

## COMMUNICATIONS AND PUBLICATIONS DIVISION

**Meeting of the CPD Executive Committee**  
**Milan (Italy) – January 22, 2011 (9:00-17:00) / January 23, 2011 (9:00-12:00)**

### APPROVED MINUTES

<b>Members:</b>	<b>Position</b>	<b>Term and Time in Office</b>
<b><i>Ellis Jacobs - EJ (US)</i></b>	Chair	2 <sup>nd</sup> 2010 01 – 2012 12
<b><i>Khosrow Adeli – KA (CA)</i></b>	Vice-Chair / PR Coordinator	2 <sup>nd</sup> 2010 01 – 2012 12
<b><i>Peter Vervaart – PV (AU)</i></b>	Secretary / Publications- Distance Learning Coordinator	1 <sup>st</sup> 2011 01 – 2013 12
<b><i>Grazyna Sypniewska - GS (PL)</i></b>	Editor, eJIFCC	2 <sup>nd</sup> 2010 01 – 2011 12
<b><i>Edgard Delvin - ED (CA)</i></b>	Editor IFCC News	2 <sup>nd</sup> 2010 01 – 2012 12
<b><i>Bruce Jordan – BJ (DE)</i></b>	Corp Rep.	1 <sup>st</sup> 2011 01 – 2013 12

**Guests:** Andrew Lyon (AL) (IFCC Web Editor), Silvia Cattaneo (SC) (IFCC Office), Maurizio Ferrari (MF) (Chair elect EMD).

**Apologies:** None

#### 10.0 Agenda and Minutes

10.0.1 EJ called the meeting to order at 9:00. New Committee members (PV and BJ) were introduced and all committee members were welcomed.

10.0.2 The agenda was approved as circulated with the addition that the incoming EMD Chair (Maurizio Ferrari) would be in attendance in the afternoon.

10.0.3 The minutes for the October meeting in Seoul were reviewed and there was one correction: the addition that a report on the WG-IANT was received.

#### 10.1 Activity and Reports

##### 10.1.1. Report of the Chair (EJ)

a) EB approved the following CPD appointments: Susan Matthews and Loralie Langman to a second term on the C-PR, Bruce Jordan as CPD EC Corporate Representative, and Peter Vervaart as CPD EC Publication-Distance Learning Coordinator

b) EJ reported on the outcome of the EB budget meeting held in December. The budget was increased to cover costs associated with developing the new website

c) EJ provided a report on the Siemens distance learning programs. They are still working on the ISO 15189 program and hope to have it finished soon.

d) There was discussion on the request to manage the English version of the NPU Terminology database.

e) There will be informal sessions after the Council meeting in Berlin; suggestions from C-CPD are a PR presentation and workshop on the new website

- f) EJ reported that the InSoft contract had been signed and the goal for the release of the new website is Berlin, which may or may not be achievable.
- g) EJ asked for nominations for CPD representation on Taskforces in particular:  
 CKD: ED volunteered  
 Pharmacogenomics: BJ volunteered  
 HbA1c Standardisation: GS volunteered  
 Cardiac Biomarkers: EJ volunteered  
 Role will be to play a communication/liaison role on the taskforces.

### 10.1.2. Report of the Vice-chair (KA)

- a) See report of Committee on Public Relations.
- b) KA has helped EJ with a variety of issues, provided some suggestions re website etc and prepared the minutes of the IFCC journal editors meeting (tabled later).

### 10.1.3 Report of the Secretary (Liaison with EMD)

EJ welcomed PV and outlined his role on the committee. PV asked that a previous version of the Report of the Secretary be provided to him to use as a template.

**Action:** SC to provide a previous report to PV.

## 10.2. Report from Committees

### 10.2.1 Committee on Public Relations (KA)

#### 10.2.1.1 Membership

	Position	Term and Time in Office	
<b>Khosrow Adeli – KA (CA)</b>	Chair	2 <sup>nd</sup>	2010 01 – 2012 12
<b>Loralie Langman – LL (US)</b>	Member	2 <sup>nd</sup>	2011 01 – 2013 12
<b>Susan Matthews – SM (AU)</b>	Member	2 <sup>nd</sup>	2011 01 – 2013 12
<b>Abdolamair Allameh – AA (IR)</b>	Consultant	1 <sup>st</sup>	2009 01 – 2011 12
<b>Oscan Erel – OE (TK)</b>	Consultant	2 <sup>nd</sup>	2011 01 – 2013 12
<b>David Holt – DH (UK)</b>	Consultant	2 <sup>nd</sup> t	2011 01 – 2013 12
<b>Chris Lam- CL (HK)</b>	Consultant	1 <sup>st</sup>	2009 01 – 2011 12
<b>Endang Hoyaranda – EH (APFCB)</b>	Advisor	1 <sup>st</sup>	2009 01 – 2011 12
<b>Fouad Harb – FH (Arabic Fed)</b>	Advisor	1 <sup>st</sup>	2009 01 – 2011 12
<b>Ana Leticia de Maselli (COLABIOCLI)</b>	Advisor	1 <sup>st</sup>	2009 01 – 2011 12
<b>Ian Watson (EFCC)</b>	Advisor	1 <sup>st</sup>	2009 01 – 2011 12

- a) EJ suggested appointing the two expiring members (MK and MS) as corresponding members. This was agreed by the Committee.

**Action:** KA to contact MK and MS to offer them corresponding member status.

b) Two nominations (Spain and Philippines) have been received so far to the call for nominations to replace the two expiring members with interest from a number of others (USA, South Africa, Guatemala, and Romania). Deadline is 1<sup>st</sup> February therefore need to wait until then before voting electronically and then passing nominations on to EB. Both nominees were found to have the desired qualifications and will be recommended to the EB if no other nominations are received.

c) The updating and translation of the PR brochure has now been completed in several languages and will be available for distribution at the WorldLab congress in Berlin.

d) KA presented drafts of a new slide kit on “Understanding Laboratory Medicine” and sought comments from the committee members. A draft of the new Public PR brochure was also presented and discussed.

e) The next meeting of the C-PR will be in Berlin during the WorldLab Congress.

### 10.2.1.2 Activity Report (Also see section 10.4.7)

#### 10.2.1.2.1 – Labs are Vital Campaign

A joint meeting of the C-PR and LAV program is being planned for afternoon of May 16 2011 in Berlin during the IFCC WorldLab congress.

KA commented on the recent discussions held by the LAV advisory board. There is a proposal to change the name of the program and indicated that he had voiced concerns about this proposal and recommended that resources be devoted to new activities rather an expensive campaign and survey to change the program name.

#### 10.2.1.2.2 – IFCC Booths

No report

#### 10.2.1.2.2 – Posters

No report

#### 10.2.1.2.4 – Publicity at Meetings

EJ reminded that it is the IUPAC International Year of Chemistry. There will be a brochure available for distribution in Berlin and a link to the website should be placed on the IFCC website ([www.chemistry2011.org](http://www.chemistry2011.org)).

**Action:** SC to ask Danilo to place link on website as a news item.

#### 10.2.1.2.5 – C-PR Plans for Year

See report

In response to KA suggestion of need to set up studies into role of Lab medicine in healthcare were suggestions to use the EBLM-WG and involve the EMD and SD in designing the study. Further KA suggested a taskforce could be formed with corporate funding. EJ will determine if this is feasible.

## 10.3 Reports from Working Groups

### 10.3.1 Working Group – eJIFCC (GS).

#### 10.3.1.1 Membership

	Position	Term and Time in Office
Grazyna Sypniewska – GS (PL)	Chair	2 <sup>nd</sup> 2010 01 – 2011 12
Borut Bozic –BB (SL)	Member	
Rajiv Erasmus – RE (SA)	Member	
Nilda Fink – NF (AR)	Member	
Evelyn Koay – EK (SY)	Member	
Danyal Sayed – DS (USA)	Member	
Sanja Stankovic – SS (SRB)	Member	

#### 10.3.1.2 Activity Report

a) GS stated that it was a difficult year for obtaining submissions. It was suggested that we should attempt to seek regular submissions from Regional and Member Societies and IFCC Divisions, Working Groups and Task Forces by setting up a 'roster' (this also applies to the Newsletter).

**Action:** GS to draft letter to the above groups requesting items and suggesting a 'roster'.

**Action:** E-mail list of contacts to be provided to GS, EJ and PV by SC.

b) Article from Dr Fritsche has been agreed. Promised article from CKD Task Force (Graham Jones) is yet to arrive, GS to follow up.

b) Indexing continues to be an issue as impact factors appear to be an important consideration for potential authors. EJ suggested contacting Anthony Newman and Mario Plebani to discuss positioning and indexing of the journal as well as educational institutions such as COMAL and member societies e.g. ACB and EFCC. GS will work on reapplying for indexing this year.

c) Question was asked of whether scholarship holders (e.g. PSEP) should be required to provide a report for the journal? EJ stated that reporting is a requirement however often the format of the reports makes the report more suitable for the newsletter rather than the journal. The issue may need to be revisited by the EMD which looks after the scholarships.

### 10.3.2 Working Group IFCC News (ED)

ED tabled his report.

#### 10.3.2.1 Membership

	Position	Term and Time in Office
<b>Edgard Delvin – ED (CA)</b>	Chair	2 <sup>nd</sup> 2010 01 – 2012 12
<b>Hedili Adderrazek - HA (TU)</b>		
<b>Monserrat Blanes - MB (PY)</b>		
<b>Mabel Charles-Davis - MCD (NI)</b>		
<b>Spiroula Christou – SC (GR)</b>		
<b>Sylvan Fahel da Fonseca - SF (BR)</b>		
<b>Xavier Fuentes Arderiu –XFA (SP)</b>		
<b>Damien Gruson – DG (BE)</b>		
<b>Joseph Lopez – JL (MY)</b>		
<b>Brguljan Meska Pika – BP (SI)</b>		
<b>Stella Raymondo –SR (UY)</b>		
<b>Rosa Sierra Amor – RSA (MX)</b>		
<b>Grazyna Sypniewska – GS (PL)</b>		

#### 10.3.2.2 Activity Report

a) Prior to publication of the newsletter a copy should be sent to the Chair.

b) The proposals suggested in the report were agreed by the Committee with suggestions discussed at the meeting:

- Problems with overlap between the journal and newsletter to be reviewed by the two editors (GS and ED)
- Add and/or National and Regional Societies to qualifying statement about views of authors.
- Remove reference to Siemen's and expand list of articles from Corporate members to include sponsored meetings, etc.

c) EJ reaffirmed the policy that all articles should be published in English as the official language of the IFCC.

d) As above, the suggestion of direct contact with Regional and Member Societies and IFCC groups for articles of interest, including the possibility of a 'roster' was discussed.

**Action:** ED to seek names and contacts of newsletter editors for contact.

**Action:** AL suggested that a copy of all e-newsletters should be sent to the IFCC newsletter editor so that he could review content for possible inclusion in the IFCC newsletter.

### 10.3.3. Working Group – Internet & Distance Learning (AL and PV)

#### 10.3.3.1 Membership

	Position	Term and Time in Office
<b>Peter Vervaart – PV (AU)</b>	Chair	1st 2011 01 – 2013 12
<b>Andrew Lyon –AL (CA)</b>	Member	
<b>Petr Kocna – PK (CZ)</b>	Member	

EJ welcomed PV to the meeting as chair of the working group.

EJ outlined that PK formally represented the ECD-C which had now been disbanded however PK has recommended that the educational resources database ([http://www1.lf1.cuni.cz/~kocna/edu/dist\\_edu1.htm](http://www1.lf1.cuni.cz/~kocna/edu/dist_edu1.htm)) should be continued. It was further suggested that the former members of the ECD-C become members of the WG-IDL. This was agreed by the committee.

**Action:** EJ to contact ECD-C list and offer membership of the WG-IDL.

**Action:** PV to contact former CPD-EC Chair Andrew Wootton to ascertain if he is interested in becoming a member of the WG.

#### 10.3.3.2 Office Email/IT systems

No report.

**Action:** PV requested that SC send through a spreadsheet of the e-mail contacts for Divisions, Regional and National Societies to allow ease of contact with them.

#### 10.3.3.3 Status of Website/Website Statistical Report

AL tabled his report and gave a comprehensive overview of the old and new websites and the initial web pages provided by the developer (Insoft). The pages were reviewed by the Committee and a number of suggestions were provided to AL to be fed back to the developers. Suggestions included:

- Member only sections for both corporate and other members
- Taskforces under projects and Programmes
- Preference for company logos at bottom of screen and rotating
- RIA link to be under publications or in a Links section
- Links to IFCC social media sites (Facebook and LinkedIn)
- Rotating pages under news including pictures
- IFCC logo as the bookmark
- The use of 'hover over' menus
- Remove non-essential information already within the handbook
- Contacts to committee members etc
- Forums and an electronic library
- An events calendar

Next steps in the development of the website are: Send updates to InSoft (AL); Download CMS software (Office Staff); Train office staff (InSoft); Review of final draft website by others (EB); Launch in Berlin (EJ); continue updates (AL, InSoft).

Need to work on getting a section for the TF-Young Scientists on the new website, as well as giving high visibility to the EMD WG-LEPS (Laboratory Errors and Patient Safety) website/database

#### 10.3.3.4 Professional Web/IT Support

AL/PV/EJ met with Danilo and SC at the office to discuss transition to and support of the new website. Danilo agreed to attempt to 'extract' the active files from the current website but to also provide a full copy of the website to AL so that he could review the files manually for relevance. Danilo will continue to provide web/IT support from the Milan office however EJ outlined that in the longer term future management of the CMS would devolve to the chairs and secretaries of the Divisions. Hosting of the website (office vs. cloud) was discussed but felt best to wait for specifications from InSoft before deciding.

**Action:** Danilo to provide a copy of the website to AL.

**Action:** AL to review comments and send out iterations for comment.

**Action:** SC to update the news section of the website with links to Mario Plebani's Patient safety website, IUPAC Year of Chemistry website, Sam Vasikaran Osteoporosis paper.

**Action:** AL to contact Daniel Gruson to update Young Scientist pages.

#### 10.3.3.5 Databases/Database Management

AL outlined the NPU project and the request for the IFCC to manage the English language version of the database by April 1. AL had provided information as requested to EJ and GB on

the management of the database. C-NPU will continue to provide flat files and the office staff would maintain the updates on the website. A draft agreement was sent in December after review by EJ, IY and AL. There was some discussion of what the need and utility of the database was and it was felt that a survey of members may be useful.

**Action:** EJ to discuss with IY.

#### **10.3.3.6 Open & Closed Forums**

It was felt that forums should be an important consideration for the new website. PV agreed to set up IFCC Facebook and LinkedIn groups as open forums.

**Action:** PV to set up IFCC Facebook and LinkedIn groups.

#### **10.3.3.7 Distance Learning Programs**

MF attended for this section of the meeting and outlined the CPD activities of the EMD and how they would interact with the new WG-IDL. MF envisaged a Distance Learning area under Education on the website. EMD would like on line registration, tracking, and certificates of completion. Need to monitor access to ascertain uptake and market as necessary to increase this. It was felt important that we understood what was available from industry and academia as well as the regional and national societies. EJ also suggested that we use our corporate members who utilize on line learning and learn from their experiences with software and access. A survey may be useful to achieve this.

**Action:** BJ to contact corporate members re distance and on line learning.

**Action:** PV to contact LL about getting VLP lectures for distance learning modules/

**Action:** Office to purchase Survey Monkey subscription to allow Divisions to undertake surveys.

#### **10.3.4 Working Group - Spanish (Ibero-american) Nomenclature and Translations**

See Separate Report.

### **10.4 Reports on Publications:**

#### **10.4.1 Documents from Committees & Working Groups-Report of Publications Coordinator**

EJ outlined that one of the roles of the publications coordinator was to monitor committee minutes and maintain a database of documents. These documents must be official IFCC publications and must acknowledge the IFCC. EJ further outlined the process found within the IFCC handbook.

**Action:** SC to send the current register of publications to PV and AL.

**Action:** PV to update the register.

#### **10.4.2 Monographs**

Currently there are no monographs in development

#### **10.4.3 Books (EMD publications, Silver Book)**

EJ gave an update on the Silver Book which is the printed version of the NPU nomenclature last printed in 1995. \$USD18K had been budgeted to update the book (1/2 from each of IFCC and IUPAC) with a due date of this year. However the SD C-NPU had sought an extension and an increase in budget to hold a meeting to discuss a Chapter on Molecular Medicine. Following discussion it was decided to reject this proposal. Further the need of a printed vs. online version of the book was discussed.

**Action:** EJ to contact C-NPU and ask them to complete the revision on-time and to budget and to suggest they consider publishing on-line.

#### **10.4.4 Conference Proceedings**

Proceedings of the 12th Bergmeyer Conference were published in The Scandinavian Journal of Clinical and Laboratory Investigation, Vol 70, Supl 242. OCD Conference to come will be published in the CCLM as IFCC documents. IAPLM proceedings will also be published.

**Action:** SC to provide access to CCLM for PV.

#### **10.4.5 Annual Report**

EJ is currently preparing the Annual Report for release in February.

#### **10.4.6 Handbook**

EJ outlined his preference that with time and development of the CMS for the new website the handbook should become a 'living' document updated and maintained via the website with print versions only produced every three years.

#### **10.4.7 Public Relations Materials**

##### **10.4.7.1 Milestones Brochure**

It was decided that this document was no longer required and would be removed from the list after the 2012 Election was complete and the document has been updated.

##### **10.4.7.2 IFCC PR Brochure**

KA reported that the next translation to be worked on would be a Turkish version. Following discussion it was decided that any non-English updates would now occur prior to a major event being held in that region.

**Action:** KA requested that SC bring all of the printed brochures (all languages) to Berlin for distribution.

**Action:** SC to send the Persian translated version to KA for distribution at the Iranian Society meeting.

##### **10.4.7.3 Key Directory**

SC reported that she is working on a print version of the Key Directory.

##### **10.4.7.4 IFCC PR PowerPoint Presentation**

KA reported that he has worked on this presentation utilizing the new IFCC template.

**Action:** KA to add the Cardiac Markers taskforce to the presentation

**Action:** SC to send a copy of the presentation to PV and BJ

##### **10.4.7.5 Lab Medicine PR PowerPoint Presentation**

On review of the presentation a number of edits were suggested to KA. These included:

- Different colour for Pathologists
- Spelling of 'Phlebotomist'
- Change blood to sample
- Change monitor/recover line to examination
- Change CLS to Scientist

The aim was to have the presentation complete and ready for presentation in Berlin

**Action:** KA to e-mail a copy of the presentation to the committee for further feedback

#### **10.7 Related Journals**

##### **10.7.1 Meeting of Editors**

###### **10.7.1.1 Next Meeting of Society Journal Editors and Publishers**

This is scheduled to be held at the ICCG in Berlin in May 2011 with ED (Chair), KA, PV and GS to attend.

**Action:** EJ to send letter of invitation to editors

**Action:** SC to update the database of editors

##### **10.7.2 Journals**

###### **10.7.2.1 Clinical Chemistry & Laboratory Medicine (CCLM)**

EJ reported that a request for proposal to become the official Journal of the IFCC was being developed.

There was likely to be two competitors (De Gruyter and Elsevier).

A year notice of intent was required with an expiry of next year.



### 10.7.2.3 Labmedica International (Lml)

No issues identified by the WG-eNews

**Action:** ED asked that a PDF be sent to him prior to publication.

### 10.7.2.4 Acta Bioquimica Clinical Latinoamericana (ABCL)

EJ reported that there had been requests to reproduce IFCC documents in Spanish but that there had not been any in the last couple of years

## 10.8 IFCC Bookstore

There was discussion around where on the new website the Bookstore should be. Felt important that it was 'visible' as a commercial arm of the IFCC

## 10.10 Corporate Member Activities - Report of Corporate Member

EJ welcomed BJ as the new corporate member and thanked Franz Baumann for his time on the committee

BJ asked what the expectations for the corporate member are. Outlined as bringing in corporate knowledge and procedures, marketing and PR, etc.

**Action:** EJ suggested that BJ meet with the EB corporate rep, possibly in Berlin.

## 10.19 Meetings & Symposia

### 10.19.1 CPD Symposia

#### 10.19.1.1 WorldLab Congress, Berlin, Germany, May 16, 2011

Joint symposium with EMD "eLearning and Distance Education"

Presentations:

Webinars, streaming media, blogs, and other e-communications – AL  
LabTests On-Line: Transmitting laboratory medicine in the context of national and international guideline - Prof Klouche  
IFCC-Siemens Distance Learning Program - EJ  
E-learning experiences of National Societies of Clinical Chemistry and Laboratory Medicine – Prof Kocna

#### 10.19.1.2 Other Symposia

EJ outlined that a request had been received from COLABIOCLI for a CPD symposium in the Dominican Republic, 23-26 November 2011

Suggested a forum on Peer Review and Ethics in Publication with potential speakers KA, ED, EJ or AL and Anthony Newman (Elsevier)

**Action:** EJ to seek more information on funding and expectations

### 10.19.2 Future CPD EC Meetings

#### 10.19.2.1 Berlin, Germany (ICCC)

13-14 May 11

1<sup>st</sup> day to be held at the InterContinental  
WG-IDL to meet afternoon of 14<sup>th</sup> May

**Action:** SC to send confirmations.

#### 10.19.2.3 Toronto, CA

17-18 Sep 11

KA to facilitate meeting with SC  
Meet at the Hospital, KA to investigate accommodation options

#### 10.19.2.4 Future meetings

2012 Arab Federation meeting in Morocco  
African Federation meeting (? Venue)  
Suggested symposia on PR and the Value of the Laboratory in Medicine

2013 19-23 May 2013, EFCC, Milan, Italy  
17-20 November 2013, APCCB, Bali, Indonesia



### **10.20 Membership**

EJ felt that with the recent changes in the EC membership there is now a good rotation of individuals which will allow for good continuity. There was discussion about adding the Web Editor and Chair WG-IANT to the EC, however this was discussed at the IFCC budget meeting and at this time it is felt that the EC cannot be expanded and also felt there may need to be a review of the membership of the committee in particular suggesting that consideration be given to adding the Web Editor to the committee. He also questioned whether the Chair of the RIA-WG could be considered for membership.

#### **10.20.1 Editor, eJIFCC**

A call for nominations will be sent out shortly. EJ thanked GS for her time on the committee

The meeting was adjourned at 12 noon on January 23<sup>rd</sup>.