



UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES
EUROPEAN UNION OF MEDICAL SPECIALISTS
ORL SECTION & BOARD

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**MINUTES OF THE ANNUAL MEETING
OF THE UEMS ORL SECTION AND BOARD
Prague, 7th - 9th October 2016**

Friday 7th October 2016

**13.30 - 13.45 Welcome and introduction of new delegates and guests.
Ulrik Pedersen**

The President of the UEMS ORL Section and Board, Ulrik Pedersen, welcomed all delegates attending the meeting.

He invited new delegates to introduce themselves: Dilyana Vicheva (Bulgaria), John Fenton (Ireland), Domenico Cuda (Italy), Eugenijus Lesinskas (Lithuania), Miro Tedla (Slovak Republic), Eduardo Raboso (Spain), Serafin Sanchez (Spain), and Tayyar Kalcioğlu (Turkey).

He also welcomed Nuri Özgirgin representing EAONO.

**13.45 - 15.00 Introduction to main topic: Revision of General Logbook
Ulrik Pedersen**

Ulrik Pedersen presented the main topic and afterwards he asked delegates to separate into the 7 different working groups to continue the work that has already been started last year.

The logbook should be finished after this meeting; he would like delegates to work during today and then the Chairmen to take home all the work done during this meeting and produce the final document within 4 weeks.

In 4 weeks after this meeting the General logbook should have all the contents finished and it will then be the Board's job to put it all in the same format. A new format was agreed last year in Amsterdam and all groups should work on this format to make it all homogenous and easier to get together afterwards.

Delegates are invited to join the groups:

1. Head and Neck group chaired by Antti Mäkitie
2. Otolaryngology/Neurotology chaired by Rory McConn Walsh
3. Rhinology/Allergy chaired by Adrian Agius
4. Phoniatrics chaired by Christiane Neuschaefer-Rube
5. Paediatrics chaired by Tomislav Baudoin
6. Facial Plastics chaired by Fazil Apaydin
7. Audiology/Vestibulology chaired by René Dauman (absent and therefore will be contacted after the meeting)

(See document 1 enclosed to these minutes)

15.00 – 15.15 Coffee

15.15 - 16.30 “Cont” Revision of the General logbook and group work

16.30 – 17.00 Plenary discussion and final agreement

There was a productive discussion amongst all groups about the work done during the afternoon.

Tomislav Baudoin: He questions about what exactly meant “advanced” in the logbook. ENT trainees should at least have seen some of these procedures during their training but they are not mandatory for them.

Fazil Apaydin: He requested that instead of using abbreviations in the logbook (s), (i) and (a). The whole name should be written as supervised, independent and advanced. Accepted to be done that way.

Brian Bingham: Mentioned that UK has a curriculum in ENT that he will be presented by Tristram Lesser the next day as they think it could be very useful. He also mentioned that the UK delegates would like to remain in UEMS independent of what happens in UK after the Brexit situation. Of course all delegates accept this and will be delighted to have UK delegates staying.

Rory McConn Walsh: Otolaryngology is nearly finished and he thanked Nuri for joining the group as his contributions to the group had been very valuable.

Nuri Özgirgin: He comments that Jacques Magnan did write a curriculum for Otolaryngology some years ago and he will share it with UEMS ORL Section. This Curriculum was approved by EU when it was done.

Antti Mäkitie: He mentions that they have to change many things in their part as they have realized that many areas had not been covered in the previous edition. He has asked the Phoniatric group to take care of the Dysphagia part of the Curriculum and this had been accepted by Christiane who has already been working on it. He thanks Christiane for that.

All Chairmen were asked to continue working in the documents to be presented the following day.

17.00 – 17.10 Presentation of Warsaw Meeting 2017

The next meeting to be held in Warsaw from the 29th September to 1st October 2017 was presented as the delegate from Poland had to leave that evening. The dates have been moved

one week ahead due to the coincidence with the CEORL Congress that will be held in Barcelona in 2017.

(See document 2 enclosed to these minutes)

Saturday 8th October 2016

08.30 – 10.00 Conclusions about General logbook.

Ulrik Pedersen and Adrian Agius

The different groups presented their documents and conclusions about the work that was done the day before.

Every group had done a brilliant work trying to finalize their part of the General logbook. They are congratulated by Ulrik Pedersen and Adrian Agius.

The otology group had worked together with Nuri Özgirgin (from EAONO) and their group is nearly finished. The layout from their group is very good and it is decided that all groups shall work with the same layout and template in order to finalize their work. The otology template will be circulated after the meeting to ALL groups (including the Audiology group that was not present during the meeting) and every group will follow this structure.

The groups will have, after the meeting, four weeks to finalize their part in the logbook and adapt them to the new template.

It is finally agreed that only 3 categories will be used in the logbook: SUPERVISED (the candidate can do it under supervision), Independent (candidate can do it independently) and Advanced (candidates should have seen some of these procedures and be familiar with them).

The Assisted category has now been removed from the logbook as the number of procedures the trainee assists is not relevant for their training as he/she could be on the third or fourth row during these procedures.

The different documents from groups are presented.

Otology *(See document 3 enclosed to these minutes)*

Head and Neck *(See document 4 enclosed to these minutes)*

Larynx-Unknown primary *(See document 5 enclosed to these minutes)*

Dysphagia *(See document 6 enclosed to these minutes)*

Rhinology *(See document 7 enclosed to these minutes)*

Paediatrics (will send document after meeting finalized)

Plastics (will send final document after meeting adapted to new format layout)

Audiology (René will be contacted by Maria to adapt his part of the logbook to the changes decided in the meeting)

10.00 – 10.20 Electronic logbook for residents. Spanish Model

Serafin Sanchez

Serafin Sanchez, delegate from Spain, presented the electronic logbook in use in Spain. It is a very good and easy to manage tool for residents in Spain. It is not mandatory but more and more residents are now using it as they find it very good and useful. It is called FORMIR and has been developed by the Spanish Society of ORL-HNS. Residents can use it through the Society's webpage and is free for those residents, members of the Spanish Society.

All present delegates agreed on the good tool that it is and the fact that UEMS should head in that direction in the near future for our logbook. Serafin proposes a collaboration with SEORL as the work has been done and an agreement could be reached. Serafin is thanked and congratulated for the great work done.

(See document 8 enclosed to these minutes)

10.20 – 10.30 UK Curriculum Tristram Lesser

Tristram Lesser, delegate for UK, presents the UK Curriculum available on line for UK trainees.

The Curriculum is a very good tool and agreed by all present delegates that it could help a lot when finalizing the General part of the logbook.

There is a pdf format on the website (www.iscp.ac.uk) that Maria will download and send it to all delegates as a guide and useful tool.

Tristram is also congratulated for the great tool which is only accessible after paying to use it.

10.30 – 11.00 Coffee

11.00 – 12.00 Manpower: The situation in the UK, Ireland and Germany Pernilla Sahlstrand Johnson

As agreed last year, UK, Ireland and Germany presented the Manpower situation in their countries:

1. General presentation from Pernilla *(See document 9 enclosed to these minutes)*
2. Germany by Norbert Stasche *(See document 10 enclosed to these minutes)*
3. Ireland by Rory McConn Walsh *(See document 11 enclosed to these minutes)*
4. UK by Tristram Lesser *(See document 12 enclosed to these minutes)*

All presentations and information provided was very welcomed by delegates.

Pernilla informs that next year the Countries to present the Manpower situation will be: Greece, Italy, Portugal and Spain.

She will also present the review figures of the Manpower situation in Europe as agreed to be done every two years. She will be contacting all delegates next year to ask them for data in their countries.

12.00 – 12.30 CEORL Fellowships Istvan Sziklai

Istvan representing CEORL in our meeting presents the situation of the Fellowships that CEORL has accredited and running for the past years.

(See document 13 enclosed to these minutes)

12.30 – 13.00 How do we continue the work with harmonization of the accreditation papers? Ulrik Pedersen and Adrian Agius

At present there are documents for accreditation centers in Head and Neck and Rhinology. The one in Paediatric is nearly finished and Tomislav promised to have it finished very soon.

There is a need to decide if we should have accreditation papers for every subspecialty or not. If the answer is YES, then we should have 2 people per subspecialty to lead the group.

Rory proposes himself for Otology which is well accepted.
All other groups to think about it.

(See document 14 enclosed to these minutes)

13.00 – 14.00 Lunch

14.00 – 14.15 Approval of minutes from the last meeting held in Amsterdam 2015. Adrian Agius.

The minutes from the last meeting held in Amsterdam 2015 which have been available to all delegates since last November on the website were approved unanimously.

14.15 – 14.45 Report of UEMS Council Meetings Adrian Agius

Adrian Agius reports on the meetings and correspondence he has had over the last year regarding our request to change the name of our specialty. A lot of opposition and blocking has been found by Maxillo facial. Adrian will have a meeting with Maxillo facial surgeons in about 2 weeks in which he will continue to support our request for name change.

Brian Bingham said that we should not carry on conversations with Maxillo facial and just add HNS to our name. We do not need to have anybody's permission to do that. We should just add it.

There are many National Societies that use ORL-HNS in their names and many hospital departments worldwide. We should do the same.

Adrian Agius will go to Brussels and have the meeting with Maxillo facial but it was agreed that whatever comes up from that meeting we should use the full name adding HNS.

(See document 15 enclosed to these minutes)

Tomislav agreed with that and in fact he proposed a "Prague declaration" stating that we ARE changing our name to ORL-HNS. This was accepted by all and a Prague declaration was written there and then and accepted by all present delegates.

Adrian will take this Prague declaration to Amsterdam and it will be circulated to all delegates to use it freely in their countries.

(See document 16 enclosed to these minutes)

14.45 – 15.00 NASCE, ERN and the future structure of UEMS Ulrik Pedersen

NASCE: Not much has done in this field. Francis Marchal is the UEMS representative for NASCE and as he was not able to attend this meeting not much can be reported on this. We shall hear next year.

ERN: Henri Marres is the UEMS representative for ERN and not many changes since last year.

Future structure of UEMS and change of statutes: Ulrik Pedersen presents the future structure by UEMS in which Sections will have a vote. This will be all accepted in the next meeting that Adrian will attend and will be able to report after the meeting.

(See document 17 enclosed to these minutes)

15.00 – 15.30 Coffee

15.30 – 15.45 Treasurer's report Wolfgang Luxenberger

Wolfgang Luxenberger presents the financial situation of the UEMS ORL Section and Board. He reports on the fact that UEMS Brussels has not paid any EACCME profits to the Section in order to be able to face the debt due to the building of Domus Medica. It has been promised to the Sections that after 2018 the money will be reimbursed to the Sections with interests included. Sverre Steinsvag had been asked to keep a record of all the money that UEMS central should be paying us so we can claim it back. He reports on the countries that still have to pay the 2016 fee and there are still 2 countries that have not paid 2015 yet. The accounts were approved by all delegates and the treasurer congratulated by his work.

(See document 18 enclosed to these minutes)

15.45 – 16.15 Report from EBEORL examination board Klaus Albegger

Klaus presented the EBEORL activities and exams since last year. The European exam in ORL keeps growing in number of candidates and number of examiners. It is becoming a very well recognised exam throughout Europe and beyond Europe. There is an increasing interest in the exam.

There is again a call for UEMS delegates to participate in the exam both sending questions for the pool and acting as examiners. Both things are very important for the future of the exam.

(See document 19 enclosed to these minutes)

16.15 – 16.30 EACCME report Sverre Steinsvag

Sverre Steinsvag reported on the EACCME activities since last year. He mentioned that at present UEMS central has not paid the ORL Section and Board a total of 12.700 euro, this is the outstanding amount for 2016.

Sverre will write a letter to UEMS in Brussels mentioning this amount in order to live a written and official document sent for the future.

Sverre was congratulated by all delegates for the work done by his group.

Tomislav Baudoin, member of the EACCME group, needs to be replaced as he is leaving as delegate after this meeting. No volunteers. Sverre will do some contacts and will inform the Board when he knows who will replace Tomislav.

(After the meeting Sverre approached Ulrik Pedersen to announce that Amelie Björlin had accepted to join the EACCME group replacing Tomislav Baudoin)

(See document 20 enclosed to these minutes)

16.30 – 16.45 UEMS next meetings

Poland (Warsaw) 2017: Was already presented yesterday. The meeting will be held from the 29th September to the 1st October 2017.

(See document 2 enclosed to these minutes)

Hungary (Budapest) 2018: Presented by Istvan Sziklai. He had 2 options for hotels and asked delegates for their decision. The one in the centre of the city was the one chosen after voting. The meeting will be held from the **5th to the 8th October 2018.**

(See document 21 enclosed to these minutes)

Ireland (Dublin) 2019: Will be organized by Rory McConn Walsh. No further preparations have been done yet.

As we already have meetings till 2019, there is no voting this year, next year further venues will be voted.

16.45 – 17.00 Any other business

Delegates were asked to think and send proposals for topics for future meetings. There were some proposals:

- ORL Curriculum
- Visitation
- E-learning app

Delegates were again asked to send links to International Guidelines to Maria to load them up on the website. They need to be International Guidelines and not local or National ones.

Klaus Albecker mentioned that Belgium had requested to organize the EBEORL-HNS exam as they do not have a final exam and want to adopt the EBEORL-HNS exam as their final examination.

Rajko Jovic asks when the Harmonisation of all documents and papers approved during these meetings will take place and adopted by all countries. He was told that it is up to each country to do so. UEMS writes guidelines and documents but cannot impose them in any Country.

The meeting finally adjourned at 17.00 hours with a vote of thanks to the organizer and his team for the perfect organisation and excellent arrangements of the meeting.

Prague, Czech Republic, October 2016

Documents attached to the minutes:

1. Revision of the general logbook
2. Warsaw 2017
3. Logbook Otology group
4. Logbook Head and Neck group
5. Logbook Larynx-Unknown primary
6. Logbook Dysphagia
7. Logbook Rhinology
8. FORMIR. Electronic portfolio for otolaryngology learning and assessment in ENT medical specialization in Spain
9. Manpower introduction Pernilla
10. Manpower Germany
11. Manpower Ireland
12. Manpower UK
13. CEORL Fellowship programme

14. Centre Accreditation for ORL-HNS, Prague October 2016
15. Report UEMS Council meetings
16. Prague declaration
17. NASCE, ERN and UEMS
18. Treasurer report
19. Report EBEORL examination board
20. EACCME report 2016
21. Budapest 2018