ESGENA Annual General Assembly

**Date:** 22 October, 2006  
**Time:** 17.15-18.30 hour  
**Venue:** 10th ESGENA Meeting, International Congress  
Centrum ICC, Berlin, Germany  
Hall 4/5

<table>
<thead>
<tr>
<th>Present:</th>
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<tbody>
<tr>
<td><strong>ESGENA Governing Board:</strong></td>
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<tr>
<td>President: Christiane Neumann</td>
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<tr>
<td>Vice-President: Michael Ortmann</td>
</tr>
<tr>
<td>General Secretary: Sylvia Lahey</td>
</tr>
<tr>
<td>Treasurer: Ulrike Beilenhoff</td>
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<tr>
<td>Councillors: Gerlinde Weilguny, Stanka Popovic, Mette Olesen</td>
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<tr>
<td>16 national delegates</td>
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1. **Welcome and introduction**
   Christiane Neumann opened the Annual General Assembly.

2. **Board election**
   Ulrike Beilenhoff explained the procedure of the board election:
   In accordance with the ESGENA statutes, the term of office of 2 board members (Christiane Neumann, UK and Gerlinde Weilguny, Austria) ended at the time of the European Conference in Berlin, Germany. Gerlinde Weilguny retired from her office and did not stand for re-election. Ulrike Beilenhoff thanked Gerlinde Weilguny and Christiane Neumann for their engagement on the ESGENA board (see also “Message from the Chair” in ESGENA NEWS No.19).

   Christiane Neumann stood for re-election. Before the election she introduced herself to the membership. After 11 years working for the ESGENA board, she will take a step back and will use this last period to teach the board members how to take over more tasks.

   Two election officers were introduced: Christine Petersen (Netherlands) and Pilar Perez-Rojo (Spain). They were responsible for collecting the completed ballot forms, calculating the votes and announcing the results of the election.

   **The result of the election:**
   Two vacancies
   One candidate: Christiane Neumann, UK
   Members present, entitled the election: 16
   Valid votes: 16
   Pro: 14
   Against: 2

   Christiane Neumann was elected with a clear majority from the general assembly.
   The new position of the governing board will be decided by the new ESGENA board after the election.
3. General report of the Governing Board & ESGENA Activities

Christiane Neumann gave an overview about the board member activities.

- Since the last Annual General Assembly, three board meetings were held:
  - in October 2005, after the Conference in Copenhagen, Denmark,
  - in February 2006 in Düsseldorf, Germany and
  - in October, 2006, at the ESGENA conference in Berlin, Germany
- Michael Ortmann and Christiane Neumann attended the BMI-Meeting in December 2006 in Frankfurt
- Michael Ortmann, Ulrike Beilenhoff and Christiane Neumann attended the ESGE Guideline Committee Meeting and ESGE Education Meeting in February 2006 in Nice. Two new guidelines will be published in ENDOSCOPY in January and February 2007:
  - ESGE-Guideline for Process Validation And Routine Tests of Reprocessing Endoscopes in Washer Disinfectors according to pr EN ISO 15883 part 1, 4 and 5
  - ESGE-ESGENA-Guideline for Reprocessing Quality Assurance "Microbiological Surveillance Testing in Endoscopy"
- Ulrike Beilenhoff attended the first International ECE-Symposium on Practical Skills, Training and Teaching in Endoscopy in June 2006 in Erlangen, Germany.
- Sylvia Lahey attended the 15th International Symposium on Endoscopic Ultrasound in June 2006 in Amsterdam, the Netherlands.
- Stanka Popovic attended the GE conference of Serbia and Montenegro, April 2006 and the “ESGE-ESGENA Workshop on Advanced Endoscopy” in September 2006 in Zagreb.
- Jadranka Brljak (Croatia), Stanka Popovic (Slovenia), Theo Pordon (NL) and Sonia Dugardeyn (Belgium) attended the ESGE-ESGENA-Workshop on advanced endoscopy in September 2006 in Zagreb, Croatia

4. ESGENA Membership- Update

Ulrike Beilenhoff gave an overview about the ESGENA Membership.

4.1. Update

ESGENA has 30 group members from 25 countries.

ESGENA has 3 new group members from:
- Herzegovina
- Monaco
- Serbia & Montenegro

ESGENA has 95 individual members from 27 different countries.

New individual members came from:
Estonia (1)
Great Britain (18)
Ireland (3)
Portugal (2)
Serbia and Montenegro (1)
The Netherlands (13)

ESGENA gained 38 new individual members

New ESGENA passive members:
Canada (2)

In total, ESGENA has 6440 members from 40 different countries.

4.2. Exclusions from the society:

In 2006, 3 individual, 1 group member and 1 affiliated member did not pay their membership fees, despite two reminders.

The national delegates present, ratified the exclusions with the following votes:

- members present, entitled to vote 16
- pro 15
- contra 0
- abstentions 1

4.3. Change of membership fees

Ulrike Beilenhoff gave an overview about the new simplified system of the change of membership fees. In the past, the bank transfer costs of 5 EURO were listed separately on each invoice. This caused a lot of confusion. With the new system the fees will not be increased, but the bank transfer costs will be included
automatically. This table has already been used on membership application forms, printed in the ESGENA NEWS.

### Previous System of payment

<table>
<thead>
<tr>
<th>Group membership (number of members):</th>
<th>Membership Fees</th>
<th>Single Payment by bank transfer (includes 5 EURO transfer fees)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cash Payment at ESGENA conferences only</td>
<td>for 1 year</td>
</tr>
<tr>
<td>&lt; 50</td>
<td>25 €</td>
<td>30 €</td>
</tr>
<tr>
<td>51 - 100</td>
<td>50 €</td>
<td>55 €</td>
</tr>
<tr>
<td>101 - 250</td>
<td>not possible</td>
<td>105 €</td>
</tr>
<tr>
<td>251 - 500</td>
<td>not possible</td>
<td>205 €</td>
</tr>
<tr>
<td>501 - 750</td>
<td>not possible</td>
<td>405 €</td>
</tr>
<tr>
<td>751 - 1000</td>
<td>not possible</td>
<td>605 €</td>
</tr>
<tr>
<td>&gt; 1000</td>
<td>not possible</td>
<td>755 €</td>
</tr>
<tr>
<td>Individual membership:</td>
<td>10 €</td>
<td>15 €</td>
</tr>
<tr>
<td>Passive membership:</td>
<td>5 €</td>
<td>10 €</td>
</tr>
<tr>
<td>Affiliated membership:</td>
<td>not possible</td>
<td>55 €</td>
</tr>
</tbody>
</table>

### New simplified system

<table>
<thead>
<tr>
<th>Group membership (number of members):</th>
<th>Membership Fees</th>
<th>Membership fees including bank transfer costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Affiliated membership:</td>
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<td>55 €</td>
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</table>

The reason for this change of membership fee is:
- to avoid confusion with bank transfer costs
- to avoid an additional addition of bank transfer costs which was often forgotten
- to have the opportunity to use standard letters
- to establish a simple bookkeeping system
- to reduce the time and costs for accounting

5. **Financial report**

Ulrike Beilenhoff outlined the finances of the society, 2005-2006:
- Due to expanding membership services the fees paid to Medconnect, the ESGENA executive secretariat, increased
- The costs for the website and the Newsletter exceeded budget expectations
- Due to staff shortage in the host departments, the majority of the grants will take place in 2007.

The financial report was accepted by the members.

6. **Editor's report**

At the Annual General Assembly 2005 the Swiss delegate, Eric Pflimlin, suggested to establish additional subscriptions of the ESGENA NEWS. Ulrike Beilenhoff explained the suggestion of the governing board:
- One newsletter costs about 15 € inclusive printing and design costs.
- ESGENA members can order additional newsletters for 15 € per copy.
- If more than 100 copies are ordered, the reduced rate will 10 € per copy.
- Non-ESGENA members should pay 20 € per copy.
The national delegates present agreed on this proposal of additional newsletter subscription with the following votes:

- members present, entitled to vote: 16
- pro: 16
- contra: 0
- abstentions: 0

7. **ESGENA Website**

Ulrike Beilenhoff gave a report of the new website and explained how to use the ESGENA membership area. ESGENA would like to establish an electronic Newsletter on the website. Medconnect will support the editorial work. The following structure was proposed:

- The electronic Newsletter will go to all members with an email address
- In addition, people can register for the electronic newsletter on the ESGENA web page
- The industry should have the option to publish reports and advertisements of new developments and products.
- Links to companies and events can be established
- National societies can announce local and national events and can report about their activities

The national delegates present agreed on this proposal with the following votes:

- members present, entitled to vote: 16
- pro: 16
- contra: 0
- abstentions: 0

In September 2006, the following areas of the website were the most visited:

- About ESGENA: 30%
- Events/conferences: 45%
- Guidelines & publications: 15%
- Education: 10%

The password for the restricted area is still 'nurse'. ESGENA members will be informed when this password will be changed. Ulrike Beilenhoff emphasized that the password should not be announced in national journals, but in membership communications only.

8. **ESGENA Grants:**

The majority of the grants will take place in 2007, because the selected host departments had staff problems and no recourses to take care of guests.

Dana Kuchynkova from Czech Republic and Solvig Ljungström from Sweden attended the endoscopy course in Torbay in 2006 as an educational grant.

Rafael Oliviera from Portugal and Stanka Popovic from Slovenia applied for the educational grant in Torbay. They will attend the endoscopy course in Torbay in February 2007.

9. **ESGENA Education Working Group:**

20 national delegates attended the EEWG-Meeting in April 2006 in Rödermark near Frankfurt, Germany. The next EEWG Meeting will be held directly after the ESGENA Conference on 23rd October 2006 in Berlin.

The Core Curriculum Group (Christiane Neumann, Michael Ortmann, Helene Desirat and Ulrike Beilenhoff) met in February 2006 in Nice. The meeting was combined with the ESGE Guideline and Education Committee meetings, in order to save time and travel expenses.

On 20th October 2006 ESGENA offered a special training for the nurse tutors who worked at the ESGENA Dummy Workshops covering the following topics:

- Cultural awareness
- The role of the nurse tutors
- Aims and learning outcomes, teaching techniques and session planning for a dummy workshop
- Motivation of participants
- Worst case scenarios
10. **Cooperation with the ESGE**
Jadranka Brijak (Croatia), Stanka Popovic (Slovenia), Theo Pordon (NL) and Sonia Dugardeyn (Belgium) attended the ESGE-ESGENA-Workshop on advanced endoscopy in September 2006 in Zagreb, Croatia.

The next ESGE Workshops are planned in May 2007 in Tallin, Estonia and November 2007 in Gyor, Hungary. ESGENA will be involved in these events.

11. **Update about the forthcoming ESGENA Meeting (Paris 2007)**
Ulrike Beilenhoff announced the next ESGENA conference, which will be held from 27-29 October, 2007, in Paris, France. In Paris, the ESGENA will celebrate the 11th anniversary. The ESGENA members are invited to submit suggestions for the 11th ESGENA conference.

Christiane Neumann, closed the meeting and thanks the members for their active participation.

Christiane Neumann    Sylvia Lahey
ESGENA President     ESGENA General Secretary

**Addendums:**

At the board meeting, following after the Annual General Assembly, the new Governing Board decided on the board positions.

The new ESGENA Governing Board:
President:    Ulrike Beilenhoff (Germany)
Vice-President:    Michael Ortmann (Switzerland)
General Secretary:    Sylvia Lahey (NL)
Treasurer:    Stanka Popovic (Slovenia)
Councillors:    Mette Olesen (Denmark), (Newsletter and Website)
                 Christiane Neumann (UK) (Tutor of board members)

ESGENA contact person for the Endotrainer workshops is Michael Ortmann (Switzerland)
ESGENA contact persons for ESGE Workshops on advanced endoscopy are Ulrike Beilenhoff (Germany) and Sylvia Lahey (NL)