

Minutes

Meeting title: Board Meeting
Location: Flemings Deluxe Hotel Wien City, Josefstädter Straße 10-12. 1080 Wien
Date and time: 17 & 18 March 2017, 0900 - 1700 & 0900-1300 CET
Recorded: Yes
Chair: Duncan Service (Chair)
Present: Iain Grimmond (Treasurer), Sue Huckson (Vice Chair), Ina Kopp, Sonja Kersten, Sophie Blanchard, Gillian Leng, Per Vandvik, Elaine Harrow (Executive Officer) Amir Qaseem, Craig Robbins, Lubna Al-Ansary, Holger Schünemann (left at 1300 CET, 18 March 2017), Stephanie Chang
Apologies:
Absent:
Present:
Minutes by: Anne Docherty
Evaluation by: Sophie Blanchard (17 March) Sonja Kersten (18 March)

Agenda item	Topic and discussion	Decisions	Action
1	<p>Chair's opening remarks As the local host the Executive Officer welcomed everyone to Vienna. The Chair welcomed everyone to the meeting and provided details on the management of the meeting.</p> <p>a) <u>Declarations of interest</u> The Chair asked if anyone has any updates to their existing DoI and reminded everyone to indicate specific CoI when we are working through the agenda. Sue and Lubna advised that their DoI,s have been updated and ready for review, however there are no conflicts with regard to the meeting agenda.</p> <p>b) <u>Management of Conflicts</u> None required</p> <p>c) <u>Minutes of Board Meeting 16 February 2017 for approval</u></p>	This is an ongoing agenda item.	None required

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	<p>A Trustee requested that item 7 – Partnerships – should be amended to reflect Cochrane/G-I-N working group and not just G-I-N working group.</p> <p>d) <u>Matters arising</u> None</p>	<p>All approved Board Minute 16 February 2017</p>	<p>Who: Secretariat What: Amend Minute and upload Minute to website When: Immediately</p>
<p>2</p>	<p>Finance Committee Update (papers in Dropbox)</p> <p>a) <u>Finance committee report</u> The Treasurer provided an overview of the report.</p> <p>b) <u>Management Accounts at 28 February 2017</u></p> <p style="padding-left: 20px;">i. Outstanding membership fees</p> <p>The Treasurer provided an overview of this report and highlighted that the Philadelphia conference has reported a surplus. The Treasurer indicated that the forecast for the new budget will be added in August/September 2017.</p> <p>c) <u>Presentation of draft budget 2017-2018</u> The Executive Officer advised that the income is based on current membership, no additional income is budgeted, and a conservative approach has been taken with regards to figures at end of February. A Trustee asked if there was any way to mitigate the loss, given that the deficit is over £64,000. The Executive Officer stated that there is a potential to get something back from GES. The Sponsorship being brought in is encouraging and she asked the Trustees to contact GES with any information with regards to people they know who may be willing to sponsor this event.</p>	<p>The 2017-18 budget was approved by all Trustees.</p>	<p>Who: Secretariat What: Identify countries on the outstanding membership fee list When: Immediately</p> <p>Who: BoT What: Advise GES organisers of any contacts who may be willing to sponsor the event</p>

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	The Executive Officer indicated that the working group grants are condensed under “Strategic Projects” and that Task Exchange has been added as a reminder.		When: Immediately
3	<p>Najoua Mlika Cabanne Award</p> <p>The Board Liaison for this award stated that Philip van der Wees did an excellent job with this committee. The person nominated (Linn Brandt) has been put forward for Board approval. The Trustees discussed the level of applicants and the people who should be selected for the award committee. The Executive Officer stated that we need to be very clear when we communicate this award that the focus has changed (i.e. targeting rising stars) so that we do not undervalue it for previous recipients. It was agreed that the following should be reviewed and organisations should be encouraged to nominate:</p> <ul style="list-style-type: none"> • Advertisement for award – value for organisations • Refine criteria for evaluation • Review ToR 	<p>The nomination of (Linn Brandt) was approved by all Trustees.</p> <p>It was agreed that the process and evaluation should be reviewed</p>	<p>Who: BoT</p> <p>What: Review advert, instructions, ToR</p> <p>When: prior to meeting on 26 June 2017</p> <p>Who: BoT</p> <p>What: Review NMC report to identify requirements</p> <p>When: prior to meeting on 3 May 2017</p>
4	<p>Strategic Discussion – Membership Strategy</p> <p>a) <u>G-I-N Vision</u></p> <p>The Executive Officer presented to the Trustees and some brainstorming ensued. One of the fundamental questions was whether G-I-N should be for organisations as it had started as an association of organisations. A Trustee indicated that he felt it was not equitable to all organisational members if G-I-N allowed organisation to drop their membership and one of their employees take on individual membership. Another Trustee indicated that G-I-N should be the ‘connector’ and offer to sell logins to an organisations employees in order to</p>	<p>It was agreed to focus on organisational</p>	

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	<p>grow the membership. Once for example the organisation had 50 members paying £195, they could then become an organisation member.</p> <p>The consensus was to focus on organisational members, develop strategy and update definitions.</p> <p>The Chair of the Membership committee reminded everyone that some work has still to be done with regard to each of the Trustees approaching 2 organisations to actively encourage them to join.</p> <p>b) <u>Defining membership criteria</u></p> <p>The group discussed Associate members and Pharma companies, the Chair stated that this discussion is welcome but is a bigger debate.</p> <p>It was agreed to take definitions offline to reword, e.g. For Purpose, instead of For Profit, change Associate to Affiliate.</p> <p>It was agreed that there is a need to look at Umbrella organisation and Universities, we need to:</p> <ul style="list-style-type: none"> • define values • ask what service they want to buy • clarify that it is only their staff who will receive benefit of G-I-N membership • support concept of evidence based practice in healthcare and if involved specifically in writing clinical practice guidelines follow international standard for them • use Ethical Investment Guide as a membership tool for organization membership • Pharma/Diagnostic industry to be considered as supporters – don't exclude anyone, but should not be called members – will need further discussion regarding Col etc. • Market G-I-N to students 	<p>members and develop strategy.</p> <p>It was agreed that G-I-N should broaden its' membership base, encompassing Knowledge Management</p> <p>It was agreed to update definitions</p>	<p>Who: BoT What: send names & contacts for potential new organisational members with label of type of orgs When: Immediately</p> <p>Who: Secretariat What: Reword definitions When: prior to meeting on 3 May 2017</p> <p>Who: Secretariat What: Draft introductory contact email to potential members When: prior to meeting on 3 May 2017</p>
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	<p>A Trustee stated that we do not need to create a new category for Umbrella organisations we need to be clear on the limits of an organisation membership. This is already documented. When we identify individuals, who come under organisation membership, we need to ensure that they work for that organisation and affiliated through some other organisation.</p> <p>A Trustee indicated that there are several steps to be taken when we have a list of potential organisations i.e.:</p> <ol style="list-style-type: none"> 1. Identify the category that the organisation falls into 2. Identify which ones the Trustees should approach 3. Pay a professional company to explore how G-I-N could be attractive to organisations, ask what would the value be 4. Agree strategy to contact potential customers <p>Definition of an Individual member – A Trustee stated that the person should not be part of an organisation included in guideline development.</p> <p>The Chair asked if the person does not fit into a category are we prepared to say no to them? The Vice -chair of the Membership committee advised that we have already started to say no, but this is proving to be taking a huge effort on their part.</p> <p>A Trustee stated that the definition could be ‘any individual who is active in the field of clinical practice guidelines, who is also not employed by an organisation who meets the definition of and organisation or associate member’. Another suggestion was that individuals are ‘self-employed’.</p> <p>The group also discussed introductory fees for individuals who fall into the organisation membership category. The membership committee need clarification on how to deal with the different categories.</p>		<p>Who: BoT</p> <p>What: Discuss Pharma affiliates</p> <p>When: Mid-term meeting – March 2018</p>
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	<p>The Executive Officer suggested taking the strategy for individual applications and the introductory fees to the Finance committee to work on this.</p> <p>A Trustee suggested broadening the criteria for the organisation category to help exclude individuals from organisations applying for individual membership.</p>	<p>The strategy for ind applications to take org membership was agreed (i.e. following the principles of the pilot for the next membership year)</p>	<p>Who: Fin Ctee What: Look at introductory fees for Ind to Org member applications When: 26 April 2017</p>
5	<p>Membership Committee Update (papers in Dropbox)</p> <p>a) <u>Committee report</u> The Membership committee Chair advised that the committee is working on the membership survey.</p> <p>b) <u>Membership Survey Costs</u> The Membership committee Chair indicated that 3 companies have been approached to undertake this work. The costs vary and some are asking why we need them. The Trustees discussed making an approach to organisations that they are aware of, and it was agreed that they should send their contact information to the Secretariat. Questions will need to be shaped and contact also made with Founder Members, as identified in the membership strategy presentation. A strategy for contacting potential members will be agreed. In the first instance the Secretariat can send an email. A Trustee asked about the survey if our previous discussion would change the focus of this. The Membership committee Chair advised that the survey would be postponed until the outcome of this discussion.</p> <p>The Chair advised that if we spend money on this we cannot spend it elsewhere and we will know if this spend is required once we have finished the Membership Strategy discussion.</p>		

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	<p>The group discussed the option of visiting China or Japan in 2019 and it was highlighted that visas may be an issue for China, although the past example may have been caused due to process issues, however Japan should be okay. A Trustee indicated that MINDS organisation has been contacted as a possible host, however there has been no response. The group also discussed the event being held at the same time as the Cochrane Colloquiums and it was felt that coordinating these, results in people being out of the office for too long.</p>	<p>It was agreed that China is currently not an ideal option for a conference & should not be actively pursued</p> <p>It was agreed that holding the conference back to back with Cochrane is not ideal for future.</p>	
7	<p>GES 2017 (papers in Dropbox)</p> <p>a) <u>Progress update, budget & sponsorship</u></p> <p>The Co-chair of the SciCom provided an overview of submissions:</p> <p>Abstracts = 1147 Workshops = 189 Special Session = 31 Satellite Events - 11</p> <p>The Co-chair of the SciCom provided an overview of Plenaries and Threaded session. He highlighted that Patrick Okwen is the Speaker for Keynote 4, Plenary 1.</p> <p>There was some concern regarding P4. A Trustee provided an overview of work on Lyme Disease that could be used for T5, 10, 11 or 12.</p>		Who: SH

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<p>Names for this topic are as follows: HS – PS 1 plus TS 1,2,3 IK – PS2 LA-A - PS3 HS – PS4 LA-A – P5</p> <p>b) <u>Update on Scientific Committee progress</u> The Co-Chair of the Sci-Com provided an overview to the Trustees. He highlighted that there is still a further 31 Abstracts that have just come in to be reviewed by him. The Cochrane/G-I-N Abstract has been submitted and will be reviewed by the end of March and he is confident that this will be a Special Session.</p> <p>A brief discussion took place regarding how Plenaries were selected as some did not seem as relevant as others that had not been selected and it was pointed out that some of the speakers were not related to the organisations e.g. WHO. The Co-Chair of the SciCom provided an overview of the process that was adhered to.</p> <p>The Co-chair of the SciCom indicated that the website will be put in place and we can highlight the conference and speakers as well as the special sessions and plenaries. He also stated that there will be between 300 and 400 people attending some sessions. A Trustee noted that we should ensure that the appropriate G-I-N logos are used at presentations. It was also noted that it was a very European speaker line up when there are lots of US members.</p>	<p>It was agreed that the Chair should be the ‘face’ of G-I-N at the opening plenary sessions ceremony.</p>	<p>What: Send Janine’s contact details to PV for T5 When: by 31 March 2017 Who: DS/IG What: Send UK journalist contact details to PV When: by 31 March 2017 Who: HS What: Send names to PV for Theme 8 When: by 31 March 2017 Who: SH What: Review Theme 8 and feedback to PV When: by 31 March 2017 Who: GL What: Discuss Theme 12 with PV When: by 31 March 2017 Who: PV</p>
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<p>The Executive Officer clarified that the conference Secretariat will be responsible for post event evaluation. The Abstract evaluation should be organised by local organising committee/abstract evaluation committee.</p> <p>c) <u>G-I-N Special Session</u></p> <p>A Trustee provided an overview of the paper she has submitted as an abstract titled, Linking evidence, guidelines and performance measures. The Trustees provided feedback and it was agreed that 5 of the Trustees will have a teleconference to agree the paper.</p> <p>The Trustees congratulated the Co-chairs of the SciCom for the work that has been done.</p> <p>The Executive Officer highlighted that Sponsorship has now increased to \$171k which is very close to the target (\$175k). Almost all the booths are sold. Cochrane has their AGM on the Thursday evening – 1800-2000 with a Cochrane Community session for the first hour, we also wanted our AGM at the same time. The Trustee discussed this and agreed that a GINtro session should take place at the Cochrane Community session. It was agreed that the AGM will run in parallel with this Cochrane session and it was suggested that the NMC Award will be given at the AGM. However, the Exec will review when Cochrane are giving their awards and discuss this further.</p> <p>The Chair indicated that the second Annual Board meeting may take place on the Saturday, this will last for an hour either first thing in the morning or at lunch break. This will be managed when we have the confirmed working group slots.</p>	<p>It was agreed that GINtro should take place at the Cochrane Community session if possible.</p> <p>It was agreed that the AGM will take place at the same time as the Cochrane Communication session.</p>	<p>What: Follow up with DS & EO re G-I-N presence in programme</p> <p>When: by 31 March 2017</p> <p>Who: Secretariat</p> <p>What: Contact WGs/RCS to ensure correct use of G-I-N logo when abstracts accepted</p> <p>When: May/June 2017</p> <p>Who: Exec/BoT</p> <p>What: Revisit decision to give NMC award during AGM – check when Cochrane giving awards</p> <p>When: Prior to 3 May 2017</p> <p>Who: PV/HS</p> <p>What: Advise local organising committee re Opening and Closing ceremonies for</p>
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	The Co-chair of the SciCom stated that there will be networking opportunities during the events and asked how we can help G-I-N members network.		Plenaries that G-I-N should be represented When: Immediately Who: Secretariat What: To arrange Telecon for IK, SH, AQ, CR, GL to discuss and finalise special session paper When: within the next week Who: EO/PV What: Discuss how we can help GIN members network When: once programme released. Can be Exec or Board decision
8	Board feedback to Chair (closed session)		
9	Welcome to Day 2 No updates to DoI. A Trustee asked if current Trustees would advise the Board if their terms were ending and whether they would re-stand. DS will stand for re-election to Board and Chair, SH will stand again for Board and Vice-chair, PV and SC will stand for re-election to Board and SK will not stand for re-election.		
10	Priorities areas for G-I-N activity The Chair introduced this item and asked the Trustees for their ideas:		

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	<p>1. Follow up on DoI paper – review – use this to communicate with our organisational members</p> <p>2. Survey org membership</p> <p>3. Products</p> <p>4. Actively link with other communities</p> <p>The Chair invited the Trustees to advise of any other priorities they may think of.</p>		<p>Who: GL (Lead), PV, AQ, SB</p> <p>What: Brainstorm ideas for actively linking with other communities</p> <p>When: 9 June 2017</p>
11	<p>Policy Update</p> <p>a) <u>Review CoI Policy</u></p> <p>The Chair advised that there are some changes required to this Policy. Currency needs to be standardised</p>		<p>Who: BoT</p> <p>What: Send any updates to DS/IK</p> <p>When: 14 April 2017</p> <p>Who: DS/IK</p> <p>What: Update Policy</p> <p>When: 1 June 2017</p>
12	<p>Highlights from Working Groups & Regional Communities</p> <p>The Chair indicated that the Board Liaison should use this as an opportunity to highlight any issues or anything that the Board need to be made aware of.</p> <p>a) <u>Accelerated Guideline Development WG</u></p> <p>Two of the Trustees raised concerns regarding this group. There are concerns that they are a very narrow siloed group. Where is this group heading? Are they actively engaging with other groups?</p> <p>b) <u>Overdiagnosis</u></p> <p>The Board Liaison advised that this group has been very active. A question was asked if Jenny Doust is a member of G-I-N. It was pointed out that Paul is a member via TGL and that Jenny is not a member. The group briefly discussed</p>		<p>Who: DS/SB</p> <p>What: To discuss and get information from Chairs.</p> <p>When: 26 June 2017</p> <p>Who: AQ</p> <p>What: Contact PG to discuss name of</p>

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<p>this group and the strategy. A Trustee advised that the Paul Glasziou is not attending the summit so Jenny is taking the lead. The Executive Officer highlighted that a G-I-N member should be taking the lead at this and the Board Liaison will look into this. A Trustee also indicated that a final paper has not been shared with the Board for comment.</p> <p>c) <u>LMIC</u> More interest in group, we need to keep getting work out to the group and the Chair and Board Liaison do this. Resource request will be reviewed through Grants programme</p> <p>d) <u>Aid Knowledge</u> The Board Liaison raised a general question regarding where we represent G-I-N. The Executive Officer said that this was a good point and indicated that the groups could represent G-I-N. We would need to know who, where and what format they were using at conferences. Policy would need to be updated to include this.</p> <p>e) <u>Tech</u> Web design support has been requested, the Board Liaison will discuss with Linn offline.</p> <p>f) <u>Allied Health</u> The Board Liaison stated that they should be finishing up the article within 2 months. A Trustee asked if this group had any interaction with JBI? The Board Liaison will find out.</p> <p><u>Adaptation</u></p>	<p>Overdiagnosis group, scope of group and solicit name of GIN member to take lead at summit When: 26 April 2017</p> <p>Who: AQ What: Send overdiagnosis paper to Board for comment When: today</p> <p>Who: EO What: Contact PG to request timing of paper being released When: immediately</p> <p>Who: SH What: Advise JM that resource should be applied for via the Grant Programme When: immediately</p> <p>Who: Secretariat</p>
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<p>The Adaptation working group Chair stated that the framework needs to be updated and a plan set up for updating this framework. The group is submitting 2 abstracts for GES.</p> <p>Regional Communities</p> <p>g) <u>ANZ</u></p> <p>The Chair of the ANZ regional community highlighted the following:</p> <ul style="list-style-type: none"> • Received invitation to ICAHE • Asked to take part in Plenary • Working with JBI <p>JBI have offered to host a G-I-N meeting in November and looking for approval for this.</p> <p>h) <u>Africa</u></p> <p>The Board Liaison highlighted the following:</p> <ul style="list-style-type: none"> • Lack of internet connection is a problem • Trying to establish a workshop or meeting • Looking for more money • Keen to do something for summit <p>The Chair indicated that there is a need to get this group organised, a discussion is required in the not too distant future.</p> <p>i) <u>Nordic</u></p> <p>The Board Liaison advised that there is a new Chair for this group and there are some challenges with countries. There are 30-40 people attending meetings.</p> <p>A Trustee highlighted that there is no community for Europe, this could be useful for push on membership.</p>	<p>All agreed that JBI can host G-I-N meeting in November 2017</p>	<p>What: Update the WG and RC Policy</p> <p>When: before conference</p> <p>Who: DS</p> <p>What: Discuss web design support with Linn offline</p> <p>When: Immediately</p> <p>Who: SC</p> <p>What: Get information re JBI interaction from SvD</p> <p>When: Immediately</p> <p>Who: DS/Secretariat</p> <p>What: Circulate Public WG report (late paper)</p> <p>When: Immediately</p>
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13	<p>Partnerships and collaborations update</p> <p>The Chair indicated that the Board Liaison should use this as an opportunity to highlight any issues or anything that the Board need to be made aware of.</p> <p>a) <u>Cochrane Task Exchange</u></p> <p>The Co-chair of the Cochrane and G-I-N Partnership Advisory group highlighted the following:</p> <ul style="list-style-type: none"> • Participate and put 2 proposals in for the GES workshop • Authorised the TE platform to develop for guideline collaboration i.e. guideline to guideline – develop quarter 1 • TE platform available for G-I-N members in quarter 2 • TE workshop at GES in quarter 3 • Continue promotion in quarter 4 • Capture success stories and publish through G-I-N and Cochrane newsletters • Cochrane will attend NA conference • Marguerite Koster will market TE <p>b) <u>Partnership with GRADE</u></p> <p>A Trustee provided an update indicating that the partnership agreement will be signed. Meetings will be held at GES where over 100 people will be in attendance. GRADE is very happy with this partnership and an agreement has been made to promote each other better. In 2018 there is a plan to hold an annual GRADE meeting around the G-I-N conference in Manchester</p> <p>c) <u>G-I-N McMaster checklist</u></p> <p>The Board Liaison stated that we can do better in terms of promotion and highlighted some of the achievement:</p>		
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	<ul style="list-style-type: none"> • Additional translations have gone up on website • Plan to update the checklist in terms of results • Some new work around values, preferences, evidence and frameworks <p>d) <u>INAHTA</u> The Chair indicated that he has been invited to the INAHTA Congress in Rome this year and asked this was worthwhile. Two of the Trustees advised that they have also been invited. A Trustee indicated that it would be valuable.</p> <p>e) <u>Dynamed</u> The Board Liaison advised that there is continued interest in collaborating with G-I-N. Dynamed is willing to provide access to DM Plus, listing all guidelines in Dynamed.</p> <p>f) <u>RARE Best Practices</u> The Board Liaison advised that this project has ended therefore this partnership can be retired. If there is a new proposal, we can review.</p> <p>The Board Liaison for IFEM advised that this partnership has been retired. However, the LMIC working group and the Africa group still want to work on a guideline for Sepsis, this is a project and we will consult with IFEM.</p>		<p>Who: DS What: Investigate whether attendance at INAHTA is valuable to GIN & confirm to INAHTA who will attend When: Immediately</p> <p>Who: Secretariat What: send link to GL for partnership documents on Dropbox When: Immediately</p>
14	<p>Confirmation and Information on Mid-term Meeting (paper in Dropbox) It was agreed that the meeting will take place on 12 & 13 March 2018 in Marburg as this was significantly less expensive than Washington.</p>	It was agreed that the meeting will take place on 12 & 13	

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		March 2018 in Marburg.	
15	<p>Risk Register (no paper)</p> <p>The Vice-Chair provided an overview and detailed the work she has undertaken. The Chair asked if there are any items from our discussion over the last 2 days that should be added to this register. Finances, any changes to membership structure and the conference were all identified as risks. He then stated that the Exec will review the updated Risk Register then circulate to the Trustees. The Treasurer stated that we need to review controls and the registers should only have around 12 risks and report top 10.</p>		<p>Who: Vice Chair What: Circulate updated RR to Finance Committee When: 21 April 2017</p> <p>Who: Fin Ctee What: Review RR and circulate to BoT When: 26 April 2017</p>
16	<p>Summary & Wrap up</p> <p>The Chair thanked everyone for their participation.</p>		
	<p>Date & time of next meeting: 3 May 2017 at 12 noon BST</p> <p>Evaluation: will be carried out by: Ina Kopp.</p>		

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