decide topic for Vienna 2013 (IKM/committee)

Abstract review
The Committee suggests following the same process as for Cavtat.
All Board members are expected to review and will be asked to highlight the fields they can cover.
There should be 2 reviewers per abstract with a 3rd if they disagree.
Blinded review is not possible at present but BS will check.
Reviewers need to declare any conflicts of interest.
If ethical concerns are identified they lead to an absolute exclusion.
The final decision will by the local organiser and Chair of the Scientific Committee.
The local organiser will decide whether to accept as an oral, poster presentation (5 minutes, 5 slides), or poster.
Posters could be made available in advance on website for members/registered participants
Free session topics will be allocated according to the numbers of abstracts accepted.
Authors will be asked to control and correct grammatical errors in the submission guidelines.

Actions:
1. Check re blinded review BS
2. In invitation email to reviewers request declaration of any conflicts of interest BS

Proposed template for scientific programme of EPNS congresses:
4 years in advance: proposal suggests main topics
2 years in advance: outlines approved by Scientific Committee; local organisers indicate where input needed – meeting at the congress between Sci Committee and local scientific committee (e.g. in Brussels meeting with Vienna sci com)
1.5 years in advance: specific lecture titles and speakers approved by Scientific Committee
1 year in advance: speakers invited and final programme approved by Scientific Committee.
This is in addition to standardised templates for the Congress programme, abstract selection, and for the Academy.

Action: agreed (IKM)

EACD Istanbul 2012
The EPNS topic was ‘Differential diagnosis of CP’ (Barbara Plecko Disorders of neurotransmitter metabolism; Linda de Meirleir Disorders of energy metabolism; Meral Topcu Neuromuscular disorders). The video presentations were appreciated, but there can be ethical issues if the audience copies videos. Approximately 500 people attended.

EACD Newcastle Oct 2013
EPNS topic: Postnatal brain growth and cognitive outcome in preterm children
Petra Huppi or Serena Counsell – volumetric imaging data and function at term/18m
Michael Ranke – cognitive outcome and growth long term
Brigitte Vollmer or Leena Haataja – cognition adolescent

Action: IKM to discuss with RF who can then invite speakers and specify topics

EACD Vienna 2014
Proposed topics could include Fetal and Neonatal neuro-imaging, or Hypothermia trials, or Congenital infections.
Three speakers will be needed.
It was agreed to defer further decisions until the next meeting of the Committee.
Satellite meeting Palma Mallorca 2014:
No date has been fixed but may be late May. It will be part of the national meeting. There can be a simultaneous EPNS Board meeting.
Four speakers have been requested
Possible topics could include Prenatal infections or Fetal MRI
It was agreed to defer further decisions until the next meeting of the Committee.

Research support (€10000)
€3500 is allocated for the Academy (every 2 years) and €5000 every 2 years (2500/year) for research meeting awards. The remainder can be offered as ‘EPNS small grants’, perhaps of €5000, or as more prizes at Congresses (which would need a review board during the Congress).
Action: the SC will prepare detailed proposals for approval at the next Board meeting.

Website (BS)
Costs so far are within the approved budget. About €800 is still required. Annual running costs will then be €100. Any further changes will cost additional amounts.
BS demonstrated the new facilities which include an electronic membership application form; direct payment; direct debit (limited to Europe); CNA fee payment; new web-pages for special interest groups, and abstract submission / reviewer facilities.
SH can monitor member numbers, payment status etc and generate data for the Treasurer.
The Scientific Committee will be able to review all abstracts and make the final decision.
If special interest groups are included they need editorial oversight, perhaps by the Scientific Committee, and a group leader who will take responsibility and has to be an EPNS member.
For educational pages the E&T Committee needs to take a similar role.
The Board thanked BS again for all this work.
In discussion add templates for meetings
Action: add templates to Scientific Committee page (IKM)

Membership and Public Relations committee (CK, RN)
See membership numbers above. New members largely came through personal encouragement by officers of national associations including CNA representatives; the ICNC meeting in Australia; the Congress, and Training courses. It is still not clear how sustained the membership is and whether it varies according to source.
Advertisements for other meetings have been accepted but this will now be on a quid pro quo basis.
Group membership has not been very successful. It has been difficult to assess the effectiveness of other current incentives.
The Board discussed that CNA membership needs to reflect the current wishes of national societies regarding the choice of representative. The principle of a single national representative per nation is important (but a second attendance as ‘observer’ has been tolerated e.g. from Austria where there are two national societies and the CNA rep has alternated between them each year).
Action: discuss at CNA 14 December 2012 DC
Some new members may not pay before their membership has been approved. It is uncertain how big a problem this may be. The welcome letter was reviewed and felt to be appropriate.
The Board discussed that whether people attending the Teaching Course be encouraged to be members, by using an increased registration fee for non-members. This will disadvantage non-European members as the direct debit facility will not be available.
Action: agreed: RN  
It was agreed in 2011 that as an incentive the first 50 new members each year will receive a copy of the book. Many of these are likely to be training course attendees. Budget €2500 (40 euro? X 50)

Action: as above SH  
It was agreed to offer the Handbook at a reduced price of €20 to all paid up 2012 members; anticipated budget €4000

Action: CK to discuss prices with MacKeith Press, then notify SH

Journal Liaison (CK)  
The current agreement is: Annual fee €20000; then for print copies there will be a sliding scale: >250: €40; 150-249: €50; 50-149: €60; <50: €70.

Training Advisory Board  
Survey  
There have been few responses. It is hoped to obtain from each CNA country the childhood population; numbers of paediatric neurologists, specialty fields covered etc.

Membership  
Jose-Carlos Ferreira has completed his term so an election is needed for his replacement.

Twinning programmes  
Possible links are being discussed. Two grants of €3000/person every two years (ie 3000/yr) were suggested to cover travel and accommodation for 4 weeks. There must be a clear programme and the trainee should already be working in a subspecialty field.

Action: circulate more detailed proposal to the Board DC

Visits:  
Spain: October 2012 Hospitals in Madrid, Zaragosa and Barcelona regions were visited. Paeditric Neurology is not a recognised specialty. There are 300 paediatric neurologists but half are not accredited. Maximum official training is 9 months, so further training is outside the programme and is unpaid. A number of recommendations were made.

Croatia: the visit has been postponed to March 2013 (RN, HR)  
Turkey: this report has now been submitted to the national society.

Finland: this report has now been submitted to the national society  
Georgia: this report has now been completed.

A follow up questionnaire has been designed which will be sent after 1 and 5 years to assess the usefulness of the visit.

Further visits are proposed including for the UK

EAP/UEMS meeting  
Conclusions from these meetings were also presented. EPNS representation was discussed.

Any Other Business:  
Next research meeting 2014: needs to be outside Germany; DC has volunteered, probably Bucharest (needs to be easily accessible); consider an earlier date eg September or November.

Action: DC

Date of next meeting:  
April/May 2013, to be arranged by LL
Tuesday 24 September 2013 at Brussels meeting.