**Draft minutes – EAHP Board meeting**

22nd-24th January 2016

Crowne Plaza Airport Hotel, Brussels, Belgium

**Attendees:**

Ms. Joan Peppard, President- RF

Ms. Tajda Miharija Gala, Vice President– TMG

Mr. Petr Horak, Director of Finance – PH

Mr. Cees Neef, Director of Education, Science and Research – CN

Ms. Aida Batista, Director of Professional Development – AB

Mr. Frank Jorgenson, Director of Professional Development – FJ

Mr. Robert Moss, Director of Professional Development – RM

Ms. Andras Sule, Director of Professional Development – AS

Mr. Juraj Sykora, Director of Professional Development – JS

Mr Roberto Frontini, Immediate Past President – RF

**Staff**

Mrs. Jennie De Greef, Chief Operating Officer – JDG

Mr. Richard Price, Policy & Advocacy Officer – RP

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**Friday 22th January**

1. **Welcome:** JP welcomed all to the meeting and reviewed the agenda.
2. **Approval of September BM minutes & review of action items**

The Board advised that further emphasis be made in shortening meeting minutes. Clarity was provided about the ability of Board Members to raise new items to the agenda.

Changes to agenda **can** be made during the meeting, though earlier notification is appreciated for new items in order to assist meeting preparation and management. Previous items should not be returned to unless there is new information or developments to discuss.

The Board requested the summary action table be returned to the minutes, with write up of status available ahead of the next meeting.

A request was made for a standardised taxonomy of regular agenda items to assist cross-referencing of minutes.

**DECISION:** The board approved the minutes of the September 2015 board meeting.

**ACTION:** JDG will further shorten minutes and reintroduce actions table with status column.

**ACTION:** JDG to provide a standardised taxonomy of agenda items to assist cross-referencing.

1. **ASHP Mid Year Debrief**
* The internationalisation of ASHP’s accreditation activity was discussed and how this fitted with EAHP strategic thoughts on the future of hospital pharmacy in Europe
* Programme highlights included drug production at the bedside, dosing and obesity and the role of the hospital pharmacy in radiology
* Other aspects of the Mid Year discussed included ASHP future forecasting activity, the programme for small hospitals, and the paperless nature of the event

**DECISION:** Any Board Member attending the ASHP Mid Year event must provide a written report.

1. **Annual Congress update**

All reviewed the various aspects of Congress planning and all matters were in order. The budget thus far was in order and the needed result was seen to be obtainable. In addition, the new GPI database would be launched in time for the congress. JDG reported that the Cannes contract had been signed and next congress venues were expected to be in Gothenburg and Berlin.

**DECISION:** SC to take the opportunity of Board Member thoughts on speakers in January of each year ahead of the January Scientific Committee meeting.

1. **EJHP update**

PH updated the Board on matters relevant to the Journal. A key upcoming issue is the renewal of the contract with BMJ. This topic was tabled until the following day so board members could discuss during the evening. The Board discussed the terms of renewal and ensuring that any renewal should be in line with the most recent mandate from the 2015 General Assembly, which was to accept a contract with the 50/50 risk sharing arrangement.

**DECISION:** Contract to be signed with BMJ after review by EAHP attorney, JP, PH and JDG.

**ACTION:** PH to ensure very clear and cogent explanation of EJHP contract matters at the 2016 GA.

**ACTION:** JDG to circulate member liability insurance information to Board Members for familiarity.

**ACTION**: JP, PH and JDG to sign contract with BMJ after approval by attorney.

**Saturday 23rd January**

1. **Update on EAHP finances and internal matters**

PH reviewed the budgets for the current fiscal year reporting that instead of taking a loss, it would be more likely that depending on board decisions, a break-even point would occur. He reviewed the line items, which were over budget including lawyer fees, which increased due to the fact that an invoice came in during this fiscal year, which was for the last fiscal year. Board meetings were also over budget due to the additional strategy board meeting. As all funds were not used for the CTF and implementation budgets, the board agreed to add a second Academy Seminar on Quality Assurance. Also discussed was inviting industry to the Academy Seminar, however, a registration fee would be necessary

The CTF web site proposal was reviewed and deemed too expensive. PH will suggest other options.

All discussed the board member hospital compensation contracts and decided that invoices should be sent on a calendar basis with invoices issues in January of each year. Invoices not received withing the fiscal year will not be paid. Depicted in image below.



**DECISION:** Board member hospitals will issue invoices based on a calendar year with invoices sent to EAHP in January each year or before 31 March and future contracts will include invoicing arrangements. Invoices not received within the fiscal year cannot be paid.

**DECISION:** EAHP will hold a second Academy Seminar on Quality Assurance.

**DECISION:** Industry to be invited to Academy Seminar with a registration fee to be paid.

**ACTION:** JDG will secure a venue to host both Academy Seminars during the same dates/same location/different delegates. The dates were set for 29 September – 2 October 2016.

**ACTION:** PH will suggest different options for the CTF web site.

**ACTION:** JDG will insure that future hospital contracts include the invoicing arrangements.

**ACTION:** Board members will insure that invoices related to hospital contracts are invoiced in January each year.

TMG updated the board on the possibility of Cyprus, Montenegro, Moldova and Albania joining EAHP. At the moment, the Montenegro chamber is planning to form a hospital pharmacy section and expect to confirm by Nov/Dec 2016. Cyrpus is reconsidering the formation of a hospital pharmacy section. Moldova is not organised on a national level and no word had been received from Albania despite communication from TMG.

1. **Review of Board Strategy Plan**

The board reviewed the strategy plan, which had been circulated in advance agreed to discuss during the evening as to which areas would be of interest to them. The following day, the board members volunteered to take leadership of the various EAHP topics/projects along with responsibility for relations with members. (See EAHP strategy document attached to minutes.) Co-leads still needed for Biosimilars, Cancer and Personalised Medicines and SC members to be approached to assist. In addition, a template is to be created on the SharePoint server which board members must use to report their progress/meetings, etc.

**DECISION:** All accepted the strategy plan and the project distribution amongst the board.

**DECISION:** Each board member who is a project lead must submit an annual project plan by each April board meeting including financial aspects.

**DECISION:** A template is to be created on share point for board members to insert progress on projects including a field to link to the statements.

**ACTION:** Kornelia Chrapkova to be asked to assist with Biosimilars topic. (FJ)

**ACTION:** Antonio Gouveia to be asked to assist with Cancer topic. (JS)

**ACTION:** Assistance to be found for Personalised Medicines topic. (FJ)

**ACTION:** JDG will create template on SharePoint server for board members to update their progress on the various projects. (to include field to link to statements)

**ACTION:** Board members must provide a project plan for the areas they are responsible for in time for the April board meeting each year and the plan must include any financial requirements.

1. **Next General Assembly plans**

8.1 JDG reported that the GA registration had been delayed due to the heavy workload in the office. All reviewed the draft agenda prepared by JDG and finalised the agenda. In addition, it was agreed that board members must provide supporting documents for topics/areas they would want discussed during the GA.

8.2 PH reported that the Czech Association was in the process of finalising social events.

8.3 PH informed all that he would update the country reports to include items not covered in the annual survey.

8.4 It was agreed to hold workshops on CTF, Surveys and Statement Implementation.

8.5 JP reported that at least one internal auditor would need to be elected as Paul Andreianu would not be attending as a Romanian delegate.

8.6 JDG reminded all that she would be sending the annual report to the members during the

coming weeks and would include the EJHP contract renewal.

8.7 Document requiring a vote.

 8.7.1 Policy topics were tabled until the following day.

8.7.2 All then discussed the board elections and inquired whether any news had been received from the nomination committee. JDG reported that she was unaware since she no longer receives the NC emails as agreed during the last GA. All board members reported that they had not received any emails from the nomination committee.

8.7.3 The topic of hosting the GA was then discussed as the cost involved with members hosting the event was seen to have become a hardship. All agreed that the future process would be to receive at least 3 applicants each year during the GA. JDG would then research the hotel costs for each country and during the following year’s GA, would report the results to the members at which time a vote could be taken on the next year’s GAs.

**DECISION:** Board members must provide supporting documents for topics/areas they would want discussed during the GA in time for review during the April board meeting.

**ACTION:** JDG to update GA SOP to include the changed process and add to GA agenda.

**ACTION:** Board members to provide supporting documents required for the GA in time for the April board meeting.

1. **Status of on-going projects**

**9.1** JDG reported that the self-assessment demo was in progress and to be available in time for the GA so delegates could test. The software option provided by Tommy Erikssen was not deemed the desired solution.

**ACTION**: JDG will provide login details to GA delegates for self-assessment software.

**9.2** KN reported that the planning of the next Academy Seminar on Medication Review was already in progress and going well.

**9.3** PH reported that royalties for the Practical Pharmaceutics textbook would only be received in April each year.

**9.4** AB reviewed the student internship programme and asked for board input. The below was agreed.

1 – The programme will continue.

2 – The name agreed is: EAHP-EPSA Internship Platform

3 – Eligibility criteria: Only for European Students, but EPSA members can also be considered. Recent graduates may also apply using the same parameters as the young professional registration structure.

4 – Launch a new call for hospitals to find new placements – **See recommendations from the Board**

5 – In order to enhance the communication with the hospital pharmacies, the office should keep the database updated, collect data from students and provide a standard certificate for use by hospitals.

6 – Opportunities to support interns financially: EAHP will not set scholarships or any kind of grants. The Board considers that for that matter EPSA should make all the arrangements and contacts with their other partners to obtain funds.

Recommendations from the Board

The Board recommended that students, during their internship, make the connection between the activities developed in hospital pharmacy and the Statements. Hospitals should guide the students on the linkage. It would help both students and hospital pharmacists to understand the extent of implementation of the statements.

**9.5** The board then discussed the strategy for implementation and decided that a project leader would be needed as the time commitment needed was out of reach for board members and staff. The funds from the implementation line item would be used to secure a project lead and assistant.

**DECISION:** The student internship programme will continue and the office will continue to update database, collect student information and provide the standarised certificates.

**DECISION:** A project lead will be contracted for statement implementation and possibly an assistant if needed before the end of March.

**ACTION:** JP and JDG to secure implementation project lead and ensure a contract/agreement is in place regardless if a cost is involved.

*Some matters of any other business (agenda item 11) were then taken. See point 11.*

**Sunday 24th January**

**Continuation of agenda item 8: Next General Assembly plans**

The Board Meeting returned to one aspect of General Assembly planning not taken the day previous: policy and advocacy statements. Background information provided to the Board in advance [here.](http://www.eahp.eu/content/851-ga-documents-requiring-vote-policy-advocacy)

There was an agreed need to further categorise the distinctions between statements and other papers passed by vote at the GA. The rationale for developing a statement on biologics/biosimilars was accepted. The current draft statement on medicines information focused on density should be expanded to cover other pertinent issues for hospital pharmacists in the area of medicines information.

**ACTION:** Draft Statement on biologics biosimilars to be developed and shared with Board for comment.

**ACTION:** Draft Statement on medicines information and density to be expanded to include other issues and circulated to the board.

**ACTION:** Clarification of papers/statements/positions taxonomy to be made.

1. **Policy and Advocacy**

**10.1 Common training framework**

*Background documentation provided to the Board in advance available* [***here.***](http://www.eahp.eu/content/101-common-training-framework)

The board was updated on progress being made by the CTF working groups, and other relevant developments. The Board discussed the emerging need to clarify the long-term vision of EAHP in respect of the common training framework including issues like accreditation and management of a framework. FJ highlighted the need to ensure all EAHP members shared the same understanding of the CTF project in this respect.

**DECISION:** EAHP should begin to clarify its long-term vision around the CTF including issues like accreditation and management after framework acceptance and implementation.

**ACTION:** A clear and simple explanation of CTF and plans to be drawn up for GA workshop.

**10.2 Medicines shortages**

*Background documentation provided to the Board in advance available* [***here.***](http://www.eahp.eu/content/102-medicines-shortages)

The Board was updated on the most relevant developments in respect to EAHP lobbying and advocacy on medicines shortages, which included a tightly contested debate between European stakeholders on how a medicines shortage be defined between a highly restricted risk based classification proposed by industry organisations and the much more open definition sought by EAHP and patient and other HCP stakeholders. It was recognised that whatever definition is created through the European Medicines Agency will be the one carrying most authority in Europe. This should therefore be the strongest focus of EAHP’s activity on shortages, which is to safeguard against a poorly constructed definition. Otherwise, supply chain actors’ activity on shortages without a working definition risked being a poor use of time.

**DECISION:** EAHP to focus its medicines shortages advocacy activity on securing an appropriate EMA definition.

**10.3 Falsified Medicines Directive**

*Background documentation provided to the Board in advance available* [***here.***](http://www.eahp.eu/content/103-falsified-medicines-directive)

The Board discussed the latest information provided by the European Medicines Verification Organisation (EMVO) about the prospect of associate membership at 20,000 euros per year. The Board determined that no immediate fixed decision was required. Instead, the coming weeks and months of meetings and events on the FMD should be used as an opportunity to better understand what influence will remain with EMVO in respect of future developments of FMD implementation initiatives as well as further gauge member opinion.

**ACTION:** Member activity on FMD to be discerned via short survey of those coming to the March 2016 Members Meeting.

**10.4 eHealth, mHealth and medicines barcoding**

*Background documentation provided to the Board in advance available* [***here.***](http://www.eahp.eu/content/104-ehealth-and-medicines-barcoding)

The Board discussed how best to develop the proposed collaboration with the European Generic and Biosimilar Association (EGA) on single unit barcoding and other matters of joint interest (e.g. shortages). The Board determined that the Congress was not the right time for a meeting between hospital pharmacists and generic industry figures on the topic, and that instead a separate meeting be held in Brussels. A similar offer of collaboration should be made to the originator industry.

**ACTION:** RP to communicate the Board’s decision that a workshop will not be possible during congress but that a separate meeting could take place in Brussels.

**10.5 AMR**

*Background documentation provided to the Board in advance available* [***here.***](http://www.eahp.eu/content/105-amr)

RP updated the Board on some of the recent developments in the policy area of antimicrobial resistance and the representations EAHP are making to promote the hospital pharmacist role in combatting the problem. RP is working closely with TMG on this topic and will continue to do so in respect of upcoming European Commission events and initiatives of the European Centre for Disease Control and the European Medicines Agency.

**ACTION:** RP to remove his name from EMA list on AMRs if it will hinder attendance by other board members.

**10.6 EMA Matters**

*Background documentation provided to the Board in advance available* [***here.***](http://www.eahp.eu/content/106-ema-matters)

RP updated the Board on on-going EAHP interfaces with the European Medicines Agency on topics of interest to the hospital pharmacy profession. All matters were in order.

**10.7 Misc. including consultations**

*Background documentation provided to the Board in advance available* [***here.***](http://www.eahp.eu/content/107-misc-including-consultations)

The Board reviewed currently open consultations of potential relevance, including a consultation by the European Commission on improving the way orphan drug designation decisions are made. The Board were generally content with the terms of response proposed as taken from a teleconference on the topic prior to the Board Meeting.

**ACTION:** RP to circulate a draft response to the orphan drug consultation to the Board for comment in advance of potential submission

**ACTION:** RP to recirculate call for volunteers for the Commission’s off label use study including to AB, PH, JS, Marc Dooms and Anthony Sinclair

**ACTION:** AB to help review the credentials of Patient Access Partnership and advise on her thoughts about EAHP collaboration. Issue to be returned to in September 2016 Board Meeting.

1. **Any other business**

**11.1** All reviewed the grant document from FIP and agreed that it could be circulated to members.

**11.2** JDG reported that as requested, she had contacted the IT service provider and that board emails would be changed to include board member names. She shared the cost involved and all agreed to proceed. Email addresses would be formatted below examples: President.J.Peppard@eahp.eu or DPD.R.J.Moss@eahp.eu

**11.3** JDG reported that a request for a Synergy event had been received from Sanofi Aventis in Saudi Arabia; however, the scientific committee had requested board guidance. She added that the committee had suggested a policy for such requests being outside of Europe.

The board agreed that is was permissible in principle to provide educational events outside of Europe, however, agreed that a policy should be created to include the below criteria.

* Open to all hospital pharmacists without bias based on age/gender/religion/orientation
* Safety
* Political aspects

**ACTION:** RP to create policy based on criteria related to events outside of Europe in time for next board meeting.

AB suggested that the board/staff contact information include emergency contacts in the event of a problem during meetings/events. All agreed.

**ACTION:** JDG to collect information on EAHP Board Members/Staff emergency contacts/next of kin.

**12)** Future board meeting dates were set as follows.

15 March 2016 - Vienna (board members to arrive on 14 Mar and depart on 18 Mar after closing ceremony)

23-24 April 2016 - Brussels Crowne Plaza Airport (board members to arrive on 22 Apr and depart on 24 April after 14.00)

9 June 2016 - Prague Sheraton Hotel (board members to arrive on 8 Jun and depart on 12 Jun)

23-25 September 2016 - Malta (board members to arrive on 22 Sep and depart on 25 Sep after 2pm, IAG meeting will take place on 23 Sep from 09.00 – 14.30 including lunch)

2-5 February 2017 – Brussels (board members to arrive on 1 Feb and depart on 5 Feb after 14.00)

21 March 2017 – Cannes congress (board members to arrive on 20 Mar and depart on 24 Mar after closing ceremony)

23-23 April 2017 – Brussels (board members to arrive on 21 Apr and depart on 23 Apr after 2pm)

8 June 2017 – Malta GA (board members to arrive on 7 Jun and depart on 11 Jun)

22-24 September 2017 – TBD depending on GA location for 2018

**13)** JDG reported that she had secured a very reasonable hotel rate in order that the GA could be held in Malta and that the contract would be signed in the coming weeks.

**DECISIONS**

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| The board approved the minutes of the September 2015 board meeting. |
| Any Board Member attending the ASHP Mid Year event must provide a written report. |
| SC to take the opportunity of Board Member thoughts on speakers in January of each year ahead of the January Scientific Committee meeting. |
| Contract to be signed with BMJ after review by EAHP attorney, JP, PH and JDG. |
| Board member hospitals will issue invoices based on a calendar year with invoices sent to EAHP in January each year or before 31 March and future contracts will include invoicing arrangements. Invoices not received within the fiscal year cannot be paid. |
| Board members must provide supporting documents for topics/areas they would want discussed during the GA in time for review during the April board meeting. |
| The student internship programme will continue and the office will continue to update database, collect student information and provide the standarised certificates. |
| A project lead will be contracted for statement implementation and possibly an assistant if needed before the end of March. |
| EAHP will hold a second Academy Seminar on Quality Assurance. |
| Industry to be invited to Academy Seminar with a registration fee to be paid. |
| All accepted the strategy plan and the project distribution amongst the board. |
| Each board member who is a project lead must submit an annual project plan by each April board meeting including financial aspects. |
| A template is to be created on share point for board members to insert progress on projects including a field to link to the statements. |
| EAHP should begin to clarify its long-term vision around the CTF including issues like accreditation and management after framework acceptance and implementation. |
| EAHP to focus its medicines shortages advocacy activity on securing an appropriate EMA definition. |

**ACTIONS**

| **TOPIC** | **ACTION** | **DEADLINE** | **PERSON** |
| --- | --- | --- | --- |
| **Minutes** | Further shorten minutes and reintroduce actions table with status column. | Feb 2016 | JDG |
| **Minutes** | JDG to provide a standardised taxonomy of agenda items to assist cross-referencing. | By April 2016 | JDG |
| **EJHP** | To ensure very clear and cogent explanation of EJHP contract matters at the 2016 GA | June 2016 | PH |
| **EJHP** | To circulate member liability insurance information to Board Members for familiarity | Feb 2016 | JDG |
| **EJHP** | JP, PH and JDG to sign contract with BMJ after approval by attorney. | Asap | JP,PH &JDG |
| **Academy Seminar** | JDG will secure a venue to host both Academy Seminars during the same dates/same location/different delegates. The dates were set for 29 September – 2 October 2016. | 15 March 2016 | JDG |
| **CTF** | PH will suggest different options for the CTF web site. | 15 Feb 2016 | PH |
| **Hosp comp** | Insure that future hospital contracts include the invoicing arrangements. | Ongoing | JDG |
| **Strategy** | Each board member who is a project lead must submit an annual project plan by each April board meeting including financial aspects. | 15 April each year | All |
| **Strategy** | Kornelia Chrapkova to be asked to assist with Biosimilars topic. | 1 Mar 2016 | FJ |
| **Strategy** | Antonio Gouveia to be asked to assist with Cancer topic. | 1 Mar 2016 | JS |
| **Strategy** | Assistance to be found for Personalised Medicines topic. | 1 Mar 2016 | FJ |
| **General Assembly** | JDG to update GA SOP to include the changed process and add to GA agenda. | 15 April 2016 | JDG |
| **General Assembly** | JDG will provide login details to GA delegates for self-assessment software. | 1 May 2016 | JDG |
| **Statement implementation** | JP and JDG to secure implementation project lead and ensure a contract/agreement is in place regardless if a cost is involved. | 31 March 2016 | JP,JDG |
| **General Assembly** | Draft Statement on biologics biosimilars to be developed and shared with Board for comment | By end of March 2016 | RP & FJ |
| **General Assembly** | Draft Statement on medicines information and density to be expanded to include other issues. Revised draft to be circulated to the Board. | By end of March 2016 | RP |
| **General Assembly** | Clarification of papers/statements/positions taxonomy to be made | End February 2016 | RP |
| **General Assembly** | Board members to provide supporting documents for topics/areas to be discussed during the GA. | 15 April2016 | All |
| **FMD** | Member activity on FMD to be discerned via short survey of those coming to the March 2016 Members Meeting. | End March 2016 | RP |
| **CTF** | A clear and simple explanation of CTF and plans to be drawn up for GA workshop. | April board meeting | RP |
| **Medicines barcoding** | Communicate the Board’s proposal on collaboration to EGA and develop matters from there. | End January 2016 | RP |
| **AMR** | RP to remove his name from EMA list on AMRs if it will hinder attendance by other board members. | Asap | RP |
| **Consultations** | Circulate a draft response to the orphan drug consultation to the Board for comment in advance of potential submission | End January 2016 | RP |
| **Consultations** | To recirculate call for volunteers for the Commission’s off label use study including to AB, PH, JS, Marc Dooms and Anthony Sinclair | End January 2016 | RP |
| **Miscellaneous** | AB to help review the credentials of Patient Access Partnership and advise on her thoughts about EAHP collaboration. Issue to be returned to in September 2016 Board Meeting. | End January 2016 | AB & RP |
| **AOB** | RP to create policy based on criteria related to events outside of Europe in time for next board meeting. | April board meeting | RP & JDG |
| **AOB** | To collect information on EAHP Board Members emergency contacts/next of kin | End February 2016 | JDG |

**EAHP Board Member Lead for Member Countries**

Joan Peppard – Ireland

Aida Batista – Portugal, Spain, Italy

Tajda Miharija Gala – Slovenia, Greece, Croatia, Serbia, Montenegro, Bosnia Herzegovina, FYROM

Frank Jorgensen – Norway, Iceland, Finland, Sweden, Denmark

Rob Moss – France, Turkey, UK, The Netherlands

Kees Neef – Belgium, Luxembourg, Malta

Andras Sule – Hungary, Austria, Romania, Bulgaria

Petr Horak – Czech Republic, Latvia, Lithuania, Estonia

Juraj Sykora – Slovakia, Poland, Germany, Switzerland