



**EANN REPRESENTATIVES BOARD MEETING**  
**Helsinki**  
**May 9- 11th 2014**

**Present:**

|                             |                         |                         |
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| Paul van Keeken (NL)        | Ingrid Poulsen (DK)     | André Houtman (Belgium) |
| Johanna Martin (FD)         | Zeliha Tulek (Turkey)   | Päivi Koskela (FD)      |
| Cath Waterhouse (UK)        | Nilsa Fisher (Austria)  | Neal Cook (U.K)         |
| Christian Klomfar (Austria) | Katrin Gillis (Belguim) | Ole Abildgaard (DK)     |
| Jasna Nikolčić (Serbia)     | Jan William Hoving (NL) | Robert Ślusarz (PD)     |
| Dorota Mlyska (PL)          |                         |                         |

**Apologies:**

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| Åse Humberset (Norway)       | Lenka Kopacevic (Croatia) | Jovanca Buhagiar (Malta) |
| Ann-Cathrin Jönsson (Sweden) | Judith Ann Penrod (IL)    | Ingibjörg Bjartmarz (IL) |

|    |   | <b>Action</b> |
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| 1. | Following introductions of board members present, we discussed the aims and ambitions of the EANN and the difficulties of communicating with a multi-lingual group but one that had a common interest in neuroscience nursing.  |               |
| 2. | Vienna minutes 2013 – agreed as correct with some amendments: <ul style="list-style-type: none"> <li>• Neuroblend – discussed the donation of 10,000 euros towards the faculty. The minutes need to document that the board members agreed to support the venture.</li> <li>• Correction – the minutes need to confirm that a board member will represent the interests of the EANN on the Neuroblend faculty</li> <li>• Funding guidelines – Documented later.</li> </ul>  |               |
| 3. | <p><b>Report from President</b></p> <ul style="list-style-type: none"> <li>• Paul represented EANN at the WFNN congress and at the WFNN BOD meeting in Gifu, Japan, in Sept 2013.</li> <li>• The European Nurse Specialists Association ESNO is still in communication with the EANN inviting us to be a member again.</li> <li>• The NeuroBlend foundation has now been established in January 2014. Paul reiterated that as president of the EANN he will not be a member of the foundation board and consequently has no voting powers in the foundation decision making process. However, Paul will continue to support the executive work of the foundation as director.</li> <li>• Paul stepped back as vice president of the Dutch Association.</li> <li>• The Belgium Association has renewed their membership and participation in the EANN.</li> </ul> <p><b>Report from Vice President</b></p> <ul style="list-style-type: none"> <li>• Ingrid and Andre visited Jasna, colleagues and conference managers in Belgrade in February to talk about the conference</li> </ul> |               |

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|    | <p>and see the facilities.</p> <ul style="list-style-type: none"> <li>The research group has been working with the Helsingborg Questionnaire. They had 93 respondents and have just submitted an abstract to the World Stroke Congress which is held in Istanbul, October 2014. They are in the phase of analysis and are anticipating some interesting results.</li> </ul> <p><b>Report from Secretary</b></p> <ul style="list-style-type: none"> <li>Over the course of the previous 12 months we have had 7 telephone/Skype meetings in addition to the recent face to face meeting in Ghent in March.</li> <li>The EC have tried to focus their efforts towards giving the EANN a new direction and making it into a valued and credible Association. The Strategy is now in its first draft and awaiting comment and further additions from the board members.</li> </ul>  |  |
| 4. | <p><b>Website</b><br/> <a href="http://www.eann.info">www.eann.info</a>. There has been a recent problem with 'hacking' which seems to be a problem if you enter the site via google rather than typing the address in directly.<br/> We discussed the expense of recurrent costs for managing the website and the need to try and negotiate sponsorship. Board members were asked to submit a list of suitable companies who we could approach and in the meantime the EC will design a letter template that we could utilise.</p> <p>There is scope for further development of the website – it should include all the minutes from previous meetings, links to national guidelines specific to neuroscence care e.g NICE, SIGN</p> <p>The Netherlands and Norway have recently succeeded in gaining National accreditation for their Neuroscience qualification – PvK offered to share their experiences with other countries interested in following the same model. , accessible via the website.</p> <p>Board members offered to forward suitable photographs of Helsinki for inclusion on the website.</p> |  |
| 5. | <p><b>Elections</b><br/> Following the last meeting in Vienna the EC recognised that the election process for the re-appointment of Secretary and Vice President hadn't followed due process. Although we were informally supported by members of the board, formal application forms had not been submitted. Ingrid Poulson and Cath Waterhouse submitted their applications, endorsed by their National President's and they were unanimously re-elected for a further three year term.</p> <p>In 2015, Paul Van Keeken will have completed three terms of office and will step down as President. The post of Treasurer is also open for re-election. Expressions of interest should be submitted prior to the next meeting directly to Paul.</p>  | <p>PvK to update the election forms.</p> |
| 6. | <p><b>Belgrade congress</b> – report from Ingrid and André<br/> Ingrid and André met with Jasna and staff from the national nurse's organization and other individuals who are assisting in the congress. They had an opportunity to walk around the Sava conference centre,</p>  |  |

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|    | <p>a functional older style building in the middle of a shopping area. The Crown Plaza hotel has only recently opened but will be very expensive, but Jasna has negotiated a discounted price.</p> <p>EANN board members agreed to support the widening participation processes that enable those in low income countries to be able to afford to attend congress. As a result, a two tier pricing system has been created to support the development of neuroscience nurses in countries identified as low income by the World Bank. All EANN board members from across Europe have embraced and approved this positive approach to making education and development at congress more affordable for all (120 euro's versus 275 euro's for delegates from other countries). Applications prior to 15.03.2015 will be entitled to an early bird congress fee for both levels. (<i>This was unanimous decision made by the board members with respect to the low income countries</i> (the fee for these countries may need to be changed to secure the budget).</p> <p>The following deadlines were also negotiated:<br/> Congress website will be launched in May/June.<br/> 10.12.2014: Deadline for abstracts.<br/> 10.02.2015: Abstract acceptance or rejection sent out to authors<br/> Ingrid is president for the scientific committee will have ultimate responsibility for the quality and acceptance of abstracts. Other members of the scientific committee include Zeliha Tulec, Neal Cook, Johanna Martin, Robert Slusarz and two representatives from Serbia - Smetana Boskovic and Lehka Babic.</p> <p>Jasna reported that she will be actively seeking sponsors in July. Medical staff may be invited to speak as it might attract more sponsorship. They are budgeting for at least 300 participants.</p> <p>Ingrid asked that as many members of the EANN board are involved as much as possible, particularly with chairing sessions. Ingrid also asked for EANN 'chairs' to formulate questions to round up the sessions (just in case no-one comes forward).</p> <p>Nilsa asked the question of whether there was a possibility of reimbursement for EANN board members who moderate and chair sessions; there was a question of whether there had been a precedent for this during previous conferences.<br/> The board agreed that this wasn't necessary but we would also review the financial guidelines.</p> <p>Paul agreed to forward moderations guidelines to Ingrid.</p> |                                    |
| 7. | <p><b>Reports</b><br/> Reports from all the executive board members and National representatives members had been circulated prior to the meeting. No questions or issues were subsequently raised.</p>  |                                    |
| 8. | <p><b>Funding guidelines</b><br/> Neal Cook circulated his project funding policy. It included information relating to funding criteria including who can apply for funding. This was discussed and the decision made to re-evaluate the document after twelve months. It was suggested that we try and seek out</p>   | <p>CW to add it to the website</p> |

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|     | <p>sponsorship to support future research/education projects. The EANN Scholarship/travel award was discussed. Although guidelines are already available for this award, they haven't been accessed for a while. There is an earmarked amount of sponsored money originally donated by Medtronics in the EANN budget.</p>  | <p>PvK to look for the guidelines (need to be verified by Andre).</p> |
| 9.  | <p><b>CONGRESS 2019</b><br/>EANN board members were asked to consider hosting the next congress. All proposals need to be forwarded to the executive board before 1 May 2015 and then presented at the next board meeting in Belgrade.</p>   |   |
| 10. | <p><b>Financial Report</b><br/>André presented an updated data sheet of current finances which now showed a steady decline of funds due to recent meetings and the Neuroblend donation.<br/>Following due process the financial articles were checked by CW and IP for the previous year.<br/><br/>Andre agreed to send the data sheet for 2014 &gt; 2015 in addition to the budget proposal to the BOD members before 1 May 2015.<br/><br/>The number of members have dropped despite some countries still needing to pay their subscriptions for 2013-14. we had asked that members include their President and Treasurers contact details and number of National members on their reports to enable Andre to produce an accurate invoice (many countries struggle to pay outstanding monies without an official invoice). The board continued to support the principle that there must always be a minimum amount that is ring-fenced (30,000 euros), to meet any financial crisis or to support future congress<br/><br/>The EC realised that we still hadn't reviewed the financial guidelines which we recognised as being overallly complex and in need of revision. It is hoped that a new system will be available by the end of the year to facilitate the collection of the 2015 membership fees.</p> | <p>IP. AH.<br/>CW</p>   |
| 11. | <p><b>Strategic Plan</b><br/>CW circulated copies of the draft strategic plan. Currently there are 5 goals encompassing a range of issues including widening the membership, promoting competence of neuroscience nurses, improving communication amongst members, adopting a strategic direction for the EANN and marketing. Several amendments were made to the document and CW asked the board to send any other comments as soon as possible so that it can be recirculated for proof reading and final adjustments.<br/><br/>CW discussed engaging members with a subject that had commonality across all countries, e.g Glasgow coma scale observations, pain assessment, nutrition, staffing levels. (CW offered to circulate position statement from U.K)</p>  | <p>CW to circulate a copy of the UK benchmark for GCS</p>             |
| 12. | <p><b>Feedback from Research project</b><br/>The Stroke research project looked at compliance with the 2006 Helsinbourg declaration, exploring nursing practice and stroke</p>   |   |

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|            | <p>strategies. 13 countries participated – 93 respondents. Initially findings demonstrate that most countries had Stroke guidelines but some highlighted areas for further development.</p> <p>Ingrid asked members to forward their National guidelines for Stroke care as they hope to re-do the questionnaire. The question was asked about the role of the EANN in furthering and supporting practice in these countries.</p>  | <p>Please send National guidelines for Stroke care and contact details of translators to Ingrid</p> |
| <p>13.</p> | <p><b>Feedback from Education Project</b></p> <p>There had been limited engagement with the education survey from some countries, it was heavily weighted towards the U.K which has prevented any sound statistical analysis.</p> <p>However overall there had been a response rate of 12.2% - 91% nursing staff with over 10 years experience. 75% responded that they had some neuroscience education and 36% had attended a professionally accredited course to degree or Masters level study.</p> <p>Many respondents had asked that for more multi-disciplinary study days and neuro specific courses. The way forward is to publish the results, work collaboratively with the WFNN and later make it accessible via the website.</p> <p>One of the major obstacles was the lack of a central data base with email addresses. Neal suggested approaching each member country and request them to provide email addresses for their members. Emails can be sent 'blind' to maintain confidentiality. Neal agreed to draft a letter explaining our suggestion; it will include an 'opt-out' clause.</p> <p>Neal reminded members that we already have a Facebook account and will be establishing a Twitter account shortly (you need to click on 'like'.....)</p> |   |
| <p>14.</p> | <p><b>Neuroblend</b></p> <p>2005 &gt; 2008 - The Neuroblend project started, supported with European union funding.</p> <p>2009 &gt; 2013 - working with both the EANN and WFNN, there was a global education initiative to develop a business model to open up NeuroBlend.</p> <p>2012 &gt; The Blankenburg treaty was signed with a memorandum of understanding and funding agreements.</p> <p>Nickolai van Woert (President of Neuroblend), introduced the next phase with the establishment of the foundation in January. Nickolai presented all the official documents (including the NF statutes), that marked the decision making process of the founding partners (EANN (Johanna Martin), WFNN (Virginia Prendegast), and the Radboud University hospital (Nickolai). The focus was towards promoting competency at a European and World level for Neuroscience Nurses including advanced and specialist practice. The faculty produced an action plan which included:- Promoting and opening up Neuroblend for teachers and lecturers, developing train the trainer courses and e-</p>  | <p>PvK</p>  |

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|  | <p>learning packages, further development of the virtual learning environment and exploring different methods of learning.</p> <p><b>FUNDING</b> – was discussed. It had been agreed by board members in Blankenburg to give Neuroblend a final 10,000 euros. (The WFNN also agreed to donate the same amount. Paul asked for an initial payment of 2,000 euros to fund initial work. The faculty are applying for a special charitable status for Tax exemption and when this has been established the remainder of the funding will be transferred. Within the 10,000 euros, Johanna’s travel costs will be funded. The money will be used to:-</p> <ul style="list-style-type: none"> <li>• Start up the NF business process (i.e notary costs, translation costs, development of a marketing plan, etc.)</li> <li>• Sponsor travel costs</li> <li>• Develop PR materials and brochure.</li> <li>• Pay for the licencing fee – trade mark to protect learning materials.</li> </ul> <p>It was agreed to make Johanna an extraordinary board members as she has stepped down as president of the Finnish association.- this was unanimously agreed.</p> <p>Paul and Nickolai asked for assistance with developing policy and content – suggested that we brainstorm ideas at Congress and feedback via the Neuroblend website.</p> |  |
|  | <p>Many thanks to Johanna for hosting an excellent meeting.</p> <p><b>Date of next meeting</b><br/>Weds 13th May, 2015. Belgrade</p>   |  |
|  | <p>Referent: Cath Waterhouse. 28/05/14</p>   |  |