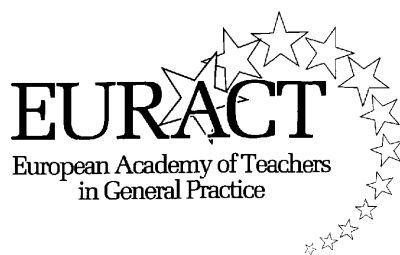


Network organisation within WONCA Region Europe – ESGP/FM

EURACT Council meeting – Praha, October 2006





Network organisation within WONCA Region Europe – ESGP/FM

Report of the 2'nd 2006 EURACT Council meeting

Praha, Czech Republic

October 11-15, 2006

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**Meeting of the Council
of the European Academy of teachers in General Practice
(EURACT)
held in Praha, Czech Republic, October 11-15, 2006**

Members present:

Dr. Egle Žebiene, Lithuania , President
Dr. Okay Basak, Turkey, Honorary Treasurer
Dr. Roar Maagaard, Denmark, Honorary Secretary
Prof. Jan Heyrman, Belgium, EB member
Prof. Job F.M. Metsemakers, The Netherlands, EB member
Dr. Mladenka Vrcic-Keglevic, Croatia, EB member
Dr. Justin Allen, United Kingdom, Co-opted member
Dr. Francesco Carelli, Italy
Dr. Luis Filipe Gomes, Portugal
Dr. Janko Kersnik, Slovenia
Dr. Jaroslava Lankova, Czech Republic
Dr. Margus Lember, Estonia
Dr. Monica Lindh, Sweden
Prof. Fergus D. O'Kelly, Ireland
Dr. Roger Price, United Kingdom
Dr. Iuliana Popa, Rumania
Dr. Smiljka Radic, Serbia & Montenegro
Dr. Ruta Riba, Latvia
Dr. Bernhard Rindlisbacher, Switzerland
Dr. Llukan Rrumbullaku, Albania
Dr. Mario R. Sammut, Malta
Dr. Wolfgang Spiegel, Austria
Dr. Georgis C. Spatharakis, Greece
Dr. Paula Vainiomäki, Finland
Dr. Stefan Wilm, Germany
Dr. Adam Windak, Poland
Dr. Yonah Yaphe, Israel

Members absent:

Prof. Anders Baerheim, Norway
Dr. Dolores Forés, Spain
Dr. Bernard Gay, France
Dr. Samira Herenda, Bosnia & Herzegovina
Dr. Givi Javashvili, Georgia
Dr. Eva Jurgová, Slovakia
Prof. Olga Kuznetsova, Russia
Dr. János Szabó, Hungary

PROGRAM OF THE MEETING

Wednesday, 11th of October 2006

Pre-Council Executive Board Meeting

Session 1: Introduction and country reports

Thursday, 12th of October 2006

Session 2: Task group work and reports from task groups

Session 3: Business meeting

Session 4: “Five minutes – one slide”

Friday, 13th of October 2006

Session 5: Committee work & Reports from committees

Session 6: Interactive conference on e-learning methods

Saturday, 14th of October 2006

Session 7: Presentations on Educational Research

Session 8: Future plans

Post-Council Executive Board Meeting

REPORT OF THE MEETING

Pre-Council Executive Board Meeting

The Executive Board met at 15.00 – and at 16.00 Committee Chairs joined:

- The President went through the agenda for the meeting – and in particular the agenda for the business meeting.
- For the time being we have only 2 task forces as Educational Agenda Task Force has finished its work. Would there be interest in establishing a third taskforce? Question will be put to Council.
- Plans for the procedure regarding a new secretariat were discussed – to be decided by Council in the Business Meeting.
- Legal status of EURACT discussed – information just arrived from Wolfgang Spiegel. This paper describes the different options (association/society, NGO, foundation).
- Membership issues. In Florence Francesco Carelli, Egle Zebiene and Roar Maagaard held a meeting about Italian situation about collecting membership fees and memberships application.
- Financial situation a bit unclear as Hon. Treasurer Okay Basak not present at discussion. Decision should be taken at Business Meeting how to make procedures very straightforward and clear about collecting membership fees and bringing money to Honorary Treasurer.
- BME committee: a survey on early clinical exposure is now nearly finished and to be discussed and analyzed. It will result in a EURACT publication.
- VT committee: the survey on funding of VT-schemes should be finalized. Jan Heyrman suggested a link between this committee and some trainees from the Vasco da Gama Movement that are making a survey on the Educational Agenda.
- Member Services committee: Rolling course in Switzerland to be planned.
- Task forces discussed – especially the assessment course.
- Zagreb meeting: dates from 9.5.2007-12.5.2007 are now fixed.
- Singapore Conference, July 2007: we might be doing a EURACT workshop there. An abstract on the Educational Agenda has been submitted – but no acceptance yet.
- Paris Conference: the EURACT booth should in Paris be very close to the other network booths! (In Florence Agnes and our booth were hidden away...).

Session 1: Introduction and country reports

- The President Dr. Egle Zebiene welcomed all the Council Members to Praha – so did Dr. Jaroslava Lankova. No new Council members to be introduced.
- The president asked Council about the possibility of starting a third Task Force group – and later it was decided to start a new Task Force group: “learning outcome” was the preliminary title.
- The Council was divided into groups of 4 – and in these groups country reports from the concerned countries were discussed – and a short summary of 1-3 points given to the plenary afterwards.
- The country reports are available in ANNEX 1.

Session 2: Reports from task force groups

Task Force Group on Assessment:

Chair: Dr. Roger Price.

- A course for delivery autumn 2007 is now under construction.
- In more detail the group dealt with 2 modules to clarify for all the final outline of the course and course material.
- The group will finalize the course preparation at the Zagreb meeting – meeting ½ day before the Council meeting – approved by Council.

See full report in ANNEX 5.

Task Force Group on Educational research:

Chair: Prof. Job Metsemakers.

The task force group had a very lively discussion – and also reached some conclusion on future activities:

- The presentation of educational research (published or in press) was decided on in Turku – and at this Council Meeting we will see the first presentations – more invited to bring forward presentations.
- Should we try to enter AMEE meetings as an organisation? – Yes, the task force group suggests we should try to work out the possibilities.
- Adam Windak suggested to the group to make evaluations of courses for teaching the teachers – the task force group to work further on this.
- Early clinical exposure survey done by the BME group: this survey should be presented as a paper?
- In spring there was a joint meeting in Copenhagen with EGPRN – a very useful cooperation! The task force group suggests to try to participate in such joint meetings in the future too – but a proper preparation should be made in due time!

See full report in ANNEX 5.

The Performance Agenda Task Force Group:

Chair: Stephan Wilm

This new task force group started out with clarifying the aims of the work – and brought these suggestions to Council:

- We have now 2 valuable documents (European Definition and Educational Agenda) and we now should produce a 3rd document “EURACT Performance Agenda” – a basic list of measurable competence elements every GP should master.
- Main focus should be on vocational training – but also aiming at lifelong learning.

- The list should include: specifications, elements of learning process, learning outcomes, measurement tools – and this should be relating to Core Competencies as defined in EEA
- The list should include ways of application in different countries and curricula and specifying learning elements in other specialties / hospitals.
- The group will use pre-existing work on competencies and specifications made by several countries.
- Task force group think the preliminary work can be done by the group in one year – and after that Council should take over.

See full report in ANNEX 5.

Session 3: Business meeting

- Honorary Secretarys report from Turku approved.
- NB!! Council confirmed the decision taken in Turku that reports form Council meetings should be sent electronically – and council members to print these reports by themselves if a printed report is wished!!

Presidents report: (see written report in ANNEX 2)

- In relation to the joint conference in Copenhagen with EGPRN the president expressed special thanks to Anders Baerheim for his keynote lecture and to Job Metsemakers for his great work preparing the conference.
- Paper on patient empowerment developed by Justin Allen had been fully approach as a WONCA Europe approach on this matter.
- Vasco da Gama: Egle Zebiene had been appointed as contact person by WONCA Europe. EURACT is going to continue its close cooperation with the Vasco da Gama Movement.
- Request from WONCA World to delegate representative from WONCA Europe EB to the renewed WONCA Working Party on Education. By decision of WONCA Europe EB, Egle Zebiene, as representative of EURACT, will represent WONCA Europe EB in this organisation.
- The first meeting in this Working Party is scheduled for the WONCA Conference 2007 in Singapore.

Policy decisions

a. EURACT registration:

Wolfgang Spiegel had produced a clarifying document on the different options – and this paper was used as a discussion fundament. The question was again raised: Do we really need this formal registration?? Several arguments convinced Council that we still should try to obtain this legal status – but will it give us value for money?

Decision was: more questions should be answered before a conclusion can be reached! Adam Windak, Janko Kersnik, Job Metsemakers and Wolfgang Spiegel to present answers to our many questions at the next Council Meeting in Zagreb.

b. EURACT Secretariat from 2007:

A preliminary outline of a job description had been prepared by Job Metsemakers and Roar Maagaard following the discussion in Turku. A very intense debate followed – and minor changes were made to this job description.

There was also a discussion about the financial resources seen in relation to the wishes of having a strong and efficient secretariat. The decision after voting was to go for a secretariat staffed with a secretary for 0.2 of a full time equivalent secretary.

Final version of job description:

EURACT secretariat – Job description

- *The secretariat is the nucleus of support to EURACT, meaning that the secretariat supports the President, the Hon. Secretary, the Hon. Treasurer, and the different working groups.*
- *The secretariat prepares on behalf of the officers documents for the Council.*
- *The secretariat keeps deadlines in mind and reminds persons responsible*

Tasks

- ***Communication***
 - o *Maintain a register of official correspondence to and from EURACT*
 - o *Communicate to council members on behalf of the Executive Board or chairpersons of Committees/Taskforces*
- ***Membership***
 - o *Collect personal membership forms for approval in Council*
 - o *Keep an up to date membership list*
 - o *Organize elections every 3 years*
- ***Meetings***
 - o *Meetings EB (during Council meetings and one separate meeting per year)*
- ***Minutes***
 - o *In cooperation with Hon. Secretary take notes and write the minutes of EB meetings. The Hon. Secretary is responsible for the final version of the minutes*
 - o *In cooperation with Hon. Secretary take notes and write the minutes of Council meetings. The Hon. Secretary is responsible for the final version of the minutes*
- ***Finances***
 - o *Support the treasurer with travel reimbursements*
 - o *Supply the treasurer with a membership list*
- ***Public relations***
 - o *Representation of EURACT during WONCA Europe meetings*
 - o *Keep the EURACT web-site up to date in cooperation with EURACT Webmaster*
- ***Authorities***
 - o *Contact with authorities in relation to the possible recognition of EURACT as a legal body*

Time needed: one day per week (0.2 full time equivalents).

The secretariat needs to be staffed for at least 4 day's a week in order to keep up with communication

Personal characteristics

- *strong personality*
- *available for at least 6 years*
- *good mastery of the English language (written and oral)*
- *well organised*
- *skilled in Windows, Word, Excel, website program (currently used: Microsoft Frontpage and Smart FTP (for file transfer))*
-

Decision on procedures:

- by November 1st 2006: invitation sent to all Council Members to make a proposal for the secretariat/giving a bid for secretariat
- by December 1st 2007: interested persons/institutions should submit their proposals/bids to EURACT President
- December 2006/January 2007: used for clarification of proposals/bids
- if an institution linked to an EB member should apply for this secretariat, the EB member concerned will not take part in the decision of where to place this EURACT secretariat
- February 2007: EB to make a provisional decision and present it to Council Members by e-mail consultation for final approval

c. Membership issues:

Francesco presented thoughts and proposals regarding membership issues and collection of fees. These proposals taken into account by Member Services Committee in their further work – and in the decision paper produced during this meeting on collection of membership fees.

d. Membership fees:

- WONCA Direct members pays ½ membership fee – so do trainees. If you are both a trainee and WONCA Direct member do you have to pay ½ fee or ¼ fee? Decision: you have to pay ½ fee – discounts can not be added!

- A decision paper on collection of membership fees had been produced by Job Metsemakers. After a lively discussion on the matters it was decided that Job should clarify the situation a bit more – and rewrite parts of the paper.

This paper clarifies the current status for collecting membership fees – and introduces new and more straightforward rules. The paper was approved – and here is a copy of the rules:

Rules on collecting membership fees effective November 1st 2006

- On January 2nd of each year the EURACT secretariat sends to each council member an accurate list of members from his/her country
- On January 2nd of each year the same list is sent to the Hon. Treasurer so he/she can calculate the projected membership income for that year
- Council members collect the membership fees for the current year and transfer the money to the Hon. Treasurer before December 1st of that year either cash at the Council meeting in Spring or Autumn or by bank.
- Council members will report to the secretariat the members who have paid and who have not paid by December 1st in a format provided by EURACT.
- The secretariat will remove the non-paying members from the membership list before January 2nd
- New members who are approved in the Spring meeting will pay the full amount for the current year

- New members who are approved in the Autumn meeting will pay also for the current year but will pay half the membership fee of that year
- The Hon. Treasurer will report to the Spring Council meeting whether there are countries whose membership payment is not complete and what actions the Hon. Treasurer has taken.

Specific transition agreements apply for 2006 as rules go into effect November 1st 2006. These transition agreements have been sent to all Council members by e-mail Monday 16th of October 2006.

Approval for new members

36 new members were approved. There were also applications for membership from 4 doctors from Bulgaria, where we have no members now – and no Council Member to bring the application forward to Council. The procedure was discussed – and it was decided that Member Services Committee should look at this problem. Finally the 4 Bulgarian members were also approved. So in total 40 new members approved.

Later during the meeting the President received 4 applications from Ukraine. As these applications were not sent to Secretariat before Council Meeting (as stated in the bylaws) and as we had no more information about these applicants, decision was taken that Member Services Committee should contact the applicants for further information.

Following new numbers of members were approved by Council: Austria: 1; Bosnia & Herzegovina: 3; Bulgaria: 4; Denmark: 1; Finland: 4; Germany: 1; Greece: 1; Italy: 7; Malta: 1; Portugal: 6; Serbia: 3; Slovenia: 1; Turkey: 4; United Kingdom: 3.

See total list of new members in ANNEX 3.

Elections 2007

Council Members should be very careful with membership lists as they will be the basis for election procedures.

Council Members should also be aware that nominees for new EB membership should be brought forward at least 2 months ahead of next Council Meeting in Zagreb.

EURACT guidelines, final version.

This document lays down some basic guidelines which apply to EURACT members, EURACT council members, and EURACT Executive Board members. A final version presented by Job Metsmakers.

A discussion regarding the use of “should” or “must” followed – but the “should-version” was chosen.

The guidelines were approved – see full text in ANNEX 6.

Other issues:

Filipe Gomes reported from the Vasco da Gama Pre-conference in Florence – very successful! – EURACT participation as usual. Vasco da Gama Movement is a relatively weak organisation – and need support from WONCA Europe – and from EURACT. See full report on Vasco da Gama in ANNEX 4.

Putting advertisements for non-EURACT educational activities on our website? A brief discussion – but decision is to be taken later.

Collaboration EURACT-EQuiP: To be explored – especially on the project level. Especially in the CPD-field this might be of relevance.

The performance agenda task force group presented a proposal for a agenda for its work – approved by Council. See report in ANNEX 5.

Wolfgang Spiegel presented the new “The European Textbook of Family Medicine” (M. Bisconcin, G. Maso and N. Mathers editors).

Saturday morning Egle Zebiene and Adam Windak gave a warm farewell to leaving Council Members: Jan Heyrman, Margus Lember, Iuliana Popa and Fergus O’Kelly. And a very, very warm goodbye to Agnes Goethuys and a big thank for her 15 years as secretary and “mother” for EURACT.

Session 4: “Five minutes – one slide”

1. Smiljka Radic presented “Leonardo Courses for mentors in GP in Serbia”. These courses are run in Novi Sad and in Belgrade. 150 doctors will finish such courses this year!

2. Mario Sammut presented: “Diploma Course in PC by distance learning in Ulster 2004-2006”. A course he and Francesco Carelli had participated in with great success. It is now a possibility to continue with a Master Dissertation.

3. Francesco Carelli presented “Post -graduate tutorship in General Practice”. A systematic self-assessment of difficulties and feelings experienced by a representative group of GPs involved with post-graduate tutorship since 2004.

4. Francesco Carelli presented “Collaboration to Improve Primary Care and Family Medicine Training in Russia: Developing a “Model Ambulatory Teaching Practice”. Creating a model practice: a collaboration between universities in USA (Boston), Russia and Italy (Milan).

5. Filipe Gomes presented “Educational Agenda paper presented at National Conference in Brazil by Filipe Gomes”. A teacher’s organisation started in Brazil at this National Conference.

Session 5: Committee work & Reports from committees

- **BME-committee.** Dr. Yonah Yaphe presented the work of the BME-committee:
 - Committee worked on Early Clinical Exposure

-
- Full report available in ANNEX 4.
- **Specific Training committee.** Dr. Roger Price presented the work of this committee:
 - At the Florence conference this committee presented a workshop on funding of VT across Europe. It was suggested that EURACT should be able to put forward some recommendations in relation to VT – here are the proposals brought to Council:
 - **EURACT believes that high quality VT across Europe requires:**
 - **Structured VT: A curriculum, with appropriate placements, supported by courses and other teaching resources**
 - **Funding for Structured VT**
 - **Professional recognition of supervisors, including salary**
 - **Equity of salary for GP trainees in GP and Hospital posts (as it should be for all trainees at a similar point in their careers in what ever specialty) within their country**
 - **Council members should/must make this available to VT leaders in their own countries.**
 - Full report available in ANNEX 4.
- **CME/CPD committee.** Dr. Paula Vainiomäki presented the activities in this committee as chair of the committee.
 - A model workshop for planning your own CPD “Making your personale learning plan” has been created.
 - This model to be put on EURACT Website.
 - Updating of the CPD-landscape across Europe – this landscape now to be seen on EURACT Website.
 - More members needed in this committee from next years!
 - Full report available in ANNEX 4.
- **Member Services committee.** Dr. Filipe Gomes presented the work of the Member Services committee:
 - Next Leonardo Course on teaching will run in Magglingen, Switzerland, May 22-25. Until this moment, countries joining are: Switzerland (8 - 10), Germany (4) and Slovenia (4 - 5). There are no final answers from Austria and Croatia, but possibly will send participants.
 - Other Rolling Courses: EURACT will not invest money in other Rolling Courses to become. However, the course can still be run. There will be no need for fund-raising, as participants will pay for fee and accommodation. EURACT will ask for 175/200 € for each participant.
 - Iceland proposition to organize it in 2008 was approved by the Council.
 - EURACT will continue sponsorship for the Bled Course, in 2007 for 4 teachers covering the amount of 500 €, announcing it in the website.
 - Assessment Course: Task Force is developing it, course design will be ready for the next meeting. Assessment group to meet in Zagreb the day before. It will be a EURACT Course, similar to the rolling course, with 12 sponsored places (teams of 3 teachers) from low income countries. Local organizers secure venue, paying members pay accomodations. 2007 Assessment Course Venue will be Poland,

Zakopane, date still to be decided (too many meetings in October). Greece will possibly step forward to organize it in 2008.

- Full report available in ANNEX 4.

Session 6: Interactive conference on e-learning methods

Together with Czech colleagues Council members took part in a very well organized conference in Hotel Belvedere, Praha.

E-learning and knowledge management in daily practice of primary care physician

Program:

- **Opening** by Jaroslava Lankova and Vladimir Finsterle
- **Discussion-based learning in a learning community in cyberspace** by Bernhard Rindlisbacher
- **The virtual clinic: An experience with computer assisted learning for medical students at Tel Aviv University** by Yonah Yaphe
- **Knowledge management and e-learning in GP** by Francesco Carelli
- **Project EUNI and its ambitions** by Vladimir Finsterle
- **Demonstration of EUNI lecture on the topic of Acute-Phase Proteins (APP)** by Jaroslava Lankova
- **Discussion and conclusion:** small group discussions and plenary chaired by Yonah Yaphe

Session 7: Presentations on Educational Research

Wolfgang Spiegel presented a paper accepted for publication:

Learning by doing: a novel approach to improving general practitioners diagnostic skills for common mental disorders.

We all hope that Wolfgang Spiegel will let us know when and where this paper is published.

Due to time constraints it was not possible to present more papers at this meeting – must wait for next Council meeting.

Session 8: Future plans

- **WONCA Europe 2007 Paris**
 - Rethinking GP will be the topic for the Conference
 - Keynote: we may be offered to contribute by a keynote lecture – ideas?
 - Abstracts to be sent by Committee chairs (under EURACT heading) before deadline – and Egle Zebiene to contact organizers. Preliminary status for abstracts:

- VT-committee: one workshop in cooperation with the Vasco da Gama movement around EEA and one workshop with Members Service Committee on the cascading effect of the Leonardo courses
- CPD: no workshop planned until now
- BME:?

- **WONCA World conference 2007 Singapore**

We have been invited to take part in an invited symposium - abstract on symposia on Educational Agenda received in Singapore – but not heard more until now.

A EURACT workshop based on Bled course outcomes – was approved.

A EURACT/BME workshop: Early clinical exposure – approved, too.

- **Future Council meetings**

- Spring meeting 2007, Zagreb, 9.-13.5.2007. (Note: Assessment group to meet ½ day earlier in Zagreb).
- Autumn meeting 2007, Sweden, 3.-7. October in Gävle north of Uppsala.
- Meetings in 2008: Spain and Greece are perhaps to arrange meetings in 2008 – Hon. Secretary to write to Dolores Fores and Georgis C. Spatharakis (and Sakis) to inquire if this could be an option.
- Spring meeting 2009: ??

- **Rolling course 2007, 2008**

- Leonardo-EURACT, teaching course: May 22 – 25, 2007, Magglingen, Macolin, Switzerland.
- Decision taken that Iceland can run a Rolling Course in 2008 for paying participants – but if possible also a rolling course in Austria in 2008.
- First assessment course planned for autumn 2007 – host country was decided: Poland (Zacopane). Applications from countries wishing to send participants to this course **should be sent to EB by November 1st 2006** – and decision to be taken by EB in beginning of 2007.

- **16th Bled Course:** Learning and teaching on patient empowerment in GP/FM – Bled; Slovenia – 18.-22.9.2007.

Post-Council Executive Board Meeting

- Election procedure 2007 discussed: 4 weeks for first round – and 4 weeks if 2 rounds are needed. Secretariat should be ready with updated lists in December 2006 so letters could be sent by secretariat by 2nd of January 2007.
- At EB meeting in February 2007 to decide on practical procedure in relation to election procedure of President and 3 EB members.
- EB meeting to be arranged in Leuven/Brussels Saturday 17.2.2007 (arrival Friday evening and departure Sunday morning)
- EUROPREV wish we should participate in facilitator role in Paris Conference – to be decided in Zagreb whom to volunteer? Paula is interested.
- Request from RCGP regarding use of EEA. Allowed to use it – but the origin should be acknowledged and nothing changed!

- WONCA Europe writes about future business plans for the 3 network organisations. Should we be prepared? We will know more after WONCA Europe EB meeting end of January 2007 – and we to discuss it at our EB meeting in February.
- EGPRN and EURACT joint activities: preliminary contact to prepare for a future joint event with EGPRN. Job and Egle to take the contact with EGPRN.
- Council members claiming for expenses for national expenditures? The claims for such national expenditures should be applied for formally. The expenses cannot be deducted in membership fees!! (as earlier stated). Hon. Treasurer to refuse such deductions – with full support from EB.
- Secretariat procedure decided on – Hon. Secretary and Job to produce a letter to Council Members to be sent by November 1st regarding bidding procedure.
- Finances, supplementary: Hon. Treasurer to produce a financial overview together with Agnes.
- International Balint Federation asks us to cooperate in the scientific program of Balint Congress in Portugal 2007. Egle Zebiene writes to organisers for clarification.
- At next EB meeting: how to deal with Council Members not showing up to Council Meetings at consecutive meetings.
- Reimbursement for travel expenses for Praha Meeting 2006:

Figures presented by Hon. Treasurer:

	Claimed	Reimbursed
Egle Zebiene	521	225 Euro
Llukan Rrumbullaku	379	340 Euro
Smiljka Radic	210	190 Euro
Adam Windak	155	140 Euro
Okay Basak	470	420 Euro
Iulina Popa	520	465 Euro
Total reimbursement		1780 Euro

Summary of EURACT Council and EB decisions

- Zagreb meeting: dates from 9.5.2007-12.5.2007 are now fixed. Assessment Task Force group members to fly in Tuesday night so first Assessment Course can be planned from Wednesday morning.
- Gävle/Stockholm meeting: dates from 3.-7. October 2007 now fixed.
- Paris Conference 2007: the EURACT booth should in Paris be very close to the other network booths! (In Florence Agnes and our booth were hidden away...). Responsible: Egle Z. as contact person to Paris Conference.
- Should we try to enter AMEE meetings as an organisation? – Yes, the Task Force group on Educational Research suggests we should try to work out the possibilities. Responsible: Chair Job Metsemakers.
- Registration as a legal body? Decision was: more questions should be answered before a conclusion can be reached! Adam Windak, Janko Kersnik, Job Metsemakers and Wolfgang Spiegel to present answers to our many questions at the next Council Meeting in Zagreb.

- As Agnes Goethuys is leaving as secretary a new secretary has to be appointed. A job description was agreed on – and on the procedure now to follow in order to establish a secretariat from 2007:
 - by November 1st 2006: invitation sent to all Council Members to make a proposal for the secretariat/giving a bid for secretariat
 - by December 1st 2007: interested persons/institutions should submit their proposals/bids to EURACT President
 - December 2006/January 2007: used for clarification of proposals/bids
 - if an institution linked to an EB member should apply for this secretariat, the EB member concerned will not take part in the decision of where to place this EURACT secretariat
 - February 2007: EB to make a provisional decision and present it to Council Members by e-mail consultation for final approval
- How to handle the situation when we receive membership applications from countries, where we have no Council Member? Member Services Committee should look at this problem.
- Member Services Committee should contact the 4 applicants from Ukraine for further information.
- Council Members should be very careful with membership lists as they will be the basis for election procedures.
- Council Members should also be aware that nominees for new EB membership should be brought forward at least 2 months ahead of next Council Meeting in Zagreb.
- New rules on collecting membership fees effective November 1st 2006 approved. Rules mailed to all Council Members – but can also be read in this report.
- Specific transition agreements apply for collecting membership fees 2006 as rules go into effect November 1st 2006. These transition agreements have been sent to all Council members by e-mail 16th of October 2006.
- Election procedure 2007 discussed at Post Council EB meeting: 4 weeks for first round – and 4 weeks if 2 rounds are needed. Secretariat should be ready with updated lists in December 2006 so letters could be sent by secretariat by 2nd of January 2007.
- Educational Task Force Group wants a time slot at next Council Meeting to present educational research papers.