

MINUTES OF THE SECOND EUROPEAN BOARD MEETING OF HAND SURGERY  
BRUSSELS, BELGIUM, March 17<sup>th</sup>, 2012

**Present :** T. Raatikainen (President, MJC Hand Surgery), Z. Szabó (Secretary General FESSH), M. Ceruso (Past-Secretary General FESSH), M. Calcagni, FESSH Chairman Examination Committee, and F. Schuind (Secretary, MJC Hand Surgery and FESSH Chairman European Accreditation of Hand Surgery)

The first meeting of the European Board of Hand Surgery (EBHS) took place in Budapest on Nov 26, 2011, with a very interesting discussion with Pr Z. Magyari, of UEMS, about the organization and activities of an UEMS Board. However, the precise daily functioning should be based on by-laws, and therefore Z. Szabó has sent an official invitation for a second meeting of the EBHS to be held in Brussels on the 17th of March 2012, not only to the MJC Hand Surgery, but also to the President and Secretary General of UEMS, Romuald Krajewski and Edwin Boorman, as well as to the administrative assistant Mr. J.B. Rouffet. In order to prepare the meeting adequately and to gather as much information as possible about already existing guidelines and orientations of UEMS, Z. Szabo has sent a list of eight questions to the UEMS and to its past Secretary General B. Maillat. UEMS answered through J.B. Rouffet:

**Question 1 : how many members a Board shall have ?**

The European Board of Hand Surgery is derived from a MJC which itself is a grouping of Sections interested in a particular medical field (of interest for several Specialties). As a result, the number of members depends on the number of Sections involved in the MJC. Each Section can nominate 2 delegates to the MJC. A European Board is a Joint Venture between UEMS Sections and scientific Societies aiming to address scientific and training interests (Statutes art. X.1). There should be fair representation (at least equal) of the UEMS Section and the Scientific Society.

**Question 2 : members of the boards are nominated or elected ?**

The Board is a Working Group of a UEMS Section and MJC. Members of the European Board are nominated by UEMS Sections and by Scientific Societies involved in the MJC. There are no real clear rules about Boards, especially not in MJC's as this has evolved in some MJC's by learning by doing. The UEMS Section delegates are nominated by the different Sections, which are represented in the MJC. The delegates from the Scientific Society are nominated by the Scientific Society with normally some common sense on the distribution on country of origin and "basic specialty".

**Question 3 : what positions shall be hold within the Board (chair, secretary, treasurer etc.)**

The Executive of the Board is composed of a President, a Secretary and a Treasurer elected for four years renewable once in the same position (same rules as for Bureau of Sections). There should be also a fair distribution of the positions over the UEMS Section delegates and the Scientific Society delegates, trying to give the more prominent positions to the UEMS Section.

**Question 4 : how many times, how frequently shall members of the Board meet?**

European Boards are free to meet as often as they want but at least once a year (generally speaking Sections organize two meetings a year). There could also be a meeting of the "Executive" of the Board.

**Question 5 : what are the regulations for invitations to a Board meeting (how much time previously shall invitations be circulated etc.) who should be invited ?**

Invitations with agenda shall be sent two months before the meeting. Minutes of the meetings should be sent within four months to the Secretary General of UEMS. The meetings of the MJC and the Board should be ideally synchronous, in order to avoid multiplication of meetings and expenses. The invitations to the UEMS Section delegates should be done through the UEMS Central Office and for the scientific delegates, through the Scientific Society.

**Question 6 : who pays for the expenses of a Board meeting (travel, accommodation, meeting place etc.)**

As the Board is derived from an MJC, Sections pay for the attendance of their members and scientific societies also pay for the attendance of their members. In one of the best working Board of MJC, Intensive Care, the meeting costs are covered by the European Society of Intensive Care Medicine, the delegates from the UEMS Sections being supported by their Sections.

**Question 7 : how is the Board funded (starting capital etc.)**

The Board are financed by their own funds, European examinations, EACCME evaluations or contribution from Sections should they be willing to pay a fee to the Board. Using the example of the Board of ICM, the ESICM has covered the starting costs and the main costs for the working but obviously, in the time, with the incomes generated by the process of accreditation of CME-CPD activities, or the European Examinations, this can be of help too.

**Question 8 : any other useful information is welcome**

The UEMS is currently working on revising the rules applying to European Boards in order to clarify its internal functioning.

Based on these elements, and on the fact that the bylaws are not precise about the composition and functioning of Boards at the present time, the following decisions are taken, in line with the UEMS spirit :

1. The missions of the Board have been defined in the "White Book".
2. During its third EBHS meeting, that will take place in Antwerp, June 23, 2012, just after the end of the closing ceremony of the FESSH meeting, the officers of the board will be elected, with 6 members from FESSH and 6 members from MJC (in total 12 members).
3. It is suggested that FESSH will appoint as officers its Secretary General, its past-Secretary General, its Chairman European Accreditation of Hand Surgery, its Chairman of the Training Committee, its Chairman of the Examination Committee, and one member at large.
4. It is suggested that the MJC will appoint two members of each Section which have shown much interest in hand surgery until now, that is Orthopaedics, Plastic surgery and General Surgery Sections (but of course any other Section can appoint members, provided that the total from the MJC is 6).
5. It is suggested that the President of the EBHS will be the past Secretary General of FESSH, Dr M. Ceruso, as he has participated in all meetings for many years to set up

the MJC hand surgery, then the board. The secretary and the treasurer will be selected among the MJC officers.

6. The Executive will be constituted of four members, the President, the secretary, the treasurer, and a position of Member at large with equal representation at the Executive of officers from MJC and FESSH.
7. The EBHS will meet twice a year, once during (or just after or before) each FESSH congress. The Executive will as well attend the UEMS Sections and boards meeting, and at least one CESMA meeting.
8. The travel and accommodation costs of the officers will be supported by respectively FESSH for FESSH officers and MJC (on the funds of the Sections) for MJC officers. The running costs of functioning of the board will be shared. However, for the third meeting in Antwerp, FESSH accepts to cover the costs of catering.
9. It is suggested that the MJC meets just before the Board, to save travel and organization costs.
10. The minutes of the present meeting will be sent to the UEMS secretary general, specifically asking him to invite the different interested Sections to send representatives at the MJC, so that the MJC can delegate in Antwerp its six officers at the Board.
11. In addition, two or three UEMS observers are as in the past invited to observe the Board examinations – next exam in Antwerp, 18-19th June 2012.

The following points are proposed for the agenda of the 3<sup>rd</sup> EBHS meeting in Antwerp (MJC and UEMS are invited to add more items if needed) :

1. Approval of the minutes of the Budapest and Brussels meetings.
2. Election of the Board officers.
3. Election of the Executive members chosen among Board officers.
4. Actions to be undertaken.
5. Agenda of future meetings.
6. Miscellaneous.

F Schuind, Brussels