

**SIOP Executive Board Meeting**

**29-30 January 2015**

**Dublin, Ireland**

**08:30 – 18:00 and 08:30 – 12:00**

**Minutes**

**Participants:**

Giorgio Perilongo (President), Paul Rogers (Secretary General), Greg Reaman (Treasurer), François Doz (SC Chair), Michael Capra (LOC SIOP 2016), Lorraine de Montmollin (SIOP Secretariat), Susanne Wollaert (SIOP Secretariat), Perry Gil-Ran (SIOP Secretariat). Michael Capra (Chair of the 2016 SIOP Meeting and local host)

**Joining by Skype or Webex:**

Alan Davidson (SIOP 2015 LOC Chair), Gabriele Calaminus (SIOP Advocacy Chair), Julia Challinor (PODC Co-Chair), Ramandeep Arora (PODC Co-Chair)

## Welcome

All participants were welcomed to the meeting.

## Approval of minutes

* Toronto 2014 meetings & 16.12.2014 Exec TC

François Doz proposed to have minutes approved automatically 10 days after the call If not special comments. All approved.

* Toronto 2014 Decision & Actions items

The action list from various meetings held in Toronto was reviewed.

**Key Notes lectures from SIOP 2014 congress in Toronto:**

Paul Rogers proposed that recordings would be expanded to other sessions for future congresses. François Doz added that speakers should be informed in the first letter that they would be recorded. Exception and special cases are possible (eg. Option to remove of some slides …). All agreed and proposed to add this requirement in SIOP Handbook.

**Sponsorship:**

The LOC responsibility in collecting sponsorship funds for their congress was discussed. François Doz said that the roles & responsibilities of the LOC, SIOP and Kenes PCO should be detailed in the appendices of the congress Handbook.

**SIOP Congress Handbook:**

It was agreed that the role of LOC financial support was to support the administrative work related to the congress preparation and not to have a local PCO. Perry Gil-Ran explained that Kenes can ask support of a destination management company (DMC) for some aspects of social events. It was asked that Kenes adds the roles and responsibilities of the Kenes PCO, LOC Admin support and DMC would be detailed in the congress handbook. Giorgio Perilongo asked to encourage communication between all involved parties to avoid misunderstandings. It was raised that the DMC for Dublin 2016 could already be identified.

François Doz raised the question of where to keep the latest version of the congress handbook. Gregory Reaman proposed to post this on SIOP website. Perry Gil Ran said he would review the content to see if for any confidentiality reasons Kenes would prefer not to post it on the website.

**Educational Day:**

François Doz raised that PPO and nursing should communicate more often as their field of action is joint. He added that PPO/PROS alternation should be further detailed on the handbook.

François Doz asked that program of the educational day should be finalized earlier, if possible by SIOP spring meeting.

**Abstracts submission & review:**

François Doz reported that currently abstract submitters were proposed to send their document for review of their English to Continental Presidents. He outlined that this system wasn’t working well as not all continental Presidents were able to improve the abstract text. He proposed to replace them by native English speakers (members of the Board, Scientific committee, PBC editorial Board, SPAC). He added that this would mean that abstracts should be submitted to Kenes before the deadline so that they could have their abstract corrected by designated people.

François Doz explained that the scientific committee had slightly modified the abstracts categories from 2015 onwards. Each head of each category should have access to all abstracts of his topic as he would be in charge of ensuring a fair review by its peers and solve possible discrepancies in abstracts grade. All heads of topics category will be informed of his additional responsibility.

François Doz raised that the level of posters was very wide and that it might be needed to highlights good quality posters to reward the efforts of the poster presenter. Perry Gil-Ran proposed to have one hall for each topic with posters projected on screens.

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| Actions:   * Minutes of Executive Board call to be automatically approved after 10 days if no further comments * Kenes to provide a quote on the recording of additional sessions for SIOP 2015 onwards * Kenes to include in the speakers invitation letter that their session will be recorded and add this requirement in the congress handbook * Kenes to include the roles and responsibilities of the LOC in the appendices of the congress Handbook * Perry Gil-Ran to inform if the Congress Handbook can be posted on SIOP website * Kenes to remove Tom Voûte Lecture details from the Handbook as the fund is now empty * Perry Gil-Ran to share the latest version of the congress handbook with Alan Davidson and Michael Capra * Kenes to organize the best poster awards session in the different halls with each best poster projected on the screen |

## Communications

* Submission of Objectives and Goals to PBC

Paul Rogers said that the manuscript had been accepted and was “In Press”.

François Doz and Gregory Reaman presented some proposed changes to the Mission and Vision of SIOP to be further discussed and submitted to SIOP membership for approval. Main comments were to include adolescents (young adults) in addition to children and to add to the vision the need for quality of life for survivors. It was agreed that the wording would be improved and resubmitted by Paul Rogers to the Board before submitting the change for approval during the ABM.

* Registry of Commerce

Lorraine de Montmollin presented the current status of the registration of SIOP as an NGO. She said that some documents needed to be signed in order to complete the application. Once done, SIOP will have the possibility to ask for the tax exemption status. Gregory Reaman asked that the benefits in terms of tax exemption and VAT would be explained.

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| Action:   * SIOP Office to investigate on the tax exemption benefits/VAT |

## SIOP Election Update

* Review of process of election for below positions:

- President Elect

Candidates are Eric Bouffet, Gregory Reaman and Mariana Kruger. Susanne Wollaert said that supporting documents were collected to prepare the election platform.

- Continental Presidents

Candidates are Lindsay Frazier and John Maris for North America, Juan Quintana and Federico Antillon Klussmann for Latin America.

- Scientific Committee Chair

Only candidate is Stephen Hunger. Paul Rogers reminded all that anybody can be nominated to be chair (officially) but usually a scientific committee member was nominated. In the current situation there was be no other nomination possible as there were no other paediatric oncologist who could become the chair. Giorgio Perilongo proposed the motion to extend the term of François Doz as SIOP scientific committee chair for an additional year. Motion seconded. Motion approved.

It was decided that only members of scientific committee vote for their chair. As per the Bylaws: “*It is likely that suitable candidates will be serving members of the Scientific Committee. Elections will be held and the newly elected officer will take up office as in 4.1 above*.”

2016 will need to elect two new scientific committee members. It was asked why the scientific committee couldn’t be enlarged. François Doz explained that previous leadership had aimed to reduce the number of members of the scientific committee.

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| Actions:   * Scientific Committee members only to vote to elect the chair of the scientific committee * Send weekly reminders to membership to remind them to vote to elect their Scientific committee chair, Continental President and President * François Doz to extend his term as scientific committee chair for an additional year * Paul Rogers and SIOP Office to finalize the changes on the mission and vision of SIOP |

## SIOP Meetings

**Congress Handbook (circulated in advance)**

This item was discussed throughout the meeting.

**Final comments Hong Kong 2013**

Final numbers for SIOP 2013 meeting were discussed. Main reasons for the resulting loss were said to be:

* Relatively low number of registration
* Low sponsorship income
* High venue rental

It was confirmed that the decision of changing the destination rotation was needed to avoid facing these losses that often. Paul Rogers said that sponsors should be approached more directly. Gregory Reaman added that the focus should be on Foundations of pharma companies.

* Preliminary report Toronto 2014

Perry Gil-Ran reported that the CME report was to be received. He explained that he had received feedback from Eric Bouffet and that it had been discussed with Giorgio Perilongo and SIOP Office.

* Cape Town 2015 (anything important, abstract submission, PBC publication)

Alan Davidson reported on the SIOP 2015 congress preparation. He said the education day and scientific program were being finalized. The working relationship with Kenes was said to be good.

*Social Program:*

Alan Davidson said the presidential dinners might need to be held at the congress venue due to the high cost of other venues. Gregory Reaman asked if the ticket fee could be raised. Perry Gil-Ran said this might reduce the number of attendees. Paul Rogers proposed to have a cash bar rather than an all-inclusive option. Perry Gil-Ran said this would be a good option and that this will be further discussed with the venue.

*Sponsorship/donations*

Alan Davidsion reported that the sponsors search was ongoing but that the results were not satisfying so far. Paul Rogers asked if they had contacted WCC. Alan Davidson confirmed that they were waiting for an answer from them, as well as from St Baldrick’s. Gregory Reaman explained that some common Advocacy projects had been initiated therefore this could be promising. Giorgio Perilongo proposed to contact St Jude. Paul Rogers proposed to investigate on the work done by Liz Molyneux in Malawi with the support of BBC World Service.

Giorgio Perilongo asked Alan Davidson if he needed some support from the Executive Board. Alan Davidson asked that the Executive Board shares any information about potentials donors with the LOC. Gregory Reaman proposed Continental President’s to find support to enable their locals to attend SIOP congress.

Giorgio Perilongo asked how to make sure SIOP would be visible enough on the local media. This was said to be discussed closer to the 2015 congress. Alan Davidson said he would think about it.

*Scientific Program:*

It was said that the majority of speakers had confirmed their attendance and that there would be a second set of invitation shortly. It was raised that inviting local Keynote speakers would allow to save some money and would be interesting also for delegates. Having a local keynote speaker would enable to have the budget to have an international speaker, e.g. for symposium.

François Doz reported that Young Investigators wished to have a very short oral presentation of posters (3minutes presentation and 3 minutes discussion). Selected posters would be projected in a separate hall room from others posters.

Perry Gil-Ran said that the number of e-poster screen (between 10 and 15) would be decided closer to the congress according to registration information.

* Dublin 2016

Michael Capra asked if the fun run was a mandatory event. It was decided that if another local/fun event could be organized, the board would accept such proposal. Paul Rogers proposed to suggest a local flavor experience available for delegates during the free evening.

*Sponsorship:*

Michael Capra asked about the timeline to contact sponsors. It was said that the responsibility of the LOC was to provide Kenes with their contacts and that Kenes would then be in charge of contacting them to arrange the rest. It was raised that some symposium options (lunch, coffee breaks...) could be proposed when approaching sponsors.

It was reminded that the 2016 LOC will be provided with funds to cover administrative expenses related to the congress. Michael Capra explained he wouldn’t need these funds before Cape Town meeting. Paul Rogers reminded that Kenes would identify a DMC person who will be working with the LOC and Kenes on local logistical issues.

* Washington 2017

Contract with the hotel was signed. Perry Gil-Ran raised that the cancellation policies forced to sign earlier than usual and eventually if Kenes was not to be the PCO, then the new PCO will have to take ownership of the contract. The idea of a Joint COG/SIOP meeting during the SIOP Congress in Washington was discussed.

* SIOP Asia Meeting 2015 (Amman, Jordan)

Giorgio Perilongo asked how SIOP could be present during this meeting. Susanne Wollaert proposed to have SIOP slides and have roll-ups and other promotional materials for Cape Town. It was agreed that having a booth would be too expensive compared to the expected results.

* SIOP 2016 Africa and Asia Meetings

Giorgio Perilongo said that he was hoping that this would be education oriented meetings.

* SIOP 2018 Call for Bids

2018 will be for any region but North America and Europe. Susanne Wollaert proposed that deadline to receive bids would be April 20th. Final decision to be taken during the Executive Board meeting in Cape Town.

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| Actions:   * SIOP Board to list major companies that are not exhibiting at SIOP * SIOP Office to send out a request to Extended Board and Scientific committee to identify companies (not only pharma) * SIOP Board to identify the contact persons who will be reaching out these companies during 2015 spring meeting * Perry Gil-Ran to send the preliminary program * Perry Gil-Ran to send the preliminary budget * JJ Divino to contact health ministers of several countries (5 to 10) close to South Africa using his network from WCLS 2013 to attend SIOP 2015 congress * Perry Gil Ran to add the SIOP society website under the logo of SIOP 2016 congress |

## SIOP History

Giorgio Perilongo presented the proposal (see slides) to write SIOP history. It was decided that the first step would be to set up a call with people interested in this project to further detail the proposal.

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| Action:   * SIOP Office to arrange a teleconference to discuss SIOP History project |

## SIOP Development Goals (see also addendum)

* To advocate globally for children with cancer and their families

Gabriele Calaminus reported on the most recent activities of SIOP Advocacy Group.

Gabriele Calaminus said that there would be an advocacy symposium on access to drugs in collaboration with WHO and health ministers during SIOP 2015 congress. Paul Rogers asked to keep the PODC co-chairs informed of the preparation of this meeting. It was asked that JJ Divino contacts health ministers of several countries (5 to 10) close to South Africa using his network from WCLS 2013 to attend SIOP 2015 congress.

She explained that WCC and Sanofi would provide scholarship to SIOP 2015 LMIC delegates. The selection would be done by them. She added that St Baldrick’s would provide 25,000 EUR to 5 African delegate to cover all their congress attendance related expenses. Gregory Reaman said that St Baldrick’s would have their board meeting early March and would most likely make a decision on this donation at that time. It was decided that François Doz and Paul Rogers would prepare a letter to St Baldrick’s to suggest funds be distributed to Young Investigators who are engaged in Pediatric Oncology research and who submitted the highest quality research.

*WHO Collaboration*

Gabriele Calaminus explained that a meeting in November 2014 had been held with Oleg Chestnov. She added that SIOP was moving forward with the application of SIOP to formalize relations with the WHO. She said that CCI (former ICCCPO) was also applying simultaneously but independently from SIOP.

*UICC*

SIOP Membership to UICC won’t be renewed after 2015.

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| Action   * François Doz and Paul Rogers to write a suggestion on how SIOP would select recipients for St Baldrick’s |

* To promote participation of young professionals in SIOP Activity and encourage them to becomemembers (see Objectives and Goals Action items)

François Doz reported on SIOP Young Investigators activities (see slides). He explained that they gave themselves the name “SIOPYI NET” (SIOP Young Investigators Network) and had created three sub-groups:

* Reaching out
* SIOP Conference
* Online Conference

Susanne Wollaert raised that it was important that SIOP keeps control of the network YI are creating, and decide if members of this network should be members of SIOP. It was agreed that this needed further discussion as the project is moving forward. Giorgio Perilongo proposed to have SIOPYI NET reporting to scientific committee.

* To improve SIOP visibility and improve internal/external communication (see Objectives andGoals Action items)

Paul Rogers reported on the Website & Communication committee. He explained that the committee had held its first meeting in Toronto and had a conference call in December to define the new homepage. Susanne Wollaert presented the new website brief. Giorgio Perilongo raised that PODC should be under committees. Advocacy & Science can stay as an independent menu. He also raised that affiliated societies shouldn’t be under committee. A menu named “Science” should have all the working groups reporting to the scientific committee listed.

Paul Rogers presented Sosido platform. He explained that this was a free platform that was enabling to share with SIOP members recent news about pediatric oncology. It was agreed to move forward with this project and to monitor its outcome.

* To focus attention on future need to research in pediatric oncology (see Objectives and Goals)

Perry Gil-Ran explained that SIOP 2014 Keynote recordings had not been published yet due to some editing work that needed to be done. It was agreed that Keynotes and Symposia would be recorded for SIOP 2015 in Cape Town. Perry Gil-Ran assessed the additional amount to 20K USD and confirmed that this could be sponsored.

**SIOP meetings improvements:**

There was a proposition to hold a Forum for collaborative activities. Gregory Reaman added that SIOP should prioritize rooms for groups that want collaborative meetings. It was discussed to have a Symposia in Dublin about collaboration meeting (think tanks around worldwide research) by diseases such as plenary session on global clinical research challenges and opportunities (clinical, industry, government).

* Education Platform

SIOP Office presented the Kenes Education Online platform proposal. It was agreed to ask nurses and PODC if they would have interests in curriculum development. Further discussion would be held during the May meeting.

* To explore partnerships with sister societies sharing the same mission and vision andelaborate common agenda (refer to extra detailed agenda)

Julia Challinor and Ramandeep Aurora reported on PODC activities.

**SIOP/PODC Membership:**

Giorgio Perilongo asked how many PODC committee members were SIOP members. Julia responded that she was not aware of the precise number. Paul Rogers said that there was no way for SIOP to know given that PODC was using Cure 4 Kids database. It was proposed to send the PODC membership so that we can put it against SIOP membership database. Ramandeep Aurora added that PODC members had been encouraged to join SIOP but have no benefit in doing it since they are not active on any other SIOP activities. Paul Rogers reminded all that when PODC was created in 2010, all PODC members were SIOP members but that it now changed and people could join through Cure 4 Kids without being SIOP members. Gregory Reaman asked how come new members were allowed to join PODC without being SIOP members. Ramandeep Aurora said that there were no pre-condition to contribute to PODC working groups but that working group’s chairs needed to be SIOP members. He added that he didn’t see any issue with PODC members not being SIOP members. Gregory Reaman raised that SIOP would eventually carry responsibilities on what PODC would publish. Ramandeep Aurora responded that he had never received guidelines in several years and that he was considering the output as more interesting than to have members for SIOP. Giorgio Perilongo explained that the relation with Cure 4 Kids was blurring the relation with SIOP and the PODC committee and that he was hoping to solve this situation. He encouraged all to think about how to address this issue to be discussed later.

Paul Rogers noted that the TOR were stating that PODC was open to non-members, but that they should be strongly encouraged to join SIOP. He added that Continental Presidents could also be members of the committee (Lisa Diller, Michael Sullivan and Lorna Renner already are).

**PODC Projects:**

Ramandeep Aurora explained that google hits on publications (cited/references) would be monitored to have a concrete measure of the impact of their work. Julia Challinor explained the PODC Think tank idea of creating a resources center for LMIC doctors to improve the English text of their abstracts. François Doz commented that this procedures already exists for the congress, the two could be merged.

Giorgio Perilongo asked if PODC was in contact with Gabriele Calaminus on their essential drugs project. Ramandeep Aurora confirmed that they started working together on this project in SIOP 2014 Congress in Toronto.

Ramandeep Aurora explained the need to have a platform to enable PODC working groups to work. Paul Rogers said that SIOP was improving its website and could provide help to PODC activities. Julia Challinor said that working groups were putting together some webpages draft for each of the 10 working groups to be posted on SIOP website.

Paul Rogers reminded all that SIOP had created a publication review process via François Doz and Paul Rogers.

**Scholarship:**

Giorgio Perilongo said Gabriele Calaminus was working on finding funds for scholarship. He explained that some of these donators wished to decide who get these scholarship and consequently that there might be some changes on the way scholarship were attributed. He added that SIOP might ask Continental Presidents to select scholarship recipients. Paul Rogers proposed that PODC would also work on collecting funds for scholarship.

**PODC during SIOP Congresses:**

François Doz said that the educational day program should be announced earlier and some efforts should be done by the different shareholders to avoid duplication. Ramandeep Aurora said Alan Davidson had already been informed of the PODC program for SIOP 2015 during a recent meeting.

Giorgio Perilongo asked if PODC was in charge of SIOP Asia & Africa program. Ramandeep Aurora said that no.

End of the call

There was a discussion about PODC Chairs reporting line within SIOP structure. It was agreed that SIOP Board should be in contact with PODC on a regular basis.

**Sister’s societies**

MoU was signed with WCC and CCI. POEMS (regional SIOP Asia and Middle East): want to have education, meetings, clinical trials, etc…) Asia but without Japan, China, Korea… for now we don’t do much than exchanging emails. IPSO and PROS were said to be considered as affiliated societies. Giorgio Perilongo asked if a MoU should be signed with these affiliated societies. It was decided that Paul Rogers would contact IPSO and draft a MoU.

* To increase SIOP membership and to have a vibrant society which understands and fulfils theneed of its members

It was agreed that membership fees should be slightly raised:

* 70 to 80 euros of nurses, YI and LMIC doctors.
* 180 to 205 EUR for regular members

SPAC members

Strongly encourage SPAC members to join SIOP members. If they don’t register as SIOP members, we do not review their SPAC term.

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| Action   * Paul Rogers to invite officially Young Investigators to the SIOP Website & Communication committee * Paul Rogers and SIOP Office to move forward with the registration to Sosido * Change the mission by CT 2015 including the research aspect (draft to be sent to the extended board) * Scientific Committee to work on the structure of a symposia on global clinical research challenges & opportunities for the Dublin meeting * PODC to contact François re the review of abstracts to merge the two projects * Julia Challinor and Ramandeep Aurora to draft a message to PODC members to encourage them to join SIOP * PODC to send the presentation of all PODC subcommittee to include on the SIOP website * PODC to send publication/presentation to be posted on the website to SIOP Office * PODC to provide their program by end of February * MoUs to be posted on the website * PROS/IPSO to be named as affiliated societies rather than sister’s societies * Paul Rogers to contact IPSO to draft a MoU * Send letters to SPAC to confirm their term for 2015 and strongly encourage them to join as member * Ask head of topic to confirm that they accept their additional responsibility |

## 8. Remaining agenda items from previous day

## There was a discussion about the proposed Baldrick’s MoU. It was raised that more precise information on funds provided.

## 9. Internal Actions 2014 – 2016 (see also addendum)

**9.1. Refine present structure of SIOP**

* Role of Continental Presidents:

There was a discussion on how to respond to the letter from ??? following the decision of the board not to have a face to face meeting in May each year. Giorgio Perilongo said there has been a misunderstanding on the reasons of this decision. It was decided that Giorgio Perilongo would write a letter to explain in more details the reasons of this decision.

It was decided that for future Continental President Election candidates would be provided with a role description that defines targets on a three years periods. The idea of having National/regional President of paediatric oncology societies as SIOP Continental President (SLAOP like SIOPE, ASPHO, etc…) was discussed. Paul Rogers said that PODC committee on access to drugs was very active but was lacking involvement from the continental Presidents. The role of continental Presidents and how they could bring relevant content should be addressed.

It was confirmed that the congress was covering congress registration, travel and accommodation for the extended Board. This was applied to 2013 and 2014 and will continue for 2015.

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| Action:   * Giorgio Perilongo to write letter to Continental Presidents and explain that there will only be one face to face extended board meeting * For future elect Continental Presidents, prepare conference call to define local targets on a three years period. |

**9.2 SIOP Standard Operative Procedures**

Paul Rogers proposed to create a procedure on how to create a committee or special interests groups within SIOP. The requirement would be to have 20 people agreeing with the creation. It was agreed that Paul Rogers would prepare a proposal.

**Endorsement of local events:**

Susanne provided an example of meeting endorsement guidelines from ESPID. Based on the program content, the SIOP Board decides if this is relevant for SIOP mission. It was decided that Giorgio Perilongo would review the ESPID guidelines and provide the board with a summary to be posted on the website. It was agree that the Chemotherapy 2015 Valencia meeting would not be endorsed.

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| Action:   * Giorgio Perilongo to summarize the guidelines provided by Susanne * SIOP Office to post this in the website when approved |

**9.3 Electronic repository**

Susanne said she would inform the Board soon about a repository option on SIOP website with access limited to the Executive Board.

**9.4 Policy registry**

Susanne Wollaert explained that this registry would summarize all the decisions made by different leaderships throughout the years to help future boards to make further decisions. She explained that SIOP Office would start working on this shortly.

**9.5 Policy for investing and spending money**

Wilm’s Tumor Projects: based on the report after one year, Gregory Reaman said he agreed to continue funding 20,000 Euros for the second the year of this project. Paul Rogers confirmed the strong impact of this project in the field.

Gregory Reaman confirmed that no call for projects funding would be sent in the near future since SIOP did not had the funds to support other projects. He reported that it had been decided not to invest money at this time because low risks investments were not profitable enough and that SIOP might need its reserves soon.

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| Action:   * SIOP Office to get bank information and initiate the transfer * SIOP Office to establish a document repository only accessible for the Executive Board * SIOP Office to start working on the Policy registry |

**9.6 Standard Reporting format for Annual Meetings**

It was asked that Kenes collects information about previous congresses such as number of Attendees and abstracts and list of main comments done by the attendees if possible.

**9.7 Three–year report relationship SIOP and PCO (Contract review)**

The relations between SIOP and Kenes was discussed. There was a discussion about the expiration of the contract. Giorgio Perilongo thanked Kenes team for their work, outlining however that the board suffered from the many changes in the management team. François Doz added that the congress handbook needed additional work is needed on the Kenes side, especially the roles and responsibilities of Kenes and LOC.

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| Action   * Kenes to send the final SIOP 2014 report within the 120 days deadline * All Board members to send their final comments asap * Perry to finalize the congress handbook document * Kenes to send the SIOP 2015 provisional budget * SIOP Office to initiate SPAC renewal to be finalized * Educational Day content to be further discussed during 2015 spring meeting * SIOP office to provide Gregory Reaman with the monthly reports * Executive Board to read all Terms of References of committees and confirm they agree that these are posted on the website * Paul Rogers to prepare a proposal on how to create a committee |

## 10. Next Board Meeting

Amsterdam meeting: Executive Board, Scientific Committee, LOC Chair 2016 via TC, LOC 2015 face to face, Gabriele Calaminus to report on Advocacy, Julia Challinor (Raman via TC) to report on PODC activities, IPSO/PROS president via TC, Continental Presidents via TC. YI reps based in Amsterdam.

## 11. AOB & closing remarks

There were no other business, the meeting closed at 12:00