


<p>Minutes of Annual Meeting of Members of EMWA</p> <p>held at Clarion Congress Hotel Prague, Czechia</p> <p>Wednesday 10 May 2023</p> <p>starting at 17.15 CET (16.15 BST)</p>	 <p>EUROPEAN MEDICAL WRITERS ASSOCIATION</p>
---	--

Attendees							
Executive Committee Members	82 voting members at the start of the meeting and the meeting was quorate						
Head Office (HO) – minutes	Chair: Honorary Secretary – Somsuvro Basu						
ITEM							
	<p>Somsuvro Basu (SB) as Chair, welcomed everyone to the Annual Meeting (AM) of the European Medical Writers Association (EMWA) at 17.15 CET.</p> <p>SB advised that the agenda had been circulated to all members together with the AM Pack in April 2023. The agenda items to be covered at this meeting were presented on screen.</p>						
1.	President opens the meeting						
	The President officially declared the meeting open at 17.18 CET.						
2.	Minutes of the 2022 Annual Meeting (AM)						
	Result of approval of minutes of 2022 AM from online voting and matters arising from the minutes						
	<p>The minutes of the 2022 AM had been circulated to members online and in the AM pack. Voting was carried out online in April 2023.</p> <p>The motion was to approve the minutes of the 2022 Annual Meeting. The final votes were:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Votes For</th> <th>Votes Against</th> <th>Abstained</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">196</td> <td style="text-align: center;">2</td> <td style="text-align: center;">46</td> </tr> </tbody> </table> <p>The motion to approve the minutes of the 2022 AM was therefore carried and the minutes were approved. SB confirmed that there were no matters arising from the minutes.</p>	Votes For	Votes Against	Abstained	196	2	46
Votes For	Votes Against	Abstained					
196	2	46					

3.	President's Report
	<p>President Satyen Shenoy (SS) welcomed everyone to the meeting and made the following report:</p> <p>SS recapped what has been achieved during his Presidency during 2022</p> <ul style="list-style-type: none"> • Growth in membership: 1278 in Feb 2022 to 1418 in Feb 2023. • Two F2F conferences in hybrid mode. • New programmes: mini-symposium, ESS, Expert Discussion Groups. • Release of Getting Into Medical Writing guide. • Collaborations: GPP2022, CORE Reference, JPS. • Salary and Compensation Survey, Freelance Business Survey. • Support for local networking: the Italian experience. • Development of Strategic Plan 2023-27.
4.	Treasurer's Report
4a.	<p>Treasurer, Sarah Choudhury (SC), advised the audience that the draft set of audited Accounts for 2022 had been circulated in the AM pack. SC further advised that the financial figures presented today had been rounded off to the nearest 100 euros. SC confirmed that as the reserves reached over 1million Euros it has been advised that we need to reduce this amount and therefore we have invested and will continue to invest in the website, specialist interest groups and the journal.</p> <p>Members would today be asked to vote to adopt the 2022 annual accounts, the 2023 budget and to appoint the auditors for 2023.</p> <p>SC presented the 2022 accounts, noting the healthy conference income of €437,600k and a good income from adverts/sponsorship. Income from membership subscriptions was at €187,900. EMWA's reserves were at just over €1 million. Deficit (pre-tax) for year end 2022 = -€64,900. Equivalent to - 9.97% loss (Expected and intended).</p>
4b.	<p>SC then presented the budget for 2023 to delegates.</p> <p>SC confirmed that the projected income for 2023 is €770,000 and budgeted expenditure is €840,000 Rounded to nearest 1000 yielding a projected deficit of €-71,800 (-9.3.0%)" before tax. There will be continued investment within the website, specialist interest groups and the journal.</p> <p>It was also noted that EMWA has signed a further one-year contract with HO to the end of 2024 and the plan will be to send this out to tender as this will be good business practice.</p> <p>Reducing fees – over the last seven years, EMWA have not increased any costs and have absorbed all inflation costs. The plan is to look at travel costs etc for the conferences before looking at reducing the fees.</p>
4c.	<p>Question from the audience – one member asked if there is any plans for local hub meetings. Answer – The autumn conference will be virtual and therefore local hubs will have a budget set aside for local meetups.</p>
4a – Vote.	Proposal from the EC to adopt the Finance report and the 2022 Annual Accounts

	<p>SC put the motion to approve the Finance report and 2022 annual accounts to the meeting. The final votes (including proxy votes) were:</p> <table border="1" data-bbox="421 286 1393 416"> <thead> <tr> <th data-bbox="421 286 724 349">Votes For</th> <th data-bbox="727 286 1086 349">Votes Against</th> <th data-bbox="1090 286 1393 349">Abstained</th> </tr> </thead> <tbody> <tr> <td data-bbox="421 353 724 416">92</td> <td data-bbox="727 353 1086 416">0</td> <td data-bbox="1090 353 1393 416">1</td> </tr> </tbody> </table> <p>The motion was carried, and the Finance report and 2022 annual accounts were therefore approved.</p>	Votes For	Votes Against	Abstained	92	0	1
Votes For	Votes Against	Abstained					
92	0	1					
4b – Vote.	Proposal: 2023 Budget						
	<p>SC proposed the motion to adopt the proposed budget for 2023. The final results of the vote (including proxy votes) were:</p> <table border="1" data-bbox="421 736 1393 866"> <thead> <tr> <th data-bbox="421 736 724 799">Votes For</th> <th data-bbox="727 736 1086 799">Votes Against</th> <th data-bbox="1090 736 1393 799">Abstained</th> </tr> </thead> <tbody> <tr> <td data-bbox="421 804 724 866">92</td> <td data-bbox="727 804 1086 866">0</td> <td data-bbox="1090 804 1393 866">1</td> </tr> </tbody> </table> <p>SC announced the motion was therefore carried and the 2023 Budget was approved.</p>	Votes For	Votes Against	Abstained	92	0	1
Votes For	Votes Against	Abstained					
92	0	1					
5.	Proposal from EC to appoint Hartley Fowler as auditors for 2023						
	<p>SC proposed the motion to appoint Hartley Fowler as auditors for 2023. The final results of the vote (including proxy votes) were:</p> <table border="1" data-bbox="421 1122 1393 1252"> <thead> <tr> <th data-bbox="421 1122 724 1184">Votes For</th> <th data-bbox="727 1122 1086 1184">Votes Against</th> <th data-bbox="1090 1122 1393 1184">Abstained</th> </tr> </thead> <tbody> <tr> <td data-bbox="421 1189 724 1252">92</td> <td data-bbox="727 1189 1086 1252">0</td> <td data-bbox="1090 1189 1393 1252">1</td> </tr> </tbody> </table> <p>SC announced the motion was therefore carried and Hartley Fowler would be reappointed as auditors.</p>	Votes For	Votes Against	Abstained	92	0	1
Votes For	Votes Against	Abstained					
92	0	1					
6.	<p>Proposal to implement proposed changes to the Rules of the Association and the Articles of the Association</p> <p>The final results of the vote (including proxy votes) were:</p> <table border="1" data-bbox="421 1538 1393 1668"> <thead> <tr> <th data-bbox="421 1538 724 1601">Votes For</th> <th data-bbox="727 1538 1086 1601">Votes Against</th> <th data-bbox="1090 1538 1393 1601">Abstained</th> </tr> </thead> <tbody> <tr> <td data-bbox="421 1606 724 1668">87</td> <td data-bbox="727 1606 1086 1668">2</td> <td data-bbox="1090 1606 1393 1668">3</td> </tr> </tbody> </table> <p>SC announced the motion was therefore carried and the changes for the implementation of the Rules of the Association and the Articles of the Association will go ahead.</p>	Votes For	Votes Against	Abstained	87	2	3
Votes For	Votes Against	Abstained					
87	2	3					

7.	Executive Committee (EC) Elections 2023																													
7a	<p>Results of Electronic Voting</p> <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="387 416 1369 1059"> <thead> <tr> <th>Role</th> <th>Candidate</th> <th>For</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>Vice President</td> <td>Sarah Tilly</td> <td>229</td> <td>15</td> </tr> <tr> <td>Treasurer</td> <td>John Dixon</td> <td>227</td> <td>17</td> </tr> <tr> <td>Honorary Secretary</td> <td>Somsuvro Basu</td> <td>227</td> <td>17</td> </tr> <tr> <td>PR Officer</td> <td>Diana Ribeiro</td> <td>96</td> <td rowspan="4">14</td> </tr> <tr> <td>PR Officer</td> <td>Johanna Chester</td> <td>55</td> </tr> <tr> <td>PR Officer</td> <td>Beate Walter</td> <td>55</td> </tr> <tr> <td>PR Officer</td> <td>Shirin Khalili</td> <td>24</td> </tr> </tbody> </table> <p>The meeting congratulated the successful candidates and welcomed Maria Kołtowska-Hägström (MK-H) as the new President of EMWA.</p>	Role	Candidate	For	Abstain	Vice President	Sarah Tilly	229	15	Treasurer	John Dixon	227	17	Honorary Secretary	Somsuvro Basu	227	17	PR Officer	Diana Ribeiro	96	14	PR Officer	Johanna Chester	55	PR Officer	Beate Walter	55	PR Officer	Shirin Khalili	24
Role	Candidate	For	Abstain																											
Vice President	Sarah Tilly	229	15																											
Treasurer	John Dixon	227	17																											
Honorary Secretary	Somsuvro Basu	227	17																											
PR Officer	Diana Ribeiro	96	14																											
PR Officer	Johanna Chester	55																												
PR Officer	Beate Walter	55																												
PR Officer	Shirin Khalili	24																												
7b	<p>Current President Acknowledges Retiring EC Members</p> <p>SS acknowledged that 2022 had been a great year and the commitment of the EC throughout had been phenomenal. SS thanked HO for their support, and the EC for their support during his Presidency.</p> <p>The EC were sadly saying goodbye to two long-standing members, Sarah Choudhury (SC) who had been EMWA's Treasurer, and Maria Joao Almeida (MJA) who had served for as PR Officer. SS thanked SC and MJA for all of their hard work which had been very much appreciated by the EC.</p> <p>SS officially handed over to MK-H and Sarah Tilly (ST) as the new Vice-President and wished them luck for the coming year. Delegates from the floor thanked SS for all of his hard work.</p>																													
7c	<p>New President to Introduce New EC Members</p> <p>MKH personally welcomed everyone to Prague and recorded her thanks to the outgoing President and retiring EC members with small gifts. MKH invited the new EC members to take a seat with the rest of the EC and welcomed them including SB who has been re-elected as Honorary Secretary</p>																													

	 <h2 style="margin: 0;">Executive Committee 2023-2024</h2> <p style="font-size: small; margin: 0;">EUROPEAN MEDICAL WRITERS ASSOCIATION</p>																				
	<table border="0" style="width: 100%; font-size: x-small;"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>President</td> <td>Vice-President</td> <td>Treasurer</td> <td>Honorary Secretary</td> <td>Editor, Medical Writing</td> <td>Education Officers</td> <td></td> <td>Conference Director</td> <td>Public Relations Officer</td> <td>Website Manager</td> </tr> </table>											President	Vice-President	Treasurer	Honorary Secretary	Editor, Medical Writing	Education Officers		Conference Director	Public Relations Officer	Website Manager
																					
President	Vice-President	Treasurer	Honorary Secretary	Editor, Medical Writing	Education Officers		Conference Director	Public Relations Officer	Website Manager												

7. 2023 – 2027 EMWA Strategic Plan

MKH advised that the main themes of the 2023-27 Strategic Plan is to:

- Leverage the Value of Our Profession
- Grow and Strengthen the Association
- Expand Educational and Networking Opportunities
- Build and Foster Partnerships
- Mitigate Medical Mis/Disinformation
- Facilitate Responsible Use of Technology
- Continue and Expand Sustainability Initiatives

MKH outlined the key goals for the coming year under each of the above themes:

Leverage the Value of Our Profession

- Enhance the professional status of medical communicators
- Increase visibility of the profession
- Reinforce understanding of the role medical communicators play in scientific and medical communications
- Position medical communicator as a key stakeholder in scientific and medical communications

Grow and Strengthen the Association

- Maintain and expand outreach activities to increase diversity.
- Provide more volunteering opportunities.
- Maintain governance and regulatory compliance.
- Be the “go to” organisation for position statements, advice, guidance, and best practices.

Expand Education and Networking Opportunities

- Diversify and expand the education programme
- Attract experts and KOLs to participate in EMWA’s programmes
- Introduce new educational initiatives to address current needs
- Encourage and support regional groups and networking events

Build and Foster Partnerships

- Foster existing relationships and build new relationships
- Drive inter-organisational initiatives
- Strengthen partnership with regulatory and associated agencies
- Drive inter-organisational initiatives

	<p>Mitigate Medical Mis/Disinformation</p> <ul style="list-style-type: none"> • Increase public awareness on the dangers of online health misinformation • Encourage and support EMWA members in creating accurate scientific content • Support associations involved with tackling medical misinformation <p>Facilitate Responsible Use of Technology</p> <ul style="list-style-type: none"> • Assess and review technological advances in medical communications • Educate medical communicators on responsible use of artificial intelligence • Develop further initiatives for non-mainstream communication methods • Improve and address website accessibility requirements <p>Continue and Expand Sustainability Initiatives</p> <ul style="list-style-type: none"> • Develop strategies to minimise EMWA's carbon footprint • Continue support to the UN Sustainability Development Goals • Promote diversity and inclusivity in the profession • Encourage healthy work-life balance and practices among EMWA members <p>MKH confirmed her moto is "Just get it done"</p>
9.	Any Other Business
	<p>MKH asked delegates if they had any questions, One person asked regarding an update to the university programme for medical writing. Answer – We are still trying to find a university that would be happy to run such programmes, to date we have had several interactions with universities but none that would interested. The search will continue.</p>
10.	Close of Meeting
	<p>The President (MKH) thanked everyone for attending the AM. The meeting was closed at 17.59(CET).</p>

Signed Date