

IMIA BOARD MEETING
APRIL 11-12, 1980

Minutes of IMIA Board meeting held in Mexico City, April 11-12, 1980.

Present: Mr. J. Roukens - Chairman
Dr. D. Shires - Secretary
Dr. A. Fernandez - Treasurer
Dr. D. Lindberg - Trustee
Dr. S. Kaihara - Trustee
Dr. M. Oshima - Observer
Dr. E. Molino - Observer
Dr. M. Vides Tovar - Observer

Regrets received from Drs. Peterson and Kitov.

ACTION

The meeting was held in the Departamento-de-Informatica Medica at the Centre Medico National del IMSS.

Roukens called the meeting to order at 1000 hours by welcoming the Board members and observers. Kaihara presented the IMIA Board Chairman with a Chairman's gavel as a symbol of office and was thanked by Roukens for his generous gift.

AGENDA

The first item of business was to review the circulated agenda for additions and deletions. It was proposed and accepted to use the circulated agenda with two modifications:

- 1) Add the item of Scientific Policy as per Professor Gremy's circulated proposal;
- 2) Upgrade item 3.9 to prioritize discussion on the Mexican proposed Working Conference.

Minutes of IMIA General Conference '70 (Berlin)

Two items from the IMIA General Conference (Berlin) minutes were discussed:

- 1) It was noted that on page 10 it was reported that the MEDINFO 80 Report was included as an Appendix but this item was, unfortunately, omitted. It was decided to circulate the latest (April, 1980) MEDINFO 80 Report available at the IMIA Board meeting to all IMIA General Conference members (see attached).
- 2) It was noted by Lindberg that the 1980 IMIA General Conference in Tokyo would be held on Monday, September 29 and Thursday, October 2 and conflicted with Scientific Sessions. He questioned the wisdom of this policy as the importance of the IMIA General Conference should not be diminished. It was decided that these were the only times available owing to the variety of arrival and departure dates dictated by travel packages. Future General Conference meetings in conjunction with major scientific events should attempt to avoid this conflict.

SHIRES

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It was also decided to hold a short IMIA Board meeting, the evening of Sunday the 28th of September, further information to be circulated to IMIA Board at a later date.

ROUKENS
SHIRES
KAIHARA

Report on IFIP General Assembly (London, September '79)

Shires presented the London Report (attached) which had been, in his opinion, very favourably received by the IFIP General Assembly. The major highlights were:

- 1) IFIP will provide IMIA with a 60000 Swiss Francs grant over three years starting January, 1980.
- 2) IMIA will be financially independent of IFIP in 1983.
- 3) IMIA will provide the loan to MEDINFO 83 and grants to all future Working Conferences, Regional Conferences, and other Scientific Conferences as are decided from time to time.
- 4) IMIA will utilize the IFIP Foundation in Amsterdam as the IMIA Secretariat.
- 5) A new classification of revenues were established from a new categorization of IMIA membership called Institutional Membership.
- 6) All future MEDINFO profits (including MEDINFO 80) will go directly to IMIA.
- 7) All royalties from Proceedings of Conferences which obtained grants from IMIA will be returned to IMIA, the exception is the royalties from MEDINFO 80.

FERNANDEZ

Treasurer's Report

Fernandez distributed several documents recording the status of the IMIA accounts. The highlights of his report are:

- 1) The IFIP Foundation costs for which 2000 SF had been shown in the budget was to be increased to 8000 SF and the extra 6000 SF partly to be transferred from the officers account for which 9000 SF had been allocated in 1980.
- 2) Remittances for national membership dues, according to the categorization approved at the Berlin meeting, had been sent to all IMIA members.
- 3) The IFIP grant of 30000 SF had been applied for and would be deposited in the IMIA account in the Amsterdam bank as soon as it is received.
- 4) Fernandez proposed and it was accepted that Officers and Working Group Chairman accounts be established locally.

FERNANDEZ

ROUKENS

FERNANDEZ

Much discussion followed. The following decisions were taken:

ACTION

- 1) It was agreed that future remittances for annual dues to be sent to the Administrative Secretariat of the national IMIA organization once the name and address of this individual has been obtained from the respective national IMIA representative, with copies to IMIA representative.
- 2) It was agreed to transfer up to 750 SF to officers local accounts upon request, for emergency funds the use of which requires full accounting and justification to the Treasurer of IMIA according to the IFIP/IMIA Financial Policy.
- 3) It was confirmed that the IFIP Foundation would be the IMIA Secretariat and the IMIA President and Secretary be empowered to negotiate with the IFIP Foundation to:
 - a) Organize the IMIA General Conference meeting in Tokyo along the lines of Gwyneth Roberts function for the IFIP General Assembly.
 - b) Facilitate the control of IMIA funds under the direction of the Treasurer.
 - c) Provide institutional membership services.

FERNANDEZ
ROUKENS;

The Treasurer was empowered by the IMIA Board to spend up to 8000 SF on these functions.

It was stated by Roukens that Ria Lucas of the IFIP Foundation had already prepared several hundred publicity packages for encouraging institutional membership and that these were distributed to national IMIA members for their appropriate use in each country. Roukens also referred to the Certificates of Institutional Membership which had been designed several months ago and previously distributed for comment.

National Membership Applications

- DDR - Shires agreed to clarify the position of the DDR with respect to the DDR application to IMIA as he will have the opportunity to see Dr. Grimm in San Francisco in the next week at the time of the MEDINFO 80 Program Committee meeting. SHIRES
- FRG - Shires and Roukens will discuss the position of the FRG during the Working Conference meeting in Hannover at the end of April. ROUKENS
SHIRES
- Morocco - Roukens had received a letter from Gwyneth Roberts re AMADEIA (Association Marocaine pour le Developpement de l'Electronique, de l' Informatique et de l'Automatique) proposing Professor El Alj an IMIA member. Roukens will write to Professor Alj and Shires will send him of copy of the IMIA minutes from Berlin '79 General Conference. Kaihara agreed to send Professor El Alj information regarding MEDINFO 80. ROUKENS
SHIRES
KAIHARA
- Austria - The Austrian Computer Society nominated Dr. Gunther Gell as IMIA representative. Roukens has replied to the Austrian Computer Society and to Dr. Gell.

The meeting then adjourned for lunch at 1300 hours.

After an excellent lunch the meeting reconvened at 1530 hours,

Scientific Policy

Roukens suggested that IMIA should act on the document proposed by Professor Gremy and Anderson as soon as possible. This document on Scientific Policy had been previously distributed as an appendix to the '79 IMIA Berlin minutes.

It was proposed that the following amendments be made:

- 1) A model checklist be included to ensure that no planning items are overlooked.
- 2) That IMIA support four types of conferences;
 - a) MEDINFO
 - b) Regional
 - c) Open
 - d) Working Conferences

ALL

- 3) Specific amendments to the Scientific Policy document were as follows:

P. 5 - the "chairperson" of the conference should be better defined.

P. 4 - add Proceeding Committee to the committees list. Note that according to IMIA policy the Program Committee does not appoint the editors.

For MEDINFO, IMIA appoints the Program Committee, the Chairman of the Organizing Committee, the Editors, and the Steering Committee

P. 6 - If simultaneous translation of the host country's language is necessary, it should be the host country's responsibility and not from the MEDINFO budget.

P. 6 - Budgets should always be within a standardized IFIP-IMIA financial policy but in addition, there will usually be other expenses for which the host organization will need to mobilize additional resources.

P. 6 - Under "travel and stay expenses" replace "must be" with "are permitted to be included".

P. 6 - Clarification should be provided as to who is exempt from registration fees at a MEDINFO depending on IMIA rules.

P. 5 - Delete statement regarding reduction in registration fees for members of the national societies.

P. 4 - It is permitted to pay the expenses of some invited participants attending a Working Conference.

P. 3 - Bottom of page - delete or change sentence regarding site of selection depending on "social, entertainment, climatic factors", to "technical and scientific factors".

ACTION

- P. 2 - Change "six months" to "three months"
Change "camera ready" to "finished".

IMIA Board members were asked to send additional comments to Professor Gremy and/or Professor Anderson so that this final version of IMIA Scientific Conference Policy could be available for the 1980 IMIA General Conference in Tokyo. It was again suggested by Lindberg that IMIA develop a very clear long range planning and financial policy for conferences and Fernandez restated the policy that IMIA members must get more involved in assisting with IMIA activities.

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Nominations for IMIA Officers - Secretary

Roukens proposed Mr. Abbott from the United Kingdom as Secretary. There were no other nominations. Roukens will write Mr. Abbott about this matter.

ROUKENS

MEDINFO 80

The MEDINFO 80 Report was circulated at the meeting. Kaihara and Oshima presented the document and some discussion followed on specific points, namely:

- 1) The third announcement will be sent by air cargo on May 30 to all IMIA members.
- 2) The number of papers submitted exceeded by a factor of 40% the number received for MEDINFO 77. Much discussion followed regarding the number of paper which could be accepted and the limitation imposed by a single volume versus a two volume proceedings.

It was decided that the IMIA Board would leave the decision to the MEDINFO 80 Program Committee and that this decision would be based on the quality of the papers submitted and that a small increase in acceptance (+20%) would be acceptable.

SHIRES

- 3) Shires suggested that the MEDINFO 80 Proceedings include statements from the Chairman of the Program Committee, Editorial Committee and the World Health Organization.
- 4) Roukens proposed that the Governor of Tokyo and the President of IFIP be invited to participate in the opening ceremony. He also said that MEDINFO's mark a stage in IMIA's life, the beginning and end of three years events. This should be expressed by a short speech by the in-coming President regarding the upcoming three year plans.

ROUKENS

IMIA-IFIP Liaison

It is hoped this matter will be resolved within 12 months, and that EFMI will become IMIA - Europe. It was decided that Shires, Fernandez and Peterson will examine the outstanding differences and prepare a statement for presentation to the EFMI Council meeting at the end of May, 1980.

SHIRES
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MEDINFO 83

Roukens stated that the Netherlands Medical Informatics Association has expressed a certain preference for a United States scientist as Program Committee Chairman. Shires proposed Dr. Marion Ball for consideration as MEDINFO 83 Program Committee Chairman.

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Kaihara proposed Dr. Lee Lusted for the position of MEDINFO 83 Program Committee Chairman.

No other nominations were forthcoming and it was decided that Roukens would wait one month for further suggestions before calling these nominated individuals in the order Ball, Lusted, respectively.

ROUKENS

Working Conferences

Mr. Molino (Mexico) presented a description of a medical informatics conference proposed for Mexico City in October, 1981 (see attached) . There was discussion of the document and the following points were made:

- 1) Roukens requested a clear definition of the kind of conference being proposed as IMIA had originally thought this conference would be a working conference with 50 - 100 participants, not 800 as contained in the distributed proposal.

Molino stated that this was his original intention but he had been encouraged by his Director-General and the success of the recent two day symposium to prepare a larger "open" conference.
- 2) Kaihara mentioned that WHO and in particular PAHO had held a series of closed conferences on health information systems for developing countries in order to define the basics of national health information systems,
- 3) Roukens also made the point that communicating experiences of health information systems to a wide audience is important, but that it should also include other information resources outside the traditional health information systems . He also proposed that the Program Committee be elevated to a more formal position on the conference organizing structure.
- 4) Shires queried:
 - a) the IMIA financial liability to which Molino replied that there would be no financial liability to IMIA in the event of a financial loss .
 - b) whether the income was realistic to which Molino responded that he had already received promises for a considerable portion of the stated income.
 - c) how any potential profits would be shared with IMIA to which Molino replied that it was the intention to share potential profits with IMIA on a basis to be negotiated.
- 5) Fernandez suggested that this be an "open" conference using the EFMI-MIE experience as a model.

At the conclusion of this discussion the IMIA Board, in principle, was in agreement with the Mexican proposal to hold a large open conference, but that Molino will rewrite the proposal with regard to the points discussed.

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ACTION

and that this new proposal be mailed to the IMIA Board as soon as possible with responses from the Board members expected back within two weeks after receipt.

MOLINO
ALL

The IMIA Board meeting adjourned at 2040 hours.