



**ASSOCIATION EUROPÉENNE DES MÉDECINS DES HÔPITAUX
EUROPEAN ASSOCIATION OF SENIOR HOSPITAL PHYSICIANS
EUROPÄISCHE VEREINIGUNG DER LEITENDEN KRANKENHAUSÄRZTE
EUROPESE VERENIGING VAN STAFARTSEN
DEN EUROPÆISKE OVERLÆGEFORENING
ΕΥΡΩ ΑΙΚΟΣΙΙΕΥΛΛΟΓΟΓΟΣ ΔΙΕΥΟΥΝΤΩΝ ΝΟΣΟΚΟΜΕΙΩΝ
ASSOCIAZIONE EUROPEA DEI MEDICI OSPEDALIERI
DEN EUROPEISKE OVERLEGEFORENING
ASSOCIAÇÃO EUROPEIA DOS MÉDICOS HOSPITALARES
ASOCIACIÓN EUROPEA DE MÉDICOS DE HOSPITALES
EUROPEISKA ÖVERLÄKARFÖRENINGEN
EVROPSKO ZDRŽENJE BOLNIŠNIČNIH ZDRAVINIKOV
EURÓPSKA ASOCIÁCIA NEMOCNICNÝCH LEKÁROV
EUROPSKA UDRUGA BOLNIČKIH LIJEČNIKA**

Document :	AEMH 05/002
Title:	Secretary's Activity Report - Resume 2004 – Objectives 2005
Author :	Brigitte Jencik
Purpose :	Information
Distribution :	AEMH-Board Members, National Delegations
Date :	12 January 2005

RESUME 2004

1. Administration
2. Internal and External Communication
3. Meetings

1. Administration

In preparation of the meeting with FEMS comparative surveys on the members, the structure and the statutes were drafted. A proposal to host a permanent FEMS secretariat and provide secretarial tasks was put forward. In this respect a job description has been issued.

The Council of Europe calls for expertise in their different working committees. The AEMH-application received a favourable response and we have been informed that the Council of Europe has granted participatory status to the AEMH.

The new members of the Board had to be registered in the Official Journal of Belgium. We have to undergo this constraining procedure, which is in respect of the law of the country.

In a general way and according to the job description, the secretary's work consists on the following:

- Assistance to the President and the Board :
Draft correspondance, reports etc.
- Organisation of Plenary and Board Meetings :
Coordination with the hosting country, preparation of the documents and pay attention to meet the deadlines required by the statutes.
- Drafting of agendas and minutes
- Day-to-day general and financial administration :
Register, controlling and payment of invoices and travel expenses, follow-up of the expenses in respect to the budget , completion of the annual social declaration.
- Administration and updating of the web-site:
Updating with new documents, and the News from Brussels.
- Collection and dissemination of information on EU policy affairs to the member delegations: research on the internet of information disseminated "News from Brussels" or on request of delegates.

2. Internal and External Communication

“News from Brussels”

This electronic news alert intends to update the delegates on EU policy affairs and gives links to the most important websites of the European institutions where documents and statistics can be retrieved.

It also informs about consultations and calls for tender, which can be answered by each member delegation.

I have been pleased to learn from some addressees that this electronic news alert, covering a large range of medical, political and ethical information is appreciated and I had requests for inclusion on the distribution list. This is encouraging to pursue this form of communication, although it is rather time-consuming.

www.aemh.org

In 2004 a “photo gallery” was added to the “members page” where photos from the Copenhagen and Madrid meetings, in particular the social events, can be downloaded.

3. Meetings

With the explicit consent of the AEMH Board, I started attending meetings organized by the EU Commission, NGOs, consultants and other think-tanks in Brussels in order to confirm the presence of the AEMH in the Brussels scene. The Board furthermore granted the title of Secretary General to be used for these purposes. Although many of these meetings are not directly linked to AEMH activities, they allow to be quoted on the attendance list, which is the best way to get known and results now in invitations from all kind of organizations. It also gives access to the presentations and conclusions of the meetings, which are not available otherwise and provides the working groups with valuable information. Generally spoken, attending is networking, which is the start of lobbying.

Important was also to attend the « InfoDay 2004 » organized by the Commission’s DG SANCO, which gave explanation on the rules, criteria and procedures for the selection and funding of actions under the Public health programme. Application Priority will be given to projects which provide European added value, improve cooperation between different health systems, are large-scale, multi-annual and multidisciplinary and lead to sustainable results and outputs.

Should the AEMH want to apply for the co-financing of a project, this should be prepared in the course of 2005 for submission in Spring 2006.

CPME

April and September 2004 in Brussels

I attended the meetings of the Sub-committees of Ethics and Prevention while the President attended the parallel session of the Training and Health care commission. The CPME meetings are always good opportunities to meet medical associations which are not member in the AEMH.

For cost-saving reasons I did not attend any external meeting of the CPME since 2001 in Helsinki. Being more and more integrated in the CPME office, I think that my presence also at external meetings would be appreciated.

OBJECTIVES 2005

It would be interesting to enrich the information with news from the AEMH member countries. With the participation of all member delegations we could cover news from at least 16 countries.

In Oslo in 2001 the plenary assembly decided to be represented at meetings from the UEMO and PWG by local delegates from the country where the meeting is organized. This led in 2003 and 2004 to the situation that the AEMH has not been present at all, because these meetings were held in countries where the AEMH has no members. I would like to suggest that in such cases, I attend these meetings as Secretary General of the AEMH. Brussels being in the heart of Europe, most locations can be reached easily and at low cost. If this meets the approval of the Board, the proposal could be submitted at the plenary meeting in Athens, and I could be mandated Deputy liaison officer in case no AEMH-delegation is present.

The increase of tasks demonstrated the necessity to structure the activities of the secretariat. On the basis of the new job description I will therefore work out a time sheet to fill in, enabling to

- evaluate the expenditure of time per post;
- optimize the sequences of activities;
- improve the efficiency;
- explore options of time saving.

The target is to show total transparency of what is done and what it costs.

In the perspective of providing secretarial services to FEMS, the workload will of course increase, but to which extend cannot be foreseen at this time. As long as no formal decision will be taken, the working time organisation will not change.

In any case, the AEMH is and will stay the sole employer and bear the responsibility for the secretariat.