



MINUTES DELEGATES' COUNCIL MEETING

INTERNATIONAL FEDERATION OF SOCIETIES FOR SURGERY OF THE HAND

1:00pm, Wednesday 6th March, 2013
Hall 2, India Expo Centre, Greater Noida
New Delhi, India

President Ulrich Mennen opened the meeting at 1:15pm.

Ulrich Mennen welcomed the delegates. He recognised the importance of the delegate role, as their society's representative in being responsible for the communication of the IFSSH to their members and from their members to the IFSSH. Ulrich Mennen reminded the delegates that sharing of the ezine and information regarding financial sponsorships was essential. He thanked the delegates for their presence, participation and assistance throughout the past year in maintaining the IFSSH as a reputable and united organisation.

Zsolt Szabo was invited to Chair the meeting.

1. Present

Ulrich Mennen (President)
Michael Tonkin (President Elect)
Zsolt Szabo (Secretary-General; Hungary)
Marc Garcia-Elias (Secretary-General Elect)
Frank Burke (Historian)
Jim Urbaniak (Past President)

Belinda Smith (Administrative Secretary)

E Zancolli (Argentina; Buenos Aires 2016)
S Coleman (Australia)
W Girsch (Austria)
A Alam (Bangladesh)
A Lejeune (Belgium)
L Parra (Chile)
N Naam (Egypt)
P Liverneaux (France)
J van Schoonhoven (Germany)
WY Ip (Hong Kong)
R Sabapathy (India; Delhi 2013)
R Kamrani (Iran)
U Dreyfuss (Israel)
R Adani (Italy)
M Beppu (Japan)
GH Baek (Korea)
S Abdullah (Malaysia)
E Estrella (Philippines)
P Czarniecki (Poland)
A Georgescu (Romania)

A Chong (Singapore)
J van der Westhuizen (South Africa)
RS Rosales (Spain)
E Vogelín (Switzerland)
CH Lin (Taiwan)
A Yuceturk (Turkey)
D Shewring (UK)
P Amadio (USA – AAHS)
K Chung (USA – ASSH)

M Boeckstyns (Denmark)
T Raatikainen (Finland)
J-R Haugstvedt (Scandinavia; Norway)
P Hessman (Sweden)
W Baytinger (Russia)
O Agranovich (Russia)

F del Pinal (IPRAS)
L Feehan (IFSHT)
S Ewald (IFSHT)
D Nagle (Nominating Committee guest)
Members of the British Society 2019 bid
Members of the German Society 2019 bid

2. Apologies

F Andrade Gorigoitia (Chile)
H Laverde Gutiérrez (Colombia)
K Malizos (Greece)
I Golubev (Russia)
David Chuang (Taiwan)

3. Proxies

Colombia – appointed Secretary-General Zsolt Szabo
New Zealand – appointed Australian delegate

4. Confirmation of previous minutes – June 22nd, 2012

Motion: To accept the minutes as a true record of the 2011 Executive Committee meeting.

Proposed: P Amadio; Seconded: M Garcia-Elias

5. Matters arising from previous minutes

a. Rotation of Congress Hosts

Michael Tonkin presented the congress rotation guidelines, as previously accepted by the Delegates' Council. With six national applications for IFSSH membership to be presented at this Council meeting, the society numbers and regional distribution was reassessed but the overall proportions of geographical rotation distribution were not affected. Therefore, over 9 trienniums, the rotation includes 4 European (including Egypt, South Africa and Russia), 3 Asia-Pacific and 2 American congresses.

With consideration of the previous three congresses (Sydney 2007, Seoul 2010, Delhi 2013) being in the Asia-Pacific region, the 2016 Congress in South America, and 2019 in Europe, the ExCo proposed that it would be appropriate to recommend:

2022: North America; 2025: Europe; 2028: Asia Pacific

The Congress Guidelines are available on the IFSSH website (www.ifssh.info) and will be updated to reflect this decision.

b. Regional Education Project – report

To be discussed in Item 7: Secretary-General’s report

c. AAHS: Mongolia Project – report

Marc Garcia-Elias, chair of the Committee for Educational Sponsorship, reported that an IFSSH grant was awarded to this project at the 2012 Delegates’ Council Meeting to pool with American Association, Mayo clinic and personal funding. The project has taken place, with two Mongolian surgeons travelling to the US to attend plastic surgery and microsurgery meetings, courses and clinics. Drs Schenck and Amadio have submitted their report to the IFSSH.

Peter Amadio addressed the Council on behalf of the project organisers and participants. He expressed their gratitude, detailed the itinerary undertaken and explained that costs, such as those of a translator, were expensive but necessary. The participants were thankful for the opportunity and the organisers believed that the teaching and experiences were beneficial. It is hoped that this project will improve hand surgery in Mongolia and possibly lead to the formation of a society for future inclusion in Federations.

d. Membership applications – Scandinavian societies; Russia; Bolivia

Zsolt Szabo presented membership applications to the Delegates’ Council:

- i. Denmark, Finland, Norway and Sweden:** The Scandinavian Society has been a long-term member of the IFSSH but, as previously discussed and agreed at Delegates’ Council meetings, this membership is to be transferred to the individual member societies (Denmark, Finland, Norway and Sweden). The societies are in agreement to pursue individual membership, which will result in national dues notices and provide the right to have a delegate of each country vote at Council meetings. If accepted, the Scandinavian Society will be removed from IFSSH membership.

Motion: to transfer the IFSSH membership of the Scandinavian Society for Surgery of the Hand to the national societies of Denmark, Finland, Norway and Sweden.

With no objections from the floor of the Delegates’ Council, Zsolt Szabo congratulated these member societies and welcomed the delegates of Denmark, Finland, Norway and Sweden to the Council meeting.

- ii. Russia:** The Russian Society for Surgery of the Hand has submitted an application for IFSSH membership, following discussions with the ExCo at previous congresses and participation of IFSSH representatives at Russian courses.

Motion: to elect the Russian Society for Surgery of the Hand to IFSSH membership.

With no objections from the floor of the Delegates’ Council, Zsolt Szabo announced the membership of Russia, welcomed their representatives and passed on the apologies of Igor Golubev.

- iii. Bolivia:** The Bolivian Society for Surgery of the Hand’s application was received by the Executive Committee and fulfils the requirements for membership

Motion: to elect the Bolivian Society for Surgery of the Hand to IFSSH membership.

With no objections from the floor of the Delegates’ Council, Zsolt Szabo announced the membership of Bolivia.

e. Scientific Committees

Ulrich Mennen explained the overhauled system is working well. There are 45 committees, with 25 of these actively engaged in preparing reports. Not all committees need to be active at all times and they can choose to write either an overview of the topic or choose a specific sub-topic. Following the production of a report the committee will disband. However, alternatively they may submit a request to write a subsequent report on the specific topic, or a report on a different sub-topic.

The committee system is ongoing, with the reports now published in the ezine, on the website and in a triennial congress booklet.

The Executive noted that committee reports may lead to appropriate areas of work that could be financially sponsored by the IFSSH. Delegates were asked to remind their colleagues of the availability of funding opportunities and encourage the submission of applications.

6. President's Report

Ulrich Mennen submitted the following report:

Dear Colleagues,

During my term as President of the IFSSH my aim was to further advance this Federation as the 'integrating organization' for Hand Surgery internationally. Some changes were made to improve mutual understanding, sharing and standardization. Let me mention three:

Firstly, we wanted to improve communication amongst our Members, with the Hand Therapists and also with non-medical people who have an interest in the well-being of the Hand. The **IFSSHezine**, an electronic magazine, was launched in February 2011. It is published every three months and sent, free of charge, to over 10 000 individuals and organizations. It contains all kinds of helpful and relevant information, as well as the reports from the IFSSH Scientific Committees. The aim of the Ezine is to be a communication tool **for** the IFSSH members, and **by** the members, in order to **share** common interests. All National Delegates receive the Ezine and are requested to forward this magazine to their individual Society Members. However, any person who does not yet receive this electronic publication is welcome to subscribe on an individual basis. This will ensure an individual receives their copy immediately and directly from the publisher.

Secondly, the **Scientific Committee** system was radically overhauled with the help of President-Elect Michael Tonkin. New guidelines have been set. Many more Members are now involved, producing specific and relevant reports, not only every three years, but on an ongoing basis. When these reports are submitted to the President, they are published in the IFSSHezine and then posted on the website. Since they represent the views of a panel, the contents could be seen as representative of the current 'state-of-the art' of hand surgery and therapy. Currently more than 25 Scientific Committees are working on allocated topics. You will find a booklet in your congress bag with a collection of the published reports so far. We will do the same at the next Congress with the reports produced in the following three years. With so much good and dedicated work being put into these reports, hard copies for future reference is prudent.

The third development is the establishment of the **Committee for Educational Sponsorship** under the Chairmanship of Secretary-General Elect Marc Garcia-Elias. Over the years, especially under the leadership of the previous Secretary-General and President, James Urbaniak, the financial position of the IFSSH is such that it has now accumulated enough funds to enable the establishment of financial sponsorships. Guidelines for applications are being finalized and will be available on the IFSSH website. Members are encouraged to make use of these generous grants. These educational sponsorships can take many forms. For example, a recent project was the Eastern European Hand Course: a lectures and cadaver workshop in Hungary which involved 130 surgeons from 14 countries.

With these and other changes we have noticed more integration amongst our members internationally. We know more about each other's activities worldwide, and are therefore more exposed to new and helpful ideas, stimulating innovation and pushing Hand Surgery standards constantly to new levels.

Our Historian, Frank Burke, has done sterling work in soliciting archival material of the IFSSH. Currently he is selecting relevant documents which will be scanned and stored electronically on the website. The advantage will be that anybody can then access the historical information. He will also seek a permanent location for some important artifacts of historical significance.

Secretary-General Zsolt Szabó has been running the Federation efficiently and professionally. His energy has been second to none, while also running FESSH, amongst others, and organizing the very successful Eastern European Hand Course mentioned above.

Our Federation is now a well-oiled organization which is still gaining momentum. Having a **permanent, centralized Administrative Office** adds to the professional functioning of the Federation. Administrator Belinda Smith is not only efficient, capable and innovative, but also very pleasant to work with! Thanks Belinda.

I would also like to use this opportunity to thank all the **ExCo Members**, for their unselfish, enthusiastic and willing contributions during the past three years to make our International Federation work smoothly as a dynamic organization. Each one covered his task with notable distinction and their portfolio reports will be tabled at the Delegates' Council Meeting. Of course, many more willing volunteers contribute to the successes of the IFSSH. In particular, I would like to mention all of the Scientific Committee Chairpersons and their Committee Members. We all know the amount of work it takes to prepare a report. Thank you so much.

And finally a very sincere word of thanks to Prof. Raja Sabapathy and his amazing team who have worked so hard to get everything ready for the **12th IFSSH Congress** here in New Delhi, India, so that we, the participants, can enjoy an exciting and enriching hand surgery and cultural experience. The fact that the registrations have reached a record number speaks to their tremendous organizational effort. You have done a phenomenal job. Congratulations.

Thank you all!

Ulrich Mennen

President : IFSSH

Editor : IFSSHezine

www.ulrichmennen.co.za

On behalf of the Delegates, Zsolt Szabo thanked Ulrich Mennen for his efforts during the Presidential term.

7. Secretary-General's Report

Zsolt Szabo presented the following items:

- **Membership** – as discussed in Item 5d, Russia and Bolivia have both joined the IFSSH. Denmark, Finland, Norway and Sweden have become independent members.

There remain some national societies which are difficult to contact and which have outstanding dues. According to the Charter, these societies are unable to vote at the Council meeting. Whilst the IFSSH does not wish to be exclusive of these societies, the Executive request that any delegates or societies with contacts to the following countries please assist with re-establishing the communication – Armenia, Bulgaria, Dominican Republic, Indonesia, Mexico, Puerto Rico, Slovakia and Venezuela.

- **Hand Surgery Worldwide** – 300 books remained with the publisher after Seoul. These were purchased by the IFSSH and shipped to Antwerp. 15 were sold there, 10 in Hungary. A further 20 were presented to the Pioneers and Swanson Lecturer in Delhi. 30 copies have been placed for sale in India (50USD/book).

Zsolt Szabo requested that Delegates remind their societies and membership of this publication. If groups or individuals wish to purchase copies, please email the secretariat (administration@ifssh.info) and this can be organised with a delivery charge.

The Executive have considered an offer from the publisher to sell the e-rights to book for 4000 euros and have recommended this be pursued.

- **Regional Education project** – The IFSSH provided a \$20,000 grant to assist with the Eastern European Regional Hand Surgery Course. This was a three day course with 130 participants (48 participants from 14 Eastern European countries received gratis registration, accommodation and meals; full registration was set at 300 euros) and 12 faculty presenting lectures and cadaveric demonstrations. The original intent was for 60 participants, but demand was much higher than anticipated. The location of Hungary was chosen for its proximity to many Eastern European countries, assisting registrants to travel to the course for minimal expense. The gratis registrants were chosen by their national societies. There was positive feedback, including requests for similar courses in the future.

Zsolt Szabo explained that the US\$20,000 sponsorship from the IFSSH is not enough alone to fund the course, but it is important and substantial. In combination with FESSH and trade support it is possible to run the course to optimal levels and provide teaching for underprivileged participants/nations.

The Executive Committee has recommended that this programme should be continued. As the IFSSH grant provides one quarter of the required income for the Hungary model, other income methods should be considered (e.g. FESSH, ERAS, ASSH, APFSSH, trade). Interested groups should contact the secretariat with their proposals and a working model will be developed.

- **Pioneer applications** – 19 applications have been received from 13 member societies. 12 Pioneers will be in attendance at the Opening Ceremony. The age limit of 70 at the time of the congress has been enforced, which resulted in at least one submission being rejected on these grounds. All Delegates are asked to remind their societies that nominees should have contributed to the national and international development of hand surgery, and should be endorsed by all members of the nominating society.

Delegates were asked to consider a change in terminology from “Pioneer” for future honours. E Zancolli suggested “distinguished contributor”. All suggestions should be forwarded to the secretariat (administration@ifssh.info).

- **2019 congress host applications** – received from the German and British Societies for Berlin and London respectively. Presentations will be made to the Delegates’ Council in Delhi. As described, unfinancial societies cannot vote, nor can absent societies who have not submitted a written proxy.
- **Committee for Educational Sponsorship** – Marc Garcia-Elias to discuss as Item 10.
- **Communication** – The website is working well, though with slight backlog as the webmaster is now busy with the India congress website. The ezine is of high-quality and promotes the IFSSH internationally. Zsolt Szabo announced Ulrich Mennen will continue as Editor of the ezine. Newsletters continue to be regularly published in the Asia Pacific and American Hand Surgery journals, and remain under discussion with the editors of the European journal.

Communication is increasing between the IFSSH and delegates/societies with the use of an email system that copies all incoming correspondence to both the secretariat and secretary. Delegates are requested to use the official secretary@ifssh.info or administration@ifssh.info email addresses to ensure IFSSH matters are noted.

- **Legalisation of IFSSH** – The IFSSH was registered in Puerto Rico in 1990 and the bank account is situated in the US (Wachovia/Wells Fargo/Fidelity Investments). However, following the trend of big federations/societies moving to Swiss registration to gain protection and provide transparency, along with advice from specialist bankers and lawyers, the IFSSH Executive recommends the Council pursue this change of registration and banking. The IFSSH has recently completed this process.

This process would require registration in Switzerland and then a proposal to dissolve the Puerto Rico registration at a later date. The Swiss registration would legalise a non-profit organisation under the protection of the Swiss government, including a package to host, represent and audit the IFSSH, and with banking and investment accounts.

Zsolt Szabo reported that Switzerland’s Lombard Odier would be an appropriate banking institution for the IFSSH based on size and accounts, and its associated “Pentagram” for the portfolio account. These services provided an annual benefit of 4.9% over the last 10 years, and banking and management fees of 1.8% (vs 2.05% currently with Wells Fargo). The transfer from the US to the Swiss bank account would cost a nominal US\$50 fee (plus translation

services for bylaws and annual office/accountability fees, etc). Zsolt Szabo noted that the bank fees incurred on the Wells Fargo account are high (>\$2000/year) with no service provided. The Swiss arrangement includes audits.

To proceed, prerequisites include documentation of the founding members' general assembly (i.e. the 2013 Delegates' Council Meeting in Delhi). The "founding members" are the current IFSSH member societies, and the five signing officers are the IFSSH President, President Elect, Secretary-General, Secretary-General Elect and Immediate Past President. This documentation will be forwarded to the Swiss lawyers and the process will commence under Zsolt Szabo's oversight.

Motion: to undertake Swiss registration of the IFSSH and move the IFSSH treasury to Switzerland.

With the majority approval of the Delegates gained, Zsolt Szabo announced that he will pass this decision to the Swiss lawyers and commence the process of Swiss legalisation. Information regarding the dissolving of the Puerto Rico registration will be forwarded to Delegates when the Swiss registration process is completed.

- Zsolt Szabo thanked Ulrich Mennen for his guidance throughout the 2010-2013 triennium, the secretariat for her support, and the ExCo and Delegates for their efforts.

8. Treasurer's Report

Zsolt Szabo reported that there had been a good improvement in overall finances – see attached financial spreadsheets. Whilst spending money on bursaries and grants, as well as receiving decreased fee amounts from large societies, the financial status remains steady – over US\$859,000 in total.

The Executive have requested that the Delegates encourage their societies and colleagues to apply for educational bursaries and grants. If a greater number of applications are received, it is easier to ensure that projects of reputable quality are supported. US\$41,000 has been provided in grants and bursaries in the past 12 months, with the Executive pleased that funds are being used for education.

Miscellaneous expenditure includes gaining the remaining Hand Surgery Worldwide textbooks and the ezine publication expenses.

The Delegates' Council accepted the financial reports.

IFSSH FUNDS: 2006- current

PERIOD ENDING	June 30, 2006	March, 2007	December 31, 2007	December 31, 2008	December 31, 2009	December 31, 2010	December 31, 2011	December 31, 2012	January 31, 2013
<i>Opening balance - Wells Fargo</i>			178,469.94	207,934.27	271,238.34	320,018.21	378,457.80	403,121.69	383,725.79
<i>Opening balance - Fidelity</i>				479,003.40	307,683.67	401,760.92	426,334.49	421,690.43	460,416.18
INCOME									
Member Nation fees paid			19,439.00	97,773.42	78,814.42	51,829.92	77,115.02	73,307.91	4,354.00
IFSSH Congress			44,919.04	0.00	0.00	100,300.00	0.00	0.00	0.00
Interest - Wells Fargo			4,122.37	2,009.35	97.10	23.73	55.61	36.51	2.94
Merchandise			100.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc			4,913.90	0.00	0.00	0.00	0.00	0.00	0.00
Total			73,494.31	99,782.77	78,911.52	152,153.65	77,170.63	73,344.42	4,356.94
EXPENDITURE									
IFSSH Congress			7,596.33	0.00	0.00	67,285.90	0.00	5,283.15	0.00
Executive Travel/Wages			31,375.61	21,457.35	29,762.91	22,975.79	36,104.22	25,096.00	2,500.00
Bursaries and Grants			0.00	15,000.00	0.00	2,850.00	15,000.00	40,999.99	0.00
Bank fees - Wells Fargo			144.14	21.35	368.74	602.37	1213.52	2,086.49	128.58
Misc			4,913.90	0.00	0.00	0.00	189.00	19,274.69	0.00
Total			44,029.98	36,478.70	30,131.65	93,714.06	52,506.74	92,740.32	2,628.58
BALANCE									
Wells Fargo			207,934.27	271,238.34	320,018.21	378,457.80	403,121.69	383,725.79	385,454.15
Fidelity Investments			479,003.40	307,683.67	401,760.92	426,334.39	421,690.43	460,416.18	473,881.86
Total Funds	584,252.37	602,381.55	686,937.67	578,922.01	721,779.13	804,792.19	824,812.12	844,141.97	859,336.01

IFSSH Income and Expenditure: May 31st 2012 – January 31st 2013

	<i>Total Funds (US\$)</i>	<i>Wells Fargo (Wachovia)</i>	<i>Fidelity</i>
Total Balance - June 2006	584,252.37		
Total Balance - December 31, 2007	686,937.67	207,934.27	479,003.40
Total Balance - December 31, 2008	578,922.01	271,238.34	307,683.67
Total Balance - December 31, 2009	721,779.13	320,018.21	401,760.92
Total Balance - December 31, 2010	804,792.19	378,457.80	426,334.39
Total Balance - December 31, 2011	824,812.12	403,121.69	421,690.43
BALANCE reported at Antwerp IFSSH Council Meetings, 2012 (to May 31st, 2012)	843,679.55	423,101.19	420,578.36
Total Balance - December 31, 2012	844,141.97	383,725.79	460,416.18
BALANCE reported at Delhi IFSSH Council Meetings, 2013 (to January 31st, 2013)	859,336.01	385,454.15	473,881.86
BALANCE reported at Antwerp IFSSH Council Meetings, 2012 (Wells Fargo / Fidelity - May 31st, 2012)	843,679.55	423,101.19	420,578.36
<i>Opening balance after IFSSH report - 1st June, 2012 (Wells Fargo #2000017750503)</i>	US\$423,101.19		

INCOME			
Member Nation fees paid	46,674.00		
IFSSH Congress	0.00		
Interest - Wachovia Bank	23.82		
Misc	0.00		
		Income	46,697.82
EXPENDITURE			
Congress expenses		0.00	
Executive/Secretariat expenses		22,596.00	
Bursaries and Grants		40,999.99	
Bank fees - Wachovia Bank		1,474.18	
Misc		19,274.69	
		Expenditure	84,344.86

Wells Fargo (Wachovia) Balance @ January 31st, 2013	Bank	385,454.15
Fidelity Investment Account balance @ January 31st, 2013	Investment	473,881.86
Balance @ January 31st, 2013	US\$	859,336.01

9. Historian's Report

Frank Burke reported that each of the regional federations had submitted an historical report and these have been published in the ezine.

The archiving project continues, with the American Society kindly assisting to scan documents held in the US. Genevieve Swanson continues to sort through material in their personal archives. These documents, along with some already in Frank Burke's possession will form the retrospective archives

Documents for prospective archiving include: ExCo/Delegates' Council minutes, financial reports (included in minutes), congress programmes and abstract booklets, Pioneer citations/booklets, Scientific Committee reports, plus any significant documents submitted during each Presidential/Secretary term (including the Presidential speech).

Discussions with the webmaster have suggested that the website may be upgraded to include the archives.

10. Committee for Educational Sponsorship Report

Marc Garcia-Elias reported that this committee has been working on improving the guidelines for educational bursaries and grants. The CES and ExCo have agreed upon a simpler set of guidelines (see Appendix A) with four main categories of educational sponsorship support:

- Specific education projects with the oversight of a society/member of the IFSSH (e.g. fellowship programmes at underdeveloped institutions, educational DVDs and booklets, etc);
- Society congress/courses organised by societies, with support available for speakers, registrants and/or equipment;
- Regional courses, such as the Eastern European Hand Surgery course; and
- IFSSH congress registration (i.e. support to attend the congress for those from areas of need – IFSSH membership is not required for individuals to apply for this category).

The CES has simplified the method of application and acceptance, with CES recommended grants being approved directly by the Executive Committee. This will make the process much faster and allow more projects to receive timely funding. Delegates should read the guidelines attached in Appendix A and encourage applications from their societies.

Marc Garcia-Elias noted that in addition to the AAHS-Mongolia project (refer to item 5c), the IFSSH has provided funds for IFSHT projects and sponsored 20 surgeons to attend this triennial congress.

11. 12th IFSSH Congress – New Delhi, 2013

Raja Sabapathy welcomed the Delegates' Council to Delhi. He reported that there were pleasing attendance numbers - 963 surgeons, 259 therapists and 160 accompanying persons – and encouraged all participants to take part in the scientific and social programme.

Zsolt Szabo and the Delegates' Council congratulated Raja Sabapathy and his colleagues on the success of the Delhi congress.

12. 13th IFSSH Congress – Buenos Aires, 2016

Eduardo Zancolli informed the Council that the Buenos Aires meeting would be held from October 10-13, 2016. The Hilton Convention Centre has been chosen as the venue. The organising committee has elected sub-committees to plan the congress and is meeting twice monthly to plan. He presented a preliminary timetable of events, including two days (Monday and Thursday) of combined sessions with the therapists. The social programme includes a series of six museums with hand-related art exhibits. A video of social and tourist options was presented to the Delegates and Eduardo Zancolli extended a welcome to all to attend the Argentina congress.

13. Presentation and selection of congress host society, 2019

Zsolt Szabo explained that two bids were received for the 2019 rotation to Europe – from the British Society for Surgery of the Hand (London) and the Deutsche Gesellschaft für Handchirurgie (Berlin). The bidding committees were invited to present their submissions.

David Shewring and Gus McGrouther presented the London bid; Joerg van Schoonhoven presented the Berlin bid.

Zsolt Szabo noted that the IFSHT endorsed both bids and requested that the eligible Delegates vote on behalf of their society membership.

Marc Garcia-Elias announced that 22 bids were received for Berlin, 18 for London. Zsolt Szabo and the Delegates' Council congratulated the Deutsche Gesellschaft für Handchirurgie on their successful bid for the 2019 congress.

14. International Federation of Societies for Hand Therapy (IFSHT) Report

Sarah Ewald, the incoming IFSHT President, was introduced to the Delegates' Council. She spoke in support of both bids, congratulating the German team. The IFSHT passed on thanks for the IFSSH grants to support therapists to attend the Delhi congress, as well as the financial support given to their international teaching programmes. Sarah Ewald confirmed that, as requested by the CES and Delegates' Council, these awards have been renamed to reflect the IFSSH contribution.

The IFSHT has gained Swiss registration and is now recognised by the Swiss government as an international, not-for-profit, charitable organization, registered / domiciled in Switzerland.

The therapists will join with the surgeons for the next triennial congress in Buenos Aires and are working with the local organising committee to prepare the therapy component.

15. Asia-Pacific Federation of Societies for Surgery of the Hand (APFSSH) Report

Moroe Beppu, APFSSH President, reported that the 9th APFSSH was held in Bali in October 2012. 600 participants attended and the congress was a success. The 10th APFSSH Congress will be held in Kuala Lumpur, Malaysia, from October 1-3, 2014.

The Asia-Pacific journal continues to receive increasing numbers of submissions. Three volumes are produced each year but this may increase to four.

The Federation website is active.

16. Federation of European Societies for Surgery of the Hand (FESSH) Report

Zsolt Szabo reported on the foundation of the European Board of Hand Surgery – the official representation of hand surgery in Europe, based on a multi joint committee including FESSH, orthopaedic surgeons, plastic surgeons and general surgeons.

He described the process of the European Diploma Examination. Candidate numbers continue to grow and this is open to all IFSSH members. A series of standardised MCQs, clinical cases, written, oral and on-line examinations are involved. The European Diploma has now been accepted as the national specialty examination in Switzerland.

Changes within FESSH include the introduction of a Delegates "award" programme, rewarding improved communication and participation (abstracts to FESSH, articles to JHSEu, society members to congresses, etc) with free registration to a FESSH congress. New committees have also been established, including the Relationship Committee (to strengthen relations with orthopaedic and plastic surgery organisations), technical committees, microsurgery and telemedicine groups.

FESSH co-sponsored the Regional Education Project, as discussed in the Secretary-General's report.

17. La Federación de Mano Report

No report submitted.

Peter Amadio reported that there has been little or no activity in this Federation for some years. There is a move to establish new zoning, aligned by language and culture rather than geography (i.e. grouping the Latin-American, Spanish speaking countries with South America).

18. South American Federation Report

Eduardo Zancolli welcomed the Bolivian application for IFSSH membership and spoke of the biannual meetings. He continued the report of La Fed, suggesting the union by language and culture was appropriate. If this results in a changed membership of the South American Federation, there may be a change to the name of this Federation.

19. IPRAS Report

Paco Pinal thanked the IFSSH for its helpful relationship with IPRAS. He reported that the IPRAS congress was held in February in Chile and noted that it is important to avoid a clash of dates for the success of each international congress.

20. IFSSH Website / Newsletter / Ezine

Refer to Item 7: Secretary-General's report. Ulrich Mennen requested that Delegates continue to share information – i.e. forward the ezine to their society membership and also encourage member communications.

21. New business

a. Executive Committee, 2013-2016

Jim Urbaniak, as Immediate Past President and Chair of the IFSSH Nominating Committee proposed the following nominations:

- President – Michael Tonkin
- President Elect – Zsolt Szabo
- Secretary-General – Marc Garcia-Elias
- Secretary-General Elect – Daniel Nagle
- Historian – Frank Burke
- Immediate Past-President – Ulrich Mennen

Ulrich Mennen explained that the President and Secretary-General positions are usually automatic progressions from the Elect roles and therefore Michael Tonkin and Marc Garcia-Elias would be elected to these positions if there were no further nominations from the floor. Ulrich Mennen becomes the Immediate Past-President.

Zsolt Szabo was nominated to become President Elect and was elected unopposed. Daniel Nagle was nominated to become Secretary-General Elect and was elected unopposed.

Jim Urbaniak proposed Moroe Beppu for the position of Member-at-Large. This position is filled by a member of the Delegates' Council to join the Nominating Committee. No further nominations were received from the floor and Moroe Beppu was unanimously elected as Member-at-Large. Goo Hyun Baek was thanked for his service as previous Member-at-Large.

Jim Urbaniak and Ulrich Mennen congratulated the new Executive Committee and Member-at-Large. Ulrich Mennen thanked Jim Urbaniak for his extended period of service to the IFSSH Executive and Council.

22. Next meeting of the Delegates' Council

Michael Tonkin reported that the ExCo considered it appropriate to alternate the Delegates' Council annual meetings between the ASSH and FESSH congresses, meeting every third year at the IFSSH Congress. He presented the Executive Committee recommendation of attending the 2014 FESSH meeting (Paris) and 2015 ASSH meeting (Seattle) to optimise the time periods between meetings over the next triennium and avoid conflict with other major meetings. The majority of delegates were in favour of this programme.

The next meeting of the Delegates' Council will be held in conjunction with the FESSH Congress, Paris
– June 18-21, 2014.

Meeting closed at 3:10pm.

APPENDIX A

IFSSH Educational Sponsorship Guidelines (Revised March 2, 2013)

Applicability

These guidelines apply to all Hand Surgery societies that are members of the International Federation of Societies for Surgery of the Hand (IFSSH) which request a contribution (in money or in kind) to organize an educational activity likely to improve the quality of hand surgery throughout the world. The guidelines also apply to any individual seeking funding to attend an IFSSH Congress or any other IFSSH sponsored educational program

Sponsorship Principles

The IFSSH Committee for Educational Sponsorship will ensure that the projected educational activity fulfills the following principles:

1. Sponsorships should be used to support hand surgery educational programs, either as the only source of funding or supplementing other provisions aimed at promoting the same type of educational activity.
2. Sponsorships should not compromise the professional ethical standards of those involved in the sponsored educational programs.
3. Sponsorships should not be used to promote or endorse surgical/treatment products during the educational activity.
4. Sponsorships should provide equality of opportunity to any individual in need of education in the field of hand surgery.
5. Sponsorship agreements should ensure that there is full capacity to deliver the expected educational benefits.
6. No member of the IFSSH Committee for Educational Sponsorship, the IFSSH Executive Committee or the Council of the sponsored Hand Surgery Society is to receive a personal economic benefit from that sponsorship.
7. Sponsorship agreements should not expose the IFSSH or the sponsored Hand Surgery Society to any financial or legal risk that is disproportionate to the extent of the sponsorship.
8. When approving sponsorship agreements, the sponsored Hand Surgery Society needs to ensure that the organizers of the activity can deliver adequate educational quality.
9. The logos of the IFSSH and the Hand Surgery Society should be prominently displayed on any printed material related to the sponsorship. When the information is provided online, an IFSSH clickable logo is to be used to link that information to the IFSSH website.
10. These guidelines should be handled with flexibility, with consideration of the local characteristics of the places where the educational activity will be held.

Application Process

Applications for IFSSH sponsorship should be submitted to the Secretary General of IFSSH at least three (3) months prior to the celebration of the educational project. They should include a written document detailing:

1. The purpose of the educational project
2. Who will benefit from this sponsorship?
3. Who will be involved in the delivery of this educational project?
4. A complete itinerary and program of the proposed educational project
5. A full budget, including utilization of the requested funds.
6. What other funding will be requested/used?

The applications will be first evaluated by the IFSSH Committee for Educational Sponsorship to confirm the adequacy of the applications with regards to the principles listed above. Should questions arise, this committee may request further information from the applicants

Based on the recommendations made by this committee, the IFSSH Executive Committee will decide to approve or deny the requested funding.

Funding will be processed immediately after the decision is made, at which point a written agreement will be signed by the President of the IFSSH and a representative of the Hand Surgery Society that requested the funding.

The written sponsorship agreement should clearly outline the commitments for all parties. It should be made for a specific period of time. Termination conditions allowing either party to withdraw from the arrangement should also be included. Copies of agreements should be available for audit purposes. Legal services regarding sponsorship contract may be exceptionally requested.

In their annual meeting, the Delegates' Council will be informed of the funding requests that have been accepted, those that have been refused, and the reasoning behind those decisions.

Finance

All monies, goods or services received by the organizers of the sponsored activity should be treated in accordance with the policies and procedures specified by the Hand Surgery Society backing that educational initiative.

Monitoring and Evaluation

The organizers of any IFSSH sponsored educational activity will send a full report of that activity to the Secretary-General of the IFSSH no later than three (3) months after completion of the event.

The report should include:

1. The list of faculty and attendees to the sponsored activity
2. A detailed description of the activity
3. A financial report of the activity, including all sources and uses of funding
4. A summary of evaluation forms obtained from the attendees, grading scientific interest, clinical applicability, teaching quality of the faculty, and potential commercial biases detected during the activity
5. A critical review of the overall sponsored activity, with recommendations to be used in future similar events

At the discretion of the Executive Committee, the report may be included in the IFSSH newsletter and website and published in the IFSSH-ezine.

Special Sponsorship guidelines

1. IFSSH Congress Assistance Grants:

Purpose: To assist hand surgeons from poor or developing communities to attend an IFSSH triennial Congress. This grant is intended for surgeons who would not be able to attend the IFSSH meeting without financial support. The maximum number of grants available per congress will be limited to a maximum of twenty thousand (20,000) US Dollars.

Implementation: Grant applications should be sent to the Chairman of the Organizing Committee of the IFSSH Congress at least three (3) months before the congress to which the applicant plans to attend. This application should include:

1. The reason for attending the congress
2. The reasons for requesting financial support e.g. Monthly income, absence of other sponsors.
3. The amount needed. Depending on the availability of funds, a maximum limit of funding/person/congress may be applied.
4. Professional position (hospital, field of work, work experience)

The application should be supported by a letter from a chief or department head explaining how the knowledge and experience gained by the applicant in that congress would benefit the applicant's community.

Grant applications will be individually evaluated and decided by the Organizing Committee of the IFSSH Congress. The final decision should be communicated to the applicant soon after the decision is made.

Grant recipients will send a full report of their experience to the IFSSH Secretary-General no later than three (3) months after completion of the event. These reports may be published in IFSSH publications (e.g. IFSSH ezine, website)

2. IFSSH Regional Courses in Hand Surgery

Purpose: To promote Hand Surgery courses in developing countries with limited economical resources to finance any educational activity of this kind.

A Regional Course in Hand Surgery is an educational activity organized by a Hand Surgery Society and/or local institution under the supervision and sponsorship of IFSSH. The course should consist of 2-3 days of Hand Surgery training, including instructional course lectures, discussions, practical demonstrations, and interactive case presentations. Ideally, the course should be organized in conjunction with a congress of the sponsoring Hand Surgery Society in order to facilitate the attendants to participate to both events. The funds may be used to cover travel and accommodation expenses of surgeons from the local geographical area in need of this form of training. The IFSSH may also finance travel and accommodation of internationally known Hand Surgery experts willing to participate in this type of initiative.

Participants to an IFSSH sponsored regional course should be from as many countries as possible around the location where the course will take place. They will be selected by their Hand Surgery Society, based on the criteria that best meet the needs of each country.

To evaluate the level of success of the course, all participants should be evaluated, and asked to evaluate faculty and organization at the end of the event. This information should be later used for future courses.

Implementation: Applications from the Hand Surgery Society and/or local institution need to be proposed and signed by a member of an IFSSH member society, who will act as Chairman of the Regional Course, and endorsed by the Council of the Hand Surgery Society that will co-sponsor the regional course.

The application should be received by the Secretary-General of IFSSH, at least three (3) months before the proposed event and will be processed as indicated above. Owing to the limited availability of funds, the IFSSH may have to limit the number of courses sponsored per year.