

## **NDA Board meeting minutes**

**Date:** September 14, 2018 - 9:00-12:00 (including coffee break)

**Place:** Hyatt Regency Paris Étoile Hotel, Paris, France

**Attending board members:** Agneta Andersson (via telephone), Deirdre Nathalie Dufour, Petter Gjersvik, Gregor Jemec, John Paoli, Sirkku Peltonen, Katarina Zak Stangeland and Kaisa Tasanen-Maatta

**Unable to attend:** Tove Agner, Baldur Baldursson, Bolli Bjarnason, Jan Cezary Sitek, Johan Dahlén Gyllencreutz, Kristin Ryggen and Teea Salmi.

- **Note:** All actions requiring follow-up are underlined. -

### §48 Welcome and opening of the meeting (GJ)

GJ welcomed all present board members and opened the meeting.

### §49 Approval of past board meeting minutes and review of all actions requiring follow-up (JP, GJ)

JP reviewed the board meeting minutes from Kastrup, which were approved.

The following actions require follow-up:

- AA will contact the Icelandic Dermatological Society reminding them about the membership fees which are still not paid.

- The GDPR situation is still not solved. AA will send a reminder to all five members (i.e. our national societies) to contact her with their proposed solutions.

### §50 Economy (KZS)

KZS presented the current balance of the NDA's accounts and the budget follow-up for 2018 (Appendix 1.) The budget is now balanced thanks to the new membership fees.

### §51 New agreement for Main Office (All)

The new agreement with the Main Office for 2018-2019 has now been approved and signed.

### §52 Update on NCDV 2019 in Gothenburg (JP)

JP presented the progress regarding the planning of the upcoming 34<sup>th</sup> Nordic Congress of Dermatology and Venereology on May 8-10, 2019 in Gothenburg, Sweden (Appendix 2).

Registration opens on Monday, September 17, 2018 and so does the abstract submission system.

As prizes for best free communication and best poster, the board suggested free registration to an NDA course and/or free registration to the next NCDV in 2022. JP will make sure that diplomas for prize winners are printed, signed and framed.

The so-called “NDA General meeting” should be renamed since we don’t actually have one according to our bylaws. The board proposed to call this the “NDA Board Report Meeting” and clarify in the program that it is open to all Nordic dermatological society members. JP will update the congress website and the final program. The following board members should prepare presentations for the NDA Board Report Meeting:

- GJ will present a short history of the NDA and its purpose, present the current board members and summarize the work of the past 3 years.
- TA will present the work of the Education Committee.
- KS will present the NDA’s economic situation.
- AA will present an update on the work with Forum and our website.
- The new President will present the new board members and the plans for the coming three years.

#### §53 Report from the Education Committee (SP)

SP presented the Education Committee report (Appendix 3) and a few new updates were made to the Education Committee’s guidelines for NDA course proposals during the meeting (Appendix 4). When finalized, SP will send the new and complete guidelines for NDA course proposals and a proposed form for submitting such proposals to the NDA board members for final approval before they are sent to AA who will update the website.

SP will contact the Education Committee in order to plan a face-to-face meeting on Tuesday, May 7, 2019 in connection with the NCDV to finalize the committee’s general guidelines. The congress PCO Resia should be contacted to book a meeting room for this (congress.gothenburg@resia.se).

The use of a common evaluation form was proposed. JP will send the online evaluation form questionnaire for the Nordic Course on Skin Surgery and Nordic Dermoscopy Course to the Education Committee to be evaluated and to see if it can be used for all courses.

#### §54 Website updates (JP, All)

AA will archive old news that is no longer relevant.

AA will update the website in October (a few weeks after the registration for the NCDV opens) with information about the upcoming 4<sup>th</sup> Nordic Dermoscopy Course and 6<sup>th</sup> Nordic Course on Skin Surgery.

AA will add a counter at the bottom of the website.

#### §55 Contributions to Forum for Nordic Dermato-Venereology (GJ)

Indexing in PubMed was unfortunately not accepted. A new application was recommended to be made in 2 years. In order to achieve this goal, we need to increase the original research published and reduce the editorial content.

AA will contact PhD students who presented their theses in Sweden this year at the national society meeting and ask them to send their summaries to Forum. GJ will contact the national societies to inquire about new theses that can be summarized in Forum. PG suggests that scientific content and organizational/editorial content should be separated clearly in the journal. GJ will send a new content template to AA.

Guest editors have been invited to volunteer in the latest issue of Forum, which is now online. The board proposed several possible candidates who can be contacted by board members personally to convince them to help. JP will send the list of names to AA.

#### §56 NCDV 2022 in Denmark (GJ, JP)

The Danish Dermatological Society (DDS) has still not suggested a host city and Congress President. According to our bylaws, the NDA Board has to confirm the proposal. We wish to do this as soon as possible and will also ask the confirmed Congress President for 2022 to be present at the closing ceremony on May 10, 2019 in Gothenburg to welcome the attendants to the next congress. GJ will contact the DDS to remind them and set a deadline during the coming weeks or few months.

#### §57 Proposal from NDA bylaws committee (PG)

PG presented the proposal from the NDA bylaws committee (Appendix 5) and we also discussed additional changes that were proposed after our email discussions. PG will send an updated version of the suggested changes to the board and to AA soon so that it can be sent out to all 5 NDA members for approval.

#### §58 Other issues:

TS proposed a discussion about **increasing research collaborations within the Nordic countries**, but was not present to present her ideas. Nevertheless, the board agrees that this is an important issue and wants to add this issue to the agenda for the next meeting. One concept which was discussed was to create a list of the main Nordic research groups to the website to help researchers create new networks and start collaborations easier. JP will add this topic to the agenda of the next board meeting and TS is asked to fill the board in via email regarding any other ideas she wishes to discuss.

The **“Slack” app** was discussed to help communication within the board. The SSDV uses the app and have seen positive results. JP will add this to the agenda of the next board meeting to discuss this possibility with the new board.

At the NCDV 2019 the **new NDA Board** will be appointed. Several board members are happy to stay on but some have decided to leave and we also need to secure board members from all national societies. It is the duty of each NDA member (i.e. the five national societies of the Nordic countries) to appoint the new board members. According to our bylaws §7, one of the national representatives should be either the president or a current board member of the national society. If needed, this person can be changed during the 3-year mandate on the NDA board.

On Tuesday, May 7 (the day before the congress begins), we will ask the new board members to join the old ones for our regular NDA board meeting (the meeting will be held at the congress venue at 12:00-15:00). This will be the perfect occasion for them to get acquainted with the ongoing projects within the NDA and also for them to decide on who will be the new President, Secretary General and Treasurer. As mentioned in §52, the new board will be presented at the NDA Board Report Meeting at the NCDV on Friday, May 10, 2019 (8:00-9:00).

JP will prepare an e-mail that AA will send to all five NDA members asking them to submit their appointed national representatives for the new NDA board by December 10, 2018 by e-mailing [info@nordicdermatology.com](mailto:info@nordicdermatology.com). The appointed candidates should have accepted their new positions within the NDA before the names and contact details are sent.

§59 Next meeting (GJ, All)

- Gothenburg, May 7, 2019 (12:00-15:00) at the Clarion Post Hotel (lunch included).

John Paoli  
Secretary General