



**SIOP Executive Board Meeting
26 and 27 May 2015
08:30 – 18:00 CET
Amsterdam, The Netherlands
DRAFT Minutes**

Participants:

Giorgio Perilongo – SIOP President
Gabriele Calaminus – SIOP Immediate Past-President
Paul Rogers – SIOP Secretary General
François Doz – Chair of the Scientific Committee
Gregory Reaman – SIOP Treasurer
Alan Davidson - SIOP 2015 Congress President
Michael Capra – SIOP 2016 Congress President (Via TC)
Julia Challinor – PODC Co-Chair
Ramandeep Arora – PODC Co-Chair (via TC)
Mariana Kruger – SIOP Continental President Africa (via TC)
Lorna Renner – SIOP Continental President-Elect Africa (via TC)
Chi Kong Li – SIOP Continental President Elect Asia (via TC)
Juan Quintana - SIOP Continental President Elect Latin America (via TC)
Michael Sullivan – SIOP Continental President-Elect Oceania (via TC)
Reineke Schoot (SIOPYI-NET)
Anna Gonzalez (SIOPYI-NET)
Perry Gil-Ran – SIOP Secretariat
Susanne Wollaert – SIOP Secretariat
Lorraine de Montmollin – SIOP Secretariat
Dan Rivlin (CEO Kenes Group)

Apologies:

Silvia Brandalise – SIOP Continental President Latin America
Stewart Kellie – SIOP Continental President Oceania
Gilles Vassal – SIOP Continental President Europe

1. Welcome

Giorgio Perilongo welcomed the participants and thanked them for joining.

– Election

President

Giorgio Perilongo acknowledged that following the online election, Eric Bouffet was elected was President Elect as of SIOP 2015 Congress Cape Town.

Secretary & Treasurer term conflict

It was raised that the Treasurer and the Secretary would end their term at the same time due to early resignation of past officers. Consequently, it was agreed that one of them had to stay an additional year to stagger the terms of the Executive Board members.

It was decided that:

- Gregory Reaman would extend his term and step down in 2018. A new treasurer elect would be elected for 2017 Congress.
- Paul Rogers would step down in 2017 – a new Secretary would need to be elected for 2016 Congress.

Scientific Committee Chair and members

Following the discussion held amongst the scientific committee meeting, it was confirmed that François Doz would stay as Past Chair of Scientific Committee to handover to the new Chair.

François Doz explained that Angelika Eggert would be stepping down in 2016 and would need to be replaced. He raised the question of whether the scientific committee should have three paediatric oncologists instead of two. If yes, some elections would need to be held soon.

Paul Rogers asked the Central office to prepare a summary of term of elections for the scientific committee.

2. Meetings

– Toronto

Perry Gil-Ran reported that SIOP 2014 total attendance was 1880 delegates although the target was 2000 delegates. The final financial report was profitable as the total profit was of 144 080 CAD profit for SIOP (as per the profit split 67% SIOP/33% Kenes). Considering the deductions of SIOP expenses, the total of 70 552 euros would be transferred to SIOP account.

Sponsorship

Gregory Reaman raised that some efforts should be made on the sponsorship collection. He said that several hospitals were contacted for sponsorship but that SIOP should rather target companies related to children (and not only pharmaceuticals). François Doz added that contacts with potential sponsors were done too late since their budget were finalized before the end of the year prior to the congress year. Alan Davidson outlined the difference of procedures between local and international offices of companies to make decisions.

Revenues and Expenses

It was observed that most of SIOP congress income comes from registration. Perry Gil-Ran said that some congresses had less registration revenues than sponsorship. Gregory Reaman said that the Food & Beverages expenses were too expensive and proposed to reduce the offer to delegates.

It was asked that the Kenes marketing budget be submitted to the Executive Board for approval before being finalized. In addition, it was asked that the SIOP congress budget be submitted to the Board at the spring meeting on the year before. It was asked that Perry send the 2016 congress budget as soon as possible. The 2017 congress budget will need to be presented during the May 2016 meeting.

François Doz asked Perry Gil-Ran to send the summary of the satisfaction questionnaire.

- *Cape Town*

Update

Perry Gil-Ran reported that a similar number of abstracts were submitted for SIOP 2015 Congress than for SIOP 2013 congress in Hong Kong. François Doz said that the free papers session and awards recipients were selected. He added that for SIOP 2015 the posters had been selected in three categories depending on their quality:

1. Poster discussion: presenter will be in front of the screen (19 groups) Chairs were already identified – some will be changed by AD.
2. Recommended by Scientific committee
3. average

He reminded all that the late breaking abstract would be opened in June until Mid-August 2015 to breaking new papers that were not published at the time of the congress.

Alan Davidson reported that the social programme preparation was going well. He asked if more information on the Gala Dinner could be posted on the website. Perry Gil-Ran explained that due to CME accreditation requirements, advertisement on social events should stay discreet.

Perry Gil-Ran reported that deadline for registration is expected to increase the numbers of registration. He said that as of mid-May 2015 there were 500 registrations.

Scholarship:

The current scholarship were said to be secured:

- 12 + 1 (from Raphael Rousseau from Roche who will give his travel expenses for scholarship)
- 5 from WCC for African participants
- 3 from Federation workshops?
- 4 from Children Cancer Study

Linda will provide the list and according to this there will be a suggestion provided by LOC and then approved by PODC and the Board.

Scholarship selection process and criteria

The criteria's list to select PODC scholarship was listed:

- Under 45 years old
- From a LIC or LMIC
- Abstract average grade
- Abstract related to PODC

It was agreed that the process would be as following:

1. The LOC Chair with the Scientific committee prepare the list of scholarship recipients
2. This list is then submitted to the PODC for review

3. Final list is sent to the Executive Board for approval.

Nursing scholarships have been confirmed at the scientific committee for African nurses. The funding will come from the Aslan Project for Nurses.

François Doz said that the Young Investigators recipients were still be defined.

Budget

Perry Gil-Ran said that the SIOP 2014 target of 300 000 CAD was reduced to 150 000 euros for SIOP 2015 congress in Cape Town. He explained that currently the budget was close to balance as the expected profit was of 6500 euros. He said that following the proposal from Gregory Reaman, the Food & Beverages expenses could be reduced.

Alan Davidson raised that the 10,000 euros fund from SIOP for administrative support was very helpful.

- *Washington 2017*

Perry Gil-Ran reported that Kenes has had a congress at the venue selected for SIOP and were disappointed by the service delivered. He said that Kenes would like to re-evaluate other options that were presented as more expensive but that he would try to negotiate the costs. Perry Gil-Ran confirmed that the venue would not be changed if there were no other possibilities. He said he would update the board as soon as possible. Paul Rogers asked that Jeff Dome, Chair of the 2017 LOC be consulted for that discussion on the venue.

- *Call for Bids 2018*

Susanne Wollaert said that five bids had been put submitted and that the Kenes team was preparing a Site Selection Report (SSR) based on SIOP congress requirements. She reminded all that the final decision would be made in Cape Town. It was asked that the SSR feature how many SIOP members are in the region submitting the bid. Perry Gil-Ran said that he would do a site visit during the summer 2015 and welcomed the Executive Board to join if interested.

- *SIOP Asia 2016 Meeting in Moscow*

It was agreed that Continental Presidents should promote SIOP membership/activities but without limiting their actions. It was decided that Giorgio Perilongo would address a letter to SIOP Continental President who organize a continental meeting to ask SIOP for an overall approval of their meeting content (to become a policy), featuring clear expectations from SIOP about their contribution to the society (increase membership/participation to SIOP activities).

It was also raised that Continental Presidents should ensure to share their bidding process with SIOP as well as with other Continental Presidents.

- *Standard Congress Report*

It was agreed that the first Standard Congress report be ready by Cape Town.

- *Meeting handbook*

François Doz raised that he had suggested some changes to the Congress Handbook that were not updated. He proposed to appoint 3-4 people to be responsible for including changes and ensure that the document was to date (editorial Board).

- *Dublin 2016*

Scientific Programme

François Doz said call for abstracts information would be available for SIOPE 2015 Congress. He added that some topics were selected and would be shared with scientific committee. He explained that the aim would be to develop a model showing SIOPE specificity through competing diseases related congresses via cross diseases sessions. Such format of SIOPE congress would be encouraged via abstracts topics proposal.

Phone appointment with Michael Capra, Bob Arceci and FD to be arranged to discuss one of symposia

St Baldrick's Symposium proposal

It was proposed to submit a draft programme prepared by François Doz for the symposium to St Baldrick's. The general idea of the content of this symposium was agreed to be on paediatric research globally focusing on infrastructure. This meeting would be organized as forum for all societies dealing with pediatric oncology.

Advocacy event

Gabriele Calaminus explained that she was working on an advocacy event with SIOPE and CCI as a satellite meeting (probably on the last day) that would gather all shareholders on paediatric oncology including Continental Presidents.

Sponsorship and LOC funding from SIOPE

Perry Gil-Ran said that a strategy for sponsorship would be discussed with Michael Capra. Michael Capra said that thanks to a fund from a tourism organization, he had secured 30 000 euros for scholarships. He added that he would also target companies to increase the sponsorship contribution. Giorgio Perilongo confirmed that the 10 000 euros for administrative support would be provided. Gregory Reaman asked Michael Capra to provide the 2016 congress bank details. Gregory Reaman said that up to 10 000 euros will be provided for speakers reimbursement, being noted that it is expected that speakers would be mainly locals.

- Meeting Dan Rivlin, Kenes CEO

Giorgio Perilongo said that SIOPE had suffered of the changes Kenes went through. He confirmed the overall satisfaction of the service provided.

Giorgio Perilongo said that the main issue faced by SIOPE was sponsorship collection. Paul Rogers said that this was not a new issue for SIOPE but asked if Kenes expertise could help SIOPE address this issue. François added that the timing for contacting sponsorship could be improved.

Sponsorship

Dan Rivlin explained that medical/scientific sponsorship had gone from bad to worse as a clear drop was witnessed over the past years. He explained that companies were now evaluating their Return on Objectives (ROO) to measure the results of their investments on congresses. He said that to meet the industry need, an option would be to change the topics of the congress to those that are of interest for the companies.

He said that the relation between Doctors and the Industry was impacted by to the Sunshine Act regulations in the USA. He added that in European companies were self-regulating themselves to avoid such legislation to be implemented.

Congress destination

Dan Rivlin explained that congress rotation would most likely shift to the current SIOP rotation i.e. Europe, North America and rest of the World. He explained that destination would become critical as for example strong discount could be obtained when coming back in the same venue.

Education Projects

Dan Rivlin said that Educational projects could be used to generate revenue that SIOP would reallocate to other projects that could not raise sponsorship, being noted that companies were noticed moving away from the meetings and towards educational society activities. He said that webcasts online posting could be sponsored by Industry.

Giorgio Perilongo thanked Dan Rivlin for his time and asked him to provide a summary of his proposals for SIOP to increase its sponsorship revenue.

Membership

Dan Rivlin said that should ask themselves the question of the value member would get. He raised that some societies had shifted to free “followers” model (free membership) to be able to reach out (and represent) many more people.

SIOP – Kenes contract

One for congress, one for the association. Due to the fact that SIOP started only with AM. SIOP asked that Kenes looks into merging these two contracts.

3. Treasurer report

The SIOP 2015/2016 budget lines was discussed. Gregory Reaman raised that during 2014/2015, SIOP was expecting to get funds from the Advocacy activities to cover the extra expense of this additional expense. He added that another option to cover this expense would be to raise membership. It was agreed that Isabel Mortara’s strategic consulting fee would be continued.

Paul Rogers proposed to have add a budget line of 10 000 euros for an external experts (such as Yuri Quintana) to look after the website renewal. It was agreed that Paul Rogers would explore the option of Yuri Quintana.

Susanne Wollaert raised that SIOP is still expecting SIOP London 2012 meeting income. It was agreed to write to ECCO Executive Director.

4. SIOP Committee/Groups Interim Reports

– *PODC*

Collaboration between PODC and SIOP

Giorgio Perilongo explained that the Executive Board was hoping strengthen the relation with PODC and SIOP. Paul Rogers said that the Educational component done through Cure 4 Kids was very good but not was not published on SIOP website. Gregory Reaman raised his concern to see policy statements, publications made on behalf of SIOP but prepared by PODC members who are not members of SIOP. Susanne Wollaert explained that a new option to become member is now available as the fee for members from supporting countries can now be sponsored by another member. She said that this would most likely help PODC members from supported countries to join SIOP. Ramandeep Arora confirmed that C-Chair of PODC had to be SIOP members.

Paul Rogers raised that the procedure to have all papers published in the name of SIOP had not been respected each time. He asked that every paper aiming to carry SIOP logo should be sent to SIOP Office

who will ask the Chair of the scientific and publication committees to indicate two reviewers each. He said that this procedure shouldn't take more than two week to be completed.

Giorgio Perilongo raised that PODC and Advocacy were partially overlapping and would therefore need collaboration. He asked PODC to ensure the integration of Continental Presidents in their activities.

Scholarships

Giorgio Perilongo said that the Executive Board was aiming to harmonize the process to select scholarship recipients. The process proposed above was explained and approved by Julia Challinor. In order to formalize this process, Julia Challinor agreed to describe the criteria and to select scholarship recipients.

Julia Challinor explained that she had been trying to reach out to SIOP Asia re SIOP Asia meeting but couldn't get hold of them. Gabriele Calaminus suggested to contact the Continental President. Giorgio Perilongo said that this issue would be raised to the Continental Presidents about PODC issue.

Young Investigators

François Doz outlined the good suggestion that Steve Hunger had proposed in introducing the Young Investigators awards. He thanked the YI representatives for their involvement for the past year. He explained that YI Net was hoping to have a YI Day during Educational Day and had proposed topics for these sessions from the questionnaire they had submitted to their peers. This session would be free for SIOP YI awardees from 2014 and 2015 as well as for YI from South Africa.

Anna Font Gonzalez explained that they would propose to have a 3 slides poster presentation during the Educational Day, aiming to improve presentation skills of Young Investigators.

In addition, the following sessions would be held:

- Bench to Bedside: Steve Hunger
- Lab Techniques: Angelika Eggert
- Reviewer process : Peter Newburger from PBC
- Grant proposal
- Life After PhD: TBC with YI Net

Gabriele Calaminus said she would ask Frieda if she would agree to talk for the Grant proposal discussion. SIOP YI also proposed to have a lunch break roundtables to discuss with experts.

– *SIOP Advocacy*

WHA meeting on May 18th, 2015

Gabriele Calaminus reported on the WHA Assembly she attended as Advocacy Committee Chair. She said that Non-Communicable Diseases (NCD) needed to include Childhood cancer at it was completely disregarded until today. She explained that four minister of Health joined the meeting on SIOP side to have them fighting for SIOP projects. She reported that they all had the chance to explain the importance of Childhood cancer in global health strategies. She added that Oleg Chestnov was hoping to submit a resolution for the next WHA.

She said that the next step would be to prepare the resolution with the WHO for the next WHA. In parallel, SIOP needs to finalize its registration as an NGO in official relations with WHO.

WHO presence at SIOP 2015 Congress

Gabriele Calaminus said that Oleg Chestnov was invited to Cape Town in order to spread the information as well as collect information about SIOP to the WHO. She said that she was aiming to create a network/forum with all allies and political representatives to share the message globally.

Giorgio Perilongo outlined the importance for PODC to show to WHO that SIOP could implement changes. He added that SIOP could bring the local people/data to bring the change at a national scale. He congratulate Gabriele Calaminus for her work. He propose to SIOP YI Net to nominate a representative to the Advocacy committee.

INCTR – St. Baldricks

Gabriele Calaminus explained that INCTR was also working on childhood cancer projects (charity foundation). She said that they were in official relation with WHO and had been active for a long time in funding projects. She said that she had planned an informal meeting in Brussels to discuss possible common activities. She informed the Board that the CEO for Europe, Mark Lodge would be coming to Cape Town congress.

UICC

Gabriele Calaminus explained that SIOP had paid its UICC membership for 2015 but would most likely stop its membership in 2016. She said that UICC was a platform for all shareholders working in cancer, promoting network and campaigns to raise issues on the global agenda. She added that they were also organising fundraising projects for different types of cancer. She explained that the relations with UICC deteriorated with time as they inform SIOP of a global forum project very late when Sanofi Espoir Foundation was consulted earlier and that therefore she preferred not to rely on them for future projects.

St Baldricks

It was agreed that Michael Capra and François Doz would discuss the idea of a satellite symposia to be held in Dublin 2016.

SIOP Website

Paul Rogers reported on the renewal of SIOP website project. He said that a conference call would be held soon with the committee to further discuss the construction of the new website. He said he was hoping that Yuri Quintana could advise on how to best build the content of the website. Anna Font Gonzalez outlined that the new layout should be more attractive.

Publication committee

Paul Rogers said that the review process should be more visible. It was asked that SIOP Office adds this on the newsletter.

PPO

François Doz said he would like to be informed of the abstracts selection for PPO for SIOP 2015 congress. He said he would have a call with Martha Grootenhuis to discuss PPO involvement in the congress programme.

François Doz asked that all program streams be ready by the May meeting except for PODC who should have until one month after this meeting. He suggested to add this in written in the congress handbook.

Supportive Care

Paul Rogers raised that the Supportive Care was not to be confused with PODC supportive care subcommittee although they work together.

Paul Rogers reported that PODC Nutrition working group (chaired by Brijesh Aurora from Tata Memorial Hospital) organized a meeting of 500 people on nutrition and cancer that was very successful. He said that they had a 2nd nutrition meeting held during SIOPI Asia and that a 3rd meeting would be held in November 2015.

5. Affiliated Societies & Other relationships

IPSO, PROS

There was a discussion on the contribution of IPSO, PROS to SIOPI congresses. François Doz explained that their numerous requests were time consuming for the scientific committee as well as for Kenes. Perry Gil-Ran raised that all the rooms given to IPSO and PROS (incl. catering and meeting materials) were paid by SIOPI via the congress budget. He suggested to define better what they are entitled to during the congress.

It was decided to have a meeting with IPSO and PROS to discuss the following items:

- Educational Day
- Scholarship application management
- Membership

In the meantime, it was asked to Perry Gil-Ran to provide a list of expenses done for IPSO and for PROS.

6. SIOPI funded project

Gregory Reaman reported on the Wilms Tumour Project. He said it was a good project to fund for SIOPI but suggested that SIOPI logo would be bigger. There was a discussion on the possible leverages and support from SIOPI different parties (GFAOP, implementation of protocols by Trijn)

7. Objectives and Goals

- *To increase SIOPI membership and to have a vibrant society which understands and fulfils the needs of its members*
- Paul Rogers asked if membership should be given to professionals in paediatric oncology who do not have a PhD. It was decided that such people would be entitled to SIOPI membership as SIOPI bylaws mention “PhD and equivalent”
- It was agreed that Upper middle income country should pay the regular fee so that only the Low and Lower middle income country would be considered as supported country.
- It was decided to create a new category for Young Investigators for young researcher that are not in training anymore but are under 40 years old. As a promotional offer, they would be provided with a 2 years discounted membership (102.5 EUR for 2 years).
- It was agreed to increase the membership fee of 10% for 2016 and 10% for 2017. As this decision requires the ABM approval, Gregory Reaman will present this proposal during the Cape Town meeting.
- It was asked that SIOPI Office advertise the “sponsor a member” option as soon as ready on the system. It was asked to involve continental Presidents to facilitate contact between sponsor/sponsored member
- It was decided that IPSO members who want to access the PBC would be asked to become SIOPI members.
- *Internal Actions 2014-2016 plus other items*

François Doz outlined that SIOPI mission statement should be changed to introduce late effects. Given the heavy admin work needed to change the constitution, it was decided to place the goals &

objectives on the website to give more clear information on the activities of SIOIP but without updating the Constitution.

- *Continental Presidents reports (via TC)*

SIOIP Executive Board reported their recent discussions on Advocacy, Scientific programme for 2015 and membership revenues to Continental Presidents. Giorgio Perilongo urged SIOIP Asia, Africa and Latin America Continental Presidents to get involved in their respective continental meetings to ensure a better communication.

Michael Sullivan said that increasing SIOIP visibility in Oceania would be his priority. Juan Quintana confirmed that a SIOIP representative at their congress would be welcomed. Lindsay Frazier said she would be following up with Gregory Reaman to address the issues of SIOIP in the North America region.

The following actions were asked to Continental Presidents:

- Support the Advocacy Committee for local actions
- Provide information and news of their regional activities to be published on the website
- To support SIOIP in its membership promotional activities

All agreed. It was confirmed that the next Extended Board meeting would be held in Cape Town.

Giorgio Perilongo raised that SIOPE's role within SIOIP should be discussed to ensure that SIOPE is fitting in the SIOIP umbrella.

Terms of References

TOR were discussed and commented. François Doz raised that the activity overlap between Advocacy and PODC should be stated somewhere and a common membership of committee should be mandatory.

It was agreed that for all committee the term of Chair should be 3 years renewable. For Website & Advocacy committee (created in 2014) Chairs would be appointed/renewed after three years by the Executive Board.

Repository

It was asked to add the budget on the membership zone

SIOIP History

Giorgio Perilongo said he would not come to Geneva to go through the SIOIP Archives but would attend the PROS meeting to meet with D'Angio to discuss the next steps. Gregory Reaman said that the budget for this project should be defined.

Cape Town meetings

It was decided that board members traveling to SIOIP congress would be have full coverage (i.e. not ceiled to a defined amount). However congress speakers would remain we will remain under the limit per ticket agreed.

- SIOIP Office to summarize the election of SC member and chair
 - Decision of scientific election to be included in the policy register
 - PGR to send the marketing budget for SIOIP 2016 asap
 - PGR to send the CME questionnaire summary
 - FD to provide a report to the Board for next meeting
- Policy register: Process for scholarship
1. LOC chair with the Scientific committee is putting together a list

2. Submit this to the PODC for review

3. Approved by the Board

- EB with PGR to look at the 2015 budget and see what can be removed
- Dan Rivlin to send a summary of the suggestions for sponsorship
- Kenes to look at possibilities to merge the two contracts
- PGR to update the Board on the venue for Washington asap involving Jeff Dome
- Phone appointment with Michael Capra, Bob Arceci and FD to be arranged to discuss one of symposia
- Call between Perry Gil-Ran and Michael Capra to discuss the process for sponsorship search
- MC to send the bank details for the 10 000 EUR transfer for admin support
- PR to explore the option of Yuri Quintana
- SIOP Office to investigate for WebEx
- Julia Challinor to prepare a few lines on how they selected/will select scholarship recipients.
- Ask Bob Arceci if he can attend the Educational Day session of YI
- GC to ask Frieda if ok to come re Grant proposal topic discussion
- Website committee Conference call to be held soon
- Review process to be advertised on SIOP website/newsletter
- YI Educational day to be advertise on the newsletter
- Martha + FD call to organize a call to discuss PPO involvement
- Place/time of the Sanofi Nurse award will be distributed in Cape Town to be decided
- Meeting with WCC and Sanofi to strengthen the relation with them to be organized
- GC to arrange an informal meeting with INCTR to discuss potential common projects
- Meeting between SIOP and INCTR to be organized for CT meeting
- SIOP Office to draft a letter to IPSO and PROS explaining that we need to find an agreement
- Wilm's Tumour Project: SIOP Logo should be bigger since it's a SIOP project
- improve discussion between advocacy and PODC to identify possible leverages on projects implementation
- New membership fee model to be drafted, confirmed by the board and submitted to ABM
- Campaign for YI to be ready for launching at SIOP 2015
- SIOP Office to advertise the "sponsor a member" option as soon as ready on the system
- Add the decision on membership on the policy register
- IPSO members who want to access the PBC will be asked to become SIOP members
- It was decided to place the goals & objectives on the website.
- SW to re-send logins to the online repository to GR (or all)
- Add the budget on the membership zone
- GP to Approach CCI similarly to IPSO and PROS to discuss they involvement in SIOP congress
- PGR to list the expenses of IPSO, PROS and CCI
- SIOP Office to cancel the visit to the archives
- GP to update on the decision taken with D'Angio after the congress
- SIOP May meeting to be schedule earlier (PGR to advise with the timeline for Dublin)
- January 2016 meeting with Eric Bouffet and Gabriele Calaminus
- Investigate on the election of 2 additional members of the scientific committee (1new +1replacement)

There were no other business, the meeting finished at 18:00