

## **Assembly of the European Federation for Rehabilitation Research. 1.00 pm 8 April 2013 Harbiye Military Museum, Istanbul, Turkey**

**Present:** Gulseren Akyuz, Helena Burger, Gabor Fazekas, Nigel Harris, Crt Marincek, Sven-Uno Marnetoft, Seija Talo.

**Apologies:** Aarne Ylinen, Aivars Vetra, Matilde Leonardi

Chair: Gabor Fazekas Secretary: Nigel Harris

### **1. Introduction and report of the president of the activity of EFRR in 2012 - Gabor Fazekas**

As our organisation was registered in Finland, we are required to have a formal business meeting one each year. This meeting has been convened according to the constitution of the EFRR.

The principle task for the past 12 months has been to complete the registration. We are grateful for the assistance of Seija Talo in this task.

We have established three by laws which were drafted and agreed by Council. These cover Elections to Council, membership and organisation of the EFRR Congress.

The website is still based in Germany. This is adequate for now and quite inexpensive. However we should consider redesigning this in the future. GF is able to make changes to the content as required.

In 2015 the next Congress will be held in Finland. We are grateful to Aarne Ylinen for making the arrangements for this.

We are looking for a venue for 2017 and have made preliminary enquiries with colleagues in the United Kingdom, since it is now 30 years since the EFRR was established. Nigel Harris will provide feedback on this within the next 3 months. However, we are open to other proposals, colleagues in Slovenia have also expressed an interest.

CM reported that the International Journal for Rehabilitation Research is doing well, with good submissions and an impact factor over 1.0. There will be an editorial board meeting on 12<sup>th</sup> September at the Congress. CM will send out invitations for this.

We will have two Council meetings at the next Congress. On Thursday 12<sup>th</sup> we will complete the arrangements for election of Council and on Saturday 14<sup>th</sup> September, for new Council members. The General Assembly will be held at lunchtime on Friday the 13<sup>th</sup> September in the Congress, all delegates will be invited to attend.

Elections for new Council members will take place according to the bylaw. There are 9 places. The current 8 members may stand for re-election. The Secretary will circulate a call

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for new members by the 12<sup>th</sup> May. Members of the EFRR may submit names, these must be circulated by the 29<sup>th</sup> August, two weeks before the Congress.

GF will contact existing Council members asking them if they would like to stand for re-election.

GF reminded the Council that we can only have one member from each country. In the event that more than one person stands, then the person with the highest number of votes will be elected. The President must be elected separately by the EFRR Assembly, so we must have at least one nomination. This should take place after the election of the Council. GF recommended that the current Vice President, Gulseren Akyuz stand.

EFRR membership currently stands at 33. Of these, only 4 have paid their annual fee of Euro 10. It was recommended and agreed that members who have not paid their registration fee by the end of April be removed and they would not be eligible for reduced registration fees for the 2013 Congress. A membership list was circulated and GF agreed to contact members to remind them to pay membership fees.

Council agreed that as we have registered as a new legal entity, delegates who attended the 2011 Congress could not become automatic members of the EFRR. It was agreed that members of Council should also pay membership fee, ST agreed to collect these and pass them on to AY.

Regarding arrangements for election of Council, the local organisers would need to provide a list of delegates in advance so we can organise the elections in the General Assembly.

AV is still planning a Summer Rehabilitation School in Riga and is seeking funding to do this.

## **2. Report of the treasurer - Aarne Ylinen**

Apologies were received from AY so GF presented the report. The EFRR has a positive balance of Euro 1813.08. Given the limited number of transactions for the year 2012, the first EFRR financial statement will be presented for the year 2013.

## **3. Report of the preparation of the Congress in Sept 2013 - Gülseren Akyuz**

A meeting of the Scientific Committee had been held earlier and arrangements were in hand.

Wednesday will be reserved for the optional workshops and the official opening in the evening. The opening ceremony will last approximately 1 hour; with a short welcome, review of history of the EFRR and special guest speaker; Professor Berker, daughter of the founder of the Turkish PMR branch, on the concept of individual based exercises. The ceremony would be followed by cocktails in the grounds.

To date, there are almost 300 abstracts in total, of which 126 are oral submissions. The majority of the speakers for the plenary sessions and lectures had been confirmed. There would be three parallel sessions each day. There would therefore be a total of 21, 90 minute parallel sessions, with 29 invited speakers (20 minutes including questions) and 110 free oral papers (10 minutes including questions). There would be no formal poster discussion sessions. An updated version of the programme would be circulated shortly.

There as general discussion about the review process for the abstracts. Given the number of free paper slots and number of submissions an acceptance rate of approximately 90% was considered appropriate. It was agreed that a simple scoring system would be adopted; not acceptable at all, acceptable as oral, acceptable as poster, corrections required. An online abstract system had been set up, allowing the reviewers to justify their decisions in the event that an abstract was rejected, or that changes needed to be made.

Given the time constraints abstracts would be reviewed by one expert in that field. Abstracts that were judged not acceptable would be reviewed by the Scientific Committee Chairs to ensure that the decision was appropriate. Members of the Scientific Committee had been reviewed and their areas of appropriate expertise were identified and recorded. Abstracts would be sent out to reviewers on the 10<sup>th</sup> April for return by the 20<sup>th</sup> April. Authors will be notified of the outcome of their submission and given feedback by the 26<sup>th</sup> April. They would be asked to agree to the necessary changes and submit revisions by the 10<sup>th</sup> May.

Abstracts will be published in the Turkish Journal of Physical and Medical Rehabilitation, in the Turkish and English languages. The Scientific Committee Chair's will review all the abstracts to ensure that changes requested by the reviewers had been made. It was recommended and agreed that Dr G Vidmar from Slovenia would be asked to review and provide technical editing of the abstracts.

A contract between the EFRR and the local organisers of the Congress had been agreed and signed, as set out in the EFRR bylaw 3.

#### **4. Any other business**

HB circulated details of 9 new applications for membership. These were all unanimously approved.

CM suggested that in future we should consider asking members that they were active in the field by attending Congress or giving details of publications. We have to continue with the tradition organising it in a university town.