

MINUTES OF THE GENERAL ASSEMBLY
OF THE EUROPEAN SOCIETY OF CONTRACEPTION

Edinburgh, UK, Friday 25 June 2004

Present: S.O. Skouby (President)
A. Webb (Vice-President)
O. Loeber (Secretary General)
G. Bartfai (Assistant Secretary)
D. Cibula (Treasurer)
A. Verougstraete (Assistant Treasurer)

Board members, ESC members

In attendance P. Erard, R. Maes, A. Wattez (ESC Central Office)

1. Welcome address

The President welcomed all attendees on behalf of the Executive Committee and the Board and thanked them all for their continuous support towards the European Society of Contraception. He also expressed his sincere appreciation for the work done by the Organising and Scientific Committee of the 8th ESC Congress.

2. Minutes of the last meeting

The Minutes of the last General Assembly (Genova, Italy, 12 April 2002) were agreed upon and signed as an accurate account of the proceedings of the last G.A.

3. Matters arising

No matters arised.

4. Report by the Secretary General (O. Loeber)

a. Membership report

2003 final membership report

980 ordinary members

184 affiliated members (Spain)

In total: 1164 members (1148 members in 2002)

Cancellations = 9
New members = 129
Not yet paid for 2002 + 2003= 161 (deleted from data base on 1 Jan 2004)
Returned post, unknown address = 15 members
Payment status: 41,5% paid

2004 interim membership report

(reference point 25 June)

1117 ordinary members (52,7% paid)
164 affiliated members (Spain)
In total: 1281 members (1164 members on 31 Dec 2003)

Cancellations: 5

Top 5 paid - up memberships 2004

UK	81
Turkey	59
Russia	54
Czech Republic	51
Hungary	50

The ESC have members from 46 different countries.

b. Activity report

Committee Meetings since Genova

- Berlin, July 2002 (Board and Executive)
- Budapest, Sept 2002 (Executive C.)
- London, Feb 2003 (Org and Sc Com Congress)
- Brussels, March 2003 (Executive C.)
- Brussels, May 2003 (Sc Com Congress)
- Prague, June 2003 (Executive C.)
- Budapest, Sept 2003 (Board and Executive)
- Brussels, Oct 2003 (Sc Com Congress)
- Brussels, Feb 2004 (Executive C.)

Scientific Meetings and other

- 7th Seminar Budapest (Sept 2003)
- 8th Congress Edinburgh
- 9th Congress Istanbul (in process)
- FIGO, ESC symposium

(items will be reported later)

5. Report from the Treasurer (D. Cibula)

a. Miscellaneous

After the GA in Genova, an administrative procedure was started and ended with a legal acceptance of the administrative office in Belgium. The official seat remains in France.

A two years bureaucratic story ended well with the allocation of a Belgian VAT number (BE 479 140 903). A VAT number in UK was allocated as well (important for the outgoing ESC invoices and for the partial recuperation of incoming invoices).

Due to remaining administrative problems, the ESC accounts were transferred from Fortis to ING bank.

Standard Contracts both for ESC seminars and congresses were approved by the Board.

The treasurer reported that two parallel ways of accountancy are used to make the financial affairs of the ESC as transparent as possible: besides the official accountancy by Deloitte and Touche, the Central Office lists all incomings and expenditures in detail as well.

b. Financial report

7th Congress 2002 (Genova) Final budget

OUTGOINGS

Venue	159587,99
Catering (breaks, opening, gala)	86641,06
Social programme and services	41302,64
Printed and promotional matters	50715,73
Organisation and co-ordination	97594,10
Transport, postal and secretariat	35720,31
VIPs	69582,01
Staff (on-site)	30698,30
Index adjustments	707,42
<i>Total in euro</i>	<i>572549,56</i>

INCOMINGS

Sponsors and exhibitors	332358,02
Registrations	542109,47
<i>Total in euro</i>	<i>874467,49</i>

BALANCE

Incomings (plus)	874467,49
Outgoings (minus)	572549,56
<i>Surplus</i>	<i>301917,93</i>

Final budget Seminar Budapest (Sept 2003)

Venue related	22969,38
Translation costs	639,61
Printed and promotional matters	3292,11
Organisation costs	19622,65
Distribution, transport and postal costs	431,70
Secretariat costs	1125,26
VIPs	20034,81
Unforeseen expenditures	564,90
OUT	68680,42
IN	2266,38
BALANCE (minus)	66414,04

Final report 2002 (in euro)

	IN	OUT
Committee costs		38069,67
Bank	599,49	108,88
Membership	18175,10	50,00
Working costs Officials	3717,06	38582,05
Secretariat costs		47305,39
ESC Publications		8614,38
Web site		6999,23
Accountancy and advise		36064,16
Unknown		51,30
6th Seminar Coimbra	14925,02	31227,81
7th Congress Genova	847814,93	519908,83
Internal transaction	150000,00	
8th Congress Birmingham		19795,53
Donations	22180,58	
Totals in euro	1035231,60	768957,81

Final report 2003 (in euro)

	IN	OUT
Committee costs	0,00	19572,97
Bank	925,87	281,66
Membership	26098,74	0,00
Working costs ESC Officials	0,00	18566,18
Secretariat working costs	0,00	62188,84
ESC Publications	11894,07	0,00
Web site	490,00	2711,26
Accountancy and legal advise	0,00	26142,42
Unknown	48,50	0,00
7th Seminar Budapest	4846,17	48934,34
Internal transaction	554808,53	600525,32
8th Congress Edinburgh	68101,74	204971,73

7th Congress Genova	22952,21	1602,27
Donations	2475,00	5022,39
VAT	25225,97	0,00
<i>Totals in euro</i>	<i>717866,80</i>	<i>990519,38</i>

Actual status (15 June 2004)

Fortis (old) working account : 32,254.36 euro
 ING working account : 18,078.34 euro
 ING saving account : 280,507.35euro

Invoiced but not received yet: 514,628.98 euro
 In payment process: 114,653.49 euro

Audit

The Treasurer informed the General Assembly that the financial report GA 2002 was revised and signed by the two elected auditors.

J. Newton (UK) and G. van Herk (The Netherlands) volunteered to revise the GA report 2004.

c. Changes in Statutes and Rules of Procedure

1. Changes in Statutes

The proposed changes in Statutes have been approved by the Executive Committee and the Board. The changes now need to be approved by the General Assembly (members have been informed in written by the central office).

Article III

The registered office is established at:

Centre de Régulation des Naissances
 Hôpital Saint-Louis
 I. Avenue Claude Vellefaux
 75475 Paris CEDEX 10

Besides the official seat in France, the Society has an office in Belgium at:

ESC Central Office
 Essenestraat 77
 B-1740 Ternat
 Belgium

The administrative seat of the society has moved on 1 March 2004 to another address (Essenestraat 77 --> Opalfeneweg 3) but in the same city (1740 Ternat, Belgium).

The General Assembly unanimously agreed.

Article IV

Change in art. IV is related to the recognition of two types of membership – ordinary or honorary.

Deletion of the term and definition of "associated" member (non european members); add term honorary members .

(words in italic will be deleted if accepted – underlined words will be added if accepted)

Members of the Society can be all professionals; doctors and non-doctors, effectively working within the field of contraception and Reproductive Health Care *and nationals of a European country* and who have paid their yearly subscription.

A professional wishing to become a member of the Society, must be proposed by a regular member to the Secretary General of the EC, who is entitled to assess that the conditions (as said previously) are met.

Professionals from outside Europe can become associate members of the ESC.

The right and duties of ordinary and honorary members and *associate members* will be defined in the Rules of Procedure of the Society.

The affiliation of other organisation is possible. The rights and duties of these organisations will be defined in the Rules of Procedure of Society.

The General Assembly unanimously agreed.

Article VIII

Change in art. VIII is related to the fact that the minimum number of members needed for the first representative (now defined in the Statutes) would appear in the Rules of Procedure.

Decreasing the term of duty of a Board member from six to four years.

(words in italic will be deleted if accepted – underlined words will be added if accepted)

The number of paid up members required to enable the first and second representative to be elected is detailed in the Rules of Procedure. No country may have more than two elected representatives.

These members are elected by simple majority, for (*six*) four years, at the General Assembly. The members of the Board of Directors chooses from amongst its members, by secret ballot, by simple majority, a working body called the "Executive Committee" composed of: ...

The General Assembly agreed (2 objections).

Article X

Change in art. X is related to the written statement of accounts reviewed by 2 members of the society. New: 4 nominations by the Board are needed.

(words in italic will be deleted if accepted – underlined words will be added if accepted)

The written statement of accounts will be reviewed and countersigned as a true and fair view of accounts every two years by two members of the Society from separate countries who are not on the Board. In the first instance the Executive Committee will appoint the two signatories, but in the future the General Assembly will vote on these nominations by simple majority. At least four nominations will be prepared by Board members for each ordinary General Assembly.

The General Assembly unanimously agreed.

Article XI

Change in art. XI is related to the fact that to be elected for the Executive Committee, one has to be a board member for at least two years.

(words in italic will be deleted if accepted – underlined words will be added if accepted)

For elections to the Board and Executive Committee, a secret ballot will be held. If and unopposed candidate wishes, they can have a show of hands for their election. A show of hands is used for all other elections. However, at the request of a majority of ordinary members of the General Assembly, any vote can be taken by secret ballot. To be elected for the EC one has to be a Board Member first for at least one period of two years.

The General Assembly agreed (1 objection).

2. Changes in Rules of Procedure

The proposed changes in the Rules have been approved by the Executive Committee and ratified by the Board.

The changes (*in italic*) do not need to be approved by the General Assembly (informative only).

Art. 4. Rights and duties of the Board of Directors

A Board member is entitled to:

c) serve a term of *four* years initially but may stand for re-election (for a maximum of 2 terms consecutively, i.e. 8 years).

(paragraph at the end of article 4, related to the size of the Board)

"The first representative for each country can be elected onto the Board when there are 10 paid up members and the second member can be elected if there are 50 or more paid-up members from that country. When the membership numbers from any country drop below the set level the representation on the Board will be adjusted accordingly at the time of each General Assembly."

"When a new Board member needs to be elected, all members of the appropriate country will be informed by the Central Office one month prior to the General Assembly. The number of

members at the time of the Congress shall be used as a reference to determine the level of representation."

"If the Board of Directors is likely to have more than 29 members, the Executive Committee will examine the current Rules of Procedure and suggest ways in which they can be changed so that the Board does not become so big that it is no longer effective or financially viable."

"When the number of elected Board members according to these rules comes to less than 29 the shortfall will be made up by representatives from countries who have more than 5 but less than 10 members. Initially this will be by drawing lots and later in rotation."

Art. 6 Affiliation to other organisations

International or national organisations with similar or related aims may apply for affiliation to the ESC. Members of affiliated societies shall pay a 50 percent reduced yearly fee. Those seeking affiliation must submit an application in writing to the Secretary General. The Board shall ratify the final affiliation. This decision shall be followed by a signed contract including rights and duties of members of affiliated societies. The Central Office of the ESC shall receive a complete list of members including email and postal addresses from the affiliated Society. Members of affiliated societies have no voting rights during GA of the ESC by virtue of their affiliation.

Members of affiliated societies are entitled to:

- a) receive an electronic form of the Journal of the ESC
- b) receive an electronic form of the Newsletter
- c) receive information about seminars, congresses and other meetings organised or supported by the ESC
- d) free attendance at ESC seminars
- e) preferential registration rate at ESC congresses

Affiliated societies will:

- a) inform the Secretary of the Central Office of any change of address
- b) pay a yearly subscription

Art. 8 Financial arrangements

Any expenditure of over 10.000 Euro on any one meeting/item (other than congress/ seminar) should be ratified by the Board. Any expenditure of over 20.000 Euro on any one meeting/item (other than Congress/seminar) should be ratified by the General Assembly.

Art. 9 Congress Sitting

Congresses are held every two years. To enable enough time for organisation the site for the congress four years later will be voted on at the General Assembly. The organiser of the next congress will make a short presentation at the General Assembly including dates and venue and

confirming their willingness and ability to proceed with the organisation.

A short proposal and presentation shall be made at the General Assembly in support of the bid *for the next Congress* prior to a vote. *A short recommendation from the Board may follow a presentation.*

Art. 10 Seminar Sitting

The ESC seminars are usually held in the year when there is no congress. Any member wishing to organise a seminar *shall* submit a bid *in writing* to the *Central office*. *A short presentation should be made at the Board meeting in support of the bid prior to a vote.*

Art. 11 Guidelines for applicants wishing to organise an ESC congress/seminar

- 1) At the time of submitting a bid to organize a Congress or Seminar a country must have at least 10 paid up members of the ESC*
- 2) Proposals for holding congresses are presented 4 years ahead at the General Assembly. The venue is decided upon by a vote of the ESC members during the General Assembly.*
- 3) Proposals for holding seminars are presented 4 years ahead at the Meeting of the Board of Directors. The venue is decided upon by a vote of the Board members.*
- 4) An official bid for the congress /seminar must be delivered to the Central Office not later than three months before the day of the appropriate General Assembly or Meeting of the Board of Directors. Four copies of the bid are required. The Central Office is obliged to confirm receipt of the document and to send copies to the EC members (President, Treasurer, Secretary General), one copy shall remain on file at the Central Office. Bids for congresses are presented by the EC at the Board meeting before the appropriate GA.*
- 5) An official bid to hold a congress/seminar must include:*
 - a) A preliminary budget, containing calculations of expenditures (congress venue,) and an estimate of contributions by local sponsors (acquiring local sponsors is not a condition of organizing a seminar).*
 - b) A letter of acceptance from the organizers stating that they are prepared to follow the principles of the Society for the organizing congresses or seminars (as specified in sample contract sent on request by the Central Office).*
 - c) Specifications of the congress/seminar venue, sufficient capacity of accommodations, and accessibility of the city and a congress venue where the congress is to be held.*
 - d) Proposal of scientific topic(s) of the congress/seminar. A definite topic is decided by the Board in accordance with the proposal of the organizers.*
 - 6) The Board of Directors reserves the right to determine the date of holding the congress/seminar, changing the date if necessary, possibly changing the location in the case of apparent inability of the organizers to guarantee the event or in the case of an unstable situation in the country where the congress/seminar is to be held.*

Art. 14, ESC granted projects

(Some requests for funding reached the central office over the last year. As this was a new situation, the Executive Committee also implemented the terms and conditions in the Rules of Procedure. A special designed application form will be sent on request to each applicant. These documents will then be forwarded to the scientific committee of the Board for advice.)

Individuals or organisations may apply for financial support from the ESC for activities that are in accordance with the aims of the Society as described in the Statutes. Application forms are available at the Central Office. Up to a maximum of 5% of the balance in the ESC accounts can be awarded in any one financial year.

The application must contain

- The aims and projected outcomes of the project*
- Details of any other source of funding sought or obtained*
- Details of the person or organisation making the application*
- Commitment to present the results to the Board of Directors and acknowledge the ESC funding appropriately*
- A detailed budget proposal*

All proposals will initially be scrutinized by a small scientific committee which will have at least two members of the Executive Committee on it of the Board. They will then be presented to the full Board for the final decision on whether to make the award.

The Treasurer will be responsible for initial and ongoing monitoring of the awards.

6. Seminar Report

a. 7th ESC Seminar - Budapest, Hungary

September 12 - 13, 2003

Title: Contraceptive practice in Europe: differences in availability and accessibility.

The President briefly reported that 170 participants attended this seminar. The result of the evaluation is available on the ESC website.

For the second time, a simultaneous translation (Hungarian) was offered to the national residents. He underlined that there was a high input of the local situation in the programme and he concluded by thanking the organiser, George Bartfai, and the Seminar Committee for the excellent organisation.

b. Next Seminar

In principle, the 8th Seminar should be held in Tel Aviv, Israel (hosting organiser : A. Yeshaya). On request of A. Yeshaya and due to the local situation, the Board decided to replace Israel by Poland as next destination (2005). M. Lech was appointed as hosting organiser.

7. Congress Report

a. 8th Congress 2004, Edinburgh

23 to 26 June 2004

Title: A holistic approach to sexual health. Is it needed, appropriate and possible?

The President estimated this congress as an absolute success on the level of organisation and scientific programme. He thanked J. Newton (Congress President) and the Organising Committee for their efforts leading the congress to this point. The Scientific Committee and the speakers were thanked for their excellent contribution. S. Skouby reported that 363 abstracts were submitted (100% more than for the Genova congress). The figures on congress participation were presented as follows:

Pre-registered number of participants: 1450

Top 5 present countries:

UK	300
Czech republic	90
Italy	87
Poland	76
Spain	66

b. 9th Congress 2006, Istanbul

3 to 6 May 2006 - Istanbul Convention Centre

Title: Improving life quality through contraception and reproductive health

Congress President: O. Özalp

Hosted by the Family Planning Association of Turkey and the Reproductive Health and Contraception Society

c. Bids to organise the 10th Congresss 2008

Two official bids were received, both in accordance with the Rules of Procedure :

Denmark, Aalborg (S. Skouby - K. Petersen)

Czech republic, Prague (D. Cibula - V. Unzeitig)

After a short presentation of the two bids (by S. Skouby and D. Cibula), the bids were subject to voting by the General Assembly. Czech Republic had 82 votes and Denmark reached 68 votes. It was decided that Prague will be the destination for the 10th ESC Congress.

8. ESC publications

a. Journal (S. Skouby)

The European Journal of Contraception and Reproductive Health Care has been accepted into ISI and has received its first impact factor. The 2003 impact factor is 0.571, ranking the journal 48/53 in the Obstetrics & Gynaecology category.

A brief overview was given:

- actual Chief-Editor, Editors and Editorial Board
- review process
- overview of issues and supplements
- published and rejected papers
- standing manuscripts

b. Newsletter

The concept of the Newsletter now has changed. Each issue will cover a national situation article and will be sent out electronically every two months – 1 A4 page – written by the board members themselves.

Sent out:

First Newsletter by A. Bigrigg (UK)

Second Newsletter by O. Loeber (The Netherlands)

Third Newsletter : expected September

c. Website

The ESC website became a major tool in the communication between the society and members and non members. The content is supervised by the Secretary and the webmaster, Rob Beerthuisen (Board member from the Netherlands) is managing the site in a technical and active way. Information updates is a daily work.

9. Agenda items by members

No items were received.

10. Board elections

S Skouby introduced the Board election procedure, according to the earlier accepted changes in the Statutes and the Rules of Procedure:

A minimum number of paid up members is needed to enable representation on the Board

10 (for the first representative)

50 (for the second representative)

Term of duty = 4 years

This only applies to new and re-elected Board members during this GA.

a. Actual represented in the Board (37):

(number of representatives between brackets)

Belgium (2)

Czech Rep. (2)

Denmark (2)

Finland (1)

France (2)

Germany (2)

Greece (2)	Hungary (2)	
Ireland (2)	Israel (1)	
Italy (2)	Latvia (1)	
Lithuania (1)	Poland (1)	
Portugal (2)	Russia (2)	
Slovenia (2)	Spain (2)	
The Netherlands (2)	Turkey (2)	United Kingdom (2)

b. Situation by country:

If voting is needed, only the members of the particular country are entitled to vote.

Belgium

Actual situation:

- J.J. Amy (2002 - 2008)

- A. Verougstraete (1994 - 2000 - 2006)

Paid up members: 14

New situation: Both members stay in the Board

Czech Republic

Actual situation:

- D. Cibula (2000 - 2006)

- V. Unzeitig (1996 - 2002 - 2008)

Paid up members: 51

New situation: Both members stay in the Board

Denmark

Actual situation:

- S. Skouby (1994 - 2000 - 2006)

- K. Petersen (2002 - 2008)

Paid up members: 11

New situation: Both members stay in the Board

Finland

Actual situation:

- D. Apter (2002 - 2008)

Paid up members: 6

New situation: Member stays in the Board

France

Actual situation:

- E. Aubény (1994 - 2000 - 2006)

- D. Serfaty (1994 - 2000 - 2006)

Paid up members: 16

New situation: Both members stay in the Board

Germany

Actual situation:

- M. van Santen (1994 - 2000 - 2006)

- T. Rabe (2002 - 2008)

Paid up members: 11

New situation: Both members stay in the Board

Greece

Actual situation:

- G. Creatsas (1994 - 2000 - 2006)

- D. Lazaris (2002 - 2008)

Paid up members: 34

New situation: Both members stay in the Board

Hungary

Actual situation:

- G. Bartfai (1998 - 2004)

Needs to be re-elected since the first mandate is ending.

Re-elected by the Hungarian members (2004 – 2008)

- I. Batar (2002 - 2008)

Paid up members: 50

New situation: Both members stay in the Board

Ireland

Actual situation:

- S. Jones (2000 - 2006)

- C. McNicholas (2002 - 2008)

Paid up members: 25

New situation: Both members stay in the Board

Israel

Actual situation:

- A. Yeshaya (1998 - 2004)

Needs to be re-elected since the first mandate is ending.

Re-elected by the Israel members (2004 – 2008)

Paid up members: 15

New situation: Member stays in the Board

Italy

Actual situation:

- V. Bruni (1994 - 2000 - 2006)

- P. Crosignani (2002 - 2008)

Paid up members: 11

New situation: Both members stay in the Board

Latvia

Actual situation:

- M. Orlean (1998 - 2004)

Needs to be re-elected since the first mandate is ending.

Re-elected by the Latvian members (2004 – 2008)

Paid up members: 12

New situation: Member stays in the Board

Lithuania

Actual situation:

- V. Sadauskas (2002 - 2008)

Paid up members: 10

New situation: Member stays in the Board

Poland

Actual situation:

- M. Lech (2000 - 2006)

Paid up members: 16

New situation: Member stays in the Board

Portugal

Actual situation:

- D. Rebelo (1994 - 2000 - 2006)

- M. Sousa Fernandez (2002 - 2008)

Paid up members: 11

New situation: Both members stay in the Board

Russia

Actual situation:

- V. Prilepskaya (1998 - 2004)

Needs to be re-elected since the first mandate is ending.

Re-elected by the Russian members (2004 – 2008)

- I. Savelieva (2002 - 2008)

Paid up members: 54

New situation: Both members stay in the Board

Slovenia

Actual situation:

- B. Pinter (1996 - 2002 - 2008)

- A. Pretnar Darovec (2000 - 2006)

Paid up members: 4

New situation: Both members stay in the Board

Spain

Actual situation:

- C. Coll (1994 - 2000 - 2006)

- P. Martinez (2000 - 2006)

Paid up members: 3 + 184 affiliated members

New situation: Both members stay in the Board

The Netherlands

Actual situation:

- O. Loeber (1996 - 2002 - 2008)

- R. Beerthuisen (2000 - 2006)

Paid up members: 20

New situation: Both members stay in the Board

Turkey

Actual situation:

- S. Ozalp (1998 - 2004)

Needs to be re-elected since the first mandate is ending.

Re-elected by the Turkish members (2004 – 2008)

- H. Satiroglu (2002 - 2008)

Paid up members: 59

New situation: Both members stay in the Board

United Kingdom

Actual situation:

- A. Webb (1994 - 2000 - 2006)

- A. Bigrigg (1998 - 2004)

Needs to be re-elected since the first mandate is ending.

Other candidate: A. Kubba

A. Bigrigg re-elected by the UK members (2004 – 2008)

Paid up members: 81

New situation: Both members stay in the Board

Other countries, not represented in the Board till now but with at least 10 paid up members:

Cyprus

Actual situation: no representative

Paid up members: 10

Candidate: C. Riris

New situation: C. Riris elected by the members from Cyprus (2004 – 2008)

11. Any other business

- a. Committee of Past Presidents

D. Serfaty suggested to establish a Committee of Past ESC Presidents. This item has been discussed and acknowledged by the Executive Committee and the general feeling was positive. S. Skouby said that this Committee might have an advisory/consultative function but that the financial implications should also be considered.

The Board also felt positive towards the idea and added that this Committee might action as an ESC ambassador. D. Serfaty will work out this project in concrete.

b. ESC award

S. Skouby reported that G. Bartfai raised the idea to honour the work someone has done for the society. This should be different from Honorary membership. It was said that the contribution might have been practical or scientific. The committee of past presidents might for instance forward names. G. Bartfai discussed his proposal including conditions and rules already with the Executive Committee.

12. Date of next meeting

Istanbul, 3 to 6 May 2006 (exact date to be confirmed later).