



**Agenda and Meeting Minutes for the Executive Committee
Meeting in Tallinn, Estonia June 15, 2013**

In Attendance: Dana Burduja (Vice-President), Jacob Hofdijk, Jean-Marie Rodrigues, Jugna Shah (Secretary), Janette Green, Brian McCarthy, Jeff Hatcher, Jiro Okochi, Kristiina Kahur, Martti Virtanen

Absent: Poul Erik Hansen (President), Virginia Jordan (Treasurer), Syed Aljunid (briefly present for introduction via skype), Carles Illes, Magali Pirson, Steve Sutch

Meeting Time: 9.00am - 6.30pm (divided into AM and PM with a 1.5 hour break for lunch)

1. Welcome (Dana)

- Dana welcomed the committee and reviewed the agenda with the group
- Syed joined by Skype for the beginning half hour of the meeting but the connection was not very good so he emailed the group letting them know that he would have to drop off.

2. Review and approval of the minutes from the EC meeting in Avignon, 2012 (Jugna)

- Jugna summarized the main open items from the Avignon EC meeting.
- During the Avignon meeting the group discussed using Skype, “Go To Meeting”, or some other form of web conferencing more in the coming years in order to contain costs. This has been tried a couple of times but the two main problems are (1) scheduling a time that works for the majority of the committee given all of the different time zones that must be considered and (2) the sound quality when so many people have joined.
- The EC needs to decide how it wants to proceed with finalizing or continuing to work on the Mission and Strategy document that was initially prepared over 18 months ago.
- The EC agreed to finally review these minutes within the next 2 weeks and to communicate any changes to Jugna. Jugna will review and incorporate all edits received and provide a final copy of the minutes to the EC and to Brian who will prepare a website version of the minutes. The minutes from this EC meeting will follow the same process.

3. Review of the minutes from the General Assembly (GA) in Avignon, 2012 (Jugna)

- The minutes from the GA were also reviewed and approved by the president.
- The EC agreed to review the minutes and asked that they be posted on the PCSI website within the next few weeks.
- These minutes are not final until approval is requested and granted by the next General Assembly, which will take place in Helsinki, Finland in September. Therefore, these are “draft” minutes subject to the approval of the next General Assembly.

4. The financial situation (Dana, prepared by Ginny)

- Ginny prepared extensive documentation on the current financial situation complete with balances of the PCSI’s bank accounts. Dana was asked to present this on her behalf since Ginny could not attend the meeting.
- Included in this information is the 2012 pre-final account information and revenues and expenses. Ginny indicated that a forecast for 2013 is underway.
- The EC is to review the figures and to approve the annual report 2012 and the budget 2013 information prior to its presentation to the GA in Helsinki, Finland in September 2013.
- Once all information is received, Ginny will re-submit the financial information to the EC for final review. (Action Ginny)

5. The General Assembly in Helsinki (Jugna)

- Jugna provided a draft agenda for the General Assembly to be held in Helsinki, Finland in September. The draft was reviewed and revised by the EC, and will be posted on the PCSI website in due time. (Action Jugna)
- The open positions on the executive committee in 2013 were discussed. In addition to officer positions, the following three committee member terms will be expiring:
 - British Isles – Brian McCarthy
 - British Isles – Steve Sutch
 - North Europe – Kristiina Kahur

Although three positions will be open, the Avignon General Assembly agreed to only elect two individuals this year as one extra person was added to the committee last year due to a tie in the voting. Therefore, there will be two committee member positions open in addition to the officer positions.

- The EC agreed that we need to review and revise the existing regional representation of the EC to include Africa and the Middle East and to possibly collapse many of the European regions into single areas. Jean Marie agreed to provide a proposal for how future regional representation might be structured so we can discuss this over Skype prior to the next EC or at the next EC (Action Jean Marie).
- The EC also discussed the ballot validation process going forward. It was decided that members will not place their names on the ballot form as part of the voting. An alternative method of validating ballots to ensure that only PCSI members vote and that they cast their vote once will be introduced. The best option for doing this is to have conference staff attend the ballot box during voting hours and check a member's ID or name badge against the attendee list and have them sign next to their name on the attendee list before they cast their ballot.

6. Organizational Business - Mission and Strategy of the Organization

- The group discussed the problems experienced with getting people to attend our events.
- It was noted that PCSI have difficulty getting abstracts for the conference and securing keynotes. One suggestion is that this (abstract issue) relates to the current economic situation. Other suggestions include that it relates to the PCSI outreach strategy, marketing efforts, locations, cost, etc.
- PCSI has been losing money on conferences for some years and some members suggested it might be due to a decreasing interest in what PCSI is offering and it may be time to change the format and upgrade the content.
- The EC discussed finding ways to expand our outreach and going to Qatar in 2014 could help with this by bringing casemix to another part of the world.
- Jacob talked about finding opportunities to partner with other organizations that would be complementary and not competitive with ours. Jacob agreed to take the lead on looking into merging or partnering with other organizations. (Action Jacob)
- Jugna asked the group to revisit the mission/strategy work that Poul Erik and Jason Sutherland began years ago that remains unfinished to determine if there are new ways for the organization to organize and function.
- Jiro suggested adding text to our website and or additional words to our conference names so that we can attract more people. For example, does PCSI need to change its message from Patient Classification to management? (Action EC to consider this).
- There was discussion about the importance of having a scientific committee made up of fixed members and temporary members. The main purpose of the fixed members of the Scientific Committee is to lend prestige to the organization, help attract great keynotes, review papers/abstracts, and ensure that the work PCSI does remains strong and relevant. There was a lot of discussion regarding the different options for setting up this committee. Jacob will share EFMI templates for running conferences and the role of the Organising and the Scientific Program committees and processes to help the EC understand the different ways that we can organize ourselves. Jacob agreed to examine the two options listed below with the aim of producing a proposal. Dana agreed to create a list of people

who may be part of the fixed Scientific Committee and then this can be discussed by the EC. (Action Jacob, Dana)

Option 1: Advisory Committee + Program Committee

Option 2: Scientific Committee (has permanent and temporary members)

- Several members of the EC raised the functioning of the EC and how communications and responses should be improved.
- A number of EC members raised concerns about the president's ability to allocate time to PCSI work and Jean Marie agreed to reach out to Poul Erik to discuss.

12.30pm - 2.00pm LUNCH

(Dana and Jeff gave an update over lunch about the 2014 conference being in Qatar; notes are below)

2.00pm - 5.00pm AFTERNOON SESSION

7. The Conferences

Qatar 2014 (Dana)

- Dana, Jeff, and Poul Erik visited Qatar in early June to discuss the contract for the 2014 conference and to visit possible venues for the conference. They saw several options.
- Dana described the pros and cons for each option and also assured the group that costs would be kept in line with previous conferences (fee at the level of Avignon Conference, for example).
- The hotel room rate is the one item that needs to be well negotiated because it needs to be kept reasonable even for a nice place since the flight costs may be higher than normal.
- All questions posed by the EC team were well answered by the Qatari and they signed a preliminary contract while visiting Qatar.
- The EC members showed support going to Qatar but a few members were concerned about the lack of communication surrounding the contract signing.

Helsinki 2013 (Brian)

- The local organizing committee is made up of 8 people and Minna-Liisa Sjöblom is the Chair.
- Abstracts are currently under review with a proposed deadline of June 16th. There are 72 oral presentation submissions and 15 poster presentations. The final number of abstracts, presentations, and posters accepted will depend on the reviews.
- Seven workshop submissions have been received.
- At present, there are three sponsoring companies.
- A total of 5 keynote speakers have been invited and confirmed for the conference.
- There will be no printed abstractbook and the abstract will be made available on a datastick.
- Brian presented the proposed budget for the conference.
- Brian asked if the early bird deadline should be extended (answer Yes). Brian to let the LOC know about this. (Action Brian)
- Brian asked if there should be a higher charge for people who arrive on the day but it was decided that this is counterproductive. Brian to let the LOC know about this. (Action Brian)
- Brian asked for details of the PCSI organisation activities that need to be included.
- EC asked for three volunteers for the poster session. Jiro to send an email to Magali and Carlos to ask them to help. Janette also agreed to help Jiro. (Action Jiro).
- PCSI will award the following 3 prizes at this year's conference:
 - Best Poster
 - Best Paper (to follow the original format of this prize)
 - Case-Mix Innovation (this can be a paper, presentation, or a poster)

8. The Schools

Winter school 2013 and going forward (Jeff)

- The theme for the 2013 Winter School was, “Design and Implementation of Activity Based Funding” and the school was held from February 11th - 15th, 2013 in Sydney Australia.
- The school was hosted by the National Centre for Classification in Health at the University of Sydney. The hosts did a great job.
- The School had made a profit.
- Jeff raised the question of where the school should be held in 2014. Some EC members suggested that we go back to Dublin since it would be easy logistically. Others suggested that Barcelona or Lisbon might be good options since the school takes place in February or early March.
- Jeff indicated that the location of the 2014 Winter School needs to be decided by August 2013.
- The EC agreed to Jeff’s suggestion that there should be a second person added to the Winter School bank account in Canada. This is to ensure that someone is able to access the funds on behalf of PCSI, should Jeff not be able to do so. This person needs to be a Canadian resident and needs to visit the the local branch of the bank in Ottawa in order to be added to the account. Jeff suggested two of his colleagues at the Canadian Institute for Health Information as possible candidates; Douglas Yeo or Greg Zink. (Action Jeff)

Summer school 2013 and going forward (Kristiina)

- The 2013 Summer School was once again held in Tallinn, Estonia from June 10-14
- There were only 15 students present which is about 8-10 fewer than previous years.
- Due to the low number of students, the school will have a loss this year. The exact amount of the loss will depend on how additional costs are recorded in the budget (such as EC costs for the summer meeting). The final decision of how the costs of certain faculty members who are also EC members are allocated to budgetary line items.
- The location of the 2014 school was discussed and the meeting was informed that Olaf and Kristiina are working on running the school in Singapore. The EC agreed that it is time to have the school outside of Europe. (Action Olaf and Kristiina). Another suggestion was to have the school in Dubai since they offered to host it.
- The EC requested that the School Director make a presentation and recommendation to the EC on whether to proceed with the school by the early bird registration deadline, which is about six weeks prior to the school start date. Then the EC will take a decision on whether to proceed with the school. The EC also agreed that we need to find more and better ways to market the summer and winter schools. (Action Olaf)

Future/Additional Schools and other School Related Items

- There are more requests coming from countries for either local schools/tailored schools. For example, Canada, Qatar, and Dubai have expressed interest in hosting a school.
- PCSI may need to begin giving consideration to offering “local” casemix schools in addition to the annual winter and summer schools.
- The local partner would be required to cover costs so there is no risk to PCSI as an organization.
- Need to ensure that these local schools do not “raid” the annual PCSI schools

Proposal for a local Casemix school in Canada

- There is a proposal for Canada to host a local Casemix School. The proposal is that CIHI would host the school in spring 2014 and it would be targeted to Canadians.
- The school would be run completely by CIHI; and all contracts will be between them and the vendors.
- No advertising will occur on the PCSI website nor will the PCSI mailing list be used. A letter of understanding will be prepared between PCSI and CIHI indicating that PCSI has no financial obligations or risk.

- CIHI is ready to use the PCSI brand/logo/name etc. if PCSI agrees in advance. There was some discussion about CIHI using PCSI's name and if it does so, then there should be some sort of monetary compensation for PCSI.
- Jeff agreed to take the discussion back to CIHI and to find out what they would be able to agree to in terms of some monetary compensation to PCSI and also to prepare a draft contract/letter of agreement for the EC to review.
- It was agreed that all teachers at local schools should have previously served in either the Winter or Summer school annually.

Other discussions

- Jeff explained that there has been interest from Summer School faculty to attend the Winter School in observer mode. The EC agreed to the following proposal to address this:
 - That PCSI allow Summer School and Winter School faculty to attend each other's school.
 - Only one person may do this per school and they will have their tuition waived, but PCSI won't cover accommodation and travel expenses.
 - Attendance needs to be in "observer mode only"...like a fly on the wall rather than an active participant.
 - Finally, this will be on a first come first served basis.
- Finally, the EC learned that Qatar wants to run a localized summer school since they just set up their new health insurance fund and the timing of this would probably be sometime from October – March.

9. Next Meeting and other issues

- Dana to send an email to the group about having a Skype call in July to discuss the following topics: (Action Dana)
 - Summer School (location decision and financial guarantee)
 - Helsinki update (abstracts, registrations, program etc.)
 - Qatar hotel/cost update
- The EC agreed that our next meeting will need to take at least a full day given how many agenda items will be left over.
- Since meeting for half the day on Wednesday may be an option, the EC has asked the Local Organizing Committee if it can schedule workshops being held by EC committee members all at the same time (like all in the AM or all in the PM) so there would be no time conflicts. Brian and Janette agreed to work on this. (Action Brian & Janette)
- Brian agreed to go ahead and ask the local organizing committee to book a meeting room for the EC on Tuesday. (Action Brian)
- The following items were deferred to the next meeting in Helsinki
 - Scientific Committee/Advisory Committee Organizational Options (Jacob to present)
 - Financial Situation 2012 (Ginny to finalize and present)
 - Financial Situation 2013 (to discuss)
 - General Assembly Agenda and Election Procedure Review (Jugna to prepare)
 - Members' issues/concerns (Dana to lead)
 - Brian Ruff's email concerns
 - Steve Sutch's letter to the EC
 - Thomas Schongolla's requests from the last General Assembly and May email
 - Website update (Jugna)
 - Increasing/improving our mailing list and marketing reach (All)
 - Allocation of tasks and responsibilities among the EC
 - Acceptance/revision to the Mission and Strategy Document
 - Future conferences
 - 2014 Schools
 - CIHI 2014 Local Winter School update(Jeff)