



Network organisation within WONCA Region Europe – ESGP/FM

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# Report of EURACT Council Meeting Sarajevo, 8-10 October 2015



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## Contents

Contents .....	2
<b>List of participants</b> .....	3
Not present:.....	3
<b>Report of the Meeting</b> .....	4
Pre-Council Executive Board Meeting .....	4
Pre-Council Journal Club .....	5
Session 1a: Welcome, remembering Janko, approval of meeting agenda .....	5
Session 2b: Business Meeting – part 1 .....	6
Session 2c: Updates on committees' and task groups' work.....	7
Session 2: Committees' work.....	7
Session 3: Appraisal of GP Teachers .....	7
Session 4: Task groups session .....	7
Session 5a: Reports from committees and task groups .....	8
Session 5b: Plenary discussion of EURACT future plans .....	8
Session 5c: 1 slide 5 minutes presentations.....	8
Session 6a: Family medicine education in Bosnia and Herzegovina .....	9
Session 6b: EURACT educational conference Dublin 2016.....	9
Session 7a: Business meeting – part 2.....	9
Session 7b: Review of meeting.....	11
Post-Council Executive Board Meeting.....	12
<b>Appendix 1: Second audit report for 2014</b> .....	13
<b>Appendix 2: Updates on committees' work since last meeting</b> .....	16
Basic Medical Education (BME).....	16
Specialist Training (ST).....	16
CME/CPD.....	16
Member services (MS) .....	17
<b>Appendix 3: Updates on task groups' work since last meeting</b> .....	18
Future of EURACT task group .....	18
Website task group .....	18
Appraisal of GP Teachers task group .....	18
<b>Appendix 4: The appraisal programme for teachers in General Practice / Family Medicine</b> .....	20
<b>Appendix 5: Reports from committees</b> .....	24
Basic Medical Education (BME).....	24
Specialist Training (ST).....	25
CME/CPD.....	26
Member services (MS) .....	27
<b>Appendix 6: Report from website task group</b> .....	30
Website task group .....	30
<b>Appendix 7: Presentation given by Francesco Carelli at EURACT Future Plans task group meeting</b> .....	31
<b>Appendix 8: Report from Future of EURACT task group</b> .....	33
Future of EURACT task group .....	33
<b>Appendix 9: EURACT educational conference, Dublin, Ireland, 9-10 September 2016</b> .....	36
<b>Appendix 10: EURACT Organisation in Collaboration Application Form</b> .....	40
<b>Appendix 11: New EURACT members</b> .....	43
<b>Appendix 12: 'FM/GP teachers appraisal – planning the organizational aspects of the process'</b> .....	45

## List of participants

1. Dr. Jo Buchanan, UK, President
2. Dr. Mario R. Sammut, Malta, Honorary Secretary
3. Prof. Esra Saatci, Turkey, Honorary Treasurer
4. Prof. Francesco Carelli, Italy, EB member
5. Prof. Ruth Kalda, Estonia, EB member
6. Prof. Adam Windak, Poland, EB member
7. Dr. Jachym Bednar, Czech Republic
8. Dr. Bruce Brinkley, Switzerland
9. Prof. Ljiljana Cvejanov Kezunovic, Montenegro
10. Dr. Dolores Forés, Spain
11. Dr. Martine Granek-Catarivas, Israel
12. Dr. Ilse Hellemann, Austria
13. Dr. Zaim Jatic, Bosnia & Herzegovina
14. Dr. Givi Javashvili, Georgia
15. Dr. Dimitrios Karnasios, Greece
16. Ass. Prof. Zalika Klemenc-Ketis, Slovenia
17. Dr. Durdica Lazic, Croatia
18. Dr. Inguna Locmele, Latvia
19. Assoc. Prof. Roar Maagaard, Denmark
20. Dr. Nele Michels, Belgium
21. Dr. Razvan Miftode Florentin, Romania
22. Dr. Darach Ó Ciardha, Ireland
23. Dr. Peter Prydz, Norway
24. Assoc. Prof. Llukan Rrumbullaku, Albania
25. Dr. Nynke Sherpbier-de Haan, The Netherlands
26. Dr. Peter Vajer, Hungary
27. Dr. Sonata Varvuolyte, Lithuania
28. Dr. Iveta Vaverková, Slovakia
29. Dr. Mira Kiš Veljković, Serbia

Ms Barbara Toplek, Administrative Secretary, Slovenia

### **Not present:**

1. Dr. Denise Alexandra Cunha Velho, Portugal
2. Dr. Eva de Fine Licht, Sweden
3. Prof. Elena Frolova, Russia
4. Assoc. Prof. Valentina Madjova, Bulgaria
5. Prof. Katarina Stavric, FYR Macedonia
6. Prof. Markku Timonen, Finland
7. Prof. Stefan Wilm, Germany
8. Dr. Natalia Zarbailov, Moldova

## Report of the Meeting

*Thursday 8 October 2015*

### ***Pre-Council Executive Board Meeting***

Present – Mario, Esra, Adam, Francesco, Ruth, Barbara

#### **Items discussed:**

##### 1. Planning of Council Meeting

- Timetable of council meeting: agreed.
- Timetable of business meeting: agreed.
- Buddies for new council members proposed:
  - Zalika Klemenc-Ketis, Slovenia: Durdica Lazic, Croatia;
  - Nele Michels, Belgium: Nynke Sherpbier-de Haan, The Netherlands;
  - Iveta Vaverková, Slovakia: Jachym Bednar, Czech Republic;Mario to inform the buddies.
- Other items:
  - Council member Dr Denise Alexandra Cunha Velho, Portugal, has not attended a second successive Council meeting due to family ill-health. Although, as per Article 9.6 of the EURACT Articles of Association, EURACT was required to send her a notice of a letter of warning, the EB agreed to propose that this be mitigated with an augury for better family health.
  - Correspondence with Greece: Council has been informed through copies of letters from ELEGEIA and the EB's replies.
  - Correspondence from Bulgaria: EB was informed regarding applications from prospective members from Bulgaria that were turned down by the Bulgarian representative as they were not in line with the regulations.

##### 2. EB joined by chairpersons of the task groups and committees:

###### *Dublin Conference*

Darach reported that arrangements had been made for the venue to accept up to 300 participants. Promotional material should be ready for the Istanbul conference. Two of the keynote speakers were confirmed. The EURACT Council Committees are to be asked to confirm the workshops they will be facilitating.

###### *EURACT Website*

Darach reported that a developmental version of the new website was online, and that editorial work was ongoing regarding the content. Darach and Adam are to liaise for the setup of the GP teacher appraisal software.

###### *BME Committee*

Francesco reported that there were no developments since the last meeting. Three crucial members on the committee will not be coming to Sarajevo for different reasons.

### *ST Committee*

Jo (in the absence of Katarina) reported on the 2 projects under way and on an update needed to the ST survey. Brain-storming will be carried out re future activities.

### *CME Committee*

Jachym reported on the 2 projects under way by the committee, and the committee's involvement in the WONCA Istanbul conference. He requested EURACT's direction re future project/s.

### *Membership Services Committee*

In the absence of Denise, the committee is to discuss the way forward.

### *Appraisal of GP Teachers Task Group*

Jo confirmed that this would not take place but a plenary session was intended to introduce members to the process.

Mario asked the chairs of the committees to choose and confirm the title of the workshops they will lead in the Dublin Conference.

## ***Pre-Council Journal Club***

*Facilitated by Nynke Sherpbier-de Haan*

The following articles were discussed:

- 'The Application of Entrustable Professional Activities to Inform Competency Decisions in a Family Medicine Residency Program' - Karen Schultz, MD, Jane Griffiths, MD, and Miriam Lacasse, MD, MSc (Academic Medicine, Vol. 90, No. 7 / July 2015)
- 'Teaching in the clinical workplace: looking beyond the power of "the one"' - Renée E. Stalmeijer (Perspect Med Educ (2015) 4)

## ***Session 1a: Welcome, remembering Janko, approval of meeting agenda***

Hon. Secretary Mario R Sammut (Malta) welcomed everyone.

Jachym Bednar (Czech Republic) showed a slideshow he prepared remembering the late EURACT President, Janko Kersnik (Slovenia). The slideshow was followed by a round of applause.

The following new members introduced themselves:

- Zalika Klemenc-Ketis, Slovenia;
- Nele Michels, Belgium;
- Iveta Vaverková, Slovakia.

The Meeting Agenda was approved.

Zaim Jatic, as host, gave some organisational announcements.

## **Session 2b: Business Meeting – part 1**

1. Mario R Sammut, as Hon. Secretary in the absence of a President, welcomed Council members and presented the Agenda.
2. The report of the April 2015 EURACT Council Meeting in Prague prepared by Hon. Secretary Mario R Sammut (available on the EURACT website) was taken as read. Esra Saatci (Turkey) pointed out that the names of the Turkish EURACT members who were approved in Prague Council Meeting were not correct and should read:

- Coskun Oztekin,
- Cigdem Gerekliloglu,
- Mustafa Kursat Sahin,
- Onder Sezer,
- Aclan Ozder.

With no other feedback forthcoming from the council members present, the report was approved with the corrections specified above.

### **3. General meeting**

- a. The 2<sup>nd</sup> General Meeting for 2015 was **opened** by Hon. Secretary Mario R Sammut in the absence of a President, and the set agenda was approved by the Council.
- b. As 29 out of 37 Council Members were present (as confirmed by Hon. Secretary Mario Sammut), the required **quorum** was reached.
- c. **Election of new EURACT President:** due to the loss in May 2015 of former President Janko Kersnik, an election of a new president for the remainder of Janko's term (18 months) needed to take place. The two candidates for the post were Dr Jo Buchanan (UK) and Prof. Francesco Carelli (Italy) whose nomination forms had already been circulated one month previously. Mario asked the 2 candidates to say a few words. Francesco announced that he was withdrawing his candidature for the Presidency, giving his advice about unity and vitality and regarding the future of EURACT based on his long experience in the Academy. Jo then said a few words regarding her plans for EURACT. As a result of Francesco's withdrawal, Jo remained as the only candidate for the post of President. According to Article 15.3 of the Articles of Association, as none of the Council members desired a poll, the Hon. Secretary (in the absence of a President) proposed that she be elected by acclamation and the nomination was approved with a round of applause. Following a question from Ilse Hellemann (Austria), it was clarified that this election does not affect the post of the Administrative Secretary.
- d. **Audit report for 2014** – Following the presentation of one favourable audit report for 2014 from Filipe Gomes (Portugal) during the 1<sup>st</sup> General Meeting for 2015, Hon. Treasurer Esra Saatci presented for approval the second audit report for 2014 from Razvan Miftode (Romania) which was also favourable (see Appendix 1). The general meeting thus approved both audit reports for 2014.
- e. **Other issues**
  - Due to family illness, Council member Dr Denise Alexandra Cunha Velho, Portugal, has not attended a second successive Council meeting. Given the exceptional circumstances (serious family illness), the Council agreed that for compassionate reasons she not be sent a notice of a letter of warning (as per Article 9.6 of the EURACT Articles of Association) but instead a letter of support for her and her family in this difficult time.

## ***Session 2c: Updates on committees' and task groups' work***

The chairpersons of the committees and task groups each gave presentations as follows:

### **Committees:**

- Basic Medical Education (BME) – Francesco, chair: see Appendix 2
- Specialist Training (ST) – Jo, substitute chair: see Appendix 2
- CME/CPD – Jachym, chair: see Appendix 2
- Member services (MS) – In the absence of the chairperson, no presentation was available, but Adam said a few words regarding the function of the committee.

### **Task groups:**

- Future of EURACT – Francesco/Jo, joint chairs – see Appendix 3.
- Website task group – Darach, see Appendix 3.

Jo explained that the Appraisal of GP Teachers will be tackled in a plenary meeting this time, but will return as a task group meeting at the next EURACT Council Meeting (see Appendix 3).

*Friday 9 October 2015*

## ***Session 2: Committees' work***

All members then split up to work in the 4 committees:

- Basic Medical Education (BME)
- Specialist Training (ST)
- CME/CPD
- Member services (MS)

## ***Session 3: Appraisal of GP Teachers***

After an introduction by Jo, Adam gave a presentation on the ePortfolio appraisal programme for teachers in General Practice / Family Medicine (see Appendix 4). Questions and a discussion followed.

The participants then split into 5 groups for a portfolio website demonstration, after which they returned to the plenary session where feedback was given.

A document entitled 'FM/GP teachers' appraisal – planning the organizational aspects of the process' will be presented for discussion and approval during the business meeting.

## ***Session 4: Task groups session***

The task groups met as follows:

- Preparation for plenary discussion of EURACT future plans (Francesco and Jo)

- Website task group (Darach)

### ***Session 5a: Reports from committees and task groups***

Representatives of the following committees presented their work:

- BME: Francesco.
- ST: Jo (substitute chair).
- CME/CPD: Jachym.
- MS: Bruce and Esra.

Reports of the committees' work may be seen in Appendix 5.

The representative of the following task group presented its work.

- Website: Darach.

The report of the task group may be seen in Appendix 6.

The report of the EURACT Future Plans task group was presented in Session 5b.

### ***Session 5b: Plenary discussion of EURACT future plans***

A plenary discussion of EURACT future plans led by Francesco and Jo was held. Francesco presented a slideshow to introduce the topic (see Appendix 7). Nynke summarised what was said in the task group (see Appendix 8). Some comments were made and questions asked and answered. Jo closed the session by stating that the EB will look at the proposals and come up with a draft plan for implementation.

### ***Session 5c: 1 slide 5 minutes presentations***

The following presentations were made

- Using movies to teach family medicine - Zalika Klemenc-Ketis, Slovenia
- Learning Contract & Constructive Feedback - Feasibility & Efficiency - Martine Granek-Catarivas
- Preliminary results of the selection procedure survey - Nynke Scherpbier-de Haan, Netherlands
- Europe chaos - EURACT needs an European position - Francesco Carelli, Italy
- The country doctor and modern technology - Jachym Bednar, Czech Republic (<https://www.youtube.com/watch?v=hvbDBOdomws>)

Following Francesco's proposal that EURACT takes a position regarding the immigrant emergency in Europe, Roar informed that Council that a document in this regard was being prepared by WONCA Europe. The Council agreed that, as EURACT is a network organisation within WONCA Europe, then EURACT does not need to take a separate position regarding this issue.



The presentations (except for the preliminary results of the selection procedure survey) may be viewed on <http://www.euract.eu/resources/one-slide-five-minute-presentations/>.

*Saturday 10 October 2015*

### ***Session 6a: Family medicine education in Bosnia and Herzegovina***

After a welcome speech from the Dean of the Faculty of Medicine UNSA Almira Hadžović Džuvo, the following presentations were given:

- History of Family Medicine in Bosnia and Herzegovina - Zaim Jatić;
- Education programs of Family Medicine in Bosnia and Herzegovina - Maja Račić.

The presentations may be downloaded from: <http://www.euract.eu/resources/education-a-training-presentations/>

### ***Session 6b: EURACT educational conference Dublin 2016***

Darach gave a presentation on the preparations underway for the conference (see Appendix 9).

The following comments were made by the members of Council:

- Website: .org
- Dates need to be specified urgently
- Higher fees for late registrations
- Make it interesting for participants: ask for submissions of abstracts for presentations, posters, workshops
- Timetable of council meeting needs to be finalised
- Visas: to contact Irish embassy/consulate and letter of invitation would be provided by organisers
- Janko Kersnik memorial lecture by invited speaker
- Decide re committees:
  - Scientific: Jan (Nele to ask re chair first) or Nele, Manfred (Ilse to ask re chair if Jan says no), Martine, Nynke, and as per list on presentation
- Besides the main theme, need sub-themes (BME, ST and CPD)

### ***Session 7a: Business meeting – part 2***

NB: In reply to Ilse regarding a request to postpone Council elections from the beginning of 2016 to September 2016 to allow current Council members to participate in the EURACT Conference in Dublin, the Executive Board suggested that those members interested could re-contest to remain on Council till the conference.

4. Institutional membership: In line with Articles 4 and 5 of the EURACT Articles of Association, the EURACT EB prepared an introduction listing benefits and clarifying conditions and procedures related to applications for membership of EURACT from Organisations in Collaboration (OiCs) based on the recommendations and application

form prepared by the Member Services Committee at the EURACT Council Meeting in Prague in April 2015. During the discussion on this form, there were mixed feelings if this would result in an increase in members or not and an increase in national internal conflicts. The resulting 'EURACT Organisation in Collaboration Application Form' was approved by the Council (see Appendix 10), with Jo suggesting that it be revisited in a year's time if there are problems with it.

5. Approval of new members: 73 applicants, all endorsed by their respective country representatives, were unanimously approved. The full list may be seen in Appendix 11.
6. Collaboration with EQuIP, EGPRN, EURIPA. Since the Prague Council Meeting in April 2015, Council members agreed through electronic mail to the following collaborations with other WONCA Europe networks:
  - a. EQuIP: cooperation in the field of teaching quality improvement. The following Council members volunteered to cooperate with EQuIP members of the teaching quality group in the writing of the European Teaching Agenda on Quality and Safety in Family Medicine: Francesco Carelli, Ruth Kalda, Jo Buchanan and Valentina Madjova. Council agreed to a request that EURACT ordinary members can also be involved: Zalika is to prepare an invitation to be sent to them through Barbara.
  - b. EGPRN: joint project to develop a module with the working title "Teaching research for non-researchers (mostly trainees in FM)" in order to develop a curriculum that every country could use and adapt for teaching purposes. The following EURACT Council members volunteered on behalf of EURACT to collaborate with EGPRN in this project: Francesco Carelli, Zalika Klemenc-Ketis and Zaim Jatić.
  - c. EURIPA: Following a request from EURIPA for a EURACT representative to sit on the Scientific Committee of the EURIPA Conference due in Marseilles in September 2016 in order to review submitted abstracts, it was agreed among those who volunteered that Ilse Hellemann be appointed EURACT's representative.
7. Activities reports
  - a. Leonardo da Vinci project "Continuing educational development and harmonisation of expert teachers in General Practice/Family Medicine in Europe through a systematic process of quality improvement". The document 'FM/GP teachers appraisal – planning the organizational aspects of the process' was presented for discussion and approved (see Appendix 12). More countries are interested in participating, namely Hungary and Belgium.
  - b. EURACT website: already presented in Session 5a.
8. Future EURACT courses/conferences:
  - a. Level 1 Course, Tbilisi, Georgia, 15-17 October 2015. Givi stated that there will be 27 participants (local and foreign) and 3 facilitators (Adam, Egle and Roger).
  - b. Level 2 Course, Tartu, Estonia, 6-8 October 2016. Ruth has started preparations, which will be publicised. The facilitators are already confirmed (Justin, Igor, Egle and Roger). Esra confirmed that EURACT will sponsor 12 places.

- c. Level 1 Course 2017: Greece has offered to host this.
  - d. EURACT educational conference, Dublin, Ireland, 9-10 September 2016 (Darach): already discussed. Jo thanked everyone for their contributions, especially after the loss of Janko.
  - e. Bled Course 2016: proposal to be named 'Janko Kersnik International Bled Course for Teachers of Family Medicine'. This was approved unanimously. The dates are the 20-24 September 2016 and the theme will be Teaching and Learning about the Future of Family Medicine. Although Jo has withdrawn as teacher on the course, she will be replaced by Prof. Val Wass (U.K.) and she encouraged participation. Esra reminded that EURACT will sponsor 5 places.
9. Future Council Meetings
- a. Spring meeting 2016, Adana, Turkey. Esra explained the necessity of a change in the dates due to the standard hotel rooms having already been booked for the original dates due to a local festival. After a vote, the meeting was moved to the 14-16 April 2016.
  - b. Autumn meeting 7-8 September 2016, Dublin, Ireland (Darach): these will be 2 full days, with members thus needing to arrive on the 6<sup>th</sup> September.
  - c. Spring meeting 2017, Israel (Martine): venue and dates are to be discussed with the EB.
  - d. Autumn meeting 2017: offer from Hungary (Peter) was accepted.
  - e. Spring meeting 2018: offer from Greece (Dimitrios) was accepted.
10. WONCA Europe/World Conferences
- a. WONCA Europe Istanbul Conference 21-25 October 2015: final arrangements are in hand re workshops and booth, with members being invited to volunteer to be present at the EURACT stand.
  - b. WONCA Europe Copenhagen Conference 15-18 June 2016: EURACT committees were reminded to reply to invitation from Conference Organising Committee by submitting workshops for this meeting.
  - c. WONCA World Conference, Rio de Janeiro, Brasil, 2-6 November 2016: a few members are attending, no plans for EURACT workshops/symposia so far.
11. Announcements (1-slide, 2-minutes): none.
12. Action points not covered elsewhere: none.
13. Any other business
- a. Some questions were asked regarding the Leonardo Teachers' Courses (how they are organised, if they are still needed and cost-effective): it was agreed that a review process be started with the forthcoming two courses.
  - b. Ask the Expert: as proposed by the website task force, this will be opened up to everyone on the new website.

### ***Session 7b: Review of meeting.***

- Feedback was provided by those present, with the 3 new members giving their impressions and others thanking and stating what they would take home with them. Special thanks to Zaim as the host of the meeting.

### ***Post-Council Executive Board Meeting.***

- EB meeting in January 2016 was set for the 9<sup>th</sup>: Barbara is to check with Manfred before confirming.
- Istanbul Conference: Grand Session Networks (23 October 2015, 15.30) – Ruth and Jo agreed that Jo will give the presentation.
- Proposals for future plans: Jo and Francesco will come up with a draft plan for implementation based on the notes kept by Nynke.
- Request from Peter Vajer for information regarding the Leonardo Teachers' Courses and their possible replication in Hungary: Jo is to discuss this with Adam.
- CPD Committee: EB suggested that the committee collaborate with Zalika in the EURACT-EGPRN project. Other topics could be related to the migrant crisis in Europe.
- Dublin conference:
  - Letter of commitment from ICGP re joint cost underwriting. Darach suggested that it be reformatted so that both the ICGP and EURACT sign it. This was agreed.
  - Barbara to distribute draft flyer on Monday for immediate feedback.
  - 'Brochure' website to be set up at [www.euractdublin2016.org](http://www.euractdublin2016.org), either through WONCA Europe or through a third party (which would need some funding)
  - 'Janko Kersnik Memorial Lecture' on development of family medicine education in Eastern Europe: to invite Igor Svab.

## Appendix 1: Second audit report for 2014

To: **EURACT Executive Board**  
**EURACT Secretary**

### EURACT Financial Audit 2014

Second auditor: **dr. Razvan-Florentin Miftode**

**Dear friends,**

I was much honoured to be nominated by EURACT Council to achieve an internal financial audit of the organization for the year 2014. The audit was done according with the EURACT Council Decision made in Prague, April 2015 and with the respect of organization bylaws.

This audit report is ready to be presented to the EURACT Council during the Meeting in Sarajevo, October 2015.

#### **Content:**

1. General review of the financial records
2. Random review of the records and receipts
3. Analysis of the real income and expenses at the end of 2014 comparative with predictive budget (according with the information included in EURACT Council Meeting Report Skopje April 2014)
4. Conclusions

#### **1. General review of the financial records**

The auditor has received a spreadsheet containing all financial records made during year 2014. All the data were recorded in a detailed manner, ordered in time and distributed in different chapters which facilitate the information checking. There were no differences between amounts recorded for each chapter and those from the detailed list.

#### **2. Random review of the records and receipts**

Five different items were checked. All data requested (receipts, list with detailed expenses, purchased products, explanations) were available.

#### **3. Comparison of predictive budget for 2014 and the real balance at the end of the year.**

**Table 1: Income 2014: categories, predicted, balance**

<b>Income 2014</b>			
<b>Categories</b>	<b>Predicted (€)</b>	<b>End of 2014 (€)</b>	<b>Balance (€)</b>
<b>Member Dues</b>	<b>24,019.77</b>	<b>18,898.07</b>	- 5,121.70
<b>Wonca Funding</b>	<b>7,000</b>	<b>8,000.00</b>	+ 1000
<b>Project</b>	<b>6,900</b>	<b>17,250.00</b>	+ 10,350
<b>Interests</b>	-	<b>0.00</b>	-
<b>Others</b>	-	<b>0.50</b>	+ 0,50
<b>Transfer IN</b>	-	<b>0.00</b>	-
<b>TOTAL</b>	<b>37,919.77</b>	<b>44,148.57</b>	<b>+ 6,228.80</b>

**Table 2: Expenses 2014: categories, predicted, balance**

<b>Expenses 2014</b>			
<b>Categories</b>	<b>Predicted (€)</b>	<b>End of 2014 (€)</b>	<b>Balance (€)</b>
<b>Council meetings</b>	<b>5,000</b>	<b>3,447.96</b>	<b>- 1,552.04</b>
<b>EB</b>	<b>2,174.81</b>	<b>3,045,81</b>	<b>+ 871</b>
<b>Secretariat (incl. Skopje and Porto)</b>	<b>8,200</b>	<b>6,000</b>	<b>+ 2,200</b>
<b>LdV Project</b>	<b>21,563</b>	<b>20,339.12</b>	<b>- 1,223.88</b>
<b>Bank fee/tax</b>	<b>200</b>	<b>310,17</b>	<b>+ 110.17</b>
<b>Extras</b>	<b>-</b>	<b>769,50</b>	<b>+ 769.50</b>
<b>Web page</b>	<b>1,500</b>	<b>740</b>	<b>- 760</b>
<b>Newsletter</b>	<b>1,000</b>	<b>-</b>	<b>- 1,000</b>
<b>Printing and transportation</b>	<b>500</b>	<b>-</b>	<b>- 500</b>
<b>Other Meetings</b>	<b>4,000</b>	<b>3,861.42</b>	<b>- 138.58</b>
<b>TOTAL</b>	<b>42,637.81</b>	<b>37,773.98</b>	<b>- 4,863.83</b>

**Table 3: Financial balance 2013 - 2014**

<b>Balance 2013 - 2014</b>		
<b>31.12.2013 (€)</b>	<b>31.12.2014(€)</b>	<b>Surplus(€)</b>
<b>65,132.72</b>	<b>71,507.31</b>	<b>+ 6374.59</b>

Remarks:

- The total income rate was positive than predicted (+6,228.80 Euro), especially by increasing amount from WONCA Europe (+1,000 Euro) and from LdV programme (+ 10,350 Euro).
- The membership fees amount registered 5,121.70 Euro deficit than predicted income budget.
- The total expenditure rate registered a saving of 4,863.83 Euro than predicted (less expenses from Council Meetings, LdV Project and web-page technical support).

#### **4. Conclusion:**

After checking the information recorded in the Budget spreadsheet and those offered as a result of my request, I am able to conclude that all financial data are correctly registered and ordered by date and there are no discrepancies between the total amount from income and expenses chapters and those from the circumstantial list.

The random check of the receipts and amount explanation disclose a rigorous keeping of financial records (list of products, explanations, agreements, receipts).

In my opinion, there are no doubts regarding the destination of expenses or the accuracy of income registration.

I appreciate the efforts and efficiency of Honorary Treasurer, Esra Saatci and Executive Secretary, Barbara Toplek and I wish to thank them for their support.

Auditor,

**Dr. Razvan-Florentin Miftode**

No. 8, Trecoarea Paun str., Iasi, Romania

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## Appendix 2: Updates on committees' work since last meeting

### ***Basic Medical Education (BME)***

Francesco Carelli, Chair

Here BME Committee!

- Since I am there:
- ECE ( Early Clinical Exposure )
- EURACT Checklist for Attachment Program Organisers
- European Minimal Core Curriculum in undergraduate
- Mapping academic situation of undergraduate teaching for family medicine in Europe

Recently

- EURACT Statement on Undergraduate Teaching of Family Medicine in Europe
- Published also on Eur.J.Gen.Pract. and on WONCA World News

Now

- Activities to enforce General Practice / Family Medicine around Europe with Delphi Method through discussions and questionnaire with EURACT Council Members
- ...but it seems to be sleeping since two seasons....or it is not so ??
- Committee, please...WAKE UP, we must be proud to finalise as the previous ones!!!

Cooperating in between not only when meeting

### ***Specialist Training (ST)***

Jo Buchanan, Substitute Chair

- Research in Specialty training – review of documents
- Collation of details of Specialty training in member countries – this document is missing data from Albania, Bosnia & Herzegovina, Hungary, Belgium, Georgia, Germany, Lithuania, Poland, Romania, Spain and Switzerland.
- Workshop / seminar WONCA Copenhagen
- New issues to work on? Do you have ideas? Identifying the trainee who is underperforming or struggling? Strategies to help? Teaching quality improvement in specialty training? Continue the discussion on new diagnostic technology?

### ***CME/CPD***

Jachym Bednar, Chair

#### **Progress since Prague meeting**

Participants in Prague : Elena Frolova, Ruth Kalda ,Sonata Varvuolyte, Jachym Bednar, Razvan Miftode, Zaim Jatic, Peter Vajer



In period between we were discussing mainly 2 issues – workshop content and organizational aspects - Ruth, Peter, Jachym will be available for the workshops in Istanbul.

### 1. “Multimorbidity in family practice – educational needs”.

We have got agreement about Ruth’s case vignette as way how to present this workshop, to be stressed out: treatment cascade, complexity of the problem, 5 steps approach, to be finalized in Sarajevo

### 2. Learning and teaching cultural competence in family medicine (Development of teaching curriculum in culturally responsive healthcare for medical education in Europe)

In Istanbul: only short introduction of the topic to have enough time for group work and discussion. We have got agreement about only 1 case vignette to be presented to all 3 split up groups. Not necessarily to propose curriculum, describing learning needs and propose learning plan would be enough, depends on interest for cooperation from participants. Objective: to identify optimal teaching methods for specific problem, to share experiences among participants - to contact and chat with group C2ME (Culturally Competent in Medical Education) they have done big job and progress in development of learning plans in this issue. Jachym is in the contact with WONCA SIG, migrant’s care is hot topic in Istanbul. Many workshops, not only us are trying to grasp this topic from the teaching and learning point of view

### **Objectives to be tackled**

- To discuss WONCA Istanbul 2015 workshop topics
- We will be discussing possible topics for future WONCA workshops/ Council meetings:
- Copenhagen 15 June, 2016 (All day) to Saturday, 18 June, 2016
- Dublin – educational conference during Euract conference 9.-10.9.2015
- GP in y. 2030, modern equipment of GP office, telemedicine
- Vaccination - challenges : proposed by Peter (he will present poster in Istanbul about pneumococcal vaccination)
- Zaim: CPD/CME curriculum on multimorbidity - ? or position paper, how to train it
- We will be discussing national GP strategies, approaches and experiences towards migrants and asylum seekers if there are any
- Are we as FDs prepared for such an immigration that is actual today? What are the most important learning needs for us? To make some statement on this topic to announce larger auditory.

### ***Member services (MS)***

Denise Alexandra, Chair

Not available as chair absent

## Appendix 3: Updates on task groups' work since last meeting

### ***Future of EURACT task group***

Jo Buchanan and Francesco Carelli, Co-chairs

- To review the achievements of EURACT since its formation.
- To explore suggestions for how the activities of EURACT should develop in the future.
- The discussion to include a review of Jan Degryse's thoughts which were presented at the last council meeting

### ***Website task group***

Darach O' Ciardha, Chair

EURACT Website

- In development
- [www.euractdev.woncaeurope.org](http://www.euractdev.woncaeurope.org)

What's new?

- Drupal (not Joomla)
- New Roles
  - Administrator
  - Committees and Task Groups
  - National representatives
- Sign-up form for new members-needs approval from National Reps

What are we waiting for?

- Logins to test the Content Management System (next week hopefully)
- Publications section to be copied across (do we need all?)

Tasks for this Council Meeting

- Fresh eyes!
- Build a small gallery of photos on Dropbox for importing onto new website
- Resources and some Publications possibly out of date, should be removed or archived? Editorial committee...

### ***Appraisal of GP Teachers task group***

Jo Buchanan, Chair

- No task group this time
- Training session for the whole council
- Business meeting – discussion scheduled of the summary of the stages of implementation of the appraisal process once handed over to EURACT in Jan 2016

Training session

- To familiarize council members with the structure of the appraisal portfolio and with the process for submission and assessment.

- To identify volunteers who will commit to submitting an appraisal application in the first three months of 2016.

# Appendix 4: The appraisal programme for teachers in General Practice / Family Medicine

Adam Windak

 <p><b>The appraisal programme for teachers in General Practice / Family Medicine</b></p> <p>EURACT Council Sarajevo, 8 – 10 October 2015</p> 	<p><b>Who can seek recognition within the appraisal system?</b></p> <p>The appraisal of competencies is available at two levels: <b>Competent</b> and <b>Expert</b> teacher.</p> <p><b>What are the formal requirements?</b></p> <p>The applicant should familiarise themselves with the appraisal process requirements, choose the adequate level, collect the required pieces of evidence of his/her teaching expertise and fill the <b>Electronic portfolio of evidence of teaching performance</b>.</p>									
<p><b>Assessment process</b></p> 	<p>For each level of appraisal the applicant has to choose <b>the pre-defined number of domains</b> of teachers' expertise and <b>adequate number of evidence</b>.</p> <p>The appraisal applications are assessed by:</p> <ul style="list-style-type: none"> <li>a <b>national appraiser</b> if applying for the competent level;</li> <li>two <b>international appraisers</b> if applying for the expert level.</li> </ul> <table border="1" data-bbox="837 1120 1372 1265"> <thead> <tr> <th>Level</th> <th>No. of domains and pieces of evidence</th> <th>Appraisal process</th> </tr> </thead> <tbody> <tr> <td>Competent teacher</td> <td> <ul style="list-style-type: none"> <li>9 out of 13 domains</li> <li>3 out of 4 pieces of evidence</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>run in language of the applicant</li> <li>involving 1 national appraiser</li> </ul> </td> </tr> <tr> <td>Expert teacher</td> <td> <ul style="list-style-type: none"> <li>5 out of 13 domains</li> <li>3 out of 5 pieces of evidence</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>run in English</li> <li>involving 2 international appraisers</li> </ul> </td> </tr> </tbody> </table>	Level	No. of domains and pieces of evidence	Appraisal process	Competent teacher	<ul style="list-style-type: none"> <li>9 out of 13 domains</li> <li>3 out of 4 pieces of evidence</li> </ul>	<ul style="list-style-type: none"> <li>run in language of the applicant</li> <li>involving 1 national appraiser</li> </ul>	Expert teacher	<ul style="list-style-type: none"> <li>5 out of 13 domains</li> <li>3 out of 5 pieces of evidence</li> </ul>	<ul style="list-style-type: none"> <li>run in English</li> <li>involving 2 international appraisers</li> </ul>
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<p><b>How many domains?</b></p>  <p>Figure 1. Domains of teacher's expertise</p>	<p><b>Applicants seeking certification as competent</b></p> <p>In order to demonstrate that the applicant has received the level of a competent teacher, the following criteria must be fulfilled:</p> <ul style="list-style-type: none"> <li>Evidence is required in at least <b>9 out of the 13 domains</b>.</li> <li>Been judged as competent overall in a minimum of 9 of the 13 domains in such a way that             <ul style="list-style-type: none"> <li>at least 2 of these domains are from area 1 (Learning Environment)</li> <li>at least 4 of these domains are from area 2 (Provision of Education)</li> <li>at least 3 of these domains are from area 3 (Educational Process)</li> </ul> </li> <li>In each chosen domain at least <b>3 out of 4 pieces of evidence</b> is required.</li> <li>To be judged overall as competent in a domain the applicant has to be <b>competent in at least 3 pieces of the evidence</b> provided in that domain.</li> </ul>									

**Applicants seeking certification as expert**  
 In order to demonstrate that the applicant has received the level of an expert teacher, the following criteria must be fulfilled:

- Evidence is required in 5 out of 13 domains chosen to reflect the applicant's current teaching practice.
- The required 5 domains must be so that:
  - at least 1 domain is from area 1 – (Learning Environment)
  - at least 1 domain is from area 2 – (Provision of Education)
  - at least 1 domain is from area 3 – (Educational Process)
- The candidate must be judged expert in all of their 5 chosen domains
- In each domain at least 3 out of 5 pieces of evidence are required.
- In order to judge the applicant as expert the appraisers will have to agree that the applicant is performing at expert level in at least 3 out of all 5 pieces of evidence from the respective domain.
- The candidate must provide a reference letter which confirms that he/she is working at the competent level in the remaining 8 areas. The reference letter should be signed by a chosen mentor (head of department or senior colleague).

**Types of evidence**

- A personal learning log
- A reference letter
- A multi-source feedback
- Learner evaluations
- A list of publications
- Copies of abstracts
- Documentation
- Learning and teaching resources
- A personal statement

**TEMPLATE for use in the appraisal of portfolios of teaching expertise**

- Provides indicators and criteria for an appraisal process at the two levels: 'Competent' and 'Expert' teacher.
- For both levels the Template provides the description of what competencies are required from the teacher and lists the types of evidence confirming achievement of the competencies.



Available at the Project website: <http://zizce.edu.pl/cedingp2/products.html>

**The electronic portfolio of evidence of teaching performance**

<http://ziz.dev-eurohost.pl/>

or via Project <http://zizce.edu.pl/cedingp2/> folder → Products



The electronic portfolio of evidence of teaching performance

ABOUT THE APPRAISAL PROGRAMME | ABOUT THE FRAMEWORK REQUIREMENTS FOR COMPETENT TEACHER | REQUIREMENTS FOR EXPERT TEACHER

**Welcome to the appraisal programme for teachers in General Practice / Family Medicine**

Log in / Sign up

First time here? If you don't have an account, please register.

LOG IN SIGN UP

EURACT

Lifelong Learning Programme

This project has been funded with support from the European Commission under the Lifelong Learning Programme. The publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



The electronic portfolio of evidence of teaching performance

ABOUT THE APPRAISAL PROGRAMME | ABOUT THE FRAMEWORK REQUIREMENTS FOR COMPETENT TEACHER | REQUIREMENTS FOR EXPERT TEACHER

**Account Applicant details**

Log in: Username Password

Academic title: Name and surname: Sex: First name Surname

Country: Institution: Examinator Institution Agency

Recent password: E-mail: Phone number: Year of birth: Years of experience


First name: Last name: Yes No

REGISTER

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The electronic portfolio of evidence of teaching performance

HELP/FAQ LOGOUT

YOUR PROFILE ATTACHMENTS

Welcome, The Applicant

**Select form level:**

**COMPETENT** 5 / 13 Domains

**EXPERT** 0 / 13 Domains

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The electronic portfolio of evidence of teaching performance

HELP/FAQ LOGOUT

YOUR PROFILE ATTACHMENTS

Welcome, The Applicant

**Domain: Educational supervision and support**

Explores the links at all points for formal and informal progress of an individual, but not for the overall performance across feedback to learners. Provides a role model.

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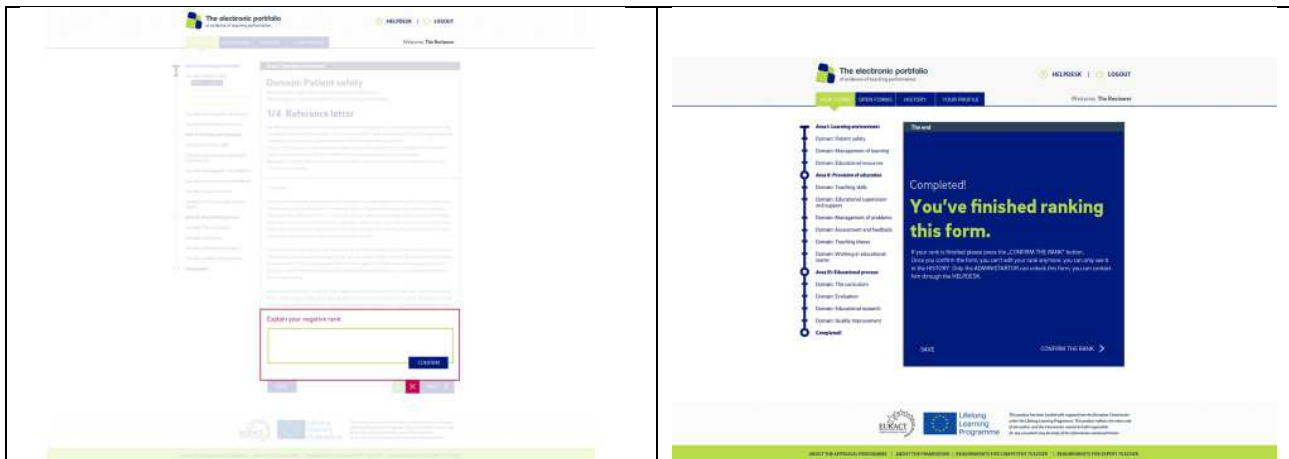
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FILE NAME	FILE ID	ACTION
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My photo.jpg	Form Document (Form 1)	[View] [Download] [Delete]
Profile of education.doc	Form Document (Form 1)	[View] [Download] [Delete]
Group.jpg	Form Document (Form 1)	[View] [Download] [Delete]
Thank.pdf	Form Document (Form 1)	[View] [Download] [Delete]
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7.09.2014 11:29	EMPTY	Prof. Urszula Kuciel (Business Inspector Agency, POLAND)	[Rank] [View] [Delete]
9.09.2014 7:21	EMPTY	Prof. Urszula Kuciel (Business Inspector Agency, POLAND)	[Rank] [View] [Delete]
7.09.2014 10:02	EMPTY	Prof. Urszula Kuciel (Business Inspector Agency, POLAND)	[Rank] [View] [Delete]

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## Appendix 5: Reports from committees

### ***Basic Medical Education (BME)***

Francesco Carelli, Chair

1. Present: Francesco, Ilse, Iveta, Mira, Durica, Givi - Absent: Natalia, Stefan, Valentina, Markku.
2. Francesco: talked about the ongoing research on family medicine "Activities to enforce General Practice / Family Medicine around Europe".
3. Natalia and Stefan are mostly in charge of it; both are absent today. Francesco got contacts, work is in progressing and soon shared to the Committee for final development.
4. Francesco: presentation in Dublin:
  - a. Decided in Prague to organize workshop in Dublin – BME: selected topic will be Core Curriculum;
  - b. Dublin – September 2016; Planning to come: Francesco, Ilse, Givi, Iveta, Durica.
  - c. Dublin – Workshop: time allocated 90 min.
  - d. Possible structure was discussed in details and drafted.
    - i. Introduction in the plenary – 10 min: introducing past work on Core Curriculum (our paper) and describing clearly the tasks for working groups;
    - ii. Small Group-1 – 25 min;
    - iii. Rotation -10 min;
    - iv. Small Group-2 – 25 min;
    - v. Summing up -15 min;
    - vi. Future work – 5 min: explaining about Delphi process and future cooperation.
  - e. Title: Minimal core curriculum for Family Medicine/General Practice in undergraduate medical education: your personal experience;
  - f. Groups will be given task to choose one item from 15 items listed in the Core Curriculum and decide when to teach it and why.
  - g. As a follow up the members will participate in Delphi process and work on the same question – when to teach for all 15 items.

*We already developed outline of the abstract (draft abstract)*

#### **Abstract**

**Title:** Minimal core curriculum for Family Medicine/General Practice in undergraduate medical education: your personal experience;

**Organizers:** Basic Medical Education Committee of EURACT;

**Background:** What have been already done: EURACT research and publication - 15 themes as the most important topics to be included in a minimal core curriculum for FM/GP in undergraduate medical education;

**Aim:** To promote GP/FM education at undergraduate level through further developing core curriculum.



**Methods:** Expert work with participation of teachers and trainers in family medicine / general practice on undergraduate medical education;  
Introduction – background information; small groups have to choose one topic / theme interesting for them from the 15 as described in the research / publication. Then each group should discuss when (on which level during undergraduate education) this item has to be taught. Each group is presenting the results; this will be followed by Delphi process to cover all the 15 items.  
Maximum number of participants – 35 colleagues;

**Expected outcomes:** ongoing process of developing core curriculum using a Delphi process with the participation of large number of teachers and trainers in family medicine / general practice on undergraduate medical education;

### ***Specialist Training (ST)***

Jo Buchannan, Substitute Chair

**Present:** Martine, Nele, Lilijana, Zalika, Roar, Nynke, Jo [chair], Peter Prydz, Llukan, Darach, Inguna, Mario.

1. The document on research in specialty training was reviewed. Zalika and colleagues have recently produced a paper in EGPRN on this topic. It was agreed that this topic was suitable for a workshop at WONCA, Copenhagen and at EURACT's conference in Dublin. The workshop would include an initial presentation summarizing the issues with a SWOT analysis and be followed by examples of research in ST from three different countries, Denmark, Belgium and Slovenia were suggested. Jo and Zalika agreed to prepare this.
2. The database, summarizing the current state of ST in member countries is not yet complete, data is required from: Albania, Bosnia & Herzegovina, Hungary, Belgium, Georgia, Germany, Lithuania, Poland, Romania, Spain and Switzerland. It was agreed to endeavour to gather this information over the next month or so.
3. Nynke is carrying out a survey about ST recruitment in member countries, currently there has been a 60% response rate. She summarized some of the findings for the meeting. The challenges of recruitment in some countries were discussed. It was noted that of the countries represented, the following reported that they have no problems recruiting to ST training: Denmark, Ireland, Holland, Israel, Belgium and Albania. A workshop with the title 'Selecting or Attracting Future Doctors' will be prepared for Copenhagen and Dublin.
4. The group spent time considering options for future projects and the following were identified:
  - The quality of teaching and how to improve it / updating trainer's skills – this topic was of relevance to most people present and should probably be the next one to be tackled.
  - The use of the educational group in GP training.

- Underperformance - how to identify and support underperforming trainees and students.
- The use of diagnostics and modern technology in ST training
- Improving assessment in ST
- A possible European validation of the specialty of FM.

## **CME/CPD**

Jachym Bednar, Chair

Participants: Jachym Bednar, Ruth Kalda, Sonata Varvuolyte, Razvan Miftode, Zaim Jatic, Peter Vajer

1. Welcome/Short Information about progress made since Prague meeting

2. Workshops in WONCA discussed:

- **1. „Multimorbidity in family practice – educational needs”.**
- **Questions for Groups:**
- 1. What are the main problems of the patients?
- 2. How do you prioritize these problems? What would You recommend to patient in case study?
- 3. What are educational needs of GP: communication, polypragmazia, sleeping disorders, person centredness in front of polymorbidity - to deal it together/particularly .....
- Group will report: 2.and 3. question only
- **2. Learning and teaching cultural competence in family medicine.**
- **Sonata would provide draft „Case vignette“ for Workshop**
- **Workshop must be cancelled for Istanbul - Jachym is not able to manage with rescheduled flight back from Istanbul – time conflict – appeared in Sarajevo**
- **Jachym would submit the abstract again for Copenhagen**
- **Copenhagen 15. -18. 6. 2015 , Abstract to be Submitted until 15th January**

3. **Dublin conference:** New topic:

- **How new technologies can help to polymorbid patients –how to teach it ?**
- **Objective: to ask participants: what are educational needs? What are the best practices - identifying and sharing, who is in charge to teach it in GP – cooperation with GOOGLE, APPLE, Microsoft....How**
- **challenges :**
- **1. Communication : patient – doctor**
- BP, SaO2 %, glycaemia, weight, activity – number of steps , calories, sleeping quality
- POCT, Skype, Electr. Recept ....devices....Internet of things - MD... smartphones Chronic disease management

- **2. Education of patients** : Personal health and fitness management, Youtube, Heart pro, special anatomy : APPLE STORE, GOOGLE PLAY
- **3. Communication** : **DOCTOR of different specialty – GP – electronic consultation**
- **Problems ?** : **Legal footing, data safety .....**

4. EQuIP suggested cooperation between EURACT and EQuIP in the field of teaching quality improvement, it was discussed, it is good to accept, Zalika from Slovenia is a liaison person , she would propose, how would be the cooperation like.

### ***Member services (MS)***

Bruce Brinkley, Substitute Chair; Esra Saatci, Rapporteur

Present: Adam, Esra, Dimitrios, Bruce

Absent: Denise

#### **1-Level 2 Course in Estonia:**

It will be next year. The contract will be signed with EURACT and Estonian organizers. The applications will be sent to Barbara at least three months before the course date. The participants will be selected by the Hon. Treasurer Esra according to selection criteria.

#### **2-Wonca Europe Istanbul:**

Dimitrios will prepare a timetable for the EURACT booth in Istanbul (shared with WONCA Europe). Materials (Barbara), poster (Filipe), notebooks, leaflets, appraisal leaflets (Adam), L2 leaflets (Ruth), copies of EURACT products (EUPA, EEA, etc), bookmark with the EURACT logo and website address. Dimitrios will circulate a paper to learn the names of the council members who will be in Istanbul. National representatives will learn the names of their national members attending to Istanbul.

#### **3-Wonca Europe Copenhagen:**

June 2016 (the same with Istanbul)

#### **4-Messenger:**

Ruth is producing regularly (twice a year). Very good job. The information about courses should be in the Messenger. New members must be also in messenger (except OiC and Courses).

#### **5-Level 1 Course**

- **in Georgia 15-17 Oct 2015:** 2 empty sponsored places
- **in 2017:** Greece is volunteering. Dates will be set later by Dimitrios.

#### **6-Sponsoring courses:**

- Preference will continue to be given to trios, from countries with more than 10 members, excluding national representative.
- Applications go to Secretariat, min 3 months in advance.
- Selection is to be done by treasurer (and Member Services Committee if needed)

#### **7-Bled Course**

Is continuing under the responsibility of Pr Zalica Klemenc Ketic The theme and dates for 2016 will be asked to Jo. We will have 5 sponsored places.

#### **8-Organisation In Collaboration application form:**

After approval by the Council, it should be in the Messenger and organizations will be invited.

#### **9-Attack to EURACT council members**

Examples: Greece and Bulgaria

EURACT did its best to define the situation for Greece.

#### **10-Future Conferences:**

Wonca Europe 2017 will be in Prague and 2018 will be in Krakow or Bratislava. Wonca World will be in South Korea in 2018.

#### **11-Level 3 course:**

We can ask for volunteers. Greece is volunteering for Level 3. We have to look at the budget.

#### **12- Future Council Meetings:**

Greece also volunteering for 2018 Spring Council Meeting (after asking the plenary "when do you prefer Greece? In spring or in Autumn?").

**13- Appraisal Course:**

No Appraisal Course is going to be done, because the project is a tool that has to be known as a product to Universities, Colleges, Associations

## **Appendix 6: Report from website task group**

### ***Website task group***

Darach O' Ciardha, chair

In attendance:

Darach Ó Ciardha (Chair), Jachym Bednar, Mario Sammut, Razvan Miftode, Dimitrios Karanasios, Bruce Brinkley, Ljiljana Cvejanov Kezunović

A review of the current development version of the website was undertaken by the group and the following points were made:

It was recommended the Activities tab contain a dropdown called "Current projects"

An "Archive" tab should be added.

There should be a protocol for titling any uploaded documents to include date of publication to guide readers in terms of how current a document is.

An "Appraisal" Tab should be added and also a graphic should be added as a slider image to make this a very obvious offering.

It was noted that Montenegro was missing from the Dynamic Database and Mario undertook to ask Maatej (webmaster) to add.

The concept of "Ask the Expert" was discussed and it was felt that while a worthwhile initiative the uptake was very poor. A discussion was had around opening it up to a wider audience by not restricting it to EURACT members as this was not felt in reality to be a persuasive incentive for prospective EURACT members.

There was a desire expressed to have a link between the national pages and the ST and CME databses so that information would automatically populate the relevant sections in the databases.

It was felt the Council Member pages should include photos of the Council members and images of the committees and task groups.

It was agreed that there should be a Tab for the Leonardo courses.

The content under the Publications Tabs should include Statements and Agenda publications and perhaps everything else could be placed in an archive to be moved over into relevant areas following review. This archive would need a search engine. MS offered to help with editorialising this process.

It was agreed that another slider should feature a a "Join us" call to action, quickly highlighting why people should consider joining EURACT.

It was felt appropriate to aim to have new website functional before next Council meeting.

Actions:

DOC to feedback to development Team

MS to request addition of Moldova to Dynamic database

## Appendix 7: Presentation given by Francesco Carelli at EURACT Future Plans task group meeting

<p style="text-align: center;">Some points and operative reflections</p> <p style="text-align: center;">from Francesco Carelli EURACT Director of Communications</p> <p style="text-align: center;"><b>Adana Council</b> <b>November 2012</b> - Sarajevo 2015 -</p>	<p>The Future of EURACT – Task group</p> <ul style="list-style-type: none"> <li>• To review the achievements of EURACT since its formation.</li> <li>• To explore suggestions for how the activities of EURACT should develop in the future.</li> </ul> <p>The discussion to include a review of Jan Degryse’s thoughts which were presented at the last council meeting</p> <p>Lead by Francesco and Jo</p>
<ul style="list-style-type: none"> <li>• <b>Applications and fees</b> <ul style="list-style-type: none"> <li>– Date for new, date for old: periodical presence of "strumental " applications and / or sending of money</li> </ul> </li> <li>• ( for what ? )             <ul style="list-style-type: none"> <li>– Also, fees' amounts...crisis....must be updated with the BEST system</li> <li>– Also, Nat. rep. if involved, cannot spend time for money etc ( see EGPRN ).</li> </ul> </li> <li>• 4) <b>EUPA, etc.</b> ( finished in Witten 2010.....also, EURACT NEEDS ! to continue to discuss and manage big Documents..and possibly publish )</li> <li>• 5) <b>Taskforces ( also Committees )</b> - some are temporary or for temporary aims to be finalised. How to do if the person in charge as chair and the others who know better the specific topic, "are"..resigned or anyway "are" not re-elected.</li> <li>• 6) <b>Partner organization - OiC</b> – possibility of national internal fights for.... Needed information and debate</li> </ul>	<ul style="list-style-type: none"> <li>• 2) Some <b>"weak" national positions</b> - as physical participation – as professional participation</li> <li>• 3) <b>Elections and voting</b> - what about a Council probably much changed with persons just arriving to vote in short time for unknown persons and unknown history ( why no vote for justified absents )</li> <li>• 4) <b>Representativeness and proportions</b></li> </ul> <p style="text-align: center;"><b>Relationships – Dimension</b></p> <ul style="list-style-type: none"> <li>-Wonca - EGPRN - others</li> <li>-Club</li> <li>- To.day’s style for some members ( considering from where and why )</li> <li>- Open to all ( consider to change so much as management , not to say nat. Rep. role or roles )</li> <li>- European and national incisivity</li> </ul>

<p style="text-align: center;"><b><u>WE NEED AN EURACT PRESS POLITICAL STATEMENT YEARLY !</u></b></p> <ul style="list-style-type: none"> <li>• h-ter) disciplinare l'accesso alle funzioni di specialista ambulatoriale del Servizio sanitario nazionale secondo graduatorie provinciali alle quali sia consentito</li> <li>• l'accesso esclusivamente al professionista fornito del titolo di specializzazione inerente alla branca di interesse;"</li> <li>• <u>-"m-ter) prevedere l'adesione obbligatoria dei medici all'assetto organizzativo e al sistema definiti da ciascuna regione, al Sistema informativo nazionale,</u></li> <li>• compresi gli aspetti relativi al sistema della tessera sanitaria, secondo quanto stabilito dall'articolo 50 del decreto-legge 30 settembre 2003 n. 269, convertito, con modificazioni, dalla legge 24 novembre 2003, n. 326, e successive</li> <li>• modificazioni, nonché la partecipazione attiva all'applicazione delle procedure di trasmissione telematica delle ricette mediche."</li> </ul> <p>• <b><u>WE NEED AN EURACT PRESS POLITICAL STATEMENT YEARLY !</u></b></p>	<p style="text-align: center;">All needed , but different. Needed flexibility and empathy</p> <ul style="list-style-type: none"> <li>• We got escapes by so supportive and working persons as Iuliana, Jarka, Wolfgang , etc. not "naturally" leaving, but exasperated.</li> <li>• <b>We need to understand that Europe is larger than some Countries and needs all Countries .</b></li> <li>• Europe is larger than LdV Courses managed every XYZ months or seasons always in the same frame, passing the years . <b>We must understand we need all, but everyone is different . We need flexibility and empathy.</b></li> </ul>
<p style="text-align: center;">To get continously involved persons and and view continuously "internationally "</p> <ul style="list-style-type: none"> <li>• <b>Somebody could say : Who else ,<u>How many others are really and continuously active and trustable for EURACT ??</u></b></li> <li>• <b>Yes.....this is one of key- points but also we need more persons really working and really alive ( not to say enthusiast ). The situation seems becoming serious... not let to become dangerous.</b></li> <li>• <b>The situation for Euract becomes serious if we are not <u>considering real situations in large</u>, and that problems cannot be called "only" France !! ..or forgetting about what from Cyprus ..from Greece ..! ( And we try to be happy or satisfied because ...what ? many more members from..from where and why ? and <u>why not from elsewhere ...?</u></b></li> </ul>	<p style="text-align: center;">European crisis, divisions – new topics with flexibility</p> <ul style="list-style-type: none"> <li>• ....but now a new and growing claim and position against Europe, ( instead of the previous curiosity and pulling about what was running out of borders), mainly towards what comes now from Europe is largely seen, after years of "happiness ", as the origin of national poorness , crisis, unemployment, worsening level of life .The European sentiment is changed and changing.</li> <li>• <b>Which is the EURACT's policy , flexibility, empathy in this ? How not to lose key-pieces just getting the same little realities or topics , focalizing on them and disappointing over the big others ( I mean: as topic as well as Countries ) ?</b></li> </ul>
<p style="text-align: center;">Good for new a little, but don't miss the " old big " Don't miss the running leadership About myself...</p> <p>Euract maybe good for new little and fragmented European realities, countries rightly and concretely happy and using Leonardo courses ... and so on, WELL! WE ARE HAPPY FOR THESE.....but not for others..., is this the right way ?! )</p> <p>-----</p> <p>We did BIG Jobs for many years, being then considered the best WONCA network, the legal body EURACT ...already stopped in this running way by so many absences, so many leaving... .. we need to be able to look in large " political " horizon. In Euract.....burocracy is necessary, but absolutely not our air...breeze..horizon as THE leaders in Europe !</p> <p>I am studying also Deutsch et Francais y Espanol ....I'll leave NHS ..I'll get more time for teaching matters, for management, for international public relations ....or other things....also for life . Let me know your thoughts about! I'll appreciate very much.</p>	



## **Appendix 8: Report from Future of EURACT task group**

### ***Future of EURACT task group***

Jo Buchanan and Francesco Carelli, Chairs  
Nynke Sherpbier-de Haan, Rapporteur

#### **EURACT – review and ideas for the future October 9, 2015**

##### **Introduction**

A discussion about the purpose and future direction of EURACT was held at the council meeting in Sarajevo. There was a degree of consensus that much had been achieved and that council members were positive about the work done over the years by EURACT. It was agreed that the organisation needed to continue to develop and that this should be by a process of evolution rather than revolution.

##### **Function of EURACT**

The fundamental purpose of EURACT is to ‘foster and maintain high standards of care in European general practice by promoting general practice as a discipline by learning and teaching’. Given the broad membership of EURACT it was recognised that there are a range of needs in member countries.

EURACT should offer leadership for FM teachers throughout Europe, inspiring members by sharing best practice, doing research, teaching and organising conferences. Given the high number of European countries represented it is also possible to maintain up to date information on training and education for FM throughout Europe.

The role of producing documents such as guidelines and position papers provide a good example of the range of need; it was recognised that these were important in those countries where FM is developing, where they can be used to influence the political agenda. They are of less importance in those countries with well-developed systems of FM. However common standards also help to harmonise the level of teaching and define Family medicine as an academic discipline.

There should be systems for reviewing the educational needs in different countries and creating teaching tools to meet these needs.

## **Challenges**

The main challenge seemed to be how to maintain the relevance of EURACT and how to promote EURACT as a 'brand', attract new educators and provide support for existing members experiencing difficulties in the development of FM in their countries.

The three year cycle for council elections means that there is a significant turnover of members and therefore sometimes a lack of continuity and possible negative consequences.

## **Suggestions for change**

Be more of a network with a more open route to membership. Collecting membership fees centrally was discussed, but the point was made that the personal contact from local council members was the most important in retaining members.

There was a wish to improve communication between council meetings

Widening the competence of council members, by inviting a speaker to council meeting to develop our skills.

Collaboration with the other networks of WONCA e.g. EGPRN has an education committee.

Provide more educational resources to members.

Attendance of president or other council members at meetings in countries that are developing FM.

Identify how Council members use EURACT to influence the development of FM in their countries.

Develop the website. Update old documents.

Develop new teaching tools including on line learning.

The appraisal system to be implemented.

**Any specific changes to council meetings?**

It was thought that the current structure for council meetings was good – they are shorter than previously and more productive.

Meeting with local educators before the meeting was considered to be of value and should continue.

Papers presented to journal club could be outlined by a brief power point presentation.

More content sessions rather than just administration.

A permanent committee is needed for the appraisal system

Every representative to summarise the problems or current situation in his or her country.

**One or two other points were made prior to the end of the council meeting, which are of relevance to the development of EURACT:**

The need to ensure that the committees have a range of members representing the countries with different levels of development of FM.

Clarity about how to organise a council meeting.

Availability of some simple guidance about the practical aspects of organising a Leonardo course.

Jo Buchanan, Francesco Carelli, Nynke Scherpbier de Haan October 2015

## Appendix 9: EURACT educational conference, Dublin, Ireland, 9-10 September 2016

Darach O' Ciardha

<p>EURACT Educational Conference &amp; Council Meeting Dublin September 7th-10th 2016</p>	 <p>Venue - Trinity College Dublin</p>
 <p>Council Meeting Printing House</p>	<p>EURACT Council meeting</p> <ul style="list-style-type: none"><li>○ 7<sup>th</sup> and 8<sup>th</sup> September</li><li>○ Location Printing House, TCD</li><li>○ Timetable to be confirmed</li><li>○ Concludes in time for Social Programme 19.30 on 8<sup>th</sup> September</li></ul>
  <p>Social Programme Gravity Bar, Guinness Storehouse</p>	  <p>Educational conference Trinity Biomedical Sciences Institute</p>

<h3 style="text-align: center;">Theme</h3> <ul style="list-style-type: none"> <li>○ "Educating doctors for General Practice/Family Medicine 2.0"</li> <li>○ Honouring Janko Kersnik</li> </ul>	<h3 style="text-align: center;">Sub-themes</h3> <ul style="list-style-type: none"> <li>○ Teaching new medical technology</li> <li>○ Recruiting and selecting Trainees</li> <li>○ Assessment</li> <li>○ Curriculum Development</li> <li>○ The Humanities in GP/FM Education</li> <li>○ "Your online self" - guidance for Trainees</li> <li>○ Teaching Research</li> </ul>
<h3 style="text-align: center;">Keynote speakers</h3> <ul style="list-style-type: none"> <li>○ Prof. Amanda Howe, UK, President-Elect of WONCA <ul style="list-style-type: none"> <li>○ "What is the future of General Practice/Family Medicine and how do we prepare and educate doctors for it?"</li> </ul> </li> <li>○ Prof Mette Brekke, Norway <ul style="list-style-type: none"> <li>○ "Building a strong foundation for the future: quality General Practice/Family Medicine education in medical schools"</li> </ul> </li> </ul>	<h3 style="text-align: center;">Workshops &amp; Posters sessions</h3> <ul style="list-style-type: none"> <li>○ Some suggested titles for workshops <ul style="list-style-type: none"> <li>○ BME - building a Core Curriculum</li> <li>○ ST - inspiring research among GP Trainees</li> <li>○ ST - Recruit or select?</li> <li>○ CPD - teaching doctors about new technology</li> <li>○ The Appraisal portfolio</li> <li>○ Teaching humanities</li> </ul> </li> </ul>
<h3 style="text-align: center;">Timetabling</h3> <ul style="list-style-type: none"> <li>○ Fri 9th Full Day <ul style="list-style-type: none"> <li>○ Opening Ceremony and Keynote</li> <li>○ Parallel Sessions</li> <li>○ Lunch</li> <li>○ Keynote</li> <li>○ Parallel sessions</li> <li>○ Gala Dinner</li> </ul> </li> <li>○ Sat 10th Half Day <ul style="list-style-type: none"> <li>○ Parallel sessions</li> <li>○ Closing Ceremony</li> </ul> </li> </ul>	<h3 style="text-align: center;">Prospective attendees</h3> <ul style="list-style-type: none"> <li>○ EURACT Council and General Membership</li> <li>○ Other WONCA members</li> <li>○ ICGP Training Directorate</li> <li>○ National Association of Programme Directors</li> <li>○ National Association of Trainers in General Practice</li> <li>○ Medical School GP Faculties</li> <li>○ GP Trainees with an interest in Medical Education careers</li> <li>○ Health Service Executive and Department of Health</li> </ul>



## Silicon Docks

Facebook  
Google  
Twitter  
LinkedIn



## Medical innovators

3D4Medical  
IBM Watson



## Special guests

Dr Leo Varadkar, Minister for Health...and a GP

## Capacity

- Plan for 200
- Can potentially accommodate up to 300

## Registration

- [www.ICGP.ie/EURACT](http://www.ICGP.ie/EURACT)
- Links from EURACT website
- EURACT & ICGP members €100
- All other delegates €150
- Registration with follow up payment, allow faculty to pay later. ICGP Conference team.

## Organising team

- HOC
- ICGP Conference team
- Trinity College Dublin Accomodation Officer
- Tourism Ireland

## Committees

- HOC - EURACT and local members TBC
  - Darach (Chair), Francesco, Esra, Denise, Ilse, Mario, Barbara, Mr Nick Fenlon, Dr Brendan O'Shea,
- International advisory board TBC
  - Christos Lionis, Manfred Maier, Mateja Bulc, Amanda Howe, Allyn Walsh, Job Metsemakers
- Scientific committee TBC
  - Mario, Jan, Jo, Ruth, Adam and Nynke, Fergus O'Kelly, Dr Margaret O'Riordan, Prof Tom O'Dowd, Martine, Nele, Peter, Dimitrios, Jachym,

## Funding sources

- Delegate fees
- EURACT council fees
- Corporate sponsorship
- Tourism Ireland

## Promotion

- EURACT website
- WONCA Europe website
- EURACT Booth WONCA Europe
- Council members
- Social media
- Local promotion Ireland



## Accommodation

On-campus accommodation Trinity College Dublin or local hotels

## Next steps

- Activate [www.EURACTDublin2016.com](http://www.EURACTDublin2016.com)
- Invite abstracts for poster presentations
- Decide on workshops
- Confirm timetable

## **Appendix 10: EURACT Organisation in Collaboration Application Form**

### **EURACT Organisation in Collaboration Application Form**

#### **Introduction**

This introduction lists benefits and clarifies conditions and procedures related to applications for membership of EURACT from Organisations in Collaboration (OiCs) in line with Articles 4 and 5 of the EURACT Articles of Association. This document was approved by the EURACT Council in Sarajevo on the 10<sup>th</sup> October 2015.

#### ***Benefits for Organisations in Collaboration:***

- OiCs will be listed on the EURACT website.
- OiCs can put the EURACT logo on its web-site and use it on their promotional and educational materials together with the note: "Organisation in collaboration with EURACT".
- EURACT members of the OiC are eligible to reductions on participation fees for EURACT's courses and conferences similar to individual members of EURACT.
- Free use of educational material developed by EURACT.
- Take advantage of EURACT's expertise and network in different fields of medical education.

#### ***Any organisation seeking OiC membership in EURACT must:***

- Be actively involved in teaching of General Practice/Family Medicine.
- Submit the dedicated application form with at least 4 individuals for appointment as EURACT members (details from <http://www.euract.eu/about-us/council-members>).
- Pay membership fees on time and in full (see details on <http://www.euract.eu/membership>).
- Support their country's delegate to the EURACT Council.

#### ***Procedures related to the application process:***

- The EURACT Council will approve the OiC and the individuals as members after the national representative confirms that the organisation and the individuals are involved in GP teaching.
- The OiC membership fee is calculated on the basis of the number of EURACT member candidates multiplied by the individual membership fee of the respected country for the year of payment.
- Elections for the country representative will follow the rules of EURACT and will take place from among all paid-up members, irrespective of payment being made individually or through the OiC.



## EURACT Organisation in Collaboration Application Form



Membership type:  
 Organisation in collaboration

Network organisation with WONCA  
 Region Europe - ESGP/FM

**Please fill out this form electronically or in capital letters**

Name of the Organisation in Collaboration: .....

.....

Contact person of Organisation in Collaboration:

.....

Official address (max. 4 lines): .....

.....

.....

.....

Country: .....

Phone:..... Fax: .....

E-mail:.....

- Structure of this Organisation in Collaboration:
- University
  - College
  - Scientific Association
  - Professional group
  - Trade union group
  - Governmental body
  - Other

Area covered by this Organisation (more than 1 possible):

Basic Med. Educ.  Vocational Train.  Contin. Med. Educ.  Research  Other

Describe in 8 lines the activity of the organisation in collaboration:

.....

.....

.....

.....

.....

.....

.....

.....

Details of the individuals to be appointed EURACT members on behalf of the Organisation in Collaboration:

NAME	SURNAME	FUNCTION	E-MAIL	TELEPHONE

On behalf of the Organisation in Collaboration

Name:

Function:

Signature:

Date:

## Appendix 11: New EURACT members

### Finland

1. Pekka Honkanen

### Greece

1. Aggelopoulos Menelaos
2. Avakian Ioanna
3. Chatziantonakis Nikolaos
4. Christodoulakis Georgios
5. Dacoronias Ioannis
6. Demertzidou Elpida
7. Dervas Dimitrios
8. Dimou Nikolaos
9. Galanis Spiros
10. Gergianaki Irini
11. Giannakopoulos Stathis
12. Giftodimos Dimitrios
13. Kalogridaki Eirini
14. Kantartzis Eleftherios
15. Karotsis Antonios
16. Karras Stamatios
17. Koraki Katerina
18. Kossiva Nektaria
19. Konstantinidis Adamantios
20. Koundourakis Ioannis
21. Kourtidis Dimitrios
22. Koutsogianni Vasiliki
23. Kritharidis Maximos
24. Kipriotakis Kimon
25. Lamprinakou Eirini
26. Lazaropoulos Andreas
27. Lintovoi Eleftheria
28. Manthaki Lamprini
29. Mihalis Dimitrios
30. Natsina Dimitra
31. Nioti Kadini
32. Pachygiannaki Sofia
33. Paidaraki Maria
34. Papachristou Sofia
35. Papadaki Eleni
36. Papadimitriou Konstantina
37. Papadopoulou Alexandra
38. Paparizou Zoi
39. Patris Konstantinos
40. Peppa Georgia
41. Petraki Chrisea
42. Petridis Dimitrios

43. Petrou Georgia
44. Raftopoulou Olympia
45. Rizodimos Giannis
46. Skouloudakis Ioannis
47. Solini Elene
48. Soukouli Paraskevi
49. Spanaki Athina
50. Spetsotakis Emmanouil
51. Tagia Athanasia
52. Tasios Vaios
53. Tsigalos Dimitrios
54. Tsikaki Panagiota
55. Tsiolis Charalampos
56. Tzenetidis Konstantinos
57. Vakas Michail
58. Vevelogiannis Konstantinos
59. Vitouladitis Ioannis
60. Zacharaki Kalliopi
61. Zervaki Eleftheria

**Israel**

1. Michael Weingarten

**Montenegro**

1. Dr Milena Cojic
2. dr Kenan Katana

**Spain**

1. Clara Pareja Rossell
2. Domingo Orozco-Beltran

**Turkey**

1. AHMET YILMAZ
2. YASAR KOSAR
3. AYSE SEMRA DEMIR AKCA
4. ADEM OZKARA
5. AYCA CETINBAS
6. AHMET KESKIN

**TOTAL: 73**

## Appendix 12: 'FM/GP teachers appraisal – planning the organizational aspects of the process'

EURACT Council Meeting Sarajevo October 2015

### FM/GP teachers appraisal – planning the organizational aspects of the process

The Leonardo da Vinci Project (no. 2013-1-PL1-LEO05-37537) is to be completed by the end of 2015. The project aim was to develop the General Practice/Family Medicine teachers competencies appraisal process to ensure greater harmonisation and convergence of the GP/FM teachers competencies at the European level.

The main project products include:

- *A Template for use in the appraisal of portfolios of teaching expertise* which provides indicators and criteria for an appraisal process at the two levels: 'Competent' and 'Expert' teacher. For both levels the Template provides the description of what competencies are required from the teacher and lists the types of evidence confirming achievement of the competencies.
- *An Electronic portfolio of evidence of teaching performance* which operationalizes the comprehensive and complex structure of the Template into a simple, user friendly web based tool. It includes all indicators, criteria and standards used in the appraisal process and it enables the on-line collection of evidences by applicants and their assessment by appraisers.
- *A Handbook for applicants* which in addition to being a manual for General Practice/Family Medicine (GP/FM) teachers interested to participate in the appraisal process, it provides background for its origin. It also summarizes the methodology for the development of the appraisal system for GP/FM teachers in Europe.
- *A Handbook for appraisers* which includes standards and methodological guidance for the appraisal process and it also constitutes a reference document for potential appraisers.

EURACT has played an active role in the development and evaluation of all these products. **After completion of the project EURACT will take an active role in the organization, coordination and dissemination of the GP/FM teachers appraisal process. The following arrangements are proposed:**

- **Administration** – an administrator for the Electronic portfolio will be appointed at the beginning of 2016. The person will be responsible for monitoring the submission of applications, contacting the appraisers and reporting the activities to the EURACT's Appraisal Task Group. The administrator will be part of the EURACT secretariat (it is especially important for the participants' appeal process which is to be done via the EURACT secretariat).
- **Financing** – in a long term perspective the main source of finance will be participants' fees and/or increased membership fees revenues. However for launching the process (i.e. contracting the administrator) EURACT's standard financial sources will be used. As for the fees - current EURACT members may apply for an appraisal as a benefit of their membership. For non-EURACT members the fee level would be calculated as triple the value of the annual EURACT's membership fee that is current at the time of application'. There will be no difference in the level of fees charged for 'Competent' and 'Expert' applicants.
- **The process of appraisal** – at the Competent level the process is run nationally using 1 reviewer and in the applicant's language, whilst at the Expert level the process has an international character, is in English and uses 2 reviewers. Within the project the Electronic

Portfolio was developed only in English, however a technical functionality was provided to launch national language versions. Initial interest in developing national language versions was declared by the EURACT representatives from: Sweden Latvia, Lithuania, Czech Republic, Turkey, Italy, Spain, France, Macedonia, Croatia, Russia, Bosnia, Serbia, Greece.

- **The selection and training of appraisers** – at the stage of launching the appraisal process - the training for the appraisers will be conducted via the EURACT Council Meetings in October 2015 and April 2016. The EURACT Council Members who complete the training should take the appraisers role for first applicants. In the future, the certified teachers should be involved in the appraisal process ('cascading system').
- **Participants' Certification** – for successful applicants the certificate can be downloaded from the Portfolio. Successful applicants names will be listed on EURACT's website and will be publicized by the national EURACT Council member. It is EURACT's intention to actively promote the appraisal system and development of network of FM/GP certified teachers - constituting the basis for competencies harmonization at a European level.
- **Participants' Appeal** – according to the appraisal process rules participants have the right to appeal the appraisal decision. The rules of the appeal process have been described in the Handbooks for both applicants and appraisers.
- **Promotion of the process** - The national representatives will promote the process at a national level. Workshops at international conferences such as the annual WONCA conference will be used to disseminate the information and encourage participation in the appraisal process. A crucial element of the dissemination strategy will be the Leonardo-EURACT Courses (editions run beginning from 2016) whose participants constitute a potential target group.

Signed by

Dr Josephine Buchanan  
EURACT Appraisal Task Force Chair

*Sarajevo, 10 October 2015*