



ANNUAL REPORT

November 2004 – October 2005

Guidelines International Network

is a Scottish Guarantee Company, established under Company Number SC243691
and is also a Scottish Charity, recognised under Scottish Charity Number SC034047.

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Administrative Secretariat: Agency for Quality in Medicine, Wegely Str. 3, 10623 Berlin, Germany

G-I-N Members and Partners

October 2005

59 organisations
representing 32 countries



AGREE



AMERICA

Guidelines Advisory Committee (GAC), CA
Progr. in Evidence-based Care, Cancer Care Ontario (PEBC), CA
Agency for Health Research and Quality (AHRQ), US
National Kidney Foundation (NKF), US

ASIA

Professional Development and Quality Assurance, Department of Health (PDQA-DoH) HK
Japan Council for Quality Health Care (MISC), JP
ZDRAV Plus Project (ZPLUS), KZ
HTA Unit, Ministry of Health, Malaysia, MY
Ministry of Health, School of Public Health, TR

EUROPE

Austrian Association for Quality in Healthcare (evidence.at), AT
Belgian Centre for Evidence-Based Medicine (CEBAM), BE
Flemish College of General Practitioners (WVVH), BE
Danish Centre for Evaluation and HTA (DACEHTA), DK
Estonian Health Insurance Fund, EE
Current Care; Finnish Medical Society DUODECIM FI
Finnish Office for HTA (FinOHTA), FI
French National Health Authority (HAS formerly ANAES), FR
National Federation of Cancer Centres (FNCLCC), FR
Agency for Quality in Dentistry (ZZQ), DE
Agency for Quality in Medicine (ÄZQ/AQuMed), DE
Association of Scientific Medical Societies (AWMF), DE
Berlin Chamber of Physicians (AEKB), DE
Nat.Inst. for Quality Measurement in Health Care (BQS), DE
Federal Joint Committee (GBA), DE
Institute for Quality and Efficiency in Healthcare (IQWiG), DE
Italian Evidence-Based Medicine Group (GIMBE), IT
Regional Health Agency Emilia Romagna (ASR), IT
Moldavian Association of Perinatal Medicine, MD
Dutch Association of Comprehensive Cancer Centres (ACCC), NL
Dutch College of General Practitioners (NHG), NL
Dutch Institute for Healthcare Improvement (CBO), NL

Royal Dutch Society for Physical Therapy (KNGF), NL
Trimbos-Inst. - NL Institute of Mental Health & Addiction, NL
Directorate for Health and Social Affairs (SHdir), NO
Polish Institute for Evidence Based Medicine (PIEBM), PL
Institute for Quality in Healthcare (IQS), PT
Center of Health Policies and Services, RO
Slovene Guidelines Group, SI
Basque Office for HTA (OSTEBA), ES
Josep Laporte Library Foundation (FBJL), ES
Spanish Network for Research on Guidelines (REDEGUIAS), ES
National Board of Health and Welfare (Socialstyrelsen), SE
Swiss Federal Office of Public Health (SFOPH), CH
Clinical Epidemiology Centre (CePiC), University Hospital Lausanne, CH
Centre for Reviews & Dissemination, Univ. of York (CRD), UK
National Institute for Clinical Excellence (NICE), UK
Royal College of Nursing (RCN), UK
Scottish Intercollegiate Guidelines Network (SIGN), UK
Sowerby Centre for Health Informatics at Newcastle (SCHIN), UK

OCEANIA

Joanna Briggs Institute (JBI), AU
Nat. Health & Medical Research Council (NHMRC), AU
National Institute of Clinical Studies (NICS), AU
Therapeutic Guidelines Ltd. (TGL) AU
NZ Accident Compensation Corporation (ACC), NZ
New Zealand Guidelines Group (NZGG), NZ

INTERNATIONAL

AGREE Research Trust (ART)
World Health Organisation (WHO)

G-I-N Partner

World Medical Association (WMA)
European Union of Medical Specialists (UEMS)

Abbreviations

ACC	New Zealand Accident Compensation Corporation, NZ
ACCC	Dutch Association of Comprehensive Cancer Centres, NL
AEKB	Berlin Chamber of Physicians, DE
ART	AGREE Research Trust
AHRQ	Agency for Healthcare Research and Quality, US
AQuMed / AEZQ	Agency for Quality in Medicine, DE
ASR	Regional Health Agency Emilia Romagna, IT
AWMF	Association of Scientific Medical Societies, DE
BAG	Swiss Federal Office of Public Health, CH
BQS	German National Institute for Quality Measurement in Healthcare, DE
CBO	Dutch Institute for Healthcare Improvement, NL
CEBAM	Belgian Centre for Evidence-Based Medicine, BE
CePiC	Clinical Epidemiology Centre, University of Lausanne, CH
CPSS	Center for Health Policies and Services, RO
CRD	Centre for Reviews & Dissemination, University of York, UK
DACEHTA	Danish Centre for Evaluation and Health Technology Assessment, DK
DUODECIM	Finnish Medical Society, FI
EHIF	Estonian Health Insurance Fund, EE
evidence.at	Austrian Association for Quality in Healthcare, AT
FBJL	Josep Laporte Library Foundation, ES
FINOHTA	Finnish Office for Health Care Technology Assessment, FI
FNCLCC	National Federation of Cancer Centres, FR
GAC	Guidelines Advisory Committee, CA
GBA	Federal Joint Committee, DE
GIMBE	Italian Evidence-Based Medicine Group, IT
HAS	French National Health Authority (formerly ANAES), FR
HM-Saglik	Ministry of Health – Refik Saydam Hygiene Center Presidency, School of Public Health, TR
HTA-DoH	HTA Unit, Ministry of Health Malaysia, MY
IQS	Institute for Quality in Healthcare, PT
IQWiG	Institute for Quality and Efficiency in Healthcare, DE
JBj	Joanna Briggs Institute, AU
KNGF	Royal Dutch Society for Physical Therapy, NL
MAPM	Moldavian Association of Perinatal Medicine, MD
MISC	Medical Information Service Center, Japan Council for Quality Health Care, JP
NHG	Dutch College of General Practitioners, NL
NHMRC	National Health and Medical Research Council, AU
NICE	National Institute for Clinical Excellence, UK
NICS	National Institute of Clinical Studies, AU
NKF	National Kidney Foundation, US
NZGG	New Zealand Guidelines Group, NZ
OSTEBA	Basque Office for Health Technology Assessment, ES
PEBC	Program in Evidence-based Care, Cancer Care Ontario, CA
PIEBM	Polish Institute for Evidence Based Medicine, PL
PDQA-DoH	Professional Development and Quality Assurance, Department of Health, HK
RCN	Royal College of Nursing, UK
REDEGUIAS	Spanish Network for Research on Guidelines, ES
SCHIN	Sowerby Centre for Health Informatics at Newcastle, UK
SGG	Slovene Guidelines Group, SI
SHDIR	Directorate for Health and Social Affairs, NO
SIGN	Scottish Intercollegiate Guidelines Network, UK
SOS	National Board of Health and Welfare Socialstyrelsen, SE
TGL	Therapeutic Guidelines Ltd., AU
TRIMBOS	Trimbos-Institute - Netherlands Institute of Mental Health & Addiction, NL
UEMS	European Union of Medical Specialists
WHO	World Health Organisation
WMA	World Medical Association
WVH	Flemish College of General Practitioners, BE
ZPLUS	Zdrav Plus Project – Kazakhstan, Kyrgyzstan, Uzbekistan, Tajikistan, Turkmenistan
ZZQ	Agency for Quality in Dentistry, DE

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Chairpersons' Foreword



The third year of the Guidelines International Network has again been an active one. We have continued strengthening our structures and widening our network. Even as a relatively new organisation, we have succeeded in becoming rather well known among guideline developers all over the world. A membership of more than 50 organisations, representing more than 30 countries, is undeniably impressive – and also signifies a genuine need for collaboration.

Annual G-I-N conferences are our showcase to the world. They have been well attended and expertly arranged. At the time of writing this, we are looking forward to another successful event, our third conference in Lyon in less than a month. In addition to providing opportunities for personal contacts between guidelines experts, these meetings help us to learn about the expectations various organisations have toward G-I-N. This year we also clarified needs and priorities through a membership survey, the summary of which can be found in this booklet.

Arranging a conference is a major task, and the Board has worked this year to provide guidance for helping future congress organisers. Large meetings will from now on take place every other year, while smaller local workshops with an attached network annual meeting take place on alternate years. This will hopefully provide an opportunity for both large and small member organisations to arrange a G-I-N congress in a format suitable for their own context.

Developing from an infant organisation to a toddler, we are acquiring new skills and facing new demands. The quickest growth is probably over, although we expect a continuing interest in joining as individual member. Our main tools, the website and the guidelines library, are also our main challenge. Meetings are face-to-face but once a year; website and library provide the daily contact between members. In Lyon, we will discuss priorities for coming years; we feel that the library and website definitely are top priority.

We thank warmly all of you for making G-I-N a living network this year, and invite you to make it even better in 2006.

A handwritten signature in black ink, appearing to read 'Günter Ollenschläger'.

Günter Ollenschläger

A handwritten signature in blue ink, appearing to read 'Marjukka Mäkelä'.

Marjukka Mäkelä

G-I-N Objectives and Aims

The Guidelines International Network is an international not-for-profit association of organisations and individuals involved in clinical practice guidelines. G-I-N seeks to improve the quality of health care by promoting systematic development of clinical practice guidelines and their application into practice, through supporting international collaboration ⁽¹⁾.

The Network aims to:

- promote the systematic development, dissemination, implementation and evaluation of clinical practice guidelines
- improve and harmonise guideline methodologies
- promote international collaboration in guideline activities and to improve coordination with other health care quality initiatives
- support research relating to clinical practice guidelines and to facilitate the implementation of research findings into practice
- organise and promote trans-national project groups, training courses, events and conferences
- develop and maintain an International Guideline Library, enabling the systematic search, comparison and dissemination of clinical practice guidelines from all G-I-N members
- prepare and organise, promote and implement training courses, exhibitions, lectures, seminars, conferences, events and workshops and to prepare, produce, edit, publish, exhibit and distribute articles.

¹ G-I-N Memorandum and Articles of Association (www.g-i-n.net/index.cfm?fuseaction=about&fusesubaction=docs&documentID=5)

The Route we have Travelled

Clinical practice guidelines are regarded as powerful tools to achieve effective and efficient health care. Many consider that they bridge the gap between the growing streams of research findings and actual clinical practice.

Many countries have built up experience in the development, appraisal, and implementation of guidelines at professional, organisational, regional, and national levels.

However, no established forum for communication on an international level existed until recently. Thus, in different countries seeking similar goals and using similar strategies, efforts have been unnecessarily duplicated. As a consequence, financial and structural resources risk being wasted and activities may be managed in a sub optimal way.

Active cooperation between national and international guideline organisations could yield substantial synergies and even savings. This could occur with the exchange of existing guidelines, systematic reviews and evidence reports, by joint development of methodology, collaboration in literature searches for revision of guidelines, and organising joint peer review of draft guidelines.

This background triggered a proposal for an international guidelines network built on existing partnerships in 2001. A multinational group of guideline experts agreed with the initiative and consented to evaluate the level of interest in systematic networking; and, based on this assessment, to decide whether to establish an international guidelines network covering the production, implementation, and evaluation of guidelines. A structured questionnaire was issued in spring 2002 to all known national organisations working in the guideline field. The survey confirmed a strong demand for an international guideline network⁽²⁾. In November 2002 a steering committee consented to the main objectives, areas of interest, and possible working agenda for the network and founded the forum under the name of "Guidelines International Network (G-I-N)".

Between December 2002 and March 2003 a total of 37 organisations agreed to become founder members of G-I-N and paid an inception subscription in addition to an annual fee to fund the Network's start up costs. The Network was formally constituted as a Scottish Guarantee Company and recognised as a Scottish charity in February 2003.

One year later the Network released the International Guideline Library, the worlds largest searchable guideline database that now contains about 3000 guideline resources.

By October 2005, 59 organisations representing 32 countries had joined the Network as members or official partners including institutions from America, Asia, Europe, and Oceania, and WHO.

² Ollenschläger G, Marshall C, Qureshi S, Rosenbrand K, Burgers J, Mäkelä M Slutsky J. Improving the Quality of Health care: Using international collaboration to inform guideline programmes - by founding the Guidelines International Network G-I-N. Qual Saf Health Care 2004;13:455-460

Membership

According to the Network's "Articles of Association" membership is open to:

(1) **Organisational Members:** any corporate body or unincorporated association (or equivalent internationally) which is:

- a non-profit-distributing body or association
- involved in developing, disseminating, implementing, or evaluating clinical practice guidelines, or otherwise active in the guidelines field
- committed to adopting evidence-based practice as the guiding principle for its processes
- working in accordance with international standards for clinical practice guidelines
- transparent about its sources of funding.

Any body or association which, or individual who, wishes to become a member of the Network must sign a written application for membership in the form prescribed by the Board of Trustees (cf Table 3).

(2) **Associate Members:** any other corporate body or unincorporated association which does not fall within clause (1) and any individual who is active in the field of clinical practice guidelines. Associate Members are not eligible either to stand for election to the Board or to vote.

Organisational Members

As at October 2005 the Guidelines International Network had **57 Organisational Members**:

- Between December 2002 and October 2003 a total of 46 organisations had agreed to become Organisational Members of G-I-N.
- Until the end of October 2005, eight further organisations joined the Network in 2005 (cf Table 1).
- One institution resigned its membership.

Table 1: Organisations, which joined G-I-N in 2005

Australia	• Therapeutic Guidelines Ltd. (TGL)
Canada	• Guidelines Advisory Committee (GAC)
Germany	• Agency for Quality in Dentistry (ZZQ) • Institute for Quality and Efficiency in Health Care (IQWiG)
Hong Kong	• Professional Development and Quality Assurance, Department of Health (PDQA-DoH)
Japan	• Medical Information Service Center, Japan Council for Quality Health Care (MISC)
Kazakhstan Kyrgyzstan, Uzbekistan, Tajikistan, Turkmenistan	• ZdravPlus Project (ZPLUS)
Switzerland	• Swiss Federal Office of Public Health (SFOPH)

Individual Members

During early 2004, the G-I-N Board of Trustees developed a policy for awarding the G-I-N associate membership: applicants are asked to disclose their expertise and affiliations in the guidelines field.

As at October 2005 G-I-N had 18 individual members from 13 countries, 10 individuals joined the Network in 2005 (cf Table 2).

Table 2: Individuals who joined G-I-N in 2005

- | |
|--|
| <ul style="list-style-type: none">• Gottfried Endel (Austria)• Hanna Kirchner (Germany)• Regina Kunz (Switzerland)• Patriek Mistiaen (Netherlands)• Rintaro Mori (United Kingdom)• Susanne Rabady (Austria)• Irmgard Schiller-Frühwirth (Austria)• Brian Taylor Slingsby (Japan)• Beth Ann Swan (United States)• Jimmy Volmink (South Africa) |
|--|

G-I-N Partner

In 2005, the Board decided to create a new membership category "G-I-N Partner" which is awarded to organisations with special interest for G-I-N. G-I-N Partner are not members according to the Articles of Association. This partnership aims at a "win-win" situation for both partners, to promote G-I-N among members of the partner organisation and on the other hand this organisation can take profit of the G-I-N expertise.

As at October 2005, G-I-N had established an official partnership with two organisations:

- **European Union of Medical Specialists (UEMS)**
- **World Medical Association (WMA)**

More detailed information about the specific aims and goals of these partnerships are available on www.g-i-n.net (search for UEMS or WMA).

G-I-N Honorary Patron

During the 2nd Annual General Meeting in Wellington Catherine Marshall (NZGG), G-I-N's first vice-chair was appointed Honorary Patron of the Network (according to Article 69 of the Articles of Association) in appreciation of her involvement and outstanding work for G-I-N.

Organisation and Management

Board of Trustees, Executive Committee

The affairs of G-I-N are directed and managed by a Board of Trustees comprising

- up to 12 individual persons elected by the Organisational Members; and
- up to 3 individual persons co-opted by the Board; and
- the Treasurer appointed by the Board; and
- the immediate past Chairman for one year after retiral.

The Executive Committee manages and implements the Board's strategies comprising the Chairperson, Vice-Chairperson, Treasurer, the Principal Officer of the Network and up to 3 Trustees appointed by the Board.

Table 3: G-I-N Board of Trustees 2004-2005

Jako Burgers Dutch Institute for Healthcare Improvement, NL	
Bernard Burnand Clinical Epidemiology Centre, University of Lausanne, CH	
Dave Davis Ontario Guidelines Advisory Committee, CA	Treasurer, Member of the Executive Committee Co-opted Trustee
Béatrice Fervers National Federation of French Cancer Centres, FR	
Jos Kleijnen Kleijnen Systematic Reviews Ltd., UK	Member of the Executive Committee
Finn Børllum Kristensen Centre for Evaluation and HTA, DK	
Regina Kunz Basel Institute for Clinical Epidemiology, CH	
Marjukka Mäkelä Finnish Office for Health Technology Assessment, FI	Vice-Chair, Member of the Executive Committee
Catherine Marshall New Zealand Guidelines Group, NZ	Member of the Executive Committee
Najoua Mlika-Cabanne French National Health Authority, FR	
Günter Ollenschläger Agency for Quality in Medicine, DE	Chair, Member of the Executive Committee
Sadasivan Sivalal formerly HTA Unit, Dep. of Health, MY	Co-opted Trustee
Jean Slutsky Agency for Health Research and Quality Medicine, US	Member of the Executive Committee
Sara Twaddle Scottish Intercollegiate Guidelines Network, UK	

The whole Board (the Executive Committee) convened on a bi-monthly (monthly) base by teleconference, and twice by reunion in Wellington (NZ), 4th November 2004, and in Berlin (DE), 2nd March 2005.

Advisory Committee

In 2004 the Board established an Advisory Committee according to Article 55 of the Articles of Association (cf. Annual Report 2004). In 2005 members of the Advisory Committee assisted the Board in reshaping the arrangements of the G-I-N conferences.

Table 4: G-I-N Advisory Committee

Andrea Rita Horvath MD, PhD, EurClinChem, FRCPath	Professor, Department of Clinical Chemistry University of Szeged, Albert Szent-Gyorgyi Medical School, Hungary
Minna Kaila MD, PhD	Paediatric Allergist Chief Physician, Unit of General Practice Pirkanmaa Hospital District, Finland
Niek S. Klazinga Prof., Dr.	Professor of Social Medicine, AMC – UvA, Dept. of Sociale Medicine, Amsterdam, The Netherlands
Sir J. A. Muir Gray, CBE, MD, FRCP (Glas & Lond)	Director, National electronic Library for Health Director, National Screening Committee Institute of Health Sciences, Oxford, United Kingdom
Paul Shekelle MD, PhD	Director, Southern California EPC-RAND Santa Monica, CA, USA

Company Secretary, Financial Examiner

The Network has a Company Secretary in Scotland: Colin Liddell, J. & H. Mitchell W.S., 51 Atholl Road, Pitlochry, Perthshire, PH16 5BU, UK.

WALTON KILGOUR, Chartered Accountants, 13 Marshall Place, Perth PH2 8AH, UK have been working as G-I-N's Financial Examiner.

G-I-N Office

G-I-N has its Office at the German Agency for Quality in Medicine, Berlin. The Network's projects and administration have been co-ordinated by the G-I-N Principal Officer, Dr. Angela Maienborn, together with the Administrative Secretary, Martina Westermann.

Activities 2004 - 2005

Between November 2004 and October 2005, the G-I-N Board of Trustees has been trying to prioritise the Network's issues and projects according to the demands of its membership. In order to clarify the members' needs for service, a membership survey was carried out (cf. summary of the survey's results below).

Table 5: Priority Issues and Projects for G-I-N 2005

Issues	Projects
Information sharing	<ul style="list-style-type: none"> Maintenance and enhancement of the International Guideline Library on www.g-i-n.net
Education on guideline methodology and use	<ul style="list-style-type: none"> Promoting development and use of evidence based guidelines Advising on adaptation of existing guidelines
Collaboration between members	<ul style="list-style-type: none"> Sharing evidence review work Sharing implementation and audit tools
Promoting and strengthening the Network	<ul style="list-style-type: none"> Outreach to new or prospective members Outreach visits to G-I-N members
Supporting international collaboration	<ul style="list-style-type: none"> Promotion of international networking between organisations, research institutions, clearinghouses and other agencies producing and using evidence-based medical information (e.g. Cochrane Collaboration, HTA community).

Within this framework last year's activities have been focusing on:

- maintaining and enhancing the G-I-N Website www.g-i-n.net
- presenting the Network's aims and goals at international and national conferences – with special respect to education on guideline methodology and adaptation
- facilitating collaboration between G-I-N members by supporting various international surveys
- promoting international collaboration with other health care quality initiatives.

Membership Survey 2005

In 2005 the G-I-N Board decided to perform a survey to gather the expectations and opinions of G-I-N members. The survey was carried out during February/March 2005.

Main aims of the survey were to:

- appraise current work of G-I-N
- identify areas for improvement
- rate future priorities for G-I-N.

70 users from 33 member organisations gave very encouraging feedback to the G-I-N Board. In general, the majority of the answering experts rated the G-I-N activities and services realised so far (such as the website, networking opportunities, administration) good to excellent.

Realisation of the G-I-N Newsletter, management of and output of the G-I-N Working Groups, as well as the membership fee were fed back as the topics with opportunities for development. There is an urgent need to bring the ideas from G-I-N members who are not represented in G-I-N committees closer to the knowledge of the Board of Trustees.

The results reflected that for most members the aspects: "**adaptation**" and "**implementation**" of **guidelines**, "**guideline grading systems**", as well as "**evaluation of guidelines**" were mentioned as the topics of highest priority for the G-I-N membership. The provision of "**methodological standards for guideline development**", "**consumer involvement**" and "**electronic decision support**" are also seen as important areas for development.

The whole survey can be accessed via:

http://www.g-i-n.net/index.cfm?fuseaction=news&fusesubaction=docs&documentID=17&>windowmode=2005_change=open#.

G-I-N Website

G-I-N being primarily a virtual network, the website www.g-i-n.net (cf. Table 6) is the key tool supporting most of the Network's activities and communication.

Table 6: Contents of www.g-i-n.net (for members only parts are *highlighted*)

Homepage	
Your Profile	Organisation Short Profile Organisation Full Profile Organisation Contacts Organisation Programmes
About G-I-N	G-I-N's History G-I-N Activities Organisation & Management Board of Trustees Advisory Committee G-I-N Annual General Meeting 2004 Memorandum & Articles Linking to the G-I-N Website
Contact Us	Contact Form Technical Contact Form Website Feedback Form
What's New	
Guideline Resources	Guideline Library New/Modified Programmes (last 30 days) How Guidelines are Identified Development & Training Resources Health Topics Collection Patient and Consumer Resources
News & Activities	3rd G-I-N Conference, Lyon, France; December 2005 2nd G-I-N Conference, Wellington, NZ; November 2004 Meetings and Events Diary G-I-N Newsletter AGM 2005 and Election of the G-I-N Board of Trustees
G-I-N Membership	Search for Member Organisations by Location and Activity List all Members Join G-I-N
FAQs Related Links Site Search	

The cornerstone of the website is the G-I-N International Guideline Library - a searchable database which provides G-I-N Members with the ability to search and review the programmes for published and planned guidelines, systematic reviews, evidence reports, guideline clearing reports of all member organisations, as well as related documents (e.g., evidence tables, search strategies, patient information) – (cf. Table 7).

Table 7: Categories for Information on G-I-N Member Programmes

<ul style="list-style-type: none"> • Publication Title and URL • Disease / Condition addressed (based on the National Library of Medicine's (NLM) Medical Subject Headings (Mesh) classification.) • Date of Publication • Languages published in • Publication Scope (Screening, Prevention, Assessment / Diagnosis, Management, Rehabilitation) • Publication Status (published, in development, planned, under review) • Publication Type (Guideline, Systematic Review, Evidence Report, Guideline Clearing Report, Guideline Methodology, Implementation Tool) • Organisation producing publication • Countries that the publication applied to • Planned Review • Date of Review • Primary Contact • Associated Documents, Terms of reference, Key questions, Group membership, Search strategy, Critical appraisal documents, Evidence tables, Algorithms, Consultative drafts, Consumer resources, Considered judgement forms, Implementation tools and/or strategies, Economic analysis, Methodology description, including selection criteria, Video clips, Power Point presentations, Electronic tools / quizzes, Summary Document(s), Other, e.g. indicators, remit, press releases)
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Between November 2004 and October 2005 the **G-I-N International Guideline Library** has been developed to the largest web-based guideline database worldwide - with a total of about 2,850 items of information (October 2005) from 17 language groups (cf. Table 8, Chart 1).

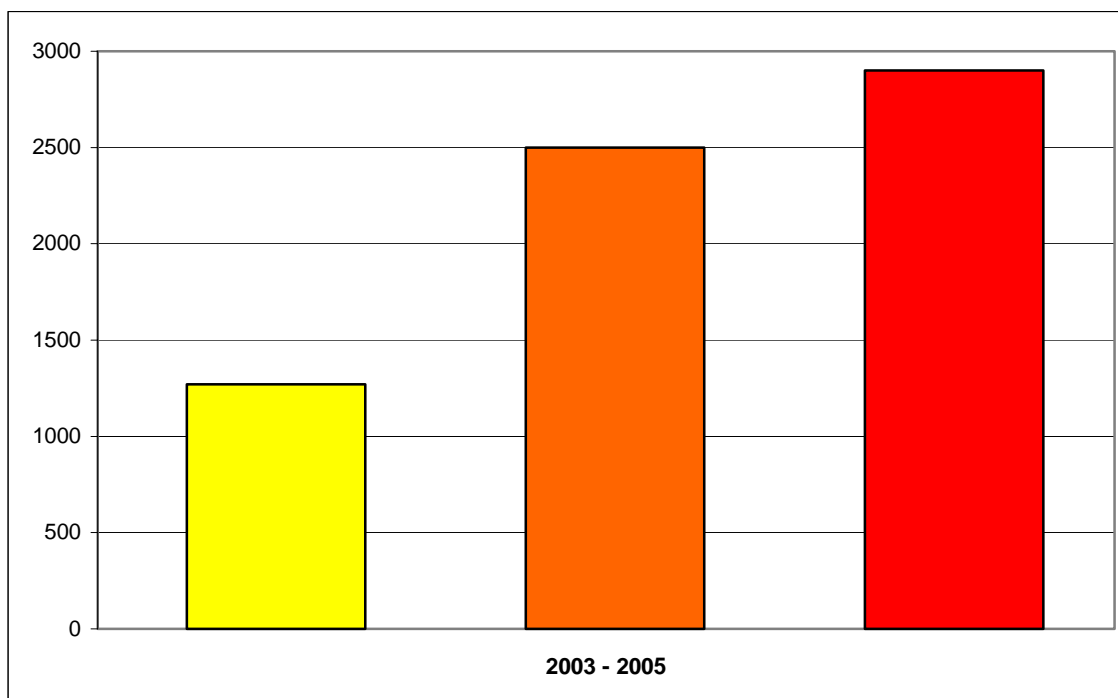
Among these a number of our G-I-N resources have been made freely available to the public - including:

- Development and Training Resources which inform about state-of-the-art techniques and instruments for developing evidence-based guidelines; on producing and using clinical practice guidelines from G-I-N Members
- Patient and Consumer resources from G-I-N Members – assembled into different language collections (Dutch, English, French, German)
- Health Topics Collection with guidelines and other resources from G-I-N members for specific health topics (by October 2005):
 - Breast Neoplasms [MeSH C04.588.180]
 - Myocardial Ischemic Disorders / Myocardial Ischemia (MeSH C14.280.647)
 - Asthma (MeSH C08.381.495.108)
 - Stroke / Cerebrovascular Accident (MeSH C14.907.253.480)
 - Diabetes Mellitus, Type II (MeSH C19.246.300)
 - Back Pain (MeSH C23.888.646.172)
 - Colorectal Neoplasms (MeSH C04.588.274.476.411.307).

Table 8: Number of items of information in the G-I-N International Guideline Library (by October 2005)

Language	Documents (n)	Language	Documents (n)
Danish	14	Dutch	249
English	2063	Estonian	8
Finish	24	French	128
German	267	Italian	24
Moldavian	2	Norwegian	8
Polish	5	Portuguese	5
Romanian	20	Russian	3
Spanish	17	Swedish	13
Turkish	10		

Chart 1: Increase of number of items of information in the Guideline Library (by October 2005)



During the last 12 months more than 450.000 unique visitor sessions were recorded with 41.000 unique visits from the G-I-N membership showing an increasing demand for information from the website (cf. Chart 2).

Chart 2: G-I-N Website Statistics: Unique visits 2004 - 2005

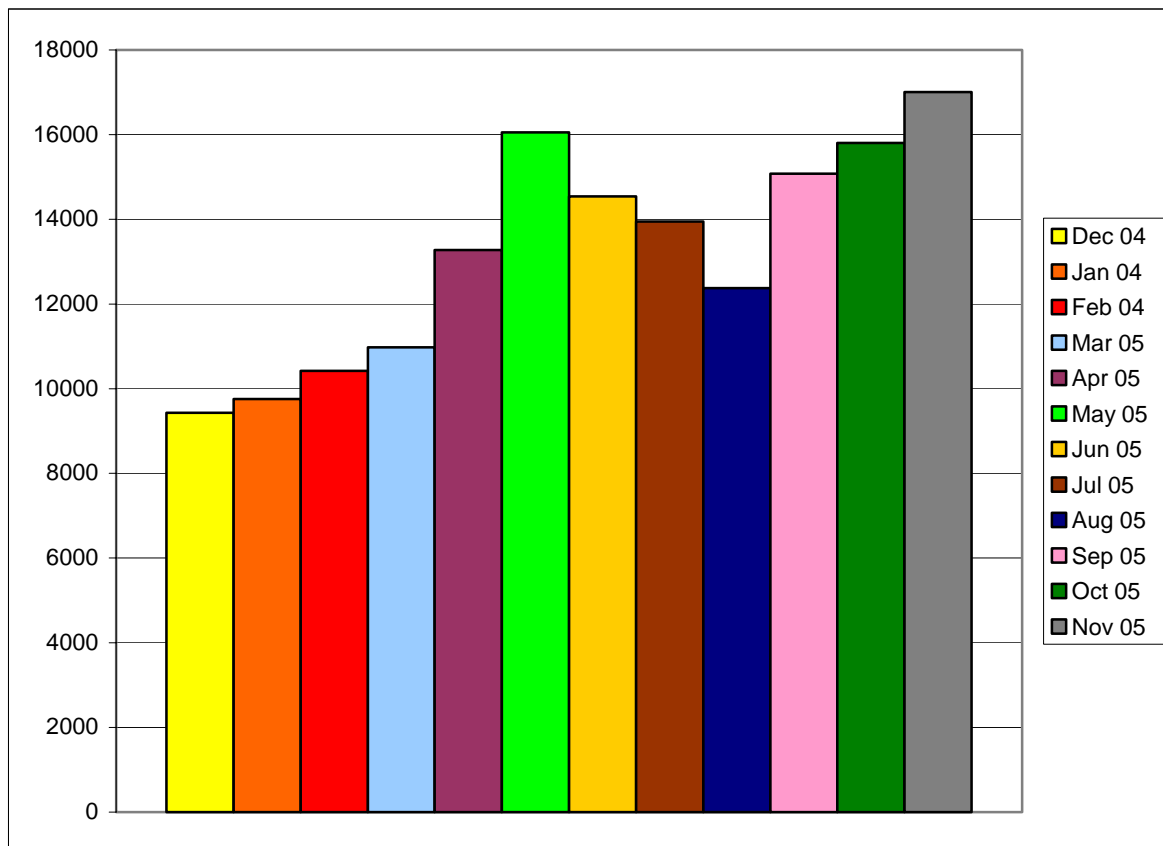
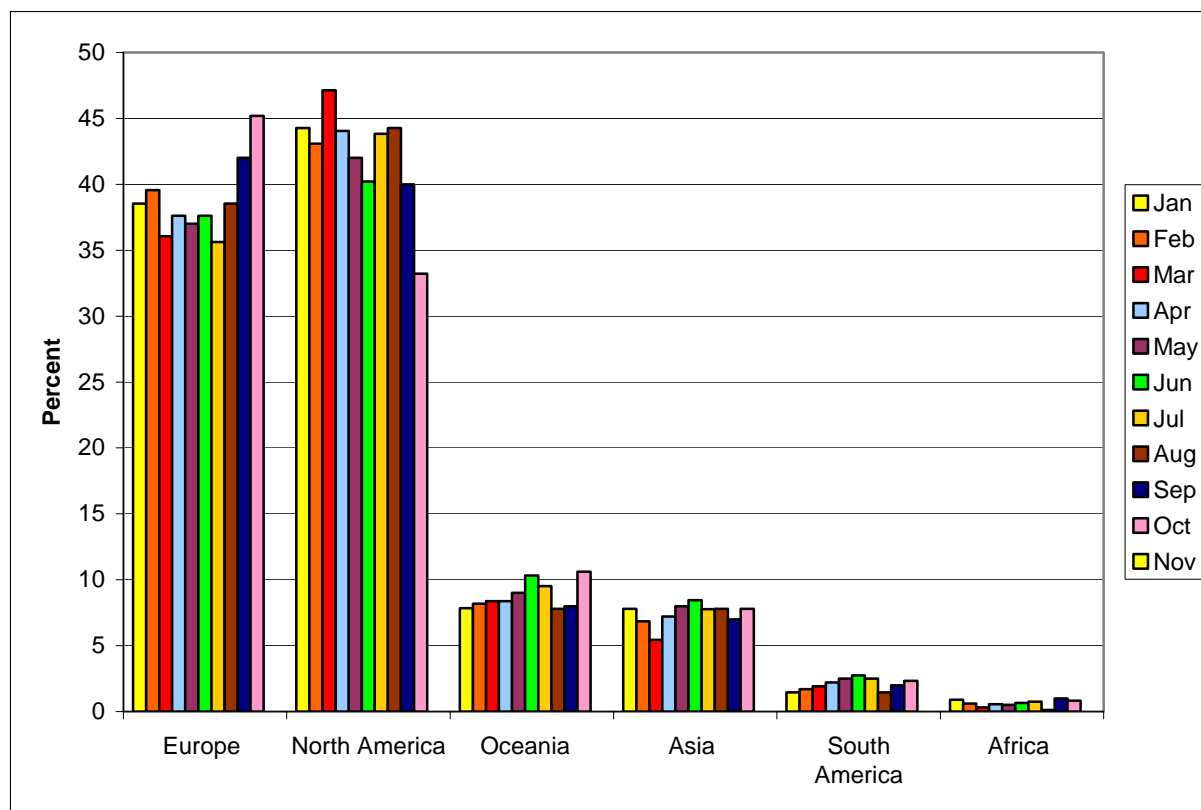


Chart 3: G-I-N Website Statistics: Distribution by percentage of visits by continents


Website's content lies in the responsibility of the Board of Trustees. Decision on content and format are prepared by the Networks Website Content / Editorial Steering Group. The German Agency for Quality in Medicine (Henrike Trapp) held the G-I-N Webmaster ship until December 2004. In January 2005 the UK's Centre for Reviews and Dissemination (Lindsey Myers) took over the role of the G-I-N Webmaster.

ENIGMA Publishing Ltd, Auckland, New Zealand is the technical provider of the G-I-N database.

Congresses, Workshops, Meetings

Conferences and workshops are the Network's showcase to the world. The first two annual congresses (Edinburgh 2003, Wellington 2004) have been well attended and expertly arranged. At the time of writing this, we are looking forward to another successful event, our 2005 conference in Lyon in less than a month. In addition to providing opportunities for personal contacts between guidelines experts, these meetings help us to learn about the expectations various organisations have toward G-I-N.

Arranging a conference is a major task, and the Board has worked this year to provide guidance for helping future congress organisers. Large meetings will from now on take place every other year (2007: Toronto, Canada), while smaller local workshops with an attached network annual meeting take place on alternate years (2006: Vienna/Budapest and Adelaide). This will hopefully provide an opportunity for both large and small member organisations to arrange a G-I-N congress in a format suitable for their own context.

During the reporting period, the Network was represented at several events (cf. Table 11).

Table 9: G-I-N Events 2004/2005 (G-I-N Congresses and national / international workshops presentations on behalf of the Network)

Country	Event	Activity
New Zealand	2 nd G-I-N Conference "Evidence in Action" – Wellington, November 2004	Annual G-I-N Congress
Hong Kong	3rd Asia Pacific Conference on Evidence-Based Medicine, Hong Kong, November 2004	Presentation on G-I-N's activities (Board Member)
Brazil	Founding Meeting Iberoamerican Guidelines for Quality in Porto Alegre, November 2004	Presentation on G-I-N's activities (Principal Officer)
Finland	10-year anniversary of Current Care/Duodecim - Finnish Medical Society, Helsinki, November 2004	Presentation on G-I-N's activities (Board Member)
Croatia	Guideline Workshop of the Croatian Ministry of Health and WHO-Europe, Zagreb, December 2004	Presentation on G-I-N's activities (Board Member)
Germany	10-year anniversary of the German Agency for Quality in Medicine, Berlin, March 2005	Presentation on G-I-N's activities (Board Members and Members of the G-I-N Advisory Board)
Italy	2 nd Annual Meeting of HTAi, Rome, June 2005	Presentation on G-I-N's activities (Board Member)
China	Guideline Workshop, Beijing University, Health Science Center (PKUHSC), October 2005	Presentation on G-I-N's activities (Board Member)
Malaysia	Guideline Workshop, Malaysian Ministry of Health Kuala Lumpur, October 2005	Presentation on G-I-N's activities (Board Members)

Australia	Cochrane Collaboration Steering Group Meeting, Melbourne, October 2005	Presentation on G-I-N's activities (Board Member)
Canada	Guideline Workshop, HTA Agency of Quebec, AETMIS, Montreal, October 2005	Presentation on G-I-N's activities (Board Member)
Germany	Board Meeting of the European Union of Medical Specialists, Munich, October 2005	Presentation on G-I-N's activities (Principal Officer)

● **2nd G-I-N Conference Wellington (NZ), 1st - 3rd November 2004**

The second international Conference of the Network organised by the New Zealand Guidelines Group took place in Wellington. 193 delegates from 25 countries attended the conference. 121 organisations and practices sent health practitioners, guideline developers, policy makers or consumers to the conference, 84 people contributed posters, as speakers, panellists or chairs in 139 plenary sessions, workshops or poster sessions.

The theme "Evidence in Action" focused conference discussions on how to get guideline messages and evidence-based recommendations into everyday practice. The Conference Programme and conference presentations are available at: <http://www.g-i-n.net/index.cfm?fuseaction=news&fusesubaction=article&documentid=28&articleID=99>.

● **3rd G-I-N Conference Lyon (FR), 5th – 7th December 2005**

The G-I-N conference 2005 has been organised by the 'Fédération Nationale des Centres de Lutte Contre le Cancer' (FNCLCC) under the patronage of the French Haute Autorité de Santé (HAS - National Authority for Health) with the support of the French National Cancer Institute. Convenor: Béatrice Fervers and Margaret Haugh from FNCLCC.

Key themes will be:

- Integration of cultural and contextual considerations in guidelines
- Capacity building for guideline development, adaptation and adoption
- Partnerships with patients
- Guidelines in the context of knowledge translation and quality improvement.

The full programme and information about the workshops are available at:

<http://www.g-i-n.net/index.cfm?fuseaction=news&fusesubaction=docs&documentID=44>.

G-I-N Working Groups

In 2005, the Network continued to entertain working groups to take forward different aspects of G-I-N's work (cf. Annual Reports 2003 and 2004). Detailed information is also available on the G-I-N website:

<http://www.g-i-n.net/index.cfm?fuseaction=about&fusesubaction=article&documentid=24&articleID=119>.

Guidelines Adaptation Group

Adaptation is a most important and timely issue. Most agencies and other groups developing guidelines are struggling to keep guidelines updated and to develop new ones. In addition, although interest in evidence-based health care and evidence-based guidelines is increasing, funding of such activities is difficult in most countries. In 2004, the G-I-N Adaptation Working Group (J. Burgers, M. Haugh, N. Mlika-Cabanne, B. Burnand, B. Fervers) started a bi-country project on the adaptation of oncology guidelines between experts from France and the Canadian province of Quebec on guidelines adaptation (cf. Annual Report 2004). These activities resulted in the foundation of the "ADAPTE" group, an independent group of researchers, who developed a framework for trans-contextual guideline adaptation.

Members of the ADAPTE Group are:

- Bernard Burnand, CePiC (CH) Speaker
- Béatrice Fervers, FNCLCC (FR) French coordinator
- Jako Burgers, CBO (NL)
- Martin Coulombe, Direction de la lutte contre le cancer (CA)
- Margaret Haugh, FNCLCC (FR)
- Jean Latreille, Direction de la lutte contre le cancer (CA)
- Najoua Mlika-Cabanne HAS (FR)
- Louise Paquet, Hôpital Charles LeMoine (CA)
- Poire Mireille, Centre hospitalier universitaire de Québec (CA).

All the initial members of the G-I-N working group have participated in the work of ADAPTE, which has been supported by resources from various origins, mainly in Québec and France. A systematic review about models and experiences of guideline adaptation has been conducted and a structured stepwise approach for guidelines adaptation has been proposed. These elements have been reported in a manuscript, which has been submitted for publication. A manual describing the adaptation framework has been developed and will be submitted soon to guideline specialists for external review, among whom many G-I-N members. In 2006, a large scale validation study of the adaptation process will be conducted by the ADAPTE group. The products of the ADAPTE group will be made available to G-I-N.

Evidence Tables Working Group

The aim of the Evidence Tables Working Group is to define a minimum data set that should be included in all evidence tables. This would allow the creation of a database that could include evaluated studies with data in a consistent format that G-I-N members could use to populate their own evidence tables. Therefore, in October 2005, an international survey has been carried out among G-I-N members. The results of the survey and possible implications will be presented at the G-I-N Conference in Lyon in December 2005.

Members of the Evidence Tables Working Group are:

- Sara Twaddle, SIGN (UK) Speaker
- Anne Bataillard, FNCLCC (FR)
- Bernard Burnand, CePiC (CH)
- Rob Cook, NZGG (NZ)
- Robin Harbour, SIGN (UK)
- Chantal Hukkelhoven, CBO (NL)
- Regina Kunz, Basel Institute for Clinical Epidemiology (CH)
- Monika Lelgemann, AQuMed / AEZQ (DE)
- Najoua Mlika-Cabanne, HAS (FR)
- Ian Purves, SCHIN (UK)
- Jean Slutsky, AHRQ (US)
- Rick Shiffman, Yale Center for Medical Informatics (US)
- Craig Whittington, National Collaborating Centre for Mental Health (UK).

Nordic Language Group

An informal Nordic network was established under the G-I-N umbrella for institutions and people from the Nordic countries (Denmark, Finland, Norway and Sweden) who are working on the development and implementation of guidelines for the health services. The purpose has been to identify common areas of interest and positive opportunities to cooperate within the G-I-N framework. The group is chaired by Frode Forland (Directorate for Health and Social Affairs, Norway).

The Directorate for Health and Social Affairs in Norway has proposed to create a Nordic section of the G-I-N guideline library which aims to share guidelines developed in countries with similar health systems and Nordic languages. Currently 72% of published guideline programmes in the guideline library are in English. The contribution from the Nordic countries could be increased if G-I-N reaches a larger audience in these countries. This could be done by creating a front end of the library in a Nordic language and purchasing access for all healthcare personnel. These topics have been forwarded to the G-I-N Board and will be discussed in detail during the G-I-N Lyon conference and in the Nordic language workshop in Lyon. The aim of this workshop is to gather people from the Nordic countries to share knowledge and information about what guideline processes are ongoing in the different Nordic countries, and to discuss the format and the content of establishing a Nordic language branch of the G-I-N Guideline Database.

Spanish Language Group

The Spanish Language Group lead by Ignacio Marin (REDEGUIAS) aims to disseminate and enhance the culture and use of Clinical Practice Guidelines and its relation with quality in health care in the Portuguese and Spanish speaking countries. Main objectives are:

- to move from developing guidelines to the implementation of guidelines, by sharing implementation experiences
- to build a cooperative help network to increase the quality of the guideline development process, making methodological tools available.

Other objectives are to promote guideline methodology and to share experiences in guideline adaptation in the specific political and cultural environment. Therefore an Ibero-American network on clinical practice guidelines (Ibero-GPC) was founded in November 2004. Organisations involved: REDEGUIAS (ES), OSTEBA (ES), Instituto da Qualidade em Saúde (PT), Fundación Enebro (ES), Associação Médica do Rio Grande do Sul, Porto Alegre (BR), Hospital Mutual de Seguridad (CL).

The network is based in Fundación Enebro and has 42 partners from 18 countries.

In a workshop at the 3rd G-I-N Annual Conference in Lyon ways to facilitate a closer contact between Spanish/Portuguese speaking people active in the field of guidelines will be discussed in order to raise cooperative and partnership initiatives.

Website Content / Editorial Steering Group

The Website Content Group is responsible for the regular review of the website design and maintenance. Members of the Website Content / Editorial Steering Group are:

- Catherine Marshall, NZGG (NZ) Speaker
- Lindsey Myers, CRD (UK)
- Marjukka Mäkelä, FinOHTA (FI)
- Angela Maienborn, G-I-N Principal Officer
- Frode Forland, SHdir (NO) (as speaker of the Nordic Language Group)
- Ignacio Marin, REDEGUIAS (ES) (as speaker of the Spanish Language Group)
- Leonie Brunt, NZGG (NZ).

The group had three meetings by teleconference in 2005. One major issue was to discuss the rationalisation of and enhancements to the Website proposed by the Webmaster. Other topics for discussion included:

- development of plans for alternative language versions of the website
- regular review of the website design and maintenance, consideration of options for upgrading and enhancing the website
- discussion of questions/changes with the Webmaster
- monitoring and revision of the G-I-N contracts with service providers at annual intervals (Enigma, University of York (Webmaster)).

Strategic Direction

Over the next years, Guidelines International Network will continue to work together on the following priority areas:

Promoting the systematic development, dissemination, implementation and evaluation of clinical practice guidelines.

- Developing standards and procedures for guideline development and promotion
- Developing standards for the adaptation of guidelines between countries
- Improving and harmonising guideline methodologies

Promoting international collaboration in guideline activities to avoid duplication of effort and to facilitate information sharing and knowledge transfer.

- Continuously updating and enhancing the www.g-i-n.net website
- Promoting international collaboration between organisations and individuals
- Appointing and supporting working groups to develop tools or methodology
- Supporting research activities relating to guidelines

Building links between member organisations to improve coordination and learning.

- A major conference every other year
- Smaller regional workshops with an attached network annual meeting on alternate years
- Facilitating and supporting training and partnerships

The Board will start a strategic discussion in the Network during 2006, to support the development of Guidelines International Network from a new organisation to an established actor in the guidelines area.

Finances

1. Financial Report 2004

(The following is an extract of the Financial Statements by the independent financial examiner Walton Kilgour, the complete report is attached at the end of the Annual Report).

The charity has no recognised gains or losses other than the results for the year as set out above. All of the activities of the charity are classed as continuing.

Statement of Financial Activities - Period from 1 January 2004 to 31 December 2004

INCOMING RESOURCES		Euro
Interest receivable		403
Membership subscriptions		110,514
TOTAL INCOMING RESOURCES		110,917
RESOURCES EXPENDED		
Costs of generating funds:		
Fundraising and publicity		
Management and administration		125,103
TOTAL RESOURCES EXPENDED		125,103
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR		(14,186)
Balances brought forward		40,936
Balances carried forward		26,750

2. Budget Financial Year 2005

During its first meeting in Wellington the new elected Board had decided to shorten the next financial year, to provide enough time for the members to prove the final accounts before each AGM. This would involve a period between 1st January - 31st March 2005 and thereafter an annual period from 1st April 2005 to 31st March 2006 and so on annually.

Budget 01.01.2005 - 31.03.2005 (in-between budget)		
		EUR
	I. Expenses	
1.	Fees	
	1a) Principal Administration Officer	13.750
	1b) Admin. Secretariat	7.500
	1c) Webmaster	3.750
	1d) Office Secret. Scotl. / Fin. Controlling	750
2.	Website development, maintenance	3.750
3.	G-I-N Annual Congress	0
4.	G-I-N Workshops	1.000
5.	Administration (Supplies, Postage)	2.000
6.	Travel expenses	6.000
7.	Promotion/Representation	1.500
8.	Bank Costs	125
9.	Other Costs	175
	Total expenses	40.300
	II. Income	
1.	Organisational Member Fee	32.500
2.	Associate Member Fee	250
3.	Interest	50
4.	Income 2004 (apportioned with budget 2005)	7.500
5.	Sponsorship	0
6.	Other income	0
	Total Income	40.300
	Balance income/costs	0

Budget 01.04.2005 - 31.03.2006 (financial year 2005)		
		EUR
	I. Expenses	
1.	Fees	
	1a) Principal Administration Officer	55.000
	1b) Admin. Secretariat	30.000
	1c) Webmaster	20.000
	1d) Office Secret. Scotl. / Fin. Controlling	3.000
2.	Website development, maintenance	11.000
3.	G-I-N Annual Congress	0
4.	G-I-N Workshops	3.000
5.	Administration (e.g. Supplies, Postage)	5.000
6.	Travel expenses	15.000
7.	Promotion/Representation	3.000
8.	Bank Costs	500
9.	Other Costs	150
	Total expenses	145.650
	II. Income	
1.	Organisational Member Fee	115.000
2.	Associate Member Fee	1.500
3.	Interest	150
4.	Income 2004 (apportioned with former budget)	20.000
5.	Sponsorship	3.500
6.	Other income (from Wellington Congress)	5.500
	Total Income	145.650
	Balance Income/Expenses	0

Board of Trustees 2004-2005

Günter Ollenschläger (DE)	Agency for Quality in Medicine <u>(Chair, Member of the Executive Committee)</u>
Marjukka Mäkelä (FI)	Finnish Office for Health Technology Assessment <u>(Vice-Chair, Member of the Executive Committee)</u>
Jako Burgers (NL)	Dutch Institute for Healthcare Improvement
Bernard Burnand (CH)	Clinical Epidemiology Centre, University Hospital Lausanne
Dave Davis (CA)	Guidelines Advisory Committee <u>(Treasurer, Member of the Executive Committee – Co-opted Trustee)</u>
Béatrice Fervers (FR)	National Federation of French Cancer Centres
Jos Kleijnen (UK)	Centre for Reviews and Dissemination, University of York <u>(Member of the Executive Committee)</u>
Finn Børllum Kristensen (DK)	Centre for Evaluation and Health Technology Assessment
Regina Kunz (CH)	Basel Institute for Clinical Epidemiology
Catherine Marshall (NZ)	New Zealand Guidelines Group <u>(Member of the Executive Committee)</u>
Najoua Mlika-Cabanne (FR)	National Agency for Accreditation and Evaluation in Health
Sadasivan Sivalal (MY)	formerly HTA Unit, Ministry of Health, Malaysia <u>Co-opted Trustee</u>
Jean Slutsky (US)	US Agency for Health Research and Quality <u>(Member of the Executive Committee)</u>
Sara Twaddle (UK)	Scottish Intercollegiate Guidelines Network

The Guidelines International Network

Company Limited By Guarantee

Financial Statements

For The Year Ended

31 December 2004

Charity Number SC034047

WALTON KILGOUR

Chartered Accountants

13 Marshall Place

Perth

PH2 8AH

TRUSTEES ANNUAL REPORT

Period from 1 January 2004 - 31 December 2004

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Balance sheet	6
Notes to the financial statements	7

The Guidelines International Network Company Limited By Guarantee

TRUSTEES ANNUAL REPORT

Period from 1 January 2004 - 31 December 2004

The trustees, who are also Directors for the purposes of the Companies Act, present their report and the unaudited financial statements of the charity for the year ended 31 December 2004.

LEGAL STATUS

The organisation is a charity and company limited by guarantee registered in Scotland.

OBJECTIVES OF THE GUIDELINES INTERNATIONAL NETWORK

It is the objective of the charity to protect the health of the general public by seeking to improve the quality of healthcare.

RESULTS

The results for the year, and the charity's financial position at the end of the year are shown in the attached financial statements.

TRUSTEES ANNUAL REPORT

Period from 1 January 2004 - 31 December 2004

THE TRUSTEES

The trustees who served the charity during the period were as follows:

Prof G Ollenschläger
Ms C A Marshall
Dr F B Kristensen
Dr B Burnand
Dr B Fervers
Prof M Mäkelä
Dr K Rosenbrand
R Schaffler
Ms J Slutsky
Dr H Buchan
Prof J M P Kleijnen
Dr S Twaddle
Dr S Sivalal
Prof D Davis
Dr M C Brouwers
Dr J Burgers
Dr R Kunz
Dr N Mlika-Cabanne

Dr S Sivalal was appointed as a trustee on 2 November 2004.

Prof D Davis was appointed as a trustee on 2 November 2004.

Dr K Rosenbrand retired as a trustee on 2 November 2004.

R Schaffler retired as a trustee on 2 November 2004.

Dr H Buchan retired as a trustee on 2 November 2004.

Dr M C Brouwers retired as a trustee on 2 November 2004.

TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TRUSTEES ANNUAL REPORT

Period from 1 January 2004 - 31 December 2004

ACCOUNTANTS

A resolution to re-appoint Walton Kilgour as accountants for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

Registered office:
51 Atholl Road
Pitlochry
Perthshire
PH16 5BU

Signed by order of the trustees

signed by J. Mitchell

J & H MITCHELL, W S
Company Secretary

Approved by the trustees on 12 September 2005

ACCOUNTANTS' REPORT TO THE MEMBERS OF THE GUIDELINES INTERNATIONAL NETWORK

Period from 1 January 2004 - 31 December 2004

We report on the unaudited accounts for the year ended 31 December 2004 set out on pages 5 to 9.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE REPORTING ACCOUNTANTS

As described on page 6 the trustees of the charity are responsible for the preparation of the accounts, and they consider that the charity is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

BASIS OF OPINION

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the charity, and making such limited enquiries of the officers of the charity as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

OPINION

In our opinion:

- (a) the accounts are in agreement with those accounting records kept by the charity under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - (ii) the charity satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemptions specified in section 249B(1)(a) to (f).

13 Marshall Place

Perth

PH2 8AH

WALTON KILGOUR

Chartered Accountants

signed by Walton Kilgour

12 September 2005

The Guidelines International Network Company Limited By Guarantee

STATEMENT OF FINANCIAL ACTIVITIES

Period from 1 January 2004 - 31 December 2004

		Total Funds Year to 31 Dec 04	Total Funds Period from 10 Feb 03 to 31 Dec 03
	Note	€	€
INCOMING RESOURCES			
Interest receivable	3	403	–
Membership subscriptions		110,514	207,500
TOTAL INCOMING RESOURCES		<u>110,917</u>	<u>207,500</u>
RESOURCES EXPENDED			
Costs of generating funds:			
Fundraising and publicity	4	–	3,427
Management and administration	5	125,103	163,137
TOTAL RESOURCES EXPENDED	6	<u>125,103</u>	<u>166,564</u>
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR	7	(14,186)	40,936
Balances brought forward		<u>40,936</u>	<u>–</u>
Balances carried forward		<u>26,750</u>	<u>40,936</u>

All movements are in Unrestricted Funds

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 7 to 9 form part of these financial statements.

The Guidelines International Network Company Limited By Guarantee

BALANCE SHEET

Period from 1 January 2004 - 31 December 2004

		2004		2003
	Note	€	€	€
FIXED ASSETS				
Tangible assets	8		1,860	–
CURRENT ASSETS				
Debtors	9	13,000		25,000
Cash at bank		181,382		145,793
		194,382		170,793
CREDITORS: Amounts falling due within one year	10	(169,492)		(129,857)
NET CURRENT ASSETS			24,890	40,936
TOTAL ASSETS LESS CURRENT LIABILITIES			26,750	40,936
NET ASSETS			26,750	40,936
FUNDS				
Unrestricted	11		26,750	40,936
TOTAL FUNDS			26,750	40,936

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the year by virtue of section 249A(1), and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with section 221 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements were approved by the members of the committee on the 12 September 2005 and are signed on their behalf by:

Signed by Dave Davis
Prof D Davis
Treasurer

The notes on pages 7 to 9 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

Period from 1 January 2004 - 31 December 2004

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2000) and the Companies Act 1985.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

33.33% straight line

2. CHARITABLE TRADING INCOME

Income from charitable trading

3. INTEREST RECEIVABLE

	Total Funds Year to 31 Dec 04	Total Funds Period from 10 Feb 03 to 31 Dec 03
	€	€
Bank interest receivable	403	-

4. FUNDRAISING AND PUBLICITY

	Total Funds Year to 31 Dec 04	Total Funds Period from 10 Feb 03 to 31 Dec 03
	€	€
Advertising costs	-	3,427

The Guidelines International Network Company Limited By Guarantee

NOTES TO THE FINANCIAL STATEMENTS

Period from 1 January 2004 - 31 December 2004

5. MANAGEMENT AND ADMINISTRATION

	Total Funds Year to 31 Dec 04 €	Total Funds Period from 10 Feb 03 to 31 Dec 03 €
Office costs	32,907	58,380
Accountancy fees	2,766	2,000
Legal and professional	57,552	53,740
Costs of trustees' meetings	5,362	21,669
Interest payable and similar charges	504	1,027
Other	26,012	26,321
	<u>125,103</u>	<u>163,137</u>

6. TOTAL RESOURCES EXPENDED

	Depreciation €	Other costs €	Total Funds Year to 31 Dec 04 €	Total Funds Period from 10 Feb 03 to 31 Dec 03 €
Fundraising and publicity	—	—	—	3,427
Management and administration	930	124,173	125,103	163,137
	<u>930</u>	<u>124,173</u>	<u>125,103</u>	<u>166,564</u>

No salaries or wages have been paid to employees, including the members of the committee, during the year.

	Year to 31 Dec 04 €	Period from 10 Feb 03 to 31 Dec 03 €
Other costs:		
Legal and professional	60,318	55,740
Other	63,855	110,824
	<u>124,173</u>	<u>166,564</u>

7. OPERATING LOSS/PROFIT

Operating loss/profit is stated after charging:

	Year to 31 Dec 04 €	Period from 10 Feb 03 to 31 Dec 03 €
Depreciation	<u>930</u>	<u>—</u>

The Guidelines International Network Company Limited By Guarantee

NOTES TO THE FINANCIAL STATEMENTS

Period from 1 January 2004 - 31 December 2004

8. TANGIBLE FIXED ASSETS

	Equipment €
COST	
Additions	2,790
At 31 December 2004	2,790
DEPRECIATION	
Charge for the year	930
At 31 December 2004	930
NET BOOK VALUE	
At 31 December 2004	1,860
At 31 December 2003	—

9. DEBTORS

	2004 €	2003 €
Other debtors	13,000	25,000

All debtors are repayable within one year of the balance sheet date.

10. CREDITORS: Amounts falling due within one year

	2004 €	2003 €
Trade creditors	7,548	—
Other creditors	149,634	118,025
Accruals	12,310	11,832
	169,492	129,857

11. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS

	Tangible fixed assets €	Other net assets €	Total €
Unrestricted funds	1,860	24,890	26,750

12. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee.

The liability of the members in the event of a winding up is limited to £1.