



Network organisation within WONCA Region Europe – ESGP/FM
www.euract.woncaeurope.org

Report of EURACT Council Meeting Tel Aviv, 30 March – 1 April 2017



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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 (arrived 31 March 2017)
 6. Dr. Jachym Bednar, Czech Republic
 7. Dr. Bruce Brinkley, Switzerland
 8. Dr. Eva de Fine Licht, Sweden
 9. Dr. Dolores Forés, Spain
 10. Dr. Martine Granek-Catarivas, Israel
 11. Dr. Helena Karppinen, Finland
 12. Dr. Pavlo Kolesnyk, Ukraine
 13. Assoc. Prof. Roar Maagaard, Denmark
 14. Prof. Nele Michels, Belgium
 15. Dr. Razvan Miftode Florentin, Romania
 16. Dr. Peter Prydz, Norway
 17. Dr. Maja Račić, Bosnia & Herzegovina
 18. Dr. Radmila Ristovska, FYR Macedonia
 19. Assoc. Prof. Llukan Rrumbullaku, Albania
 20. Dr. Nynke Sherpbier-de Haan, The Netherlands
 21. Dr. Peter Vajer, Hungary
 22. Dr. Sonata Varvuolyte, Lithuania
 23. Prof. Stefan Wilm, Germany
 24. Dr. Natalia Zarbailov, Moldova
- Guest/observer: Dr Adi Netser, Israel – Vasco da Gama Movement (VdGM)
 - Guest/observer: Dr Tom Axelrod, Israel – Vasco da Gama Movement (VdGM)
 - Ms Barbara Toplek, Administrative Secretary, Slovenia

Not present:

1. Prof. Adam Windak, Poland, EB member
2. Dr. Denise Alexandra Cunha Velho, Portugal
3. Prof. Elena Andreeva, Russia
4. Dr. Venija Cerovecki Nekić, Croatia
5. Prof. Ljiljana Cvejanov Kezunovic, Montenegro
6. Dr. Ilse Hellemann, Austria
7. Dr. Dimitrios Karnasios, Greece
8. Dr. Nino Kiknadze, Georgia
9. Ass. Prof. Zalika Klemenc-Ketis, Slovenia
10. Dr. Inguna Locmele, Latvia
11. Assoc. Prof. Valentina Madjova, Bulgaria
12. Dr. Darach Ó Ciardha, Ireland
13. Dr. Iveta Vaverková, Slovakia
14. Dr. Mira Kiš Veljković, Serbia

Report of the Meeting

Thursday 30 March 2017

Pre-Council Executive Board Meeting

Present – Jo, Mario, Esra, Francesco

Excused – Adam (not present), Ruth (arrived later), Barbara (arrived later)

Items discussed:

Part 1 (EB members only)

- Welcome (Jo)

- *Review agendas and work for committees and task groups*

Jo listed the items she will mention in her introduction. The Website & Branding task group is to prepare a 25th anniversary poster for Prague.

- *Elena's email about difficulty attending from Russia*

Jo is to reply.

- *If asked to recommend 'expert' for projects who do we select?*

Selection of experts by WHO for Greek project and participation in ASPHER project: CVs were sent to WHO for selection of experts and some of the CVs were also sent to ASPHER to fulfil the requirements for the project application. Jo proposed that a procedure is drawn up in case the project is approved and EURACT is asked to select participants. The list of criteria is to be prepared by Member Services to be used in this case if needed and in any future such cases.

- *25th Anniversary Gala dinner*

Past EURACT presidents Jan Heyrman, Egle Price and Zdenka Kersnik (Janko's widow) have accepted invitations. As the WONCA Europe President cannot not attend, she proposed that the President-Elect attends: he is to confirm. Past president Justin Allen has not yet replied.

- *2nd Educational Conference, Leuven, September 2018*

The proposal from Jan Degryse o.b.o. the Catholic University of Leuven is to be presented to Council for approval. Roar is to be asked for his expert advice regarding the content of a contract that would need to be signed between EURACT and Leuven.

Part 2 (EB joined by chairs of committees and task groups to discuss work in such committees / groups)

BME Committee

Francesco: No news. Half the committee is absent. Francesco has a couple of ideas to be worked on in Tel Aviv. A publication is being prepared.

ST Committee

Nele: The committee worked on the leadership project that was accepted for a workshop in the WONCA Europe Conference next June in Prague.

CME Committee

Jachym: The technology workshop was accepted for Prague and is to be led by Jachym, Pavlo and Peter V. Future work: research on level of eHealth. Peter V. to present results of Hungarian research on what hinders young doctors in specialising in family medicine. Jo proposed that Significant Event Analysis be discussed. Razvan proposed a project on the use of online tools regarding drug interactions.

Membership Services Committee

Bruce & Esra: Agenda: online membership applications; guide for organisers of teachers' courses; future courses; criteria for selection of experts for projects; devising selection process for bursaries to support EURACT members' participation at the Leuven conference; how can Council members promote EURACT in their countries.

Provision of Educational Resources Task Group

Martine: Agenda: working on blended learning; developing core curriculum topics; developing bank of resources.

Website & Branding Task Group

Mario: Image gallery set up on website. In process: online application form for prospective members; branding/logo review. New topic: 25th anniversary poster for EURACT booth in Prague.

Appraisal of GP Teachers Task Group

Jo: Roar is to take over chair. The group is to discuss how to encourage more participation.

Pre-Council Journal Club

Facilitated by Nynke Sherpbier-de Haan

The following articles were discussed:

- Ethics Education in Family Medicine Training in the United States: a National Survey. Helen M. Manson, David Satin, Valerie Nelson, Thenmalar Vadiveloo. *Fam Med* 2013;46(1):28-35.
- Ethics and professionalism in general practice placements: what should students learn? Nancy Sturman, Nargess Saiepour. *Australian Family Physician* Vol. 43, No. 7, July 2014, 468-472.

Session 1a: Welcomes, lecture by invited local speaker

Participants were welcomed by President Jo Buchanan (UK), Dr Martine Granek-Catarivas (local host) and Prof. Shlomo Vinker, Chairman of the Israeli Association of Family Medicine. A talk was then given by Rani Plotnik, Senior Economist, Administration for Strategic and Economic Planning, Ministry of Health: 'How is Israel achieving value in healthcare'.

Session 1b: Welcome, approval of meeting agenda

President Jo Buchanan (UK) opened the Council Meeting, and gave a special welcome to Adi Netser from Israel who was attending as a guest/observer from the Vasco da Gama Movement (VdGM), with the other VdGM representative Tom Axelrod to arrive later.

The Meeting Agenda was approved with the following points highlighted by Jo:

- New session on educational research.
- Decisions that need to be taken:
 - Educational conference: contract with the Catholic University of Leuven; theme; secrets of success.
 - Future of EURACT: how to promote EURACT in different countries.
 - European Textbook of Family Medicine: proposal from Igor Svab.

Session 1c: Updates on committees' and task groups' work

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

Committees:

- Basic Medical Education (BME) – Francesco, chair: see Appendix 1
- Specialist Training (ST) – Nele, chair: see Appendix 1
- CME/CPD – Jachym, chair: see Appendix 1
- Member services (MS) – Bruce, co-chair: see Appendix 1

Task groups:

- Appraisal of GP Teachers – Roar, chair: see Appendix 2
- Provision of Educational Resources – develop new teaching tools including on-line learning - Martine, chair: see Appendix 2
- Website & branding task group – Mario, member, in absence of Darach, chair: see Appendix 2

<i>Friday 31 March 2017</i>

Session 2a: Family Physician Training in Israel

A presentation entitled 'Family Physician Training in Israel' was given by Tom Axelrod and Adi Netser from Israel as representatives of the VdGM. The presentation may be viewed on <http://euract.woncaeurope.org/resources>.

Session 2b: Business Meeting – part 1

1. Jo Buchanan, President, welcomed Council members and presented the agenda.

2. The report of the September 2016 EURACT Council Meeting in Dublin prepared by Hon. Secretary Mario R Sammut (available on the EURACT website) was taken as read. With no feedback forthcoming from the council members present, the report was approved.
3. Jo Buchanan presented her President's Report (see Appendix 3) which was taken as read after having been already circulated. With no feedback forthcoming from the council members present, the report was approved.
4. Report from EURACT representative on WONCA Europe Executive Board: Roar Maagaard (Denmark) gave a summary of his work in this role (see Appendix 4 for report).
5. **General meeting**
 - a. The 1st General Meeting for 2017 was **opened** by Jo Buchanan, President, and the set agenda was approved by the Council.
 - b. As 24 out of 38 Council Members were present (as confirmed by Hon. Secretary Mario Sammut), the required **quorum** was reached.
 - c. **Financial report 2016, Membership fees: update re country payments, Audit report for 2016, Predicted Budget for 2017:** these were presented by Esra Saatci, Hon. Treasurer (see Appendix 5 for report). Dolores (Spain) asked that her objection be noted regarding the system of linking the membership fees to the GDP as she was of the opinion that they should be linked to the doctors' salaries. The EB's decision last January not to increase fees was discussed and the general view was that, for the future, the rules should be followed in spite of EURACT's strong financial situation. After a question whether the healthy financial balance should be put to good use, Jo stated that the EB has come up with the idea of providing bursaries for EURACT members to attend the educational conference. Peter (Norway) suggested that representatives of more low-income countries be reimbursed for their expenses in attending Council Meetings. Esra suggested that the capping of reimbursement for low-income countries be removed. Jo assured the Council that these suggestions will be considered by the EB.
 - d. **Election of Executive Board members:** three nominations were received from Francesco Carelli (Italy), Ruth Kalda (Estonia) and Adam Windak (Poland) for the 3 posts. According to Article 15.3 of the Articles of Association, as none of the Council members desired a poll, the President proposed that they be elected by acclamation and the nominations were approved with a round of applause.
 - e. **Approval of new members:** applicants, all endorsed by their respective country representatives, were unanimously approved. The full list may be seen in Appendix 6.
 - f. **Other issues:** none
6. Activities – reports & plans
 - a. EURACT liaison on behalf of WONCA Europe to PREPARE (Platform for European Preparedness Against (Re-) emerging Epidemics): Jo gave an update on this project.

- b. EURACT 25th Anniversary: Mario informed Council members of the EB's plans to mark the 25th anniversary of EURACT in 2017 as follows:
 - A special gala dinner at the Council Meeting in Barcelona next September 2017, inviting past EURACT presidents and the current WONCA Europe President (the latter cannot come and nominated the President-Elect in her stead);
 - Editorial in the journal 'Education for Primary Care';
 - Special edition of Messenger;
 - Making good use of the booth at Prague, with a special 25th anniversary poster highlighting EURACT's achievements. In addition to this, Jachym (Czech Republic) suggested that a short film be prepared with photos from past meetings and names of past representatives: Council members were asked to send photos from previous meetings to Jachym.
7. Future of EURACT EB meetings: Jo announced that this topic was discussed in the EB meeting in Vienna last January 2017 and it was concluded that a face-to-face meeting is required once a year (currently in January between the autumn and spring meetings), and proposed that another online meeting is held between the spring and autumn meetings.
8. Future EURACT courses
 - a. Level 1 Course, Thessaloniki, Greece, 25-27 May 2017. Jo informed council that Dimitrios had all the preparations in hand.
 - b. 26th Janko Kersnik International EURACT Bled Course, Slovenia, 12-16 September 2017 'Teaching and learning about diagnostic uncertainty in family medicine': preparations are being handled by the Slovenian organising committee. Although the course website has still to be updated, Jo informed Council that it has been decided that the course will be shortened by one day.
 - c. Level 3 Course: Malta, 14 October 2017 and Thessaloniki, Greece, 29th - 30th June 2018. After today's closing date, a decision will be taken regarding who will be accepted as sponsored and paying participants.
 - d. Level 2 Course: Martine (Israel) is to consider hosting this in 2018, while Jachym (Czech Republic) is to consider it for 2020.
 - e. Level 1 Course, Prague, 2019: Jachym (Czech Republic) has started preparations for hosting this course.
9. Future Council meetings / conferences
 - a. Autumn meeting 28 - 30 September 2017: Barcelona, Spain (Dolores) to include discussion of gala dinner to celebrate 25th anniversary of formation of EURACT (*postponed to Part 2 of the Business Meeting*).
 - b. Spring meeting 2018: Greece. Dimitrios informed the Council by email that arrangements are being made with the identified hotel regarding the best dates and prices for the meeting, and that he will present a full report at the next Council meeting in Barcelona in September 2017.
 - c. Autumn meeting & EURACT medical education conference 2018: Belgium (Nele and Jan). It is planned that the Council Meeting will take place on Wednesday

19 – Thursday 20 September in Antwerp with the conference on Friday 21 – Saturday 22 September 2018 in Leuven.

- d. Spring meeting 2019: possibly in Latvia – this has still to be confirmed by Inguna.

10. WONCA World/Europe Conferences

- a. WONCA World Conference 2016, Rio de Janeiro, Brasil, November 2-6: a short report regarding EURACT's involvement was given by Jo.
- b. WONCA Europe Conference 2017, Prague, Czech Republic, June 28 – July 1: Jachym gave an update on the preparations.
- c. WONCA Europe Conference 2018, Krakow, Poland, 24 May - 27 May 2018.

Session 3: Committees' session

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

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

Session 4: Task groups session

The task groups met as follows:

- Appraisal of GP teachers
- Website & branding task group
- Provision of Educational Resources – develop new teaching tools including on-line learning

Session 5a: Reports from committees and task groups

Representatives of the following committees presented their work:

- BME: Francesco, chair.
- ST: Nele, chair.
- CME/CPD: Jachym, chair.
- MS: Bruce, co-chair.

The reports of the committees may be seen in Appendix 7.

The representatives of the following task groups presented their work.

- Website & branding: Mario, member. The Council endorsed the group's recommendation for approval of the quote from a designer of 350 Euros plus 22% VAT obtained by Barbara for redesigning the EURACT logo and preparing versions of such logo for different uses (electronic and on stationery).
- Appraisal of GP teachers: Roar, chair.

- Provision of Educational Resources: Martine, chair.

The reports of the task groups may be seen in Appendix 8.

Session 5b: 1 slide 5 minutes presentations

The following presentations were made

- University Master II Level - Francesco Carelli, Italy
- Project “Decreasing mortality from CVD of Western Ukrainian population” - Pavlo Kolesnyk, Ukraine
- New developments in Germany: longitudinal curriculum for primary care - Stefan Wilm, Germany
- Rate of medical students who would choose GP/FM as an option for profession in the future - Peter Vajar (Hungary)
- EURACT Teachers’ Courses in Spain - Dolores Fores (Spain)

The presentations may be viewed on <http://euract.woncaeurope.org/resources>.

<i>Saturday 1 April 2017</i>

Session 6: Educational Research

Nynke (Netherlands) gave a presentation entitled ‘Research in medical education’ (available on <http://euract.woncaeurope.org/resources>) to introduce the topic. The participants were then divided into 3 small groups led by Nynke, Mario (Malta) and Ruth (Estonia). In each group, participants were introduced to an example of an educational research project by the leaders, after which they were asked to individually propose an educational problem for research. One problem was then selected in each group for which a research question was identified and the methodology drafted. The groups’ work was then presented to the plenary and, at the end of the session, evaluation forms were distributed for completion by participants.

Session 7a: Business meeting – part 2

11. Text book of family Medicine – proposal from Igor Svab (Slovenia) – does EURACT wish to develop the textbook produced by Croatia and Slovenia into a European textbook? Igor introduced the topic through a Skype call. This was then discussed with the following issues identified: financial, translations, one-off book vs online publication that is kept up to date, mixed interest (some countries already have textbooks, others need to know more details).
12. Review of Dublin conference / planning for the next conference in Leuven in 2018. Under the facilitation of Jo, the participants were divided into small groups and asked to propose a theme for the conference and suggest secrets for its success. These were then shared in the plenary (see Appendix 9).

13. 'Future of EURACT' action plan: 'How can we each increase the visibility of EURACT?'
Under the facilitation of Jo & Francesco, participants were given this question for discussion in small groups, with suggestions then being shared in the plenary meeting.
14. Autumn meeting 28 - 30 September 2017: Barcelona, Spain. Dolores (Spain) showed a presentation regarding the plans for this meeting which is to include a gala dinner to celebrate the 25th anniversary of EURACT.
15. Collaboration with other WONCA-Europe networks:
- a. EGPRN: "Teaching research for non-researchers (mostly trainees in FM): no news.
 - b. EQuIP: teaching quality group in the writing of the European Teaching Agenda on Quality and Safety in Family Medicine Report from Meeting in Zagreb: no news.
 - c. Vasco da Gama: for the second Council meeting in succession, VdGM representatives were in attendance.
 - d. EUROPREV: no news.
 - e. EURIPA: no news.
16. Announcements (1-slide, 2-minutes): none.
17. Action points not covered elsewhere: none.
18. Any other business: none.

Session 7b: Review of meeting

Feedback was provided by those present, with all thanking and stating what they would take home with them. Special thanks were given to Martine as the host of the meeting. As this was the last meeting of Stefan Wilm (Germany), he was presented with a memento by Jo on behalf of EURACT for his 15 years of contribution as Council member.

Post-Council Executive Board Meeting.

- Task groups:
 - Appraisal: Roar: the group is to explore the possibility of doing the appraisal step-by-step and remind volunteers to do the appraisal. The first person in a country with a particular language is to be appraised by an international appraiser and a local appraiser recommended by the appraisee.
 - Educational resources: Martine: the group is finding its way, and when ready will ask for a page on the EURACT website (in collaboration with relevant committees).
 - Website & branding: Mario: the group discussed the online application form and the branding/logo review for EURACT. Roar suggested that videos be made available on the website: Mario replied that this would be discussed by the group.
- Committees:
 - ST: Nele: reported that good work was carried out, with follow-up needed after the meeting; some plans on a higher level are in hand for the future.

- MS: Bruce: listed the highlights of the meeting: the process selection of participants for Level 3 course, discussion of next courses, selection of bursaries for Leuven, updating the 2010 EURACT information leaflet for Prague.
- BME: Francesco: reported that the committee worked well and started planning for a workshop in the 2018 WONCA Europe Conference in Krakow and the 2018 EURACT Educational Conference in Leuven.
- CME: Jachym: stated that he tried to involve all members in the meeting, that the topic of Significant Event Analysis was planned as a workshop, that a clarification is needed with Razvan re the drug-interaction workshop, that regarding Peter V's project there are members interested (with Nele also proposing a Belgian Masters student could be involved), and that there was interest in a survey on eHealth.
- Review of rules for elections of EB members in the Articles of Association: Francesco introduced the topic, and supported Jo's proposal that a member could give his/her proxy to another member to vote on his/her behalf. The EB is seek the advice of former Council member Job Metsemakers (Netherlands) – who had been involved in the setting up of the Articles - regarding what such a change in the Articles would involve from the legal/notarial point of view and then go to Council for a decision.
- As the WONCA Europe President has suggested coming to the 2018 EURACT Spring meeting, it was agreed that Jo is to ask Roar for advice how we could involve her.
- Possible dates for the forthcoming virtual EB meeting were suggest for June 2017 as follows: 19, 20 or 22 at 6 or 7pm. (The date was subsequently agreed for the 20th June.)
- Reimbursement of expenses of the attendance of Council members from low-income countries at Council meetings: the EB agreed to look at adjusting the category bands to see if more countries could qualify for reimbursement (Esra to do so with Jo).
- EURACT signature on certificates of locally-run teachers' courses requested by Dolores (Spain): Jo to write to Adam and Roar for advice.
- Barcelona 25th Anniversary Dinner: as Barbara reported that the WONCA Europe President-Elect Mehmet Ungan is finding it difficult to attend, the EB agreed to see if Job Metsemakers can be invited instead as Past-President of WONCA-Europe. (Subsequently Mehmet confirmed his attendance).
- 2nd EURACT Educational Conference: the EB to send proposals for the conference theme to Jan Degryse.
- Thank you letter: Jo with Martine are to send a thank-you letter to the Israeli Association for hosting the EURACT Council Meeting in Tel Aviv.
- 25th anniversary issue of Messenger: Ruth is to start work on this.

Appendix 1: 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

Recent and now

- Activities to enforce General Practice / Family Medicine around Europe with Delphi Method through discussions and questionnaire with EURACT Council Members
- WS in Dublin: about Core Curriculum in Undergraduate Teaching

Just for the future

- *Blended modules for students*
- This could be continued in BME Committee future work, together with implementation of this with the educational resources task force.

CME/CPD

Jachym Bednar, Chair

Work in the period between:

- 2 workshops in Copenhagen:
- **Multimorbidity in family practice – educational needs.**
- Discussion about teaching methods and learning needs of GPs in cultural competence (Growing together in diversity)

Dublin and future tasks:

- For Dublin:
- 2 workshop proposed:
- 1st accepted : Empowering doctors to use modern technology whilst still remaining patient centred
- 2nd not accepted: Cultural competence teaching - level 1: cultural awareness - **How to deal with stereotypes and prejudices in our lifes**
- Prague Wonca conference: what to propose ?
- Doctor's well being - how to treat doctors
- Motto: „Growing together in diversity“
- <http://www.woncaeuropa2017.eu/>

Agenda:

1. Abstract for WS in Prague WONCA Europe 2017
<http://www.woncaeurope2017.eu/> was submitted and accepted: **Presentation**
Title: Empowering doctors to use modern technology whilst still remaining patient centred
2. Patient safety - drug interaction. How to estimate a drug interaction risk in real time (in GP office). We proposed to have a new WS on it in Krakow
3. New topic proposed by Jo : Significant event analysis, to discuss[SEA] We could develop a survey to identify whether council members are familiar with the method and whether they are using it in their practices.
4. New topic : To identify the barriers hindering students to become FM/GP

Specialist Training (ST)

Nele Michels, Chair

PROGRESS MADE

- update of the website
 - vision statement
 - specialist training database ←
- survey on selection procedures (Nynke)
 - submitted Education of Primary Care
- ASSESSMENT
- LEADERSHIP in FM
 - modified Delphi:
 - definition on leadership in FM
 - format for survey on “teaching” leadership in FM
 - abstract workshop for WONCA Prague

(NEW) OBJECTIVES

- website?
- teaching leadership in FM:
 - finalising & starting up the survey
 - workshop
- ?
 1. Q of teaching / teach-the-teacher programs
 2. underperformance of trainees/students
 3. the use of diagnostics & modern technology
 4. European validation of FM?

Membership Services (MSC)

Bruce Brinkley, Co-chair

To do

- Online membership application
- Guide for Euract Courses (organization and advertising)
- Next Leonardo Courses
 - Level 1, level 2, level 3

- Process and generic criteria to select trainers for a certain task...
- Bursaries for Leuven Conference : \$ and criteria
- Promotion of Euract in my country

Appendix 2: Updates on task groups' work since last meeting

Appraisal of GP Teachers task group

Roar Maagaard, Chair

The appraisal programme

Status 19.3.17:

Appraised: 4 at EXPERT level (1 Slovenia, 1 UK, 2 Denmark)

Sent in application: 1 at COMPETENT level (in process)

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EXPERT level: 10 have registered – but only 2 have started

COMPETENT level: 14 have registered – but only 2 have started

In Israel we have to:

- Our experiences so far - and
 - Evaluation of the process
- Speed up applications: how can EURACT help?
- Discuss translation of the material
- Appraisers
 - At expert level – is the current plan OK?
 - At competent level – do we have a plan?

Website & branding task group

Mario R Sammut, Member

- Done
 - image gallery set up on website
- Items in process
 - online application form for prospective members
 - a branding/logo review for EURACT
 - 25th anniversary poster for EURACT booth at the Prague conference 2017

Provision of Educational Resources task group

Martine Granek-Catarivas, Chair

Progress since Dublin meeting

- Development of **A roadmap for blended learning preparation (overview)** relevant to the goals and context of Family Medicine, *by Natalia (new)*
- Development of Core Curriculum Topics
 - **Topic 1.** Continuity, comprehensiveness, coordination of care, *by Nino and Francesco (under progress)*
 - **Topic 2.** Holistic approach. Bio-psycho-social model , *by Natalia (under progress)*
 - **Topic 6.** Decision making based on prevalence and incidence of target, *by Helena (new)*

- Learning more about blended learning, hybrid courses, flipped classrooms, interactive E-learning and technologies ... from existing implementations:
 - The spirometry distant education course - SpiroCourse *by Elena (new)*
 - Breaking Bad News blended course, *by Martine (new)*
 - Other examples: Youtube *by Nynke, by Francesco*
- Development of a bank of relevant content material and resources (*under progress*)

Objectives for current meeting

1. Choose other Topics to be developed from Minimum Curriculum
2. Re-challenge the Task Force : More open discussion on What ?Why ?Who ?How ?
3. Comment and improve old and new documents
4. Consider developing a scientific project on that with co-partnership from different countries
5. Explore the interface between BME
6. Consider opening a site in Euract site

Appendix 3: President's report

One of the highlights since our last council meeting was attending the WONCA world conference in Rio de Janeiro in November. The Brazilians made everyone feel very welcome and produced an interesting and stimulating combination of plenary sessions and workshops. Delegates were able to learn about and visit family practices in Rio. These impressive organisations staffed by enthusiastic doctors and support staff are community based and aim to deliver comprehensive care in the most deprived areas of the city.

For me personally it was good to be present when my friend and fellow GP from the UK, Amanda Howe became President of WONCA. Amanda and I started working as GPs in the same city in the 1980s, it was clear then that she was destined to go far in her career!

The pre-conference meeting included WONCA Europe's council meeting at which I was an observer. This was the meeting at which Anna Stavdal was installed as WONCA Europe President and Mehmet Ungan became President elect. I attended WONCA World's Education working party which is now being chaired by a EURACT member – Val Wass. This is a useful group to connect with, as clearly there is overlap in our activities. At this meeting of the working party I met representatives from the Philippines who expressed interest in the Leonardo courses as they need to train trainers in the near future.

A special edition of 'Education for Primary Care' was produced for the conference, EURACT was represented in this with a piece entitled: 'EURACT A sustainable model for the development of teachers General Practice/ Family Medicine.'

The Leonardo courses have been used extensively in Brazil, to support the development of Family medicine, with the help of Filipe Gomez from Portugal. I visited a practice in a favela in Rio and the doctors there were enthusiastic about how helpful the course was in supporting them in their teaching of trainees. Roar Maagard and I attended the launch of a book for teachers of Family Medicine, part of which is based on the materials from the Leonardo courses.

I attended a meeting organised by Maria van den Muijsenbergh from the Netherlands about the development of resources which will support family doctors in the provision of appropriate care to migrants, this work is still at an early stage.

I was invited by colleagues from the Ukrainian Family Medicine Association [UKFMA] to contribute to a workshop and conference in Kiev in December looking at the role of family medicine in Health

Promotion. The other international contributors to this conference were, Igor Svab from Slovenia, Nino Kiknadze from Georgia, Shlomo Vinker from Israel and Anne Baird a nurse practitioner from the UK with whom I used to work. Family Doctors in the Ukraine are working hard to influence national health policy to improve care for patients. During the conference I signed an agreement on behalf of EURACT with the UFMA which states that EURACT will continue to support the development of FM in the Ukraine through education.

In December I was invited by Igor Svab to Ljubljana to deliver a session to the local medical students, it was good to be back in Ljubljana and have the opportunity to meet with Barbara in her office.

The EB met in Vienna in January and we were fortunate to be able to hold the meeting in Manfred Maier's office. You will have already seen the report from this meeting. At it we agreed to mark EURACT's 25th anniversary with a gala dinner at our next council meeting in Barcelona. EURACT's past Presidents have been invited to the dinner and Anna Stavdal has been invited as guest speaker.

EURACT has consented to be a partner in two projects, which involve bids for EU funding. The first is in association with the International Primary Care Respiratory Group [IPCRG] who have made an application for COST funding for a project to improve the delivery of primary care to people with respiratory conditions. The second is in collaboration with the Association of Schools of Public Health in the European Region [ASPHER], who are tendering for a project on the provision of training to professionals working with refugees and migrants.

We were pleased to be asked by the Regional office of the World Health Organisation to nominate experts to support the development of Family Medicine in Greece. A request for names and CVs produced an excellent response from our members. These have been forwarded to the WHO office for selection.

Following an introduction by Sonata Varvuolyte I met with Ivana Silva and her colleagues at the European Medicines Agency [EMA] in London. The EMA is looking to ensure that external stakeholders are aware of its activities. We had a useful interchange and agreed to produce an article for the next EURACT messenger.

This has been another busy and interesting few months, it is a privilege for me to serve this organisation.

Jo Buchanan

March 2017

Appendix 4: Report from EURACT representative on WONCA Europe Executive Board

1. A new WE EB was elected during WONCA World Conf. in Rio de Janeiro, autumn 2016.
2. Anna Stavdal is our President, Harris Lygdiakis is Hon. Secretary and Josep Vilaseca is Hon. Treasurer.
3. Past president Job Metsemakers is member of WE EB the next year.
4. I was re-elected as EURACT representative for my last 3 year period.
5. The new WE EB met physically first time in February in Bulgaria and started working – including preparation for a new plan for the next 3 years – plan still in process.
6. We had a very productive meeting and were also able to inspire our Bulgarian colleagues.
7. WE EB are working with many items – some of interest to EURACT:
 - a. Trying to cooperate with UEMO in getting recognition of GP/FM as a specialty in all European countries
 - b. In cooperation with UEMO trying to set minimum requirements regarding training to become a specialist in GP/FM.
 - c. I think point a and b will include cooperation with EURACT.
8. WE EB has created a Conference Committee (I am part of it) and right now we are dealing with the bids for WE 2020 Conference.
9. The Conference Committee is also trying to enhance the quality of the European conferences.
10. I am liason person for the next conferences and a few weeks ago I visited the 2017 organisers (Prague – including Jachym Bednar) and in a few weeks I will visit Krakow (2018 conference).
11. The Prague conference will have to compete for participants from the Nordic countries with a Nordic Conference in Iceland to weeks prior to the Prague Conference.

Roar Maagaard, WE EB member as representative from EURACT.
March 2017.

Appendix 5: EURACT Financial Report Spring 2017

Esra Saatci

30 March-01 April 2017, Tel Aviv Council Meeting

The New Membership Fees for 2017

- During the EB Meeting 2017, the fee categories were reformed as seen in the table below.
- Fees are based on the country gross domestic product (GDP) at purchasing power parity (PPP) per capita (PC) as estimated by the International Monetary Fund (IMF).

EB Decision 14 January 2017

- Due to the current volatility of countries' finances, and as the GDP would merit an increase in fee for 9 countries, the EB agreed that the 2016 fees will be kept for 2017, except for Turkey whose GDP merited a reduction in fee.
- So, Turkey is again 20 euro country.

Countries with GDP at PPP pc of <10,000 Curr.Int.\$ (fee of 10 euros) (3 countries)	GEORGIA, MOLDOVA, UKRAINE
Countries with GDP at PPP pc of 10,000-19,999 Curr.Int.\$ (fee of 20 euros) (8 countries)	ALBANIA, BELARUS, BOSNIA&HERZEGOVINA, BULGARIA, FYR MACEDONIA, MONTENEGRO, SERBIA, TURKEY
Countries with GDP at PPP pc of 20,000-24,999 Curr.Int.\$ (fee of 30 euros) (11 countries)	CROATIA, ESTONIA, GREECE, HUNGARY, LATVIA, LITHUANIA, POLAND, PORTUGAL, ROMANIA, RUSSIA, SLOVAKIA
Countries with GDP at PPP pc of 25,000-34,999 Curr.Int.\$ (fee of 40 euros) (7 countries)	CYPRUS, CZECH REPUBLIC, ISRAEL, ITALY, MALTA, SLOVENIA, SPAIN
Countries with GDP at PPP pc of >34,999 Curr.Int.\$ (fee of 50 euros) (13 countries)	AUSTRIA, BELGIUM, DENMARK, FINLAND, FRANCE, GERMANY, ICELAND, IRELAND, NETHERLANDS, NORWAY, SWEDEN, SWITZERLAND, UK

INCOME 2016

INCOME	EUROS
Membership fees 2016	19.835,00
WONCA funding (24.05.2016 -4000 euros and 30.08.2016- 5000 euros)	9.000,00
CEDinGP II Project 4 th installment (19.09.2016)	10.642,00
TOTAL	39.477,00

Details of membership fees-2016

Country (member X euros)	Euros
Albania (5X 20)	100
Austria (4 X 50)	200 (OIC)
Belgium (5 X 50)	1250
Bosnia-Herze. (51 X 10)	510 (2015 fees)
Bulgaria (20 X 20)	400
Croatia (2 X 30)	60
Czech Republic (10 X 40)	420
Denmark (11 X 50)	525
Estonia (10 X 30)	300 (OIC)
Finland (18 X 50)	875
Georgia (32 X 10)	320
Germany (? X 50)	850
Greece (?X 30)	1650 + 30 (2015 fee)
Hungary (? X 30)	0
Ireland (? X 50)	650
Israel (4 X 40)	160
Italy (? X 40)	410
Latvia (6 X 30)	180
Lithuania (1X 30)	60
Macedonia (31 X 20)	620
Malta (13 X 40)	520

Moldova (18 X 10)	180
Montenegro (3 X 20)	60
Netherlands (19 X 50)	1000 + 750 (2015 fees) (3 OIC) + 1800
Norway (?X 50)	1225
Poland (?X 30)	0
Portugal (?X 30)	600 (2015 fees)
Romania (19 X 30)	480 + 90
Russia (10 X 30)	300
Serbia (? X 20)	360 + 200 (2015 fees)
Slovakia (9 X 30)	270
Slovenia (? X 40)	560
Spain (? X 40)	0
Sweden (11 X 50) (1 OIC)	700
Switzerland (17 X 50)	800
Turkey (39 X 30)	1310 + 870 (2015 fees)
Ukraine (18 X 10)	180
United Kingdom (16X50)	800
TOTAL	19.835,00

EXPENDITURE

EXPENDITURE	EUROS
Vienna EB meeting January 2016	3.475,40 990 (hotel) + 450 (FC) + 380 (AW) + 178,16 (JB) + 162,53 (MS) + 795,46 (ES) + 547,25 (RK)
Secretariat expenses	5.999
Reimbursement for 3 countries for Budapest Council meeting April 2016	1.513,00 Georgia (581) Moldova (517) Ukraine (415)
Secretariat (travel + hotel) CMs	1.212,90 212 (Budapest hotel) 196 (Budapest travel) 408 (Dublin hotel) 396,90 (Dublin travel)
Reimbursement for 3 countries for Dublin CM September 2016	1.472,76 Georgia (584) Moldova (460) Ukraine (428,76)

EXPENDITURES	EUROS
Dublin conference poster and certificates	520,94 79,30 + 297,68 + 95,16 + 48,80
Dublin keynote reimbursements	1.697,16 419,47 (Amanda Howe) + 573,60 (Mette Brekke) + 704,09 (Igor Svab)
Dublin conference webpage	1.596,54
Best oral and poster presentation awards	700 (500 + 200)
Presents for Dublin organizers	83,10
Tartu Leonardo Level 2 Course sponsorship (10 places)	3750 + 3750
Bled course September 2016 (5 places)	3000
Portfolio leaflet	487 (292,00 + 195,00 (shipping))

EXPENDITURES	EUROS
Copenhagen brochure rack	167,95
EURACT messenger	58,56
Bank commission	169,32
TOTAL	29.653,23

BALANCE 2016

- 59.424,23 EUROS

AUDIT

- Auditing before the General Meeting in Tel-Aviv
- In EB meeting 2017, it was agreed that that Zaim Jatic remains as one auditor, with Peter Prydz being asked to be the 2nd auditor.
- In this way there would be one auditor with experience and another new one.

- This system is to be used for future appointments of auditors.

Audit report-1

Audit report for 2016

To: EURACT Executive Board and EURACT Secretary

EURACT Financial Audit 2016

First auditor: Dr Zaim Jatić

Dear friends,

I was honoured to be nominated by EURACT Council to achieve an internal financial audit of the organization for the year 2016. The audit was done according with the EB decision during its meeting in Vienna last January 2016 and with the respect of organization bylaws.

This audit report is ready to be presented to the EURACT Council during the Meeting in Tel Aviv March 30 – April 1.

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 2016 comparative with predictive budget
4. Conclusions

1. General review of the financial records

I am received a spreadsheet containing all financial records made during year 2016. 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 2016 and the real balance at the end of the year.

Table 1: Income 2016: categories, predicted, balance

INCOME			
Categories	Predicted (€)	End of 20165 (€)	Balance (€)
Member Dues	20.000,00	19.835,00	-165,00
Wonca Funding	9.000,00	9.000,00	0,00
Project	0,00	10.642,00	+10.642,00
Interests	0,00	0,00	0,00
Others	0,00	0,00	0,00
Transfer IN	0,00	0,00	0,00
TOTAL INCOME	29.000,00	39.477	+10.477,00

Table 2: Some expenses 2016: categories, predicted, balance

Categories	Predicted (€)	End of 2016 (€)	Balance (€)
Secretariat	6.000	5.999,00	1,00
L3 course Malta 2017	4.000,00	0,00	4000,00
Meetings/Courses	14.500,00	11.624,25	2.875,75
Total	24.500,00	17.623,25	6.876,75

Total predicted expenses 29.170,00 €, total expenses in 2016 - 26.653,63 €.

Table 3: Financial balance 2015 – 2016

Balance 2016 – 2015		
31.12.2015(€)	31.12.2016(€)	Surplus(€)
59.424,23	72.247,60	12.823,37

Remarks:

-The total income rate was positive than predicted (+10.477,00 €), especially by increasing amount from projects (+10.642,00 €).

- The total expenditure rate registered a positive balance of **+2.516,37 €** than predicted .

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, Barbara Toplek and I wish to thank them for their support.

Auditor,
Dr. Zaim Jatić

Vrazova 11, 71000 Sarajevo, Bosnia and Herzegovina
Phone +387 61 181 376
Email: jaticzaim@gmail.com

Audit report-2

To: EURACT Executive Board
EURACT Council

EURACT FINANCIAL AUDIT REPORT 2016

Auditor: Peter Prydz, MD

I have received the task of Auditor from the EURACT Executive Board. This audit report is produced for presentation at the Council Meeting in Tel Aviv March 30 - April 1.

I have been presented with the following:

- Spreadsheet of all financial records of the year
- Five requested receipts of posts of differing purposes
- Explanations to all posts requested, provided by executive secretary Barbara.
- Balance account.
- Predicted budget of 2016 from the Budapest Council Meeting.

The financial data are all recorded chronologically in a straightforward way, distributed into logically formed columns. The calculated sums of each column are placed in the top line, these are checked to be correct.

The five requested items are checked and thoroughly explained to me by Barbara. They are all approved to be correct.

The balance is increased through the year 2016 by 12.723,37€ to 72.247,60. It is not stated what this consists of - bank account, receivable claims, etc.

The financial results comply with the preliminary budget as decided at the Council Meeting in Budapest April 2016 as follows:

Income:

Figures in €	Budget 2016	Recorded
Membership dues	20.000	19.835
Wonca funding	9.000	9.000
LdV final instalment	10.350	10.642
Total	39.350	39.477

Expenditures:

Figures in €	Budget 2016	Recorded
EB meeting	2.500	3.475,40
Council Meetings	4.500	4.898,66
Secretariat	6.000	5.999
Other meetings/courses	11.500	11.624,25
LdV Project Portfolio	0	292
Bank fee	200	169,32
Other	0	195
TOTAL	24.700	26.653,63

The transactions through the year are closely in correlation with what is intended in the budget. EURACT is definitely in good control of its economical state.

The increase in balance is mainly due to a project that was finished in 2015, and is according to this very close to the reduction in the balance of 2015.

The reserves as stated in the balance are greater than what is required to run the organisation efficiently in the perceivable future.

I state that the financial operations of EURACT are run and registered precisely and accurate, according to the demands of the organisation.

Hammerfest, Norway March 24, 2017

Peter Prydz, MD
auditor

EURACT Predicted budget 2017

INCOME 2017 (predicted)

INCOME	EUROS
Membership dues	20.000
Wonca funding	9.000
Total	29.000

EXPENDITURE 2017 (predicted)

EXPENDITURE	EUROS
Vienna EB meeting January 2017	2.500
Secretariat expenses	6.000
Reimbursement for 3 countries for Tel-Aviv CM 2017	1.500
Reimbursement for 3 countries for Barcelona CM 2017	1.500
Secretariat travel to meetings	1.500
Appraisal Portfolio-technical support	1.500
Bank commission	170
Wonca Europe Prague	500
Bled course September 2017 (5 places)	3.000
L1 course Greece May 2017 (12 places)	7.500
L3 course Malta 2017 (8 places)	4.000
TOTAL	29.670,00

Thank you for your attention

Appendix 6: New EURACT members

Barbara Toplek, Adm. Secretary

Germany

1. Anne Simmenroth

Israel

1. Jomah Abdelaziz
2. Golan Cohan

Italy

1. Pier Lorenzo Franceschi
2. Irma Scarafino
3. Marzio Uberti
4. Paolo Schianchi

FYR Macedonia

1. Sashka Janevska
2. Vaska Gavrilova Gocevska
3. Irena Nikolova
4. Lena Zaharieva

Malta

1. Pierre Mallia

Norway

1. Wik Eivind

Portugal

1. Dilermando Sobral
2. Monica Granja
3. Susana Madeiros

Slovenia

1. Vesna Homar

Turkey

1. Demet Ylmaz
2. Guzin Zerenozturk
3. Onur Ozturk
4. Nursah Ozkan
5. Berkay Olmez
6. Bilge Sönmez

Ukraine

1. Oleg Ksenchyn
2. Maria Rybytska

UK

1. Brian Hopkins
2. Michael Van Dessel
3. Safa Abdel-Aal

TOTAL: 28 new individual members

Appendix 7: Reports from committees

Basic Medical Education (BME)

Francesco Carelli, Chair

Present: Natalia, Helena, Stefan, Mario, Francesco (chair)

Committee has done brainstorming between what produced in the past, what not done in between and the absences and what to start to do since now.

It has been debated possible way to create something to be used as snowball, growing and be useful near surely as WS in Krakow as well in Leuven.

Decided to create a database from all members to be reflected in Barcelona (letters to be sent to absent members involving them soon). All members invited to contact another Council Member to fill the same questionnaire.

Scheme of a questionnaire “data on how Family Medicine is taught in some European Universities” was created as follow:

Name University

Aim

When: in each year OR years, how long

Where

Topics

Teaching methods

Recommended textbook

By whom

Integrated teaching with other subjects

Inter-professional teaching

Number students / year

Number teachers

Teaching language

Attachments: How and how long

Assessment Methods

Feedback from students

External evaluation or audit

ECTS - Credit system

Contact person

Publications specifically (in English language) and WEB page

By Francesco

Specialist Training (ST)

Nele Michels, Chair

Attending: Martine, Roar, Peter P, Sonata, Lukan, Maya, Nele, Dolores, Eva, Nynke (report)

1) Update website page ST committee: Martine will collect papers on Leadership, sent by all ST members to put in the dropbox and select suitable papers for the website

2) Survey on leadership:

- The purpose is to create input for the workshop in Prague.
- Definition: stewardship may be a difficult word, but we cannot find a better word. We will make a little footnote - Maja and Sonata will send a definition to Nele.
- Nele put the questions for the survey in survey monkey. Question 2 needs a 2a: tick box with the kind of organisation: educational, professional, academic, health provider, with also a free place.
- We leave the question 'in which part...' out. Number of teaching hours should be an open field, and – if not possible- a range: less than 5, 5-10, 10-15, 15-20, 20-40, more than 40. Some countries have a 'foundation year'.
- Teaching methods: add e-learning; 'Ex cathedra' should change in 'lecture'. Add 'tutorial'. If it is not possible to have several answers, we need more questions. Leave 'active learning' out. Leave 'portfolio' out. Add 'reflection'. Leave 'task' out, change in 'project'.
- Assessment: 'task' replace by 'project'.
- People should fill the survey within two weeks.

3) The workshop (Wonca Prague)

- Is done by Roar, Sonata, Zalika and Inguna.
- The workshop is for teachers. They go home with good ideas about teaching leadership. The suggestion is to be more specific about the word 'good practice'- see remarks in email of Martine.
- The idea is to start with clips about different kinds of leadership (Nynke sends an idea: <https://www.youtube.com/watch?v=fW8amMCVAJQ>) and make the participants analyse what they see, and what this means: leadership is changing.
- Then some theory on different kinds of leadership (Roar), the results of the Euract survey (?) and the Euract definition.
- We could give one case to the small groups where you need leadership and discuss how to teach it. Or have small group discussions on what good examples participants have in their own country. As a result of the small groups people may add to the definition.
- All ST members send good ideas and clips to Roar and Sonata.

4) For the future: what are the problems in ST training we should work on?

For Wonca and UEMO the topics are: general practice as a specialty, minimum training time for GP specialty in EU countries, should GPs be moved in the general paragraph about medical specialist training? We have in EU countries free movement of workforce> how can training systems differ in content and length? Could we come with recommendations on the composition of the training program? We agree to work on this in Barcelona. Roar has to find and send a link on EU regulations.

CME/CPD

Jachym Bednar, Chair

Present : Jo Buchanan, Ruth Kalda, Radmila Ristovska, Razvan Mitfode, Peter Vajer, Pavlo Kolesnyk, Jáchym Bednář

Missing: Ljiljana Cvejanov Kezunović, Elena Andreeva, Nino Kiknadze

Sonata Varvuolyte left the CPD/CME committee to join ST committee

1. Discussing workshop at Prague WONCA 2017 conference. Presentation Title: Empowering doctors to use modern technology whilst still remaining patient centred Peter, Pavlo, Jachym will present.
2. CPD/CME vision statement - to be developed and put on the website.
3. Survey on e- health has started to be developed and to be finished by Barcelona meeting / Jachym.
4. CPD/CME database on CPE system in Europe to be updated again. Available on the website: here : <http://euract.woncaeurope.org/cme-cpd-database> - Jachym to remind all the country representatives.
5. New topic for WS in Krakow: proposed by Razvan, he will prepare the abstract and also the frame of the WS by Barcelona meeting: How to avoid drug interactions if working without appropriate SW in GP office? To train participant to use easily internet on-line apps on interactions.
6. New topic proposed by Jo: How to teach Significant Event Analysis in CPD/CME. We will develop a Google survey to identify whether council members are familiar with the method and whether they are using it in their practices / Jo, Jachym. We will prepare the abstract of WS and also the frame of the WS by Barcelona meeting/ Jo, Jachym.
7. Peter has conducted the survey in Hungary on the theme: To identify the barriers hindering students to become FM/GP. The survey will be adjusted for Euract council needs, Euract council members willing to cooperate would help to conduct this survey also in their countries.

Jáchym Bednar, chair of the committee, Tel Aviv - Spring 2017

Member services (MS)

Bruce Brinkley, Co-chair

1. Next Leonardo Courses :
 1. Level 1: May 2017 Tessaloniki; 12 sponsored participants from 6 counties, 24 paying members...
May 2019 Prague (23.5 - 25.5. 2019); 12 sponsored participants, separate attached excel-file for budget.
 1. Level 2: Israel in 2018 ?? to be confirmed

2. Level 3: Malta & Greece in oct 2017 & june 2018.
3. Bled Janko Kersnik Course: 25th edition 'Teaching and learning about diagnostic uncertainty in family medicine'. 12-16 September 2017. Website is not up-to-date!
2. Dublin conference: asked Darach for a short report
3. Bursaries for Leuven Conference:
 1. criteria: experience in training, age, academic position, country, field of interest; extra payments for bursaries with accepted contribution (presentations or posters)
 2. amount: not enough financial figures...
4. (Givi's) Guide for Euract Courses organizers: current version is TelAviv 2017
5. Process and generic criteria to select trainers or experts for a certain task...
 1. Number of applicants vs number of posts
 2. Teaching qualification, experience and training in the field, availability (time and space), professional qualification including communication skills, age (?), euract membership status (?).
6. Promoting Euract-Membership in my country: renew the 2010 flyer with new logo
 1. reduced fees for Leonardo courses and Bled courses, Assessment courses, Advanced Skills for Training courses.
 2. sponsorship opportunities for the aforementioned activities
 3. networking with other trainers in Europe
 4. twice a year report from the national representative, email or newsletter (messenger)
 5. get a certificate and receipt of payment.
 6. belong to a group of teachers
 7. use of educational material available on the Euract website
 8. have the opportunity to improve your teaching skills
 9. be a sponsor for Euract's tasks : help develop FM through teaching in Europe, help teachers from low-income counties to attend courses and conferences,
 10. email address at euract.org ?

Notes for 2017/2 in BCN

Rules about fixing membership fees.

Lower the fees to attract more members?

Getting discount for course/conference after applying for membership (member-elect status?)

Appendix 8: Reports from task groups

Website & branding task group

Mario R Sammut, Member

In attendance: Mario, Barbara, Razvan, Bruce, Esra, Radmila

Apologies: Darach (chair)

Discussion of the following projects took place:

1. Addition of online application form for prospective members to the EURACT website to allow people to register their interest in becoming EURACT members, pending provisional agreement by National Representative (NR) as being eligible to be formally ratified at the next EURACT Council meeting

Steps:

1. Applicant applies online
2. Application received by Barbara and NR
3. Barbara sends email of acknowledgement
4. NR approves application, and asks for payment (explaining the different ways)
5. Applicant pays membership fee
6. Application is presented for approval at next Council Meeting

Mario is to write to Tim (the webmaster) copying Bruce, who kindly offered to coordinate the technical arrangements with Tim, and Darach as chair of the task group.

2. Branding/logo review for EURACT

Barbara has asked a designer to carry out above: the fee is 350 Euros + VAT. The task group agreed and recommended that Council gives its go-ahead.

Barbara is to arrange for the production of a first announcement for the Leuven conference in poster and flyer format to be made available at the EURACT booth in Prague.

Barbara is to arrange for the preparation of a 25th anniversary poster to be put up at the EURACT booth in Prague.

Jachym is to produce a short film commemorating EURACT's 25th anniversary to be shown in the EURACT booth in Prague that could include:

- photos from past Council meetings and other EURACT activities
- messages from EURACT Countries (past/present Council members, EURACT members, EURACT course participants)
- messages from past presidents
- a message from WONCA Europe
- a message from Darach re the past conference
- a message from Jan re the next conference

Mario R Sammut

Appraisal of GP teachers

Roar Maagaard, Chair

Participants: Adi Netser, Peter x 2, Jachym, Nele, Eva, Jo, Ruth, Llukan, Dolores and Roar.

1. We discussed our achievements so far – and agreed that it is disappointing after 1 year – and we also agreed that so many peoples' academic hours and EU money have been put into this system that we must give it an energetic try, once more! And so we will!
2. The achievements: 4 experts appraised (1 UK, 1 Slovenia and 2 Denmark). 1 competent application (in process).
3. We will propose:
 - a. ALL EURACT COUNCIL members should function as ambassadors for the appraisal system – and to do this most efficiently Council Members should apply for appraisal themselves! Adam, Ruth, Peter P, Nele, Jachym and Eva promised to do so.
 - b. An idea could be to promote the system also to “future teachers” of GP/FM. Encourage young doctors to start collecting documentation and store it in the portfolio.
 - c. We suggest that we change the portfolio at the competent level so there is one more option: you can apply for appraisal in domains one by-one. “If you like the taste of the appetizer you perhaps will go for the full dinner”! This has to be discussed also with the original project partners.
4. We will encourage Council Members that wish to do a translation of the portfolio to contact Viola for instructions – and there is a brief English version of the background for the project that can easily be translated to the task is not overwhelming.
5. Appraisers:
 - a. Expert level: the system of 2 international appraisers should continue.
 - b. Competent level: the system of 1 national appraiser should continue – but when the **first** application for this level comes from one country/language area we should deal with application like this:
 - i. application to be written in English in the text fields in the portfolio
 - ii. documentation in attached files can be in national language
 - iii. we will secure one international appraiser
 - iv. the appraisee should suggest a GP teacher in own language area that can work as co-appraiser with the special task to appraise the documents in national language.

Provision of Educational Resources

Martine Granek-Catarivas, Chair

Participants:

Helena Karppinen (Finland)
Natalia Zarbailov (Moldavia)
Nynke Scherpbier-deHaan (The Netherlands)
Francesco Carelli (Italy)
Pavlo Kolesnyk (Ukraine)

Missing:

Elena Andreeva (Russia)
Nino Kiknadze (Georgia)
Iveta Vavaerkova (Slovakia)
Mira Kis-Veljkivic (Serbia)

Martine Granek-Catarivas (Israel)

The participants had further discussion on the aims and goals of the Task Force, and about what the end product should be.

Introduction

Purely "on line" educational resources may not be adequate to teach some non-clinical material relevant to Family Medicine, such as the topics dealing with the principles and philosophy of Family Medicine.

Blended methods including the use of small groups' debates, interactions and interpersonal activities, are more suitable to improve communication skills, the management of cultural and ethical issues as well as dealing with uncertainty.

It was agreed that the Task Force should provide some outlines and educational resources that could serve as a basis to teachers willing to develop modules using blended methods.

Current Tasks

1. Development of a **Roadmap for blended learning material preparation** (overview) relevant to the goals and context of Family Medicine, written by Natalia. This is to become our main document, to be uploaded on Euract website and maybe published (?)

2. Development of **Minimum Core Curriculum Topics**
 Three topics have been chosen and have been partially developed as modules using blended teaching methods. They will be shortened or adjusted into examples with suggested outlines.

 Topic 1: Continuity, comprehensiveness, coordination of care, by Nino and Francesco (under progress)
 Topic 2: Holistic approach. Bio-psycho-social model, by Natalia (under progress)
 Topic 6: Decision making based on prevalence and incidence of target, by Helena (new)

3. Development of some **other relevant non-clinical modules** as additional examples, such as Breaking Bad News, teaching Ethics, and the use of Spirometry (for the method demonstrated) will also be added.
4. Learning more about **blended learning**, hybrid courses, flipped classrooms, interactive E-learning and technologies ... from existing implementations:
 Such as :
 - The spirometry distant education course - SpiroCourse by Elena (new)
 - Breaking Bad News blended course, by Martine (new)
 - Other examples: Youtube by Nynke, by Francesco

5. Development of a **bank of relevant content material and resources** (under progress)

Future tasks:

1. Re-challenge the Task Force: More open discussion on What? Why? Who? How?
2. Choose other Topics to be developed from Minimum Core Curriculum
3. Comment and improve old and new documents
4. Consider developing a scientific project with co-partnership from different countries

5. Explore the interface with BME and CPD
6. Consider opening a site in Euract website

Appendix 9: Preparing for the 2nd EURACT Educational Conference Leuven 21st & 22nd September 2018

Jo Buchanan

Council agreed to the arrangements proposed by Jan Degryse in his email of 1st Feb 2017 [see appendix below]. It was also agreed that a joint agreement be produced formalizing the arrangements for the conference and clarifying the responsibilities and financial commitment.

The council then concentrated on themes for the conference and the following **titles** were suggested:

- *Education in Family Medicine: Connecting the Generations*
- *GP Education in the real world*
- *Changing Family Medicine Education for a changing world*

The following **themes** were identified:

- *New ways of teaching*
- *Patient centredness in teaching*
- *Encouraging recruitment to Family Medicine*
- *The value of small scale research projects in FM education*
- *Education for diverse*

The **secrets of success** of a conference were also discussed:

- *Good balance of keynotes and lectures*
- *Keynotes relevant to FM education*
- *Perhaps a keynote from a professional teacher from another field*
- *Involve students and trainees*
- *Simple arrangements – accommodation near to the venue*
- *Healthy food*
- *Time for networking*
- *Monitor costs*
- *Target specific groups*
- *Provide a workshop on ‘Educational research methods’*
- *Utilise the learning from Dublin*
- *Effective promotional strategy to be in place*

Next steps

Suggest a virtual meeting shortly with Jan to discuss this document agree a title and themes, organisational structure and financial arrangements

Appendix: email of 1st Feb 2017 from Jan Degryse

Dear All,

I am very pleased to announce that I finally received green light from the board of directors of my department as well as from all of the university authorities to host and organize the second EURACT Medical Education conference in Leuven.

The proposed dates for the conference are: Friday the 21st and Saturday morning the 22nd of September 2018.

However our Rector and my board members insisted on three issues:

1. EURACT should be ready to co-fund this event i.e. to advance the funds needed in order to have this event prepared by the K.U.Leuven congress cell. If the conference is successful it should be “self-supporting”. In that case the invested money will be returned to EURACT and if there would be any benefit than this budget will be equally divided between EURACT and K.U.Leuven.
2. In order to be able to make sure that this international conference would also be interesting for our local trainers our board insists that two “local = Belgian” experts would be accepted/adopted as members of the scientific board that will guide the conference.
3. This conference coincides with the 50th anniversary of our Academic Department of Family medicine in Leuven, and we would therefore appreciate if the EURACT council would approve that one of the Key-note speakers could be Prof. Emeritus Jan Heyrman, the former director of our department and co-founder of the New-Leeuwenhorst group and pioneer of EURACT.

If the EURACT executive board & council can agree with these terms than we can really start planning things ! Since the “format” of the previous conference in Dublin appeared to be a success (a balanced mix between key-notes, workshops and sessions with scientific communications) it might be interesting to organise our next conference the same way.

I would like to invite the EURACT EB & Council to brainstorm during their next spring meeting about a new appealing “focus/title ” for this conference (*). And I would like to propose a Skype meeting or as an alternative be happy to participate to a brain session during the EURACT meeting in Autumn 2017 in order to elaborate a detailed program and PR plan.

Let's make this happen !

Most sincerely,

Jan