

**SIOP Executive Board Meeting**

**Toronto, Canada**

**Tuesday 21 October 2014**

**14:00 – 17:30**

**DRAFT Minutes**

**Participants:**

Giorgio Perilongo – SIOP President

Gabriele Calaminus – SIOP Immediate Past-President

Gregory Reaman – SIOP Treasurer

Paul Rogers – SIOP Secretary General

Perry Gil-Ran – SIOP 2014 Project Manager

Valérie Kuffer – SIOP Secretariat

Susanne Wollaert – SIOP Secretariat

Lorraine de Montmollin – SIOP Secretariat

**Excused:**

François Doz, Chair of the scientific committee

1. **Welcome**

Giorgio Perilongo welcomed participants and thanked them for joining.

1. **Approval of minutes and action items from the last SIOP Executive conference call**

The minutes of the last Executive Board call on 16 September 2014 were approved unanimously.

1. **Communications**
   1. **Change in Kenes structure**

Perry Gil-Ran presented the new structure of Kenes and explained that these changes were implemented to better meet SIOP needs. He was appointed as Senior Account Manager for SIOP and will be the main focal point for Congress and Association management. He said he would remain the responsible person for all aspects of the congress, supported by a meeting planner who will be in charge of the operations for the congress and SIOP Office staff for the association management.

Gabriele Calaminus asked to add JJ Divino and Isabel Mortara to the chart. Paul Rogers asked to provide a document with the list of staff names and their responsibilities.

Gabriele Calaminus asked if an annual review could be done on congress and association management side.

Decision:

It was decided to have a yearly evaluation about the transition and the congress and society management.

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| **Actions:**   * Kenes to add Isabel Mortara, David Riley and JJ Divino to the new organization chart * Kenes to provide with a list of staff members’ names, titles, email addresses and list of responsibilities. * P. Gil-Ran and SIOP Executive Board to review the Congress and AMC contract to at the January 2015 meeting. |

1. **Congress handbook**

Giorgio Perilongo explained that the congress handbook was developed in order to set the basis of the collaboration between Kenes and SIOP; it needs to be updated yearly.

There was a discussion on issues that appeared during the preparation of SIOP 2014. The communication with the LOC was identified as a challenge as it is a different interlocutor every year. SIOP is still in a transition period with Kenes as its core PCO and it will become clearer over the years. With the help of the congress handbook, it needs to be made clear to the LOC that it is a SIOP event and not an LOC event.

There was a discussion about sponsorship issues with the LOC. Perry Gil-Ran explained that Kenes appointed one dedicated person to sponsorship. The responsibility of the LOC is to initiate the first contact with the local sponsors. Afterwards, Kenes takes over regarding all administrative matters and follow up to secure the funds. Perry Gil-Ran confirmed that there was only one bank account for the congress managed by Kenes. He also specified that funds for scholarship were not considered as sponsorship and were to be secured by the LOC upon bidding time.

The side meetings were discussed as there were some issues with planning this year. It was identified as an added value for the congress. The process needs to be clarified in the congress book to avoid any misunderstanding.

Perry Gil-Ran reported that Kenes would collect all presentations from Keynote, symposium and Meet the expert sessions. He mentioned that some webcasting would also take place. There was an initial offer from a local provider recommended by the LOC but it turned out to be more expensive than originally discussed. A solution was discussed and it was decided to record only the keynote lectures. The hosting of the videos on the website will be paid by SIOP operational budget but the recordings will be taken from the congress budget.

Decision:

It was decided to allocate 10’000 EUR to the educational day from the SIOP operational budget. The rest of the Educational day budget should be taken care of by the LOC.

It was decided to record only the keynote lectures and put them on the SIOP website.

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| **Actions:**   * Rules for LOC incentives to be further discussed. * SIOP office to upload webcasts and PPT presentations on the SIOP website. |

1. **SIOP Business meetings in Toronto**
   1. **Executive Board’s commitments**

Giorgio Perilongo explained that the different meetings planned during the congress were aiming at fulfilling one of SIOP Goals: “To explore possible partnerships with sister societies sharing the same mission and vision and elaborate a common agenda”.

There was a discussion about the continental meetings and it was outlined that the SIOP Executive Board should liaise more with continental presidents regarding this. It was also discussed that the Extended Board meeting at SIOP 2015 should be longer than 60 minutes and that the continental presidents should be invited to join the Executive Board Meeting in May 2015 via teleconference.

The PODC committee was discussed as they are very active. It was outlined that a member of the Executive Board should be liaising with them in order for the committee to stay associated with SIOP. The chair of the PODC committee will be part of the Extended Board as decided with the new operational structure.

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| **Actions:**   * Extended Board meeting in 2015 to be longer than 60 minutes * Continental Presidents to join via conference call in May 2015 meeting |

1. **SIOP Objectives and Goals**
   1. **Developmental goals**

**- To advocate globally for children with cancer and their families**

Gabriele Calaminus reported the meeting that was held in Padua with Dr. Chestnov from WHO. A donor agreement of 10’000 EUR was signed between SIOP and WHO. The next step is to become a NGO in official relations with WHO.

Gabriele Calaminus reported on the collaboration with SANOFI Espoir foundation. The first achievement is the SIOP/SANOFI awards for nurses. In 2015, the foundation will celebrate its 40th anniversary and SIOP will be advertised at this event. SIOP has also been asked to be part of the projects’ review process.

Gabriele Calaminus stated that the World Health Assembly would be held in Geneva in May 2015. SIOP is planning to organize a symposium within the WHA. She reported that the German embassy denied the SIOP request to sponsor the event. There is still some discussions going with the Russian embassy but they are entirely dependent on Dr. Chestnov. She outlined that SIOP would be able to use the funds given as part of the donor agreement for this project.

She reported that talking heads video would be filed during the congress in collaboration with UICC. This will form educational material which will be posted on the SIOP website.   
She also explained that the “Early warning signs” project was to be used for education purposes only and not to raise funds which was quite difficult to impose to UICC.

Giorgio Perilongo asked how SIOP could get involved with SIOPe advocacy. Gabriele Calaminus answered that SIOP is advocating at an international level when SIOPe is advocating at a European level.

Gabriele Calaminus asked what her status would be now that her term in the Executive Board was coming to an end. Giorgio Perilongo answered that this should be further discussed in the future.

**- To improve SIOP visibility and improve internal and external communications**

Paul Rodgers reported that the terms and reference have already been written and the membership of the committee established. He indicated that the committee would remain a single committee and not split into two working groups for the moment.

Committee members: Paul Rogers (chair), Argerie Tsimicalis, Yuri Quintana, Scott Howard, Steve Shochat, Ursula Creutzig

Giorgio Perilongo reminded that communication to members was crucial and should be increased. Paul Rodgers explained that the SIOP website would be improved and more interactive. He also mentioned that SIOP should invest funds in this project as people would need to dedicate time to this and would not necessarily do it for free.

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

This topic was not discussed due to time constraints.

* 1. **The Internal Actions – 2014-2016**

**- To refine the present structure of SIOP**

The operational structure was presented. It was discussed and agreed that the nurses group needed to be recognized as a group and not only a committee.

Decision:

It was agreed that the chairman of each SIOP committee (4) would be invited at the Extended Board meeting with ad-hoc presence.

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| **Actions:**   * SIOP Office to add the LOC chair on the structure (reporting to the Scientific committee) * SIOP Office to add Kenes on the structure (SAM) * SIOP Office to inform François Doz to proceed with a “more opened human science group” * SIOP Office to add a line for special interests/groups |

**- To define the present SIOP policy for investing and spending money**

1. **Finance**
   1. **On the budget**

Gregory Reaman confirmed that the budget had been approved at the last Executive Board call.

* 1. **SIOP membership fees**

There was a discussion on increasing the membership fees. It was initially decided to increase them as of 2015 in the last Executive Board call. It was later decided not to increase them before discussing this topic more in details.

1. **Terms of office and upcoming elections**

It was discussed that North America and South America would need to conduct elections in 2015 to renew the continental president. Europe will elect his president and communicate the results to SIOP.

1. **Any other business**

The meeting ended at 17:30