

**Minutes of ICS Advisory Board
DENVER
Monday 23rd August 1999**

Present : P Abrams, W Schafer, JJ Wyndaele, Anders Mattiass, P van Kerrebroeck, J Thuroff, N Resnick, L Cardozo, C Norton, D Fonda, G Barbalias, K Kim, T Tammela, M Stöhrer, R Schmidt

Coopted Members were : L. Cardozo, C Norton, P Nijmen, N Resnick, J. Thuroff

Observers: R Schmidt, T Tammela, K Kim, M Stöhrer

1. Minutes of ICS Advisory Board, Jerusalem, 14th September 1998

These minutes were accepted as correct.

2. ICS as a Charity

The ICS is now established as a UK charity. To handle the commercial aspects of the ICS annual meeting ICS 2000 Limited has been established. The new status of ICS means a greater involvement of the advisory board with the annual meeting and will necessitate the production of detailed accounts.

3. ICS Nominations Committee

The Board agreed to set up a nominations committee which would function to assess nominations for ICS positions including the post of General Secretary. The committee will consist of the 4 elected ICS officials plus the last 3 chairs of ICS annual meetings.

4. ICS Advisory Board

The Board reviewed its composition. The Board will consist of the 4 elected ICS officials, the past 3 chairs of ICS annual meetings and a maximum of 6 coopted ICS members together with the chairs of the ICS subcommittees (CPC, Internet and Children's). The current and future chairs of ICS meetings will be observers. Coopted members will serve for 3 years renewable for a further 3 years.

5. ICS Scientific Committee

In view of the increased work load the Board approved Werner Schäfer's suggestion that the section editors of NUU should be asked to act as external referees to aid the scientific committee. This will be discussed with Timo Lehtonen, the 2000 Scientific Chairman.

6. Relationships with other Societies

In principle ICS wishes to cooperate with other societies although each case will be taken on its merit. Requests for joint meetings or sequential meetings will be considered by the Advisory Board.

7. ICS Children's Committee

It was agreed to ask Rien Nijman to chair this committee which will be responsible for advising the scientific committee on a children's programme for those years when ICCS does not meet. Dr Nijmen has agreed to chair.

8. ICS Disclosure Policy

The Board will instruct the 2000 meeting to insist on negative and positive disclosure using the statement discussed by the Board in 1998. Disclosure is necessary for CME in many countries.

9. ICS Office

It was agreed to establish an ICS office for a 3 year trial period in Bristol. The office will be staffed by a half time secretary/manager and the estimated annual cost is £15,000. A number of functions were discussed; service to the annual meeting, sending out all documentation, service to the scientific committee, monitoring the ICS Continet site and preparing a brief outline describing the ICS and its structures with an ICS membership application form to be circulated in NUU.

10. ICS Bye-laws

The bye-laws will be updated and circulated to all advisory board members before being submitted for publication in NUU.

11. ICS Elections

The Board agreed that for election of the principal offices and the chairperson for the annual meeting, an absolute majority must be obtained. This will necessitate a second ballot if there are more than 2 candidates at the AGM.

12. ICS AGM Chairpersons Meeting

The Board endorsed the idea that the 3 past, the present and the future chairpersons should meet to exchange experience and ideas.

13. Date of next meeting

In view of the increased business for ICS it is suggested that the Board meets all afternoon on the day preceding the main ICS meeting. This will require co-ordination with the workshops.