

## PCSI 2014 GENERAL ASSEMBLY MEETING MINUTES - Doha Qatar

### Session 1 Agenda: Wednesday, October 20th (10:00 – 10:30)

<b>1. Introduction and Welcome</b>	Dana Burduja, President
<b>2. Executive Committee Officer and Member Election Procedure</b> <ul style="list-style-type: none"> <li>• Procedure</li> <li>• Candidate presentations</li> </ul>	Brian McCarthy, Secretary
<b>3. Voting Procedures/Timing</b>	Brian McCarthy, Secretary
<b>4. PCSI Schools Update</b> <ul style="list-style-type: none"> <li>• 2014 Winter and Canadian Schools</li> <li>• 2014 Summer School</li> </ul>	Jeff Hatcher, EC Member Olaf Steinum, EC Member

The President Dana Burduja welcomed everyone to the first session of the 2014 General Assembly meeting. The individuals in the table below were present for this session of the 2014 General Assembly Meeting:

Name	Organisation
Mr.Dr. Amin Hassan Abousalah	Supreme Council of Health
Mrs.Nienke Bults	CQT Zorg & Gezondheid
Line Kirk	Rigshospitalet
Kristin Hultgren	Region Själland
Jens Lind Knudsen	Baxter Denmark
Jesper Iwersen	Rehfeld Partners A/S
Gert Anker Frost	SAS Institute A/S
Anne Bernth	Statens Serum Institut
Menatalla Ahmed	Supreme Council of Health
Wael Mahmoud Abbas Idris	Supreme Council of Health
Fadlh Al Mansori	Supreme Council of Health
Eman Habib Seylani Nezaft	Supreme Council of Health
Al Rumaytha Ahmed Salih	Supreme Council of Health
Arfan Sayed Dura	Medical Commission, SCH
Sun Hye Moon	HIRA(Health Insurance Review and Assessment Service)
Min yang Rho	HIRA(Health Insurance Review and Assessment Service)
Kahur Kristiina	FCG Consulting Ltd
Virpi Pitkämänen	FCG Consulting Ltd
Minna-Liisa Sjöblom	FCG Consulting Ltd
Jessica Chang	Hamad Medical Corporation, Rumailah Hospital
Mrs.CHERRY ANN HITOSIS SANCHEZ	HEART HOSPITAL - HMC
Mr.Alexander de Jonge	MaSantä©

Mrs.Margie Pinto	Hamad medical corporation
Mr.DONOVAN BRIAN	HEALTHCARE PRICING OFFICE
Mr.Jade Khalife	Ministry of Public Health
D\Amato Alfaister	Deputy Director, Activity Based Funding Taskforce,
Paula Monteith	National Casemix Office, HSCIC, UK
Amanda Ling	South metropolitan Health Service
Islam Mohamed Zakaria	AbbVie Biopharmaceutical
Stephen Sutch	Sci LTD
Byungmook Lim	Pusan National University
Heather Richards	Canadian Institute for Health Information
Syed Aljunid	International Centre For Casemix and Clinical Coding, Faculty of Medicine, National University of M
JEAN-MARIE RODRIGUES	INSERM UMR_S 1142 LIMICS
Jacob Hofdijk	Casemix - CQT Zorg & gezondheid
Jiro Okochi	Tatsumanosato Geriatric Facility, Wakakoukai, Medical Corporation
Ravindran James	Quality Reimbursement Services
Martti Virtanen	Nordic Casemix Centre
Brian McCarthy	Healthcare Pricing Office
Burduja dana	EIB
Conrad Kobel	Australian Health Services Research Institute
Eivind Dalgard	Akershus university hospital
Carol Loggie	National Centre for Classification in Health - University of Sydney
Olafr Steinum	Diaqualos AB
Janette Green	University of Wollongong
Downie James	Independent Hospital Pricing Authority
Scuteri Giuseppe	HealthConsult Pty Ltd
Greg Zinck	Canadian Institute for Health Information
Tor Klystein Seierstad	Analysesenteret AS
Jugna Shah	Nimitt
Nigel Michell	PowerHealth Solutions Ltd
Pesonen Heikki	Finnish Consulting Group
Jeff Hatcher	Canadian Institute for Health Information
Michael Dr. Wilke	Dr. Wilke GmbH

### **Election details and candidate presentations**

Brian McCarthy, secretary, outlined the election procedures and invited candidates to the podium to make their brief presentations. One candidate, Husein Reka, was not able to attend this session and his Bio was read out by the secretary in place of his presentation.

The following individuals presented themselves for the positions listed beside their names below:

<b>Officer Election – Treasurer</b>
Alfa D'Amato (Australia)
Paula Monteith (United Kingdom)

<b>Member Elections</b>
Alfa D'Amato (Australia)
Nienke Bults (Netherlands)
Janette Green (Australia)
Deniza Mazevska (Australia)
Jiro Okochi (Japan)
Husein Reka (Qatar)

Brian explained the voting process and timing and reminded everyone that they would need to show their conference badge or ID when they drop off their ballot and that they would have to initial the sign-in sheet. He also explained that voting would end at 3PM.

## **PCSI Schools Update**

### Winter School

Jeff provided an update on the Winter School. The key points of this presentation are as follows

- The 4<sup>th</sup> winter school was held from April 28<sup>th</sup> to May 2nd 2014 in Lisbon.
- The theme of the school was “Design and Implementation of Activity Based Funding”
- The location of the school was “Universidade Nova de Lisboa (New University of Lisbon)”
- The Tuition cost this year was €1,700 per student.
- A total of 21 students attended the school from the following countries Portugal (6), Ireland (3), Latvia (2), Serbia (2), Switzerland (2), Belgium (1), France (1), Norway (1), South Africa (1), Thailand (1), United Arab Emirates (1)
- The instructors for the school this year were Stephen Duckett, Jeff Hatcher, Julian Pettengill, Eileen Robertson, Andrew Street, Céu Mateus, Janette Green, Conrad Kobel and Nigel Michell
- The preliminary financial result of the school is as follows.

	Canadian \$	Euros*
Total Revenue	\$ 49,980	€34,951
Total Expenses	\$ 35,499	€24,825
Surplus	\$ 14,481	€10,126

\* Note the exchange rate used is 0.70 and is approximate.

- It is planned to run the PCSI Winter School 2015 in Lisbon. The exact dates are not clear as this depends on instructor availability (expected to be sometime between February and May)
- The curriculum of the school will be similar to past years.

- Details of the school will be posted on the website in November.

Jeff also indicated that the EC were going to look at renaming of Summer and Winter Schools so as to better reflect the content of each school

#### Canadian School

Jeff outlined the work he had done on the Canadian case mix funding school in 2014. The main points are

- Developed by Canadian Institute for Health Information (CIHI) and presented in September 2014.
- It is associated with PCSI and used the PCSI name and logo. All students paid the PCSI association fee (€60) as part of the registration.
- The content of the Canadian school was similar to the PCSI winter school with similar content and instructors.
- The school was only open to members of CIHI and there was significant demand. A total of 37 applications were received with other emails of interest. A school of 20 students was run.
- The feedback from students was that the School was very valuable
- CIHI hopes to run the School again in 2015

#### Summer School

Olafr provided an update on the Summer School for 2014. The key point of this discussion was that the summer school did not proceed as there were not enough students. The plan is to run a summer school in Avignon in France in 15<sup>th</sup>-19<sup>th</sup> of June 2015.

**Session 2 Agenda: Wednesday, October 22th 16:00 to 17:00**

<b>5. 2<sup>nd</sup> Introduction and Welcome</b>	Dana Burduja, President
<b>6. Distribution and acceptance of 2013 General Assembly Minutes</b>	Dana Burduja, President, Brian McCarthy, Secretary
<b>7. Closing Accounts and Acceptance of the 2013 Financial Report</b>	Dana Burduja, President
<b>8. Proposed Changes for the PCSI Mission, Vision, Goals and Charter</b>	Dana Burduja, President Jugna Shah, Vice President, Jean Marie Rodrigues, Emeritus
<b>9. Future Conferences and Events</b> <ul style="list-style-type: none"> <li>• 2015 The Netherlands (Hague)</li> <li>• 2016 Ireland??</li> <li>• 2017 Australia??</li> <li>• 2018</li> </ul>	Dana Burduja, President
<b>10. Announcement of Election Results (at the Gala Dinner)</b>	Brian McCarthy, Secretary
<b>11. Announcement of Best Conference Paper, Best Poster and Casemix Innovation price (at the Gala Dinner)</b>	Selection Committee

Dana welcomed everyone to the second and final session of the 2014 General Assembly meeting. The individuals in the table below were present for this session of the 2014 General Assembly Meeting:

<b>Name</b>	<b>Organisation</b>
Mrs.Nienke Bults	CQT Zorg & Gezondheid
Jens Lind Knudsen	Baxter Denmark
Husein Reka	Supreme Council of Health
Kahur Kristiina	FCG Consulting Ltd
Virpi Pitkäläinen	FCG Consulting Ltd
Minna-Liisa Sjöblom	FCG Consulting Ltd
Mr.DONOVAN BRIAN	HEALTHCARE PRICING OFFICE
Mr.Jade Khalife	Ministry of Public Health
D\Amato Alfaister	Deputy Director, Activity Based Funding Taskforce,
Paula Monteith	National Casemix Office, HSCIC, UK
Claire Beguin	Cliniques Universitaires Saint Luc
Stephen Sutch	Sci LTD
Syed Aljunid	International Centre For Casemix and Clinical Coding, Faculty of Medicine, National University of M

Julien Souvignet	University of Saint-Etienne
JEAN-MARIE RODRIGUES	INSERM UMR_S 1142 LIMICS
Jacob Hofdijk	Casemix - CQT Zorg & gezondheid
Jiro Okochi	Tatsumanosato Geriatric Facility, Wakakoukai, Medical Corporation
Ravindran James	Quality Reimbursement Services
Martti Virtanen	Nordic Casemix Centre
Deniza Mazevska	Health Policy Analysis
Jim Pearce	Health Policy Analysis
Brian McCarthy	Healthcare Pricing Office
Burduja dana	EIB
Conrad Kobel	Australian Health Services Research Institute
Carol Loggie	National Centre for Classification in Health - University of Sydney
Olafr Steinum	Diaqualos AB
Janette Green	University of Wollongong
Downie James	Independent Hospital Pricing Authority
Scuteri Giuseppe	HealthConsult Pty Ltd
Jugna Shah	Nimitt
Nigel Michell	PowerHealth Solutions Ltd
Pesonen Heikki	Finnish Consulting Group
Jeff Hatcher	Canadian Institute for Health Information
Michael Dr. Wilke	Dr. Wilke GmbH

### **Distribution and acceptance of 2013 General Assembly Minutes**

Dana Burduja opened the meeting and asked members to review the minutes from 2013 general assembly (GA) that were being circulated and that had been posted on the PCSI website. She asked the GA for approval of the minutes which was given by a show of hands by the individuals present. There were no objections to the minutes.

### **Closing Accounts and Acceptance of the 2013 Financial Report**

In the absence of Ginny, Dana presented the following the financial report for CY 2013 accounts which run from January to December. The tables below reflect what Dana presented to the GA.

Table 1 – PCSI – Type of account

Type Of Account	
CCHQ (France)	Cheque Account
CSL (France)	Deposit Account
CCHQ (Denmark)	Cheque Account
CCHQ (Canada)	Cheque Account

**Table 2 – 2013 Closing Account Summary**

Account	Opening Balance (Euros)	Closing Balance (Euros)
CCHQ (France)	53,445.77	22,263.48
CSL (France)	2,769.03	2,799.23
CCHQ (Denmark)	148.63	7,825.42
CCHQ (Canada)	10,548.55 Ca\$13,706.43	2,280.80 Ca\$3,223.47
<b>TOTAL</b>	<b>66,911.98</b>	<b>35,168.93</b>

**Table 3 – Winter School 2013**

	Euros
Income	41,561.41
Expenditure	(36,160.37)
Profit	5,401.04

**Table 4 – Summer School 2013**

	Euros
Income	23,115.00
Expenditure	(26,950.15)
Profit/(Loss)	(3,835.15)

**Table 5 – Helsinki Conference 2013**

	Euros
Income	202,120.00
Expenditure	(177,288.80)
Profit/(Loss)	24,831.20

**Table 6 – 2013 Total Income and Expenditure for all accounts**

Accounts	Euros	Euros	Euros	Euros
Opening Balance	66,911.98			
Income		225,235.00		
Expenditure			(256,978.05)	
Closing Balance				35,168.93

Dana asked for questions from the assembly. James Downie wondered about the decrease in the overall balance given that all the events were profitable. Dana responded stating some of the incomes related to the expenditure in 2013 had not been received in that year (in the same way that there is expenditure in 2013 related to previous year's activity). Dana indicated that the current balance as at 25 September 2014 was €46,125.81. Steve Sutch endorsed this and pointed out that this was a factor of the way the accounts are recorded per year. Paula Monteith also indicated that this method of presenting accounts will inevitably give rise to peaks and troughs. Brian Donovan pointed out that we have this discussion each year in the general assembly and that the problem should be fixed

using Accrual Accounting. Paula indicated that the EC have decided to do this and that this will be a job of the new treasurer to implement.

Dana asked the GA to accept the 2013 financial accounts and this was passed by a show of hands. No one voted against the accounts and there were 6 abstentions.

### **Proposed Changes for the PCSI Mission, Vision, Goals and Charter**

Dana, Jugna Shah and Jean-Marie Rodrigues raised the changes to the Mission and Vision, Goals and charter. Dana indicated that the revised charter, and mission and vision documents had been made available on the website and had been posted on the poster board outside the GA. There were copies available for the delegates to view in the GA as well. (See appendix for the mission and vision and revised charter).

The tagline, mission and vision are listed below

Tagline	PCSI - The leading international organization sharing Casemix research, analysis, and implementation experiences.
Mission	PCSI envisions a world where the access to health care, medical information and social care, the quality and efficiency of health services are fostered through the development and use of innovative Casemix tools and research.
Vision	Promote the ongoing development of Casemix strategies and innovations at regional, national and international level, to support effective management, financing, and quality measurement of the health and social care systems

Jugna explained the purpose of the organisations vision, mission and tagline.

Jean-Marie asked if the “1986” in the mission statement could be corrected to “1988”.

There were some suggestions of modifications to the wording. For example, Nigel Michell suggested that the mission was more than coordination and cooperation and should include something about professional development and something about education. Perhaps PCSI should be the organisation that spreads the word about international developments such as the status of ICD-11 development. Dana indicated that these were covered in the objectives and that the changes had been made to reflect discussion at the 2013 GA.

Most members hadn't seen the documents prior to the meeting and the objectives weren't available on the website. In the interests of progressing the meeting, Dana asked members to read the documents on the website and send the EC any comments or suggestions. These could be reviewed and presented at the 2015 GA.

Modifications to the charter were summarised –



- The PCSI EC has been structured to include at least one representative from each of the geographic regions named in the charter. Last year, two regions were added. However, this would result in a larger and possibly more unproductive EC rather than the smaller, more functional group it needs to be. Consequently the charter has been modified so that regions are no longer specified.
- The EC believed that there had to be two votes for any change to be made to the charter. However, this has been found to be incorrect.
- The roles of EC members have been stated more precisely. It has been stated more clearly that members of the EC need to be prepared to donate their time to work towards achieving the objectives of PCSI.
- There was some cleanup of language.

Husein Reka expressed a concern that the first of these changes would result in the loss of the positive discrimination of regional coverage (thinking particularly of the Middle East that, this year, was seriously involved for the first time). Dana agreed, but pointed out that it was a balance between this and the size of the EC resulting in a dysfunctional committee. Jugna pointed out that “geographic representation” is still in the charter but the strict rules around having to have representation have been removed.

Jacob agreed that the change is necessary to help ensure the EC remains functional. He suggested that the geographic representation requirement be applied to the Advisory Board that has been proposed. It was suggested that this is a common issue with international organisations, but that if the real issue is someone not doing their job, that individual should be removed from the EC.

James Downie queried why we actually have a GA and wondered if another method of meeting could be arranged. Dana indicated that the EC do a lot of their work via skype but that it is necessary to meet to get some things completed.

At the end of the discussion Dana called for a vote of the GA on the issue. The result of this was 16 for, 1 Against and 6 Abstained. Dana thanked the GA for the vote and proposed that we use the documents going forward but would review them every two years.

### **Future Conferences and Events**

Dana reminded the GA that they were always looking for partners to host the PCSI conference.

Dana indicated that the current plans are to hold the conference in the Netherlands next year and Ireland the following year. Jacob Hofdijk gave more information on the proposal for 2015. The following are the main points.

- It is planned to hold the 31st conference from 14 – 17 October 2015 in the Hague.
- This will be the second time the PCSI conference will be held in the Netherlands (the first time was the 16th PCSE Conference held from 27 – 30 September 2000 in Groningen)
- The main organiser will be Casemix-Q-Consult-Talent Group, CQT.

- The theme of the conference will be Sustainable Health and Social systems & appropriate funding
- The format of the programme will be traditional abstracts, presentations, workshops and posters
- The conference will also consist of a “stop” of the Caring Village of the Future program focusing on the issue of integrating health and social care system
- A Local Organising Committee Supported by PCO (main conference manager).
- The proposed location for the conference is the Kurhaus
- The proposed website is [www.pcsi2015.org](http://www.pcsi2015.org)

Dana also reported that the EC have had discussion with Ireland regarding the conference in 2016.

### **Announcement of Election Results**

The following individuals were elected and the results were announced at the Gala Dinner:

#### Officers

- Paula Monteith, Treasurer (UK)

#### Committee Members

- Janette Green (Australia)
- Deniza Mazevska (Australia)
- Jiro Okochi (Japan)
- Husein Reka (Qatar)

### **Best Poster Prize Award at the 30th Annual PCSI Conference in Doha, Qatar**

Congratulations to Syed Aljunid, Athirah Zafirah, Amrizal Muhd Nur, Sharifa Ezat WP from Faculty of Medicine, National University of Malaysia, International Centre for Casemix and Clinical Coding, Kuala Lumpur, Malaysia. (Athria Zafirah is also from United Nations University-International Institute for Global Health, Kuala Lumpur, Malaysia) for their Poster Titled, “Economic Impact of Diagnosis and Procedure Coding Errors In The Implementation of Malaysia-Diagnosis Related Group (MY-DRG) Casemix System in University Kebangsaan Malaysia Medical Centre.” which won the best poster competition. This was announced at the Gala Dinner.

### **Best paper prize awards at the 30th Annual PCSI Conference in Doha, Qatar.**

Congratulations to Jim Pearse, Deniza Mazevska, Akira Hachigo (from Health Policy Analysis), and Dr Terri Jackson (of Northern Clinical Research Centre, University of Melbourne) for their paper entitled “Cost impact of hospital acquired diagnoses and impacts for funding based on quality signals” which won the best paper prize at the conference this year. This was announced at the Gala Dinner.

**Innovation prize awards at the 29th Annual PCSI Conference in Doha, Qatar.**

Congratulations to Heather A. Richards, Jingbo Zhang, Laura Faye from the Canadian Institute for Health Information in Canada for winning the Innovation prize at the 30th annual PCSI Conference in Doha, Qatar for their paper "Foundation Data When Building a Population Grouping Methodology". This was announced at the Gala Dinner.

## Appendix I

### **PATIENT CLASSIFICATION SYSTEMS INTERNATIONAL**

#### **TAGLINE:**

**PCSI** - The leading international organization sharing Casemix research, analysis, and implementation experiences.

#### **VISION:**

PCSI envisions a world where the access to health care, medical information and social care, the quality and efficiency of health services are fostered through the development and use of innovative Casemix tools and research.

#### **MISSION:**

*To promote the coordination and cooperation among the different groups of professionals in the healthcare field, researchers and developers who use the patient classification systems around the world (as by the 1986 official charter of the association).*

**Proposed statement:** Promote the ongoing development of Casemix strategies and innovations at regional, national and international level, to support effective management, financing, and quality measurement of the health and social care systems

## Appendix II

### **UPDATED CHARTER PROPOSED TO BE USED AS REFERENCE**

#### **1 Article 1: Title**

- 1.1 An association named “Patient Classification Systems/Europe” and represented by the name of Patients Classification Systems International and the acronym PCSI shall be established. Its registered seat is in Saint Etienne, Faculty of Medicine – 15 rue Ambroise Paré, the Public Health Department.

#### **2 Article 2: Objective**

- 2.1 The association named “Patient Classification Systems/Europe” has the following objective:  
*To promote the coordination and cooperation among the different groups of professionals in the healthcare field, researchers and developers who use the patient classification systems around the world.*

#### **3 Article 3: Means of Action**

- 3.1 The means of action of the association are as follows:
  - Facilitate the international and multidisciplinary cooperation among the groups, by helping them establish contact with one another and by providing them technical and organisational scientific support.
  - Organise an annual international conference.
  - Organise training sessions.
  - Form committees, working groups on a subject serving the objective of the association.
  - Publish a newsletter.
  - Support the member groups in organising their activities.
  - Collaborate with the international organisations and with the international scientific associations who show interest in the same matters.

#### **4 Article 4: Members**

- 4.1 The association consists of the founding and the active members, who are either groups or individuals from different European, as well as non-European countries.
- 4.2 The founding members are those who, having been invited to the General Founding Assembly in Lisbon between the 13th and the 15th of June 1987, gave the interim Officers of the association their written consent regarding the charter to which they were subject and which was modified in order to follow the recommendations of the Assembly for the 15th of November 1987 no later than the 15th of June 1988.

- 4.3 The active members are those who have been recognised as such by the Executive Committee, following the proposal of the Officers of the association, to which the requests were directed.
- 4.4 The founding and the active members shall pay an annual contribution, whose amount shall be decided by the Executive Committee, following the proposal of the Officers.
- 4.5 The founding and the active members who have paid their contribution shall constitute the General Assembly.

## **5 Article 5: Loss of membership**

- 5.1 The status of member of the association shall be redeemed lost by:
  - Resignation
  - Due to non-payment of the contribution
  - Cancellation by the Executive Committee due to serious reasons.
- 5.2 The member in question shall be informed about the loosing of the status in advance and shall be invited to present his motivation.

## **6 Article 6: The General Assembly (GA)**

- 6.1 The General Assembly comprises all the founding and the active members who have paid their contribution.
- 6.2 It shall meet on a yearly basis, as well as every time it is summoned by the Executive Committee or as a response to the invitation of a minority of a quarter of its members.
- 6.3 The agenda of the General Assembly shall be set by the Executive Committee.
- 6.4 Its legal location is the association address.
- 6.5 The General Assembly shall hear the management reports of the association presented by the Officers and the financial management reports presented by the Treasurer.
- 6.6 The General Assembly shall approve the closed accounts from the respective financial year and it shall vote the budget for the following financial year, and discuss the agenda items being presented.
- 6.7 The General Assembly shall ratify by a simple majority any change brought to the charter brought to them by the Executive Committee.

## **7 Article 7: Organization of the Executive Committee (EC)**

- 7.1 The association shall be managed by an Executive Committee.
- 7.2 The Executive Committee shall comprise of the founding members and active members (defined as those who have paid their contribution fee) who have been elected by the General Assembly to serve the organization.
- 7.3 The General Assembly will elect Officers and Executive Committee Members. Any active member may stand for election. The aim of the organization is to have a geographically diverse and representative Executive Committee, made up of dedicated individuals committed to carrying out the vision, mission, and the activities necessary to make the organization successful for all its members.

- 7.4 Elected individuals, whether they are Officers or members to serve on the Executive Committee, will have terms spanning three years.
- 7.5 The Executive Committee shall meet at least once a year and the agenda for the meeting will be prepared by the Officers. The Executive Committee shall prepare the financial management annual report and present it to the General Assembly for approval.
- 7.6 The Executive Committee shall be responsible for the distribution of resources among the members and of the supervision of their use.
- 7.7 The members of the Executive Committee may propose amendments to the Charter during their regular meetings. The members are thus invited to vote. If the proposal obtains the majority of the votes, it shall be submitted to the next general assembly for ratification.
- 7.8 The Executive Committee shall receive proposals for decisions and projects of the association received from officers and members within the context of the objective presented in Article 2.
- 7.9 The vote by proxy and the remote vote shall be accepted under the following circumstances:
  - The Officers may decide to accept a remote vote in non-essential issues.
  - The members of the Executive Committee who are absent from a meeting may choose either a remote or a proxy vote.
  - In the case of proxy votes, each member of the Executive Committee may not cast more than two votes in addition to his/hers.
  - The remote vote takes precedence over the proxy vote.

## **8 Article 8: The Officers**

- 8.1 The Officers of the association are the President, the Vice president, the Treasurer and the Secretary.
- 8.2 The officers are elected by the General Assembly and will have terms spanning three years.
- 8.2 The President shall preside over the Executive Committee, as well as over the General Assembly.
- 8.3 The Officers submit a financial management annual report to the Executive Committee, for approval and submission to the General Assembly.
- 8.4 The president or the secretary shall represent the association in legal proceedings and in all civil acts and they must enjoy the full exercise of their civil rights.
- 8.5 The officers shall be responsible for the implementing of the tasks set by the Executive Committee or considered necessary for the functioning of the association.
- 8.6 The expenses shall be set by the president.
- 8.7 If the President of the Executive Committee resigns or dies while in office, the Vice-President shall assume the remaining term until the next General Assembly, when elections will be organized for the President position.

## **9 Article 9: Working Groups**

- 9.1 A working group on a particular subject may be organised by the decision of the Officers, following the proposal of all the members of the Executive Committee and after its ratification by the Executive Committee.

- 9.2 The members of such a working group may be appointed from among the members or the non-members of the association who have the expertise in that particular field.

## **10 Article 10: Resources and Accounting**

- 10.1 Each member must pay an annual contribution.  
10.2 The amount of the contribution shall be set by the Executive Committee.  
10.3 The contribution is different for groups and for individual members.  
10.4 Subsidies may be asked from the governmental, international and private organisations.  
10.5 The keeping of the accounts shall be made on a daily basis, based on receipts and expenditures and if there have been materials accounting records.  
10.6 The documents supporting the accounting shall be presented without delay at the request of the Prefect, to him in person or to his delegate or to any official accredited by the former.  
10.7 The financial management annual report shall be addressed to each member.

## **11 Article 11: Statement and Register**

- 11.1 Any change in the administration or management of the association, as well as any change of the charter shall be recorded in a special register, listed and signed and available at any time at the request of the Prefect.

## **12 Article 12: Dissolution**

- 12.1 The dissolution of the association may only be pronounced by the General Assembly, summoned to this particular purpose.  
12.2 The General Assembly shall appoint one or more commissioners in charge with the liquidation of the assets of the association.  
12.3 The General Assembly shall allocate the net assets in accordance with the law.  
12.4 The dissolution shall be subject to a declaration submitted to the Prefecture.

**For the original charter registering the association in France in 1986, please consult separate documents available on the website of the association.**