

**PCSI General Assembly Meeting
October 2012 – Avignon, France
AGENDA FOR SESSION I:
THURSDAY, OCT 18th FROM 16:00 to 17:00 PM**

1. Introduction and Welcome	Poul Erik Hansen, President
2. Executive Committee Officer and Member Election Procedure <ul style="list-style-type: none"> • Procedure • Candidate presentations 	Jugna Shah, Secretary
3. Voting Procedures/Timing	Jugna Shah, Secretary
4. Closing Accounts and Acceptance of the 2011 Financial Report	Ginny Jordan, Treasurer and Poul Erik Hansen, President
5. PCSI Schools <ul style="list-style-type: none"> • 2012 and 2013 Winter Schools • 2012 and 2013 Summer Schools 	Jeff Hatcher, EC Member Olaf Steinum, EC Member
6. Open Discussion Session/Feedback from the General Assembly	Poul Erik Hansen, President

Minutes for the First General Assembly Meeting

1. Introduction and Welcome

Poul Erik welcomed everyone to the conference and to the General Assembly meeting and presented the agenda. He also explained there would be a second General Assembly meeting on Friday afternoon. He then turned the program over to the Secretary, Jugna Shah, to explain the office and member election procedure, voting process, and timing.

The individuals in the table below were present for the 1st General Assembly Meeting:

NAME	FIRST NAME	Attended 1st GA Meeting
AAGAARD-JENSEN	Rasmus Fynbo	y
AISBETT	Chris	y
ALJUNID	Syed Mohamed	y
BOHLIN	Irene	y
BOUSQUET	Cédric	y
CAMPBELL	Martin	y
CARLES	Illa	y
CASAS	Mercè	y
CHIRIAC	Nona Delia	y
DONNELLY	Peter	y
EDEN	Ellen	y

FRÖJDH	Ingela	y
FROST	Gert	y
GREEN	Janette	y
HANSEN	Poul Erik	y
HATCHER	Jeff	y
HOEJGAARD	Bjarke	y
HOFDIJK	Jacob	y
JACKSON	Terri	y
JORDAN	Virginia	y
JUREVICIENE	Elena	y
KAHUR	Kristiina	y
KALANJ	Karolina	y
Karol	Karl	y
KINDER	Karen	y
KOBEL	Conrad	y
LETH	Peter	y
MANIUSIENE	Diana	y
MARSHALL	Richard	y
MATEUS	Ceu	y
MCCARTHY	Brian	y
MEGAS	Françoise	y
METRAL	Pierre	y
MONTEITH	Paula	y
MUNKEJORD	Trond	y
MYRELID	Veronica	y
OKOCHI	Jiro	y
O'TOOLE	Desmond	y
PANNARUNOTHAI	Roongkarn	y
PANNARUNOTHAI	Supasit	y
PATRIS	Alain	y
PEDERSEN	Mette Kramer	y
PIRSON	Magali	y
QUANTIN	Catherine	y
RAVINDRAN	James	y
REKA	Husein	y
REY	Jean-Claude	y
RODRIGUES	Jean-Marie	y
SAFRAN	Edith	y
SCHERER	Antoinette	y
SCHONGALLA	Thomas	y

SHAH	Jugna	y
SHERIDAN	Honora	y
STEINUM	Olafr	y
SUTCH	Stephen	y
SVENSSON	Marita	y
TROMBERT-PAVIOT	Béatrice	y
UPAKDEE	Nilawan	y
VERCHERIN	Paul	y
VIRTANEN	Martti	y
WEBER	Patrick	y

2 and 3. Executive Committee Officer and Member Election Procedure, Voting Procedure/Timing

Jugna explained that the position of President had become vacant along with three member positions. She also explained that, to satisfy the requirement of having all regions represented on the Executive Committee, the candidate from Southern Europe with the most votes would be appointed into a position before the other member positions were filled. She invited the following candidates to give a two minute presentation to the General Assembly on why they were running and would like to be elected:

Syed M. Aljunid (Malaysia, Asia Pacific)
Bernard Garrigues, M.D. (France, West Europe)
Carles Illa (Spain, South Europe)
Karolina Kalanj (Croatia, South Europe)
Catherine Quantin (France, West Europe)
Francesco Pincioli (Italy, South Europe)
Magali Pirson (Belgium, West Europe)
Martti Virtanen (Finland, North Europe)

Each of the above individuals, along with Poul Erik, who ran uncontested for the President position, presented themselves to the General Assembly. Following this, Jugna suggested that members should try and speak with the candidates prior to the voting opening on Friday morning so they could get to know the candidates better. She also explained that the voting would begin at 9 AM and would end in the afternoon (the original end time was going to be 3PM but then it was changed to 2PM in order to allow time to count ballots). A question was asked about whether one person could give all three of the member votes to one person. The answer to this question was no. Not all three votes have to be cast, but only one check mark can be placed by each person's name.

4. Closing Accounts and Acceptance of the 2011 Financial Report

Ginny presented the following information to the General Assembly.

Overview of PCSI Financial Accounts for 2011

Accounts (Euros)	Opening Balance 01/01/11	Closing Balance 31/12/11
CCHQ (France)	31,228.79	17,714.19
CSL (France)	2,708.62	2,687.02
TITR (France)	19,012.88	0
CCHQ (Denmark)	23,925.39	1,491.21
TOTAL	76,875.68	21,892.42

PCSI Financial Accounts 2011 Income/Expenditure and Balance

	Euros
Opening Balance	76,876
Income	46,912
Expenditure	101,895
Closing Balance	21,892

Projected 2012 Income/Expenditure and Balance

	Euros
Opening Balance	21,892
Projected Income	68,000
Projected Expenditure	29,000
Projected Closing Balance	60,892

The Montreal Conference (01 January - 31 December 2011 in Canadian Dollars)

Conference 2011		Income	Expenditure
Total*		\$140,710.65	-\$171,093.48
Membership Fees Collected	\$18,845.73		
Miscellaneous		-\$2,732.31	
Amount transferred to PCSI 2012		\$16,113.42 (13,278.42 Euros)	

The Winter School (2011 and 2012)

Winter School 2011 Final Figures	Euros
Income	29,876
Expenditure	20,757
Profit	9,119

Winter School 2012 Preliminary Figures	Canadian \$
Income	\$42,241
Expenditure	\$38,998
Profit	\$3,243

The Summer School (2011 and 2012)

Summer School 2011 Final Figures	Euros
Income	32,585
Expenditure	21,055
Profit	11,529

Summer School 2012 Preliminary Figures	Euros
Income	30,000
Expenditure	28,830
Profit	1,170

5. PCSI Schools

- 2012 and 2013 Winter Schools (Jeff)
- 2012 and 2013 Summer Schools (Olafr)

A brief recap of the 2012 schools was provided by Jeff and Olafr. Both schools were profitable in 2012 and had 20+ students attend from a number of countries. The profits from the schools have been used to fund different initiatives within the organization. Jeff explained that the 2011 and 2012 Winter Schools were hosted in Ireland but the 2013 school would be hosted in Australia to give more students from the Asia Pacific region easier access to attend. The costs may be slightly higher as will the registration fee, but this is to cover some of the extra costs that have been estimated by having the school in Australia. Olafr explained that the 2013 Summer School will again be held in Tallinn, Estonia as it was in 2012. The venue has not yet been determined but he and Kristiina are working to finalize it.

Thomas Schongalla asked why the Winter School Budget for 2012 was higher than 2011. Both Jugna and Jeff responded that some of the difference was because one was reported in Euros and the other in Canadian dollars. The other difference has to do with the change in venue that happened. In 2011, space was donated by the hosts, the Economic and Social Research Institute (ESRI) but in 2012, space was rented which contributed to the higher cost.

6. Open Discussion Session/Feedback from the General Assembly

- a. Thomas asked that consideration be given to finding a way to provide both schools online in keeping with other education programs now and into the future. He suggested that we hire an expert to come and attend the schools and assess what it would take to put our schools/courses online so that we are able to offer distance learning. Thomas commented that we do not have to do this tomorrow but we should have a plan even if it takes five years to get there. Jugna shared with Thomas and the group that part of the Summer School is now interactive where students work together on creating a payment/budgeting/contracting system. She suggested that it might be difficult to capture the essence of the learning/group work with distance learning. Thomas reiterated that all he's asking for right now is to have someone come and assess the schools and not any sort of commitment that the schools would be offered online.
- b. Ceu asked how the organization is going to create a fixed Scientific Committee and wanted to know what sort of criteria would be used. Poul Erik commented that he does not know right now because this needs to be discussed with the Executive Committee. Once the criteria are decided, Poul Erik indicated they would be shared with the General Assembly.

- c. Thomas asked why PCSI does not publish a directory of members from the past 5 years with their areas of interest and email addresses. Poul Erik thanked Thomas for the suggestion and said it would be considered.

AGENDA FOR SESSION II: FRIDAY, OCT 19th FROM 16:00 to 17:00 PM

7. 2nd Welcome and Introduction of the Agenda and Follow-up on Some Feedback Received in Montreal	Poul Erik Hansen, President
8. Distribution of 2011 General Assembly Minutes	Poul Erik Hansen, President
9. Acceptance of 2011 General Assembly Minutes	Jugna Shah, Secretary
10. Proposed Changes for the PCSI Charter Article 8 <ul style="list-style-type: none"> • Two changes: Expanding regions for the EC and addressing succession 	Poul Erik Hansen, President Jean Marie Rodrigues, Emeritus
11. Future Conferences and Events <ul style="list-style-type: none"> • September 2013, Helsinki • ? 2014, Madrid, Qatar, Other Ideas • 2015, Göteborg • 2016, South Africa • 2017, Croatia 	Poul Erik Hansen, President
12. Announcement of Election Results	Jugna Shah, Secretary
13. Announcement of Best Conference Submission and Best Poster	Selection Committee
14. Other Business/Items for Discussion	Poul Erik Hansen, President

Minutes for the Second General Assembly Meeting

The individuals in the table below were present for the 2nd General Assembly Meeting:

NAME	FIRST NAME	Attended 2nd GA Meeting
ALJUNID	Syed Mohamed	y
ALVAREZ BARTOLOME	Mercedes	y
ANDRESEN	Solvi	y
BATTAGLIA	Suzanne	y
BLIKSTED	Jesper	y
BOHLIN	Irene	y
BOURDAIS-MANNONE	Claire	y

BOUSQUET	Cédric	y
CAMPBELL	Martin	y
CARLSSON	Lennart	y
CHIRIAC	Nona Delia	y
COCKRILL	Jill	y
DE GRONCKEL	Koen	y
DEVREKER	Nick	y
DONNELLY	Peter	y
DONOVAN	Brian	y
DYBVIK	Jan Kjartan	y
EDEN	Ellen	y
EIMOT	Morten	y
FODERO	Lisa	y
FRÖJDH	Ingela	y
FROST	Gert	y
GREEN	Janette	y
HANSEN	Lejf	y
HANSEN	Poul Erik	y
HATCHER	Jeff	y
HEIRMAN	Peter	y
HELLSTEN	Erik	y
HENRY	Patrick	y
HOEJGAARD	Bjarke	y
HOFDIJK	Jacob	y
HUI	King Leuk Kenny	y
HULTGREN	Kristin	y
JACKSON	Terri	y
JORDAN	Virginia	y
JUREVICIENE	Elena	y
KAHUR	Kristiina	y
KALANJ	Karolina	y
Karol	Karl	y
KOBEL	Conrad	y
KOKKO	Petra	y
KRISTENSEN	Troels	y
LETH	Peter	y
LUKANDER	Maisa	y
MANIUSIENE	Diana	y
MARSHALL	Richard	y
MATEUS	Ceu	y
MCCARTHY	Brian	y
MEGAS	Françoise	y
METRAL	Pierre	y

MICHELL	Nigel	y
MONTEITH	Paula	y
MUNKEJORD	Trond	y
MYRELID	Veronica	y
OBERLIN	Philippe	y
OKOCHI	Jiro	y
PARK	Hayoung	y
PATRIS	Alain	y
PEARSE	Jim	y
PIRSON	Magali	y
PITKARANTA	Tapio	y
POWER	Patrick	y
RATCLIFFE	Kevin	y
REHFELD	Claus	y
REY	Jean-Claude	y
RICHARDS	Heather	y
RODRIGUES	Jean-Marie	y
ROSMINAH	Mohamed	y
SAFRAN	Edith	y
SCHERER	Antoinette	y
SCHOFIELD	John	y
SCHONGALLA	Thomas	y
SCUTERI	Joe	y
SHAH	Jugna	y
SHERIDAN	Honora	y
SJÖBLOM	Minna-Liisa	y
SOEGAARD remplacé par KNUDSEN	Jes/ Jens Lind	y
SOUVIGNET	Julien	y
STEINUM	Olafr	y
SUTCH	Stephen	y
SVENSSON	Marita	y
TROMBERT-PAVIOT	Béatrice	y
VERCHERIN	Paul	y
VIRTANEN	Martti	y
WEBER	Patrick	y
WELCH	Alison	y

7. 2nd Welcome and Introduction of the Agenda and Follow-up on Some Feedback Received in Montreal

Poul Erik opened the second general assembly by welcoming everyone and by stating that he is working with the Executive Committee to improve the transparency of what the organization is doing. He indicated that we probably haven't moved forward fast enough

for some members but he takes full responsibility for that as he was very busy over the past year and was not able to devote as much time to the organization as he intends to do going forward. He said that he will continue to address and to progress the issues raised by members, and specifically by Thomas.

8. Distribution of 2011 General Assembly Minutes

Two sets of minutes in hard copy were passed around the meeting room and members were asked to review the minutes prior to being asked to accept them.

9. Acceptance of 2011 General Assembly Minutes

Jugna Shah as Secretary asked members to provide a show of hands to accept the minutes. The Minutes from Montreal were accepted unanimously by the General Assembly.

10. Proposed Changes for the PCSI Charter Article 8

Poul Erik explained that the Executive Committee has two proposals to change the organization's charter that need to be raised with members attending the general assembly.

The first change is being proposed by Jean Marie to expand the number of regions listed in our Charter to include Africa. If this change is made it means that there would be a permanent spot on the Executive Committee for Africa as a region as there is for all other regions.

Peter Donnelly asked if there is a limit on the number of members the Executive Committee can have and Poul Erik responded that there is not.

The second change is being proposed by Poul Erik and it relates to the President's succession in the case of death, retirement from the position, or something else that may cause the President to step down before his/her term is over. In this case the proposal is that the Vice-President would take over for the President until the next General Assembly at which time an election would be held. Jugna Shah as Secretary asked if members agreed with each of these charter changes. There was a first and then a second for the proposed changes. A show of hands confirmed acceptance of both of these charter changes which means that the President will raise both of these again at the next General Assembly and if they are still supported, then according to French law we will be able to seek an amendment to the charter.

11. Future Conferences and Events

- September 2013, Helsinki
- ? 2014, Madrid, Qatar, Other Ideas
- 2015, Göteborg
- 2016, South Africa
- 2017, Croatia

Poul Erik presented the above list of future conference locations. He explained that plans for Helsinki are well under way and that the delegation from Helsinki will make a short presentation during the closing session about next year's conference. He also told everyone that the venue for Sweden has been selected by the organizing committee there, but not yet booked.

Due to crises in Spain, the 2014 conference will not be held there but they are interested in hosting in the future. In the meantime, Qatar has offered to host the 2014 conference. Qatar is about a 6 hour flight from Europe, and they would welcome us as an organization. A conference there should not be more expensive than our usual conferences. The Middle East has become progressive over the years and it might be good to have the conference in other parts of the world since we are an international organization. The Executive Committee has agreed to investigate what this would entail in terms of cost, location, flight costs, etc. Peter also explained that, if held there, our conference would be no different than in other years in terms of being able to have a gala dinner with the usual food and drink accompaniments etc. He also indicated that women would not have to cover their heads or wear any special clothes. . Finally, he asked the membership to share their thoughts/ideas about going to Qatar and/or other places.

Thomas Schongalla suggested that we poll the members by blind survey to get their feedback on whether or not they would attend PCSI if held in Qatar. Peter Donnelly made the comment that it's not appropriate to poll people who may know nothing about Qatar and told the assembly that Qatar is a wonderful place and that they are ready to host the 2014 conference. Peter Donovan stated that he believes we should just leave the decision to the Executive Committee as has been the case in past years rather than survey people since we've never done that before. Jugna agreed with Peter that we have never surveyed the members using a blind survey tool but pointed out that we do share the list of potential host countries annually at the General Assembly meeting and ask people what they think. Steve Sutch stated that Qatar has indicated interest to host in 2014 but that does not mean that it is final and if other countries are interested, they should let the Executive Committee know. Poul Erik summarized by saying that he, Jeff, and Ginny would be part of the team exploring the possibility of having the 2014 conference in Qatar and if any other country is interested, they should let him know.

The list for future conferences was consequently updated as follows:

- 2014, Qatar, other ideas
- 2015, Göteborg
- 2016: Madrid
- 2017, South Africa
- 2018, Croatia

12. Announcement of Election Results

Before announcing the election results, Jugna asked the General Assembly to please thank the following three members who have worked tirelessly over many years to serve the organization and whose terms had expired: Ceu Mateus, Jason Sutherland, and Olaf Steinum. The General Assembly applauded these three.

Jugna explained that the voting was closed at 2PM sharp and the box was removed from the registration desk by three members of the Executive Committee for counting. The following six members of the Executive Committee counted the ballots three times each due to the fact that there was a tie: Ceu, Ginny, Jiro, Steve, Brian, and Kristiina. The election has never resulted in a tie before. The General Assembly was asked to consider the following options for how to proceed:

- Flip a coin to break the tie (this was shared only in jest)
- Accept both people which would result in there being one additional member of the Executive Committee this year but then next year instead of voting for three member positions (in addition to Vice-President and Secretary), we would only vote for two.
- Take neither person and instead take an extra person next year.

A member of the General Assembly moved a motion to accept both people and another member seconded the motion. The motion was passed unanimously by a show of hands. Following this, the results of the election were announced. The following individuals were welcomed to the 2012/2013 Executive Committee:

- Syed Aljunid (Malaysia, Asia Pacific)
- Carles Illa (Spain, South Europe)
- Magali Pirson (Belgium, West Europe)
- Martti Virtanen (Finland, North Europe)

After announcing the results, Jean Marie stated that he feels that the election was illegal since ballots included the name of the person who voted and he believes that this is not allowed under French law. He articulated that it is not appropriate to ask people to write their name on the ballot because then it is not blinded and people can know who voted for whom. Jugna explained that the ballot was not changed for this year and in fact, the very same ballot has been used since 2007 and that the reason to have a name on the ballot is so we can validate that the person voting is listed on the registered member list where they also initial their name. This level of checks and balances was introduced after 2007 when we became aware that there had been some ballot stuffing/proxy voting in a past election that caused a lot of problems with the voting. As a result, the ballot was changed to include the name of the person voting. Several others from the audience agreed that we should find another way to cast ballots so that the voting can remain blind but where we can still maintain integrity. One suggestion, made by Patrick Weber from Switzerland, was to have the people at the registration desk check each person's name tag against the membership list when they initial their name and drop off the ballot. This

would ensure that only registered members are dropping off ballots and initialing the membership list. The General Assembly liked this idea and the Executive Committee will review implementing this or some other similar change so that voting can be blinded again.

13. Announcement of Best Conference Submission and Best Poster (this was done at the Gala Dinner)

Both the best poster and the best conference submission prizes were announced at the Gala Dinner. The winners are included in these minutes in order to have a record of the winners, but please note, they were not announced at the General Assembly.

Two individuals tied for the best conference submission prize and so the prize was split and shared between the following:

- Coding Audit and Data Quality; Faster, Stronger, Better. *J. Curley*
- Episodes of care and the Austrian DRG system. *C. Kobel*

The best poster prize was awarded to T.K. Yeung and his co-authors for the poster titled, "*From use of DRG to the unveiling of architectural design of acute hospital wards as a structural factor of cost inefficiency*".

13. Other Business/Items for Discussion

Several people mentioned that the scientific program was not as rigorous as in past years and that the program lacked consistency within sessions resulting in papers on quite different topics being in the same session. Steve suggested that for many people, the keynote speakers are a key reason for attending the conference, and that it was not acceptable that three of them cancelled this year. He said that we need to manage the process better and strive for greater integrity in the program in future years.

Thomas echoed Steve's thoughts and added that there should be consistency from one local organizing committee to the next. He suggested that the Executive Committee prepare a manual/guide to ensure that each year's organising committee maintain a level of consistency and integrity. There is no reason to redesign the conference each year.

Another suggestion was to have a two day conference that is packed with possibly fewer but better presentations, rather than spreading the conference out over three days. We could still start with workshops and then continue for another day and a half.

Poul Erik thanked everyone for attending the General Assembly and said we'd see them at the Gala Dinner later in the evening or he hoped in Helsinki in 2013.