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ASSOCIAZIONE EUROPEA DEI MEDICI OSPEDALIERI
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ЕВРОПЕЙСКА АСОЦИАЦИЯ НА СТАРШИТЕ БОЛНИЧНИ ЛЕКАРИ**

Document :	AEMH 07-058
Title:	PWG Request for secretarial services List of activities of the PWG Secretariat
Author :	PWG-President Rui Guimaraes
Purpose :	Request sent to all European Medical Organisations, present in Brussels, for a financial proposal to host a PWG- Permanent Secretariat
Distribution :	AEMH Members of the Board
Date :	22 October 2007

PWG SECRETARIAT ACTIVITIES & PROPOSED TIME TABLE

Month	Activity
On a daily basis	<ul style="list-style-type: none"> ☛ Open and register mail (including download of PWG E-mail) * Distribute relevant documentation through out the delegates
On a regular basis	<ul style="list-style-type: none"> * Update the documents on the website ☛ Update PWG mailing list ☛ Update list of PWG representation in European boards ☛ Send relevant material + cover letter to new board representatives ☛ PWG ad-hoc correspondence
January	<ul style="list-style-type: none"> ☛ Send Invoices to national association secretariats (Membership Contribution) ☛ Send a letter to the National Delegates, concerning the needs for the Spring meeting
February	
March	<ul style="list-style-type: none"> ☛ Send Invitation to Spring meeting to CPME, UEMS, UEMO, AEMH, FEMS, IFMSA, EMSA, WHO and WMA
April	<ul style="list-style-type: none"> ☛ Early April: circulate hotel registration forms, interim report form, and preliminary time schedule. ☛ Ask for the Agendas to the Chairpersons of each subcommittee. ☛ Send an e-mail to the National Delegates acknowledging the reception of the Membership Contribution. ☛ Mid April: circulate agendas and relevant documents, including Final Accounts of previous year (4 weeks before the meeting). ☛ End: send PWG report to Spring meetings of CPME, UEMS, and UEMO

May	<ul style="list-style-type: none"> ☛ Circulate President's Report (10 days before the meeting) ☛ Spring Meeting: <ul style="list-style-type: none"> -List of Participants (for circulation at the meeting) -List of representativity -Address Amendment Sheet -Plenary list of Participants (to be circulated on Friday and Saturday)
June	<ul style="list-style-type: none"> ☛ After Spring Meeting: <ul style="list-style-type: none"> -Circulate all the documents distributed at the meeting for the countries that were not there. -Circulate adopted policy documents, if any, in their final version -Revise PWG mailing list/labels
July	
August	<ul style="list-style-type: none"> ☛ Send invitation to Autumn meeting to CPME, UEMS, UEMO, AEMH, FEMS, IFMSA, EMSA, WHO and WMA
September	<ul style="list-style-type: none"> ☛ Early September: <ul style="list-style-type: none"> -circulate hotel registration forms, interim report form, and preliminary time schedule. ☛ Mid September: <ul style="list-style-type: none"> -circulate agendas and relevant documents ☛ End of September: <ul style="list-style-type: none"> -send PWG Report to CPME, UEMS and UEMO Plenum
October	<ul style="list-style-type: none"> ☛ Prepare budget for the following year ☛ Circulate President's Report (prior to the meeting) ☛ Autumn Meeting: <ul style="list-style-type: none"> -List of participants (for circulation at the meetings - 2 pages) -List of representativity -Plenary list of Participants (to be circulated on Friday and Saturday) -Address Amendment Sheet (to be circulated on Friday)

November	☛ Early November: -send PWG Report to CP Plenary Assembly
December	☛ In the last mailing: -include list of all documents that year
Others	* Book flight and hotel room for the President, Secretary General & Liaison Officers

PWG Meetings

- **send the list of all needed secretarial arrangements to the host country**
- **make the name badges**
- **take all the documents distributed during the past 2 years**

- take all the office material needed, paper, list of documents of that year, flags and each country's ID; CDs including all the documents to be used during the meeting
- ask the host country to send the registration forms received, in order to know who will be attending the meeting and to make the badges
- the President shall do the meeting's Schedule & Program and the chairpersons the agenda of each subcommittee
- the list of Tasks & Decisions should be made on Friday's evening in order to be read by the PWG secretary on Saturday at the end of the Plenary meeting
- Open the secretariat room at 8:30 p.m.
- usually the delegates ask to distribute this or that document; ask before the President about his/her opinion; If the President agrees, then arrange a cover with a PWG number to the document and distribute it before or during the meeting
- update the representatives to the UEMS boards: ask the delegates the name and address of each country representative
- take notes during the meetings in order to have some basis for the minutes (besides the recorder)
- it is advisable to have 2 people from the secretariat in the meeting (one for the computer and one to be at the meeting)
- The country hosting the meeting is responsible for booking the hotel and secretariat rooms, for organising dinners and everything related.