



Network organisation within WONCA Region Europe – ESGP/FM

[www.euract.woncaeurope.org](http://www.euract.woncaeurope.org)

## **Report of EURACT Executive Board Meeting Brussels, Belgium, 21 January 2023**



**President: Prof. Nele Michels**, Antwerp, Belgium. Phone: +32 496 111 873. email: nele.michels@uantwerpen.be

**Hon. Secretary: Dr. Denise Velho**, Leiria, Portugal. Phone: +351 244 860 100. email: dacvelho@gmail.com

**Hon. Treasurer: Prof. Dr. Esra Saatci**, Cukurova University, Department of Family Medicine, Adana, Turkey, Phone: 90 536 548 39 04, Fax: 90 322 338 65 72, e-mail: esra.saatci@gmail.com

**Admin. Secretary: Barbara Toplek**, Institute for development of Family Medicine, Poljanski nasip 58, SI-1000 Ljubljana, Slovenia. Phone +386 1 43 86 913, fax + 386 1 43 86 910, e-mail: barbara.toplek@zrdm-idfm.si

## Venue

Pillows City Hotel Brussels Centre, Belgium

## List of participants

1. Nele Michels, Belgium, President
2. Denise Velho, Portugal, Hon. Secretary
3. Esra Saatci, Turkey, Hon. Treasurer
4. Martine Granek-Catarivas, Israel, EB Member
5. Nynke Scherpbier, The Netherlands, EB Member
6. Vesna Homar, Slovenia, EB member
7. Barbara Toplek, Slovenia, Administrative Secretary

## Report of the Meeting

1. Welcome and approval of the agenda by the President – this was the 25<sup>th</sup> meeting of this EB. The President organized the meeting points in four areas (appendix E): business, mission & vision, finances and projects/activities.

### **BUSINESS:**

2. Elections of honorary secretary – Barbara will resend the call for nominations with the deadline of February 28<sup>th</sup>
3. Elections for President – Nele is willing to do a second term.
4. Approval of new members.

EB approved the following new members:

Czech Republic

- Martina Pokorná

Estonia

- Marta Velgan

Portugal

- Carla Pina

- Inês Maio

Slovakia

- Szwanczar Tomková Lenka

- Wöstmann Xénia

- Machová Husarovičová Valéria

- Jandžíková Martina

- Repovská Anna

The Netherlands

- E. Wesseling (e.wesseling@erasmusmc.nl)

- J. Damen ([j.damen@erasmusmc.nl](mailto:j.damen@erasmusmc.nl))

- Bart Thoonen

5. Countries without representative. Bosnian members have been sent several reminders, but no one answered. Esra will establish a personal contact with a Bosnian colleague. We haven't received any contact from Cyprus. France has three members and hopefully will elect their representative. Georgia has had elections and Nino will be the representative again. Russia hasn't contacted EURACT. MSC will have to discuss in Madeira about other European countries who might want to belong to EURACT.
6. Warning letters to five Council members who have missed the last two meetings will be sent by Barbara this month.
7. In Madeira, MSC needs to work on a proposal of a timeline for when the members, old and new, need to pay their membership fee. EB thinks the new members need to pay for the year's fee immediately after being approved, even if they are approved in November or December, for example. The new website will do this automatically. MSC also needs to discuss about the status of honorary members.
8. EURACT on social media. The Facebook and twitter accounts have been inactive for a while, and nobody has the access data. Should EURACT pay someone professionally to maintain these platforms and to promote EURACT's activities? Even so, someone from EURACT needs to articulate with this person/company.
9. New taskforce: at the beginning of the Madeira meeting, we will ask council members if they have any suggestion for a new taskforce. If no new idea comes up, we will work within the three existing ones. One idea: communication skills/relational competencies.

#### **FINANCES:**

1. EB decided to revise membership fees (appendix A). We will keep the five categories but change the thresholds:
  - 10 euro category -  $\leq 19.999$  euros
  - 20 euro category – 20K to 39.999 euros
  - 30 euro category – 40K to 49.999 euros
  - 40 euro category – 50K to 59.999 euros
  - 50 euro category-  $\geq 60K$  euros
2. Financial report (appendix B) – to be sent to council members before the Madeira meeting.
3. Predicted budget (appendix C) – to be sent to council members before the Madeira meeting.

EB discussed about the reimbursement of the lower GDP countries and decided to reimburse 75% of the cost with transportation and accommodation up to three nights, up to a maximum of 500 euros each. We will keep reimbursing every council

member from the countries in the first paying category (10 euros) and re-evaluate the financial feasibility next year.

4. EB decided to increase the amount reimbursed per km for car transportation to 0,37€/km (appendix D).

5. Auditors: Adam Windak and Roar Maagaard.

#### **PROJECTS/ACTIVITIES:**

1. 3<sup>rd</sup> EURACT Educational Conference – all keynotes, workshops and presentations settled. The webpage is almost ready to be launched. The venue will be the festival hall, in Bled. Barbara still has to go over some details with Burak before we may launch the website. We will have leaflets and promotion during the WONCA Europe Conference. Furthermore, a banner under the e-mail, maybe our EURACT Twitter account (to be reactivated), the WONCA twitter account, and via the Journal Education for Primary Care. Info on the conference could also be included in a mailing about the Bled course. + newsletter WONCA Europe/world?

2. Bled Autumn Council Meeting – everything planned.

3. Madeira Council Meeting – we need to have details about accommodation and social events to send out the information to council members. We will ask CM to update their country databases beforehand and give them some time during the meeting to finish.

4. Leonardo course level 1 in Malta.

5. Level 3 – no location decided – Barbara will send out an announcement for applications to be sent until February 28<sup>th</sup>.

6. CME PinPoint platform - ongoing

7. Covid-19 study - ongoing

8. New website \_ finishing the Conference website will be an important step. It should be ready to launch as soon as possible but at the latest in the Madeira meeting.

9. Databases on the website – council members will be asked to update their country databases and we will work further on it during the Madeira meeting.

10. Appraisal portfolio – we will insist with Adam to get feedback from Viola. If we decide to maintain it we need to have someone available to answer and to organize the next steps.

11. EUSIT – Vesna will contact Pavlo to know what his current needs are. Does he need more on training the trainers than clinical subjects?

12. BME survey – “PILOTING of the BME survey on provision of GP/FM undergraduate education in Europe” sent by BME on December 20<sup>th</sup>. EB feels that it is a very ambitious project, the questionnaire is too long and should be better balanced eliminating questions that don't relate to the research question, and the number of required respondents should also be reduced.

13. Adolescent medicine-group: training objectives - Arabelle showed an interest in the subject. Vesna will email her about being the EURACT liaison on this subject.

14. WONCA Europe 2023 – EURACT booth with posters and flyers about Bled course and educational conference (with QR codes). Promotion of the website. The abstracts from ST and BME were submitted. CME didn't send anything.

A colleague from the Netherlands who was submitting an abstract asked if it could be in collaboration with EURACT. This type of request should be further discussed during the meeting in Madeira: what can be EURACT's and the CM's role?

15. WONCA Europe POCUS – the second version of the document was better, and feedback was once again given. We didn't receive any answer/communication anymore.

16. "Communication skills" school (Georgia) – EB is willing to review the content and support the implementation of this school. It should be a step-by-step project (eg first national and teach-the-teacher), before it can grow. Nele will take contact with Nino K.

17. Collaboration – research with EYFDM – two projects from EYFDM where they would like to have a collaboration with EURACT and apply for WONCA funding:

a) Improving GP training together. A mixed method study of effective competency learning and teaching in GP training across Europe.

They would like to do it in collaboration with EURACT and for us to give them feedback along the way. Nele suggested they have a workshop during our next Educational Conference.

b) Hippocrates programme shifted to online form with the Covid pandemic – should they remain online or go back to in presence or something mixed? They already have a collaboration with EURIPA and would also like to have feedback from EURACT on this. We agreed on this.

## **MISSION & VISION**

1. Three pillars: education, research and community or member service. Each committee should keep in mind these three pillars in a balanced manner.

2. Who are we representing or working for? Who is our "target audience"? We have offers for teachers and trainers (BME, ST) and for GP/FD in general (CME/CPD). On the other hand, our contents/offers are also attractive for GP trainees with an interest in education.

3. Promotion and visibility of EURACT → EB agrees that we need professional help in marketing. Nele has contacted Agnes (Peter's partner). Barbara will contact Alice (she used to do this work for WONCA). All EB members will try to think of someone to take to the next EB meeting.

Martine has also contacted Burak to retrieve the twitter and facebook accounts.

4. Accessibility/transparency:

a) staff for the courses – EB revised the application proposal sent by the Leonardo courses TF and will give them feedback. We agreed with 1) the need for a detailed CV with focus on teaching & training, 2) creating awareness on the commitment (creating and revising materials + ½ day of intervision with all the teachers (teach-

the-teacher)), proposal of attaching an estimation of the time needed per course, 3) call for new teachers every 2 years

b) access to documents & resources (website) – Who should have access to course materials? We will discuss it further with the Leonardo Courses TF and Hot topics TF. 3 groups are identified: 1) everyone who visits the website, 2) EURACT members, 3) course/symposium participants. EB proposes to give full access to materials to 3) and to provide summaries of content on the website to 1). Can group 2) also have full access to materials?

c) research & projects – all council members should be approached to collaborate. When a committee/taskforce/EB begins a project, they should share it with council and give everyone a chance to participate (open calls).

d) in the future try to articulate projects between the different committees and broaden the subjects (relational competencies, for example).

**NEXT EB MEETINGS:** Wednesday, 1<sup>st</sup> of March, 7 – 8:30 PM (online);  
Wednesday, 12<sup>th</sup> of April, 7 – 8:30 PM (online).

## Appendix A

GDP PPP international dollars	
<19.999 <b>Fee of 10 euros</b>	Albania, Bosnia & Herzegovina, Georgia, Kosovo, Krygyzstan, Moldova, N. Macedonia, Ukraine Total: 8 countries
20.000-39.999 <b>Fee of 20 euros</b>	Bulgaria, Croatia, Greece, Kazakhstan, Latvia, Montenegro, Romania, Russia, Serbia, Slovakia, Turkey Total: 11 countries
40.000-49.999 <b>Fee of 30 euros</b>	Czech Republic, Estonia, Hungary, Lithuania, Poland, Portugal, Slovenia, Spain Total: 8 countries
50.000-59.999 <b>Fee of 40 euros</b>	Finland, France, Israel, Italy, Malta, United Kingdom Total: 6 countries
60.000 and more <b>Fee of 50 euros</b>	Austria, Belgium, Denmark, Germany, Ireland, Netherlands, Norway, Sweden, Switzerland Total: 9 countries

### Countries going one category down

Georgia and North Macedonia (from 20 euros to 10 euros)

Latvia, Romania and Slovakia (from 30 euros to 20 euros)

Czech Republic, Estonia, Lithuania, Slovenia and Spain (from 40 euros to 30 euros)

Finland (from 50 euros to 40 euros)

**Appendix B**  
**FINANCIAL REPORT (for the year 2022)**  
**EURACT EB Meeting**  
**21 January 2023 Brussels**

From 01 January 2022 to 31 December 2022

**INCOME DETAILS**

<b>INCOME</b>	<b>EUROS</b>
Membership dues 2021	25.948,00
ISSECAM Project payment	18.720,00
WONCA Funding	4.000
Courses sponsorship participations	910
<b>TOTAL</b>	<b>49.578,00</b>

**MEMBERSHIP FEE DETAILS**

<b>Membership fees for 2020 and 2021</b>	<b>Number of members</b>	<b>EUROS</b>
<b>10-euro countries</b>		
Albania (2021)		100
<b>Bosnia &amp; Herzegovina</b>		
Kosovo (2021, 2022)		140
<b>Kyrgyzstan</b>		
Moldova (2021)		350
Ukraine (2022)		800
<b>20-euro countries</b>		
Bulgaria (2021)		460
Croatia (2021, 2022)		1.500
Georgia (2019, 2020, 2021, 2022)		1.580
Greece (2021)	74	2.363
Kazakhstan (2020, 2021)		90
<b>N. Macedonia</b>		
Montenegro (2021, 2022)		260
<b>Russia</b>		
Serbia (2021)		500
Turkey (2022)	22	700
<b>30-euro countries</b>		
Hungary (2019, 2020, 2021)	3	270
Latvia (2020, 2021, 2022)		540
Poland (2021)		30
Portugal (2021, 2022)	46	3.525



Romania (2021)	30	800
Slovakia (2022)	11	330
<b>40-euro countries</b>		
<b>Czech Republic</b>	9	
<b>Estonia</b>		
France (2020, 2021)	1	80
Israel (2022)	13	280
Italy (2021)		460
Lithuania (2020, 2021)		190
Malta (2022)	19	665
Slovenia (2022)		560
Spain	18	560
United Kingdom (2022)		160
<b>50-euro countries</b>		
Austria (2022)	7	350
Belgium (2021)		1.600
Denmark (2022)	12	575
Finland (2021, 2022)	22	2.780
<b>Germany</b>		
Ireland (2022)	1	50
<b>Netherlands</b>		
Norway (2022)	74	2.125
Sweden (2022)	9	450
Switzerland (2022)	15	725
<b>TOTAL</b>		<b>25.948,00</b>

## EXPENDITURE DETAILS

EXPENDITURE	EUROS
Pain Osteoarthritis Project	11.700,00
EURACT Secretariat (ZRDM)	7.5000,00
Council Meeting Krakow	7.000,00
Council Meeting Copenhagen	6.870,00
Leonardo Level 1 Malta 1 <sup>st</sup> instalment	4.500,00
Bled Course 2022 sponsorships	3.500,00
Bled Course 2021 sponsorships	2.200,00
Low income countries reimbursements Krakow 2022	2.031,25
Four guests Krakow	2.173,22
Low income countries reimbursements Copenhagen 2022	1.136,20
Barbara Toplek Krakow (presents included)	1.038,17 (315 + 279 + 70,40 + 86,07 + 287,70)
Barbara Toplek Copenhagen Council Meeting	725,00 (381 + 9 + 277 + 58)

EURACT Anniversary Trees plaques	710,00
Bank charges	312,25
Presents for Roar and Dimitrios	47,00
KvK registration document	7,80
<b>TOTAL</b>	<b>51.450,88</b>

**Low Income Countries Council Meeting Reimbursements Details:**

<b>Copenhagen Spring 2022</b>	
Moldova	579,70 (198,70 + 156,40 + 185,60 + 39,00)
Kosovo	556,50 (217,50 + 156,40 + 182,60)
Total	<b>1.136,20</b>
<b>Krakov Autumn 2022</b>	
Moldova	524,25
Kosovo	493,50
Albania	501,75
Ukraine	509,20
Cash compensation	2,55
Total	<b>2.031,25</b>
<b>TOTAL</b>	<b>3.167,45</b>

**Four Guests Expense Details (Krakov 2022):**

Egle Price	309 + 428,38 = 737,38
Jan Heyrman	279 + 337,18 = 616,18
Jo Buchanan	206
Mario Sammut	309 + 304,66 = 613,66
<b>TOTAL</b>	<b>2.173,22</b>

Balance (31.12.2012): 101.050,22 euros

Current Balance: 99.177,34 euros

## Appendix C

### EURACT Predicted Budget 2023

<b>INCOME</b>	<b>EUROS</b>
Membership dues	40.000
WONCA funding	8.000
Courses sponsorship participations	2.000
ISSECAM Project	???
<b>TOTAL</b>	<b>50.000 + ???</b>

<b>EXPENDITURE</b>	<b>EUROS</b>
ISSECAM Project	???
Educational Conference 2023	10.000
Secretariat expenses	8.000
Support for spring Council Meeting	5.000
Support for autumn Council Meeting	5.000
EB Meeting January 2023 Brussels	5.000
Level 1 Malta spring 2023 (2 <sup>nd</sup> instalment) (12 places)	4.500
Bled course September 2023 (5 places)	3.500
Reimbursement for 8 countries for Council Meeting spring 2023	4.000
Reimbursement for 8 countries for Council Meeting autumn 2023	4.000
Secretariat travel to meetings	2.000
WONCA Europe 2023	1.000
Other	500
Bank commission	400
<b>TOTAL</b>	<b>52.900,00 + ???</b>

## Appendix D

**EURACT  
EXPENSES CLAIM FORM**

<b>Name:</b>	<b>Office Use</b>
<b>Address:</b>	No.
	Date.
<b>Phone:</b> <b>Fax:</b> <b>e-mail:</b>	Total \$
<b>Purpose of travel / expenses for EURACT -</b>	Total €

**CLAIM** – Please note that all claims must be accompanied by original receipts.

Reimbursement is claimed for the following expenses	Amount	Office Use	
		\$	€
Car mileage -                      km @ 0.37 €			
<b>TOTAL</b>			

Reimbursement Percentage:	Initial Amount	\$	€
<b>FINAL AMOUNT to be REIMBURSED</b>			

I certify that all details of this claim are correct and that all expenses were necessarily incurred. None of these expenses will be reimbursed by any other organisation. PLEASE PAY THIS CLAIM IN CURRENCY – EURO		Office Use Exchange Rates
<b>Signed:</b>	Date:	

**BANK DETAILS**

Name & Address of Bank:

BIC Swift Code:

IBAN number:

**APPROVAL**

APPROVED FOR PAYMENT BY THE HON. TREASURER	DATE
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When completed please send to

Prof. Dr. Esra Saatci  
[esra.saatci@gmail.com](mailto:esra.saatci@gmail.com)

**Appendix E**

# EURACT EB meeting #25

Brussels 21 January 2023

business

'mission & vision'

finances

projects/activities

## business

- Elections honorary treasurer
- Elections president
- Memberships & countries
  - approval of new members
  - country membership fees → finances
  - countries without representative
  - warning letters
  - new process for membership (online) - timeline & evaluation & honorary members
- New taskforce?



# finances

## FINANCIAL REPORT (for the year 2022) EURACT EB Meeting 21 January 2023 Brussels

From 01 January 2022 to 31 December 2022

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### MEMBERSHIP FEE DETAILS

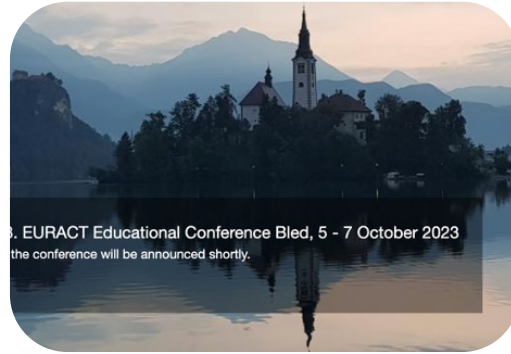
Membership fees for 2020 and 2021	Number of members	EUROS
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Albania (2021)		100
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Latvia (2020, 2021, 2022)		540
Poland (2021)		30
Portugal (2021, 2022)	46	3.525
Romania (2021)	30	800
Slovakia (2022)	11	330
<b>40-euro countries</b>		
Czech Republic	9	

### EURACT Predicted Budget 2023

INCOME	EUROS
Membership dues	30.000
WONCA funding	8.000
Courses sponsorship participations	2.000
ISSECAM Project	???
<b>TOTAL</b>	<b>40.000</b>

EXPENDITURE	EUROS
ISSECAM Project	???
Secretariat expenses	7.500
Educational Conference 2023	7.000
Support for spring Council Meeting	7.000
Support for autumn Council Meeting	7.000
EB Meeting January 2023 Brussels	5.000
Level 1 Malta spring 2023 (2 <sup>nd</sup> instalment) (12 places)	4.500
Bled course September 2023 (5 places)	3.500
Reimbursement for 6 countries for Council Meeting spring 2023	3.000
Reimbursement for 6 countries for Council Meeting autumn 2023	3.000
Secretariat travel to meetings	2.000
WONCA Europe 2023	1.000
Other	500
Bank commission	400
<b>TOTAL</b>	<b>51.400,00</b>

'projects/  
activities'



3rd EURACT  
educational conference



Spring meeting -  
Madeira

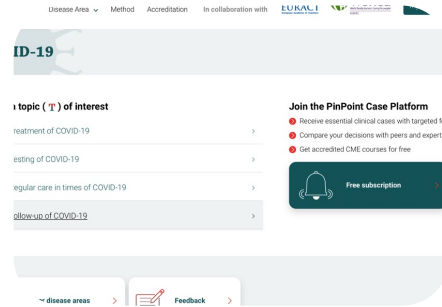


Autumn meeting -  
Bled



Leonardo Course level 1 -  
Malta + level 3

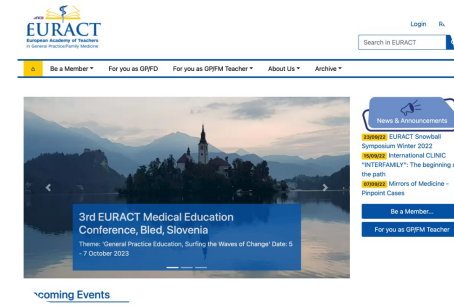
# 'projects/ activities'



CME PinPoint  
platform



COVID-19  
study



new website

Resources - CME/CPD Database

### CME/CPD Database

is a **CME/CPD Dynamic Interactive Database** that gathers information on Continuous medical education (CME) and continuous professional development (CPD) national practices. It focuses on accreditation, certification and licensure of family medicine and general practice physicians.

The database was devised by the EURACT CME/CPD Committee and launched in 2013. Each country representative in EURACT is responsible to complete and update data for their country.

**view the data for a specific country, please select the country name from the drop-down menu on the right.**

*EURACT national representatives, who are responsible for keeping their country's information up-to-date, may do so after logging in with their individual username and password.*

databases  
website



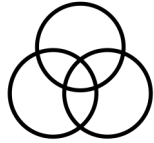
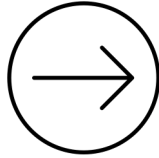
appraisal  
portfolio

## 'projects/ activities'

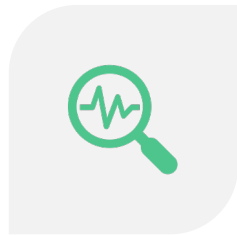
- BME survey
- adolescent medicine-group: training objectives
- WONCA Europe 23
- WONCA Europe POCUS - position statement
- 'Communication skills' school (Georgia)

## 'mission & vision'

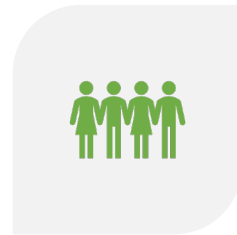
1. three 'pillars'
2. stakeholders
3. promotion & visibility
4. accessibility/transparency
5. future



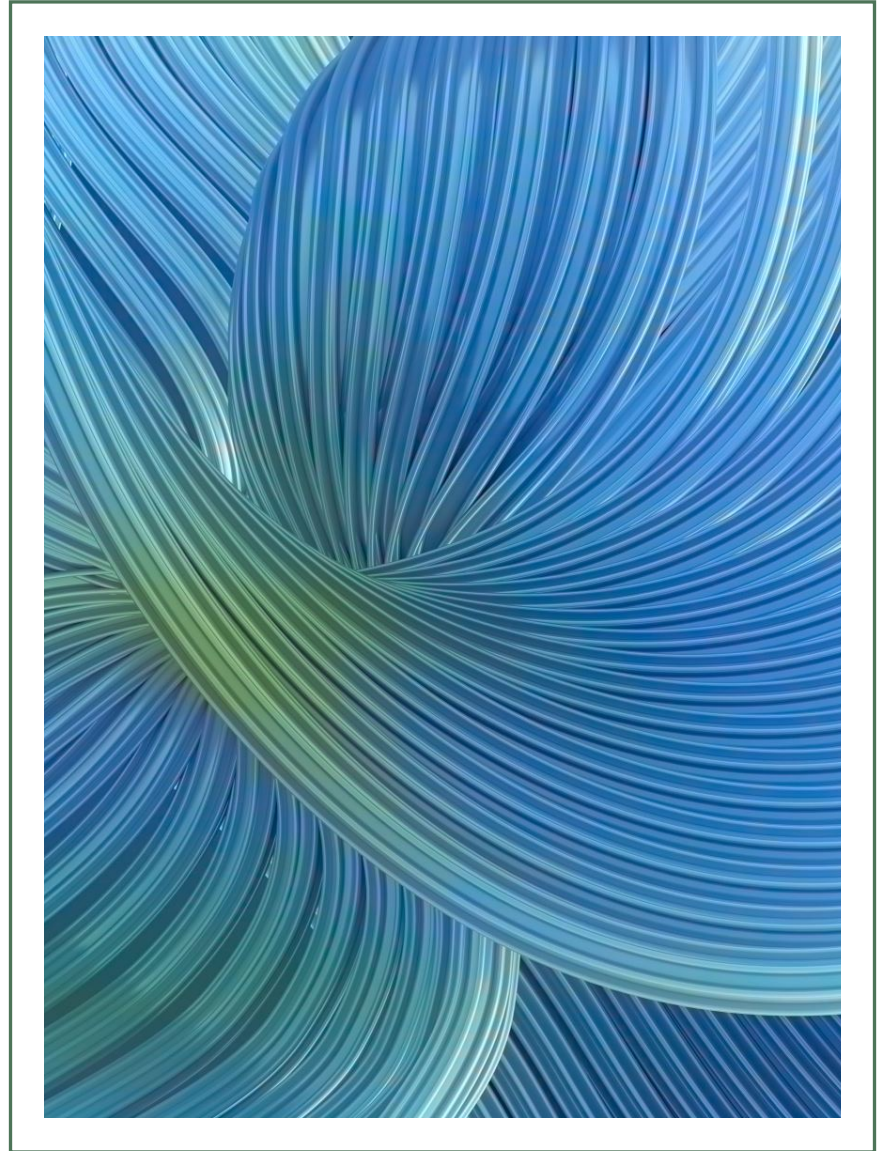
EDUCATION



RESEARCH



COMMUNITY OR  
MEMBER SERVICE



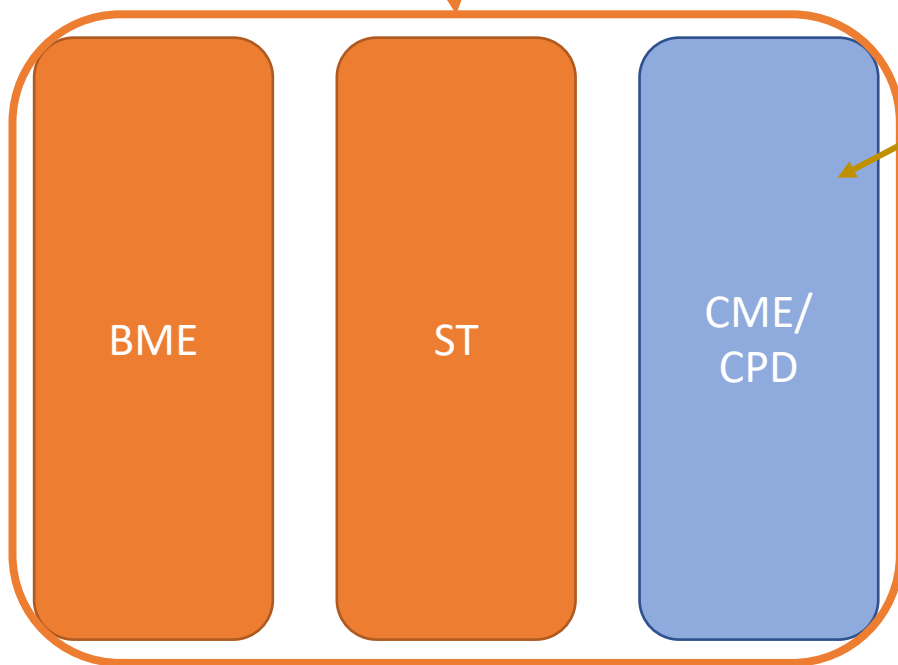
who should we attract?

to become a EURACT member

to use EURACT resources

GP/FDs teachers/trainers/faculty

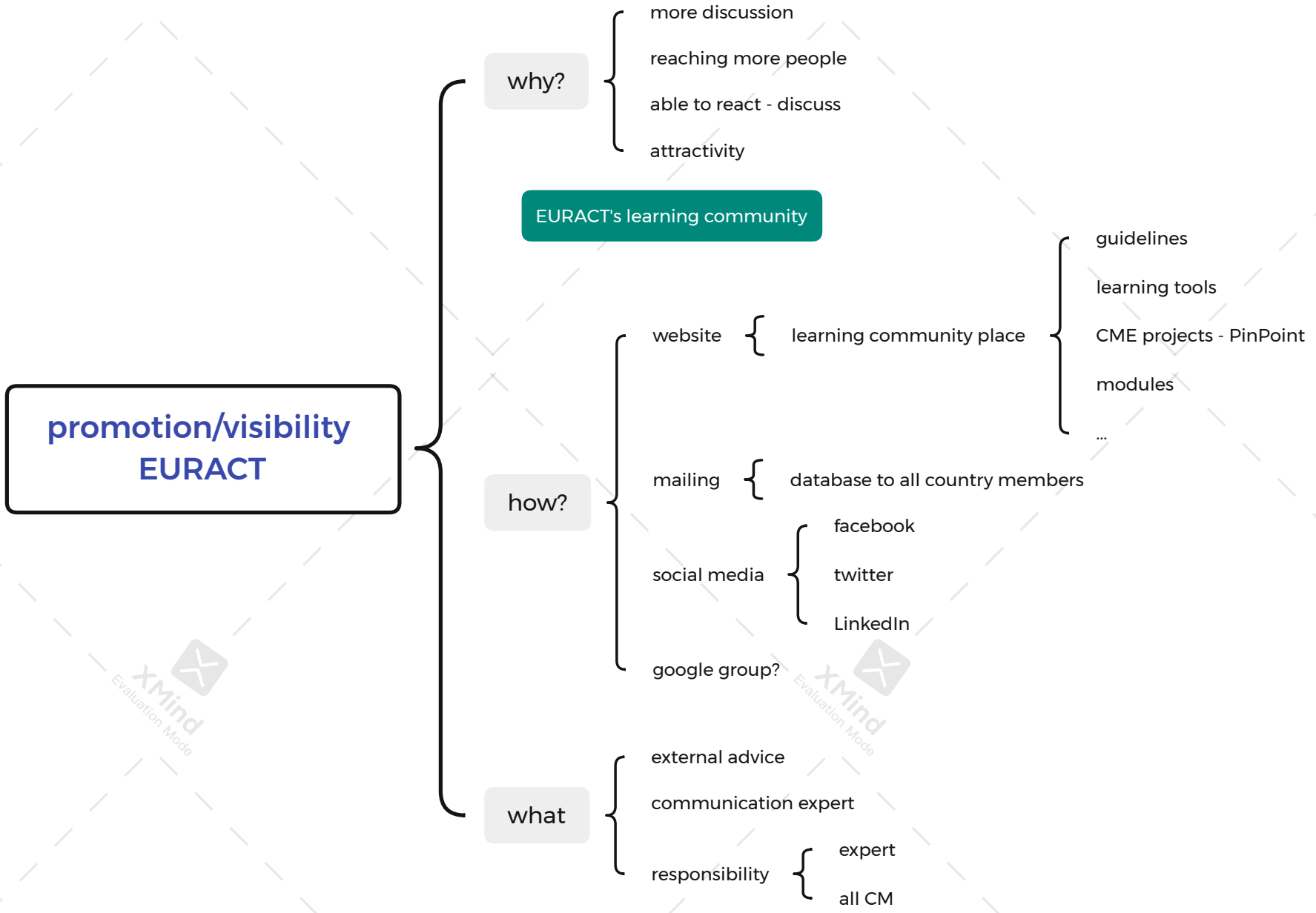
all European GP/FDs



faculty development

- Bled course
- Leonardo courses
- PinPointplatform - CME
- Snowball symposia
- CME topics (POCUS, injections, ...)
- EUSIT
- ...

# PR







## accessibility/transparency

- staff (courses)
- access documents & resources (website)
- research & projects

projects (relational competencies, ...)

BME

ST

CME/  
CPD