

<p><b>Minutes of Annual Meeting of Members of EMWA</b></p> <p>held virtually on</p> <p><b>Wednesday 6 May 2020 starting at 16.03 BST</b></p>	 <p>EUROPEAN MEDICAL WRITERS ASSOCIATION</p>
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<b>Attendees</b>							
Executive Committee Members	69 voting members at the start of the meeting and the meeting was quorate						
Head Office (HO) – minutes	Chair: Honorary Secretary: Claire Harmer						
ITEM							
	<p>Claire Harmer (CH) as Chair, welcomed all to the first virtual Annual Meeting (AM) of the European Medical Writers Association (EMWA) at 16.03 BST.</p> <p>CH explained the agenda was circulated to all members together with the AM Pack in April 2020. Claire displayed the 11 agenda items to be covered at this meeting and explained if there were any technical glitches to let her know via the chat function or raise your hand virtually.</p> <p>CH then called upon the current EMWA President Barbara Grossman (BG) to officially open the meeting.</p>						
1.	<p><b>President opens the meeting</b></p> <p>The President welcomed everyone to the 2020 AM of EMWA and officially declared the meeting open at 16.06 BST.</p>						
2.	<p><b>Minutes of the 2019 Annual Meeting (AM)</b></p> <p><b>Result of approval of minutes of 2019 AM minutes from e-voting poll and matters arising from the minutes</b></p> <p>The minutes of the 2019 AM were circulated to members online and in the AM pack. Voting was carried out online in April 2020.</p> <p>The motion was to approve the minutes of the 2019 Annual Meeting. The final votes were:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #f2f2f2;">Votes For</th><th style="background-color: #f2f2f2;">Votes Against</th><th style="background-color: #f2f2f2;">Abstained</th></tr> </thead> <tbody> <tr> <td style="text-align: center;">87</td><td style="text-align: center;">0</td><td style="text-align: center;">19</td></tr> </tbody> </table> <p>The motion was carried and the minutes of the AM held in Vienna were therefore approved and will be signed by CH. CH confirmed there were no matters arising from the minutes. Claire re-introduced the President for Agenda item 3.</p>	Votes For	Votes Against	Abstained	87	0	19
Votes For	Votes Against	Abstained					
87	0	19					
3.	<p><b>President's Report</b></p>						

President BG made the following comments:

- BG reminded the audience that EMWA is a not-for-profit association run by its members for its members.

#### Overview

- Current membership (April 2020): 1102 – from 42 countries in Europe and beyond.
- Numbers consistently exceed 1100.
- Volunteers are the backbone of our organisation. Please consider stepping up and volunteering.
- BG thanked the HO Team that supports EMWA and is led by: Lynne Fletcher, Claire Whittingham, Lisa Wilson and Phil Slinger.
- BG thanked the Executive Committee (EC) for assisting her during her term of office.
- BG showed a picture of the EC Members, naming each as face-to-face introductions were not possible:

Maria João Almeida: PR Officer, Slávka Baróniková: Conference Director, Phil Leventhal: Journal Editor, Diarmuid De Faoite: Website Manager, Marian Hodges: Education Officer, Sarah Choudhury: Treasurer, Claire Harmer: Honorary Secretary and Beatrix Dörr: Vice-President.

#### Conferences

- BG explained that EMWA Conferences provide an opportunity to network, train and share expertise.
- She highlighted several conference events including the following:
  - The open session on 'Introduction to medical writing' was developed to provide an opportunity for those thinking of moving into the field and provide an insight into what is involved.
  - The Freelance Business Forum.
  - Starting the day with English Breakfast (Alistair Reeves – valuable tips on the use of English) and yoga for the very early risers with Slávka Baróniková.
  - The Vienna conference in May 2019 had 52 workshops, expert seminar series (ESS) sessions addressing hot topics & the 7<sup>th</sup> EMWA Symposium on real-world evidence. At the Malmö conference, held in November 2019, there were 31 workshops.
- For this year, BG explained that all of the EC are acutely aware that we can't meet face-to-face today but hope that we will be able to meet in London in November.
- As a precaution, however, the EC are also considering options in case we're still in lockdown and physically meeting at a conference is not possible.

#### The Education Professional Development Committee (EPDC)

- BG explained that the EPDC have done an excellent job of planning, implementing and monitoring workshop programmes.
- Webinars have been developed with a great variety of presentations almost monthly (more currently) and are organised by the Webinar Team led by Carolina Rojido and Laura Collada Ali. Currently, during the pandemic, the webinars are more popular than normal. There is a wealth of information in the webinar archive.
- The *Meet the EPDC* session in Vienna, May 2019, was an opportunity to talk to conference delegates, explain what the EPDC does and what is involved in developing a workshop or webinar; this has helped shape future webinars.
- Workshop data has been analysed to identify gaps and assist in prioritising topics to be developed.

#### Outside of Conference

- BG went on to explain what has happened outside of conferences and highlighted:
  - Webinars (see previous section).
  - The *Medical Writing* quarterly journal, under Phil Leventhal, the Editor-in-Chief, with assistance from guest editors continues to offer good quality articles.

- The EMWA website is a valuable resource thanks to all members who are involved. Diarmuid De Faoite & the Website Team, ensure the website is up-to-date and readily searchable.
- EMWA members benefit from other working groups and committees tasked with different responsibilities, for example: the CORE (Clarity and Openness in Reporting: E3-based) Reference development team and the special interest groups (SIGs), which continue to deliver member benefits.

### **Special Interest Groups (SIGs)**

- BG informed the audience that two new SIGs were established at the May 2019 Conference: The Medical Communications SIG and Veterinary Medical Writing SIG.
- There are now five SIGs; in addition to the two just mentioned, the other three SIGs are Medical Devices, Pharmacovigilance and Regulatory Public Disclosure
- All five SIGs contribute to other activities, such as the ESS sessions, symposia, workshops, journal articles and the Newsblast.
- The monthly Newsblast is collated by Maria Almeida and the Social Media team. The Newsblast aids in increasing the visibility of EMWA.

### **Going outside EMWA**

- BG then explained the work done outside of EMWA, highlighting the EMWA Ambassadors. Abe Shevack and his team of Ambassadors represented EMWA at a variety of events across Europe:
  - Raising awareness of medical writing.
  - Gaining insight into current training needs.
- Abe participated in a video for medics considering a move to medical writing
- BG also highlighted that EMWA continues to work with the American Medical Writers Association (AMWA) and the International Society for Medical Publication Professionals (ISMPP).
- These relationships have led AMWA–EMWA–ISMPP to issue two Joint Position Statements (JPSs) on: The Role of Professional Medical Writers and Predatory Publishing.
- Numerous JPS translations have been produced by EMWA members who are also linguists. These translations help to spread awareness among non-English speakers about the responsibilities of medical communicators.
- The AMWA–EMWA CORE Reference continues to be widely used within industry with over 26,500 downloads since its 2016 launch.

### **Geoff Hall Memorial Scholarship**

- BG ended her President's Report with a brief explanation of the Geoff Hall Memorial Scholarship being an opportunity for those new to or considering moving into medical writing. She handed over to Lisa Chamberlain James (LCJ) to explain more about Geoff and the Scholarship.
- LCJ informed the audience that the Geoff Hall Scholarships (GHSs) are given in honour of a former President of EMWA. Geoff was a very special person, an extremely valued member of EMWA, and a very good friend to many EMWA members. He firmly believed that the future of EMWA lies in our new and potential members, and so it's a very fitting legacy that we have the Scholarship Awards in his memory. The Scholarships are awarded annually on the basis of an essay competition, and the title of this year's essay was 'How would you go about identifying a predatory journal?'
- This year's scholarship winners were Adriana Rocha and Petal Smart.
- Adriana Rocha has a degree in Biochemistry from Portugal, which was followed by a PhD in Medical Neurosciences in Germany. After a postdoc in the USA she decided to leave academic research and transition into industry. She is now a freelance medical writer.
- Petal Smart is a veterinary surgeon by training. Over the past five years, she has been a medical/science editor serving primarily non-native English-speaking

	<p>authors. She has a keen interest in regulatory affairs as it relates to medical devices, both those intended for human use and those intended for veterinary use.</p> <ul style="list-style-type: none"> <li>• LCJ said that unfortunately the prizes can't be presented in person, but it will be ensured that Adriana and Petal receive their certificates.</li> <li>• The title of this year's essay is 'Do you have what it takes to be a Medical Writer? Discuss three attributes or skills that best qualify one to be a Medical Writer'. Entry is now officially open.</li> <li>• LCJ handed back to BG. BG explained the next agenda item was the Treasurer's report from Sarah Choudhury.</li> </ul>
<b>4.</b>	<b>Treasurer's Report and Annual Accounts 2019</b>
<b>4a.</b>	<p>Treasurer, Sarah Choudhury (SC) advised the audience that the full set of Accounts were in the AM Pack in Appendix C starting on page 44.</p> <p>The financial numbers presented today on the next two slides have figures rounded. SC reported the 2019 year end was the most successful year to date. The Malmö Conference was the most successful Autumn conference to date. The total surplus at the end of 2019 was €139,500.00 (pre-tax), against a conservative budgeted surplus of €44,500.</p> <p>SC explained that Conference attendance remains the key driver of income generation, followed by membership subscriptions.</p> <p>SC reported that EMWA had been able to build strong reserves since 2011, when EMWA contracted Moore Kingston Smith Association Management (MKSAM) to be their HO support at an economically viable rate. The reserves have also grown because of continued careful spending of EMWA money, fair pricing of subscription fees, conference and workshop fees, and cost saving measures wherever possible.</p> <p>She mentioned that though we are a not-for-profit organisation, a reserve is required to remain viable.</p> <p>SC reported:</p> <ul style="list-style-type: none"> <li>• Journal, Web/IT and Admin costs were in line with 2018.</li> <li>• Sponsorship income had gone up slightly compared to 2018.</li> </ul> <p>And very importantly gave a huge thank you to Volunteers who give their time for free.</p>
<b>4b.</b>	<p>SC then presented the budget for 2020 to delegates. SC noted that the budget had been put together before the Coronavirus lockdown was in place, as it had to be delivered in the AM pack. It was noted that conference attendance is a key income driver and there is no event insurance that covers for all eventualities of cancellation – hence why the financial reserve build-up was so important.</p> <p>HO were able to negotiate with the 2020 Spring Conference venue, to transfer our deposit to another conference at the same venue in the future, and therefore no monies have been lost from this booking.</p> <p>At the moment the November Conference in London is scheduled to take place, however the Executive Committee are closely monitoring the situation with members' safety in mind at all times.</p> <p>Our HO annual fee revenue has moved to Consumer Price Index (CPI) from Retail Price Index (RPI), which will save EMWA around 1% increase per year. Further quality control measures on the Journal production and an improved website have been included in the</p>

	<p>budget.</p> <p>The membership subscription fee will be held for another year at the current rate.</p> <p>We have the reserves to budget for a loss in 2020.</p>						
<b>4c.</b>	<p>SC asked for questions concerning either Agenda item 4a or 4b. The questions and answers from SC were as follows:</p> <p>Q – What are the bad debts to be written off in the Journal?</p> <p>Ans: There should be a gap between the Journal and bad debts line. It is a standalone provision for any bad debts, such as delegate fees, unpaid Sponsorship. It is prudent to have this provision in the Budget.</p> <p>Q – There was a Surplus of €139,500 in 2019, is that moved to the 2020 budget?</p> <p>Ans: No the monies are put into EMWA reserves.</p> <p>Q – What Special Projects are planned for in the 2020 budget?</p> <p>Ans: It is a small budget of €2,900 to provide funds for SIG activity, or the Ambassador group, or Getting into Medical Writing that may take place in 2020.</p> <p>Q – There is an admin fee in both 2019 accounts and 2020 budget. Is this a consultancy fee?</p> <p>Ans: No this is an administration fee we pay MKSAM to administrate the Association. MKSAM have reduced this fee by €15,000 due to the postponed Spring Conference. We have also agreed to monitor activity per month with MKSAM as we work through the Coronavirus.</p>						
<b>4a – Vote.</b>	<p><b>Proposal from the EC to adopt the Finance report and the 2020 Annual Accounts</b></p>						
	<p>SC explained to delegates that this year's voting totals would be from proxies, voting through GoToWebinar polls and via today's online chat function for all voting agenda items.</p> <p>Delegates would be given 20 seconds to vote after each voting item went live.</p> <p>SC put the motion to approve the Finance report and 2020 annual accounts to the meeting. The final votes were:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Votes For</th> <th style="text-align: center;">Votes Against</th> <th style="text-align: center;">Abstained</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">58</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <p>The motion was carried and the Finance report and 2019 annual accounts were therefore approved.</p>	Votes For	Votes Against	Abstained	58	0	1
Votes For	Votes Against	Abstained					
58	0	1					
<b>4b – Vote.</b>	<p><b>Proposal: 2020 Budget</b></p>						

	<p>The budget details had been circulated to members in the AM pack, which was sent out in April to members and was also available online.</p> <p>SC proposed the motion to adopt the proposed budget for 2020. The final results of the vote were:</p> <table border="1"> <thead> <tr> <th><b>Votes For</b></th><th><b>Votes Against</b></th><th><b>Abstained</b></th></tr> </thead> <tbody> <tr> <td>48</td><td>0</td><td>3</td></tr> </tbody> </table> <p>SC announced the motion was therefore carried and the 2020 Budget was approved.</p>	<b>Votes For</b>	<b>Votes Against</b>	<b>Abstained</b>	48	0	3
<b>Votes For</b>	<b>Votes Against</b>	<b>Abstained</b>					
48	0	3					
5.	<b>Proposal from EC to appoint Hartley Fowler as auditors for 2020</b>						
	<p>SC confirmed that she was happy to recommend that Hartley Fowler should continue as EMWA's auditors.</p> <p>SC then proposed the motion from the EC to appoint Hartley Fowler as auditors for 2020. The final results of the vote were:</p> <table border="1"> <thead> <tr> <th><b>Votes For</b></th> <th><b>Votes Against</b></th> <th><b>Abstained</b></th> </tr> </thead> <tbody> <tr> <td>49</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p>SC announced the motion was therefore carried and Hartley Fowler be reappointed as auditors.</p>	<b>Votes For</b>	<b>Votes Against</b>	<b>Abstained</b>	49	0	1
<b>Votes For</b>	<b>Votes Against</b>	<b>Abstained</b>					
49	0	1					
6.	<p>SC explained to the delegates that Agenda items 6 and 7 were required as the UK leaves the EU after the 31<sup>st</sup> December 2020 and thanked BG for helping her to edit the proposed amendments.</p> <p>SC then proposed the motion: Proposal to implement changes to Articles of Association.</p> <p>The final results of the vote were:</p> <table border="1"> <thead> <tr> <th><b>Votes For</b></th> <th><b>Votes Against</b></th> <th><b>Abstained</b></th> </tr> </thead> <tbody> <tr> <td>49</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p>SC announced the motion was therefore carried.</p>	<b>Votes For</b>	<b>Votes Against</b>	<b>Abstained</b>	49	0	1
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49	0	1					

7.	<p>SC then proposed the motion: Proposal to implement changes to the Rules of the Association.</p> <p>The results of the vote were:</p> <table border="1" data-bbox="339 345 1308 480"> <thead> <tr> <th data-bbox="339 345 641 399">Votes For</th><th data-bbox="641 345 1006 399">Votes Against</th><th data-bbox="1006 345 1308 399">Abstained</th></tr> </thead> <tbody> <tr> <td data-bbox="339 399 641 480">52</td><td data-bbox="641 399 1006 480">0</td><td data-bbox="1006 399 1308 480">2</td></tr> </tbody> </table> <p>SC announced the motion was carried.</p>	Votes For	Votes Against	Abstained	52	0	2										
Votes For	Votes Against	Abstained															
52	0	2															
	SC thanked the delegates for voting and wished to thank Tracey Mullen, Chartered Accountant at MKSAM, who helps Sarah to oversee EMWA's accounts.																
8.	<b>Executive Committee (EC) Elections 2020</b>																
	<p>The elections for the EC were carried out online and the results were published in the AM pack. The results were as follows:</p> <table border="1" data-bbox="366 923 1346 1221"> <thead> <tr> <th data-bbox="366 923 620 977">Role</th><th data-bbox="620 923 970 977">Candidate</th><th data-bbox="970 923 1081 977">For</th><th data-bbox="1081 923 1346 977">Abstain</th></tr> </thead> <tbody> <tr> <td data-bbox="366 977 620 1035">Vice President</td><td data-bbox="620 977 970 1035">Carola Krause</td><td data-bbox="970 977 1081 1035">100</td><td data-bbox="1081 977 1346 1035">6</td></tr> <tr> <td data-bbox="366 1035 620 1093">Education Officer</td><td data-bbox="620 1035 970 1093">Marian Hodges</td><td data-bbox="970 1035 1081 1093">103</td><td data-bbox="1081 1035 1346 1093">3</td></tr> <tr> <td data-bbox="366 1093 620 1221">Conference Director</td><td data-bbox="620 1093 970 1221">Slávka Baróniková</td><td data-bbox="970 1093 1081 1221">99</td><td data-bbox="1081 1093 1346 1221">7</td></tr> </tbody> </table> <p>The meeting welcomed Beatrix Doerr (BD), as the new President of EMWA. BD was asked to address the delegates.</p> <p>BD thanked Barbara Grossman (BG) for all her hard work during her term of office.</p> <p>BG stated she had enjoyed her term of office and that the EC members had been brilliant. Although the current Coronavirus situation didn't allow the conference to happen, BG looked forward to meeting EMWA members in person again.</p> <p>BD introduced the newly elected and re-elected EC members, explaining that brevity was needed due to lack of time:</p> <ul style="list-style-type: none"> <li>• Vice President, Carola Krause who is a workshop leader and has been a member of the Social Media team in the past, will bring a fresh pair of eyes to the EC.</li> <li>• Education Officer, Marian Hodges, will continue her good work and help to manage EMWA into the remote learning era.</li> <li>• Conference Director, Slávka Baróniková, will bring a host of new ideas to EMWA events.</li> </ul>	Role	Candidate	For	Abstain	Vice President	Carola Krause	100	6	Education Officer	Marian Hodges	103	3	Conference Director	Slávka Baróniková	99	7
Role	Candidate	For	Abstain														
Vice President	Carola Krause	100	6														
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<b>9.</b>	<p><b>2017 – 2022 EMWA Strategic Plan</b></p> <p>With time short, BD invited delegates to download the Strategic Plan from the website at <a href="https://www.emwa.org/about-us/about-emwa">https://www.emwa.org/about-us/about-emwa</a></p> <p>The main themes are</p> <ul style="list-style-type: none"> <li>• Key Aims</li> <li>• Further our Profession</li> <li>• Grow the Association &amp; Membership</li> <li>• Share expertise</li> <li>• Maintain Governance</li> <li>• Provide Value for Money</li> </ul> <p>BD explained that plans for 2020/2021 remain fluid as the effects of Coronavirus impact all. EMWA will be conducting more online activity as bans on physical contact remain in place.</p> <p>BD informed delegates that an electronic “EMWA button” will soon be available so that it can be used in emails and on websites to officially display your membership. EMWA will also provide electronic certificates to be used for LinkedIn.</p> <p>EMWA will be staging a virtual medical Devices Expert Seminar Series meeting on the 9<sup>th</sup> June.</p> <p>EMWA will explore other options of remote learning and establish opportunities where members can exchange on “how-to-do-the job” through virtual round tables.</p> <p>BD explained that EMWA was to add focus on “newbies” to the sector and enable EMWA members to be ready for the medical writer 2.0 through focus on new technologies, new software and emerging artificial intelligence.</p> <p>BD finished by thanking all EMWA volunteers for all their hard work and the HO support of MKSAM.</p>
<b>10.</b>	<p><b>Any Other Business</b></p> <p>CH asked delegates if they had any questions. The following questions and answers were exchanged:</p> <p>Q: Is there a formal communication infrastructure between SIGs?</p> <p>Ans: Each SIG reports to the EC who has an overview of activity across the SIGs. If it was felt beneficial for inter-SIG communication, the SIGs need to bring forward ideas as to how this would be done.</p> <p>Q: Will the 2020 Autumn meeting take place in London?</p> <p>Ans: We do not know if a physical meeting can take place. Our priority is to keep members safe and listen to the expert opinion of the World Health Organization (WHO).</p> <p>Q: Will we need a visa if it does go ahead?</p> <p>Ans: No visa will be required if travelling from EU.</p>

	<p>Q: Would a virtual meeting be by free admission?  Ans: We anticipate we would offer a reduced fee to reflect the cost savings.</p> <p>Q: what was the quorum for voting?</p> <p>Ans: 10</p> <p>There were no further questions from the meeting.</p>
<b>11.</b>	<b>Close of Meeting</b>
	<p>BD asked delegates to keep in touch with the EC and each other.</p> <p>BD thanked past President BG once more and asked delegates and their families to stay safe and healthy.</p> <p>The Honorary Secretary (CH) thanked everyone for attending the AM. The meeting was closed at 17.05.</p>

Signed ..... Date .....