



Minutes of the meeting of
Meeting of the IPOS Federation of National Societies
Friday, 13 June 2008

IFEMA Conference Center
Madrid, Spain

1. Call meeting to order

Dr. Grassi, chair of the IPOS Federation of National Societies, called the meeting to order at 8:45 am. A sign-in sheet was distributed and shall be attached to these minutes.

2. Amendments to agenda

There were no amendments to the agenda.

3. Chair's comments

Dr. Grassi provided the history and background of the development of the Federation. Discussion began during the 8th World Congress in Venice in 2006 and continued through the 9th World Congress in London in 2007. This meeting marks the inauguration of the Federation, in accordance with the Policy Statement that has been approved by the Board of Directors and Members of IPOS.

4. IPOS Federation - Structure

Dr. Grassi read the Policy Statement and the participants in the Federation meeting discussed the policy in full detail.

Upon Motion duly made, seconded and passed UNANIMOUSLY, the participants in the Federation meeting **APPROVED** the Federation policy as presented, noting intention to discuss possible amendments after approval.

The participants considered several additional stipulations to the Policy. The following proposed amendments shall be presented to the IPOS Board for approval.

Upon Motion duly made, seconded and passed UNANIMOUSLY, the participants in the Federation meeting **APPROVED** the stipulation that Federation membership eligibility shall require that an organization be multidisciplinary in philosophy and governance.

Upon Motion duly made, seconded and passed UNANIMOUSLY, the participants in the Federation meeting **APPROVED** that the Federation may include single discipline societies as Affiliated societies to the Federation.

The Federation intends to encourage multidisciplinary national psycho-oncology societies, but may propose to approve applications for Affiliation (granting observer status) from single disciplinary organizations when a multidisciplinary national society does not exist.

Upon Motion duly made, seconded and passed UNANIMOUSLY, the participants in the Federation meeting **APPROVED** the process requirement that the Federation Board shall be responsible to review the applications from National Societies and to make recommendation to the IPOS Board of Directors for acceptance into Federation membership.

Upon Motion duly made, seconded and passed UNANIMOUSLY, the participants in the Federation meeting **APPROVED** that Federation members shall provide annually a name-only membership list. All other requirements for provision of the contact list shall be deleted.

The purpose of this change is to provide documentation to IPOS of the number of National Society members, without compromising any individual's private contact information.

Upon Motion duly made, seconded and passed UNANIMOUSLY, the participants in the Federation meeting **APPROVED** the process requirement that the Federation Board members shall be responsible to designate a contact representative who shall be responsible to translate and forward communications from IPOS to their Society members. IPOS shall also call upon this individual to provide translation support for the IPOS website, so that individuals of many languages may easily navigate the benefits of the IPOS website.

The participants in the Federation meeting confirmed that, as a body, they encourage each country to have a single, multidisciplinary national society for psycho-oncology. The participants encourage applications from such national societies.

At the time of this meeting, Federation membership applications have been submitted from the following multidisciplinary psycho-oncology societies: Australia, Austria, Brazil, Canada, China, Columbia, France, Greece, Hungary, India, Ireland, Israel, Italy, Japan, Lithuania, Netherlands, Serbia, Portugal/APPO, Portugal/SPPO, Spain, Turkey, USA,

The IPOS Board shall review the applications and supporting documents that remain to be submitted, and shall vote for Federation membership as set forth in the policy document and considering the amendments proposed by the participants in this meeting.

Applications have also been submitted from the following single-discipline organizations: Latin American Association of Palliative Care and the South Africa Society of Oncology Social Workers. These organizations may be considered by the IPOS Board of Directors for Affiliate membership with observer privileges.

5. Federation Plans

Ms. Graham informed the meeting participants that the formation of the Federation has been supported by a grant from Bristol Myers Squibb Foundation and that one criteria of the grant is that pilot programs for the Federation shall be initiated in the four Eastern European countries of Czech Republic, Hungary, Poland and Romania.

- Web presence for Federation Societies - translation needs

Ms. Graham described the plans to make a Federation home page and sub pages on the IPOS website. All Federated Society websites shall be linked and there shall be space available to provide information about each member.

- Listserv for Federation Board members

IPOS shall create a Listserv for Federation representatives to communicate amongst themselves. It shall be monitored by HQ and may be digested for single daily delivery.

- Support for forming Societies (Czech Republic, Romania, Argentina, others?)

As necessary and with support from the BMS Foundation grant, IPOS headquarters shall facilitate formation of Psycho-oncology societies in Czech Republic and Romania, and shall provide support for the existing societies in Hungary and Poland. Future support may be provided to other areas with demonstrated need, such as Argentina.

- Development of survey instrument to assess the level of psychosocial services in oncology around the world - Psychosocial services in each country

The meeting participants described how important it is to have psychosocial guidance documents, and how difficult they are to create and define. They discussed the need for training guidelines and even in the definition of the criteria for a professional to be identified as a psycho-oncologist. It is not clear or consistent as to what is required in each country. For example, Israel has a four-year curriculum of training for qualification as a psycho-oncologist. Dr. Baider agreed to begin translation of the curriculum into English so the Federation members may be informed and can use the document as a basis for setting a standard in their own country. It was agreed that there needs to be a survey for Federation members to share what is already developed and being used in the various countries represented by the Federation.

The participants in the Federation meeting agreed to the formation of the following task forces:

- Task Force on Training and Accreditation - to develop the qualifications of a psycho-oncologist as a standard, and also to develop a revised financial proposal for translation fees for the core curriculum and other IPOS Press publication translations
- Task Force for Federation Members Survey - to obtain relevant information for benchmarking, including information about a National cancer plan in each country (is psycho-oncology a component or not?). The survey shall also include (among other things) questions about accreditation in each country.
- Task Force on Scientific Research - to work on developing psycho-oncology as a formal subspecialty and for supporting international and cross-cultural research programs.

It was agreed that the process to be followed shall be that Ms. Graham shall canvass the participants by e-mail for their willingness to serve on one of the task forces, and then the IPOS Executive Committee shall appoint a task force chair and approximately three task force members from amongst those qualified participants who volunteer.

The participants agreed that there shall be creation of a Federation logo, similar to the IPOS Press logo, which ties in with the IPOS logo.

Another idea was for creation of an online journal to share information amongst the Federation members. If there is further information on this, and a proposal from the Italian Society, a Subcommittee may be named at some time in the future.

Finally, there was a request for reduced prices in exchange for IPOS member benefits (for example, reduced subscription fees for the journal *Psycho-Oncology*) for individual members of the national societies.

6. Discussion of possible plans for future

- Mentoring programs. There was no discussion of the potential for such a program. This item may be added to a future agenda to discuss how such mentoring may benefit new societies, e.g. society to society mentoring to establish national societies and to share how programs can be developed within national societies. This is an area that may be considered for pilot with the four Eastern European countries mentioned above.
- Telephone help lines. There was no discussion of the potential for such a program. This item may be added to a future agenda to discuss the success of such a program that has been implemented successfully in Hungary.

- Translation and dissemination of core curriculum. Dr. Grassi expressed the hope of the Board that the curriculum could be translated into more languages. Participants in the meeting commented that the cost for the privilege to translate each module is too expensive. The Task Force on Training and Accreditation shall be charged to develop a proposal for revised financial proposal for translation fees for the Core Curriculum.
- Translation and dissemination of IPOS Press materials - APOS clinical handbook, APOS pediatric handbook; IPOS palliative care handbook. There was no discussion of this item. The Task Force on Training and Accreditation shall be charged to develop a proposal for revised financial proposal for translation fees for IPOS Press materials.
- Other - Research. It was discussed and agreed that the Federation will be important for the support of international and cross cultural research. This should be an important aim of the Federation.
- Other - Survey instrument to assess the level of psychosocial services in oncology around the world. IPOS Headquarters shall make available an online survey tool to obtain the information. The Task Force for Federation Members' Survey shall be charged to write the survey questions and to evaluate and report the generated data.

7. Additional ideas or comments

There were no additional ideas or comments put forth by the meeting participants.

8. Next meeting

The next meeting was not established at this time. It was agreed that all applications shall be completed (including submission of relevant documentation to confirm eligibility). The next face to face meeting will be in Vienna, Austria in June 2009 as part of the 11th World Congress of Psycho-Oncology. If necessary, there may be additional teleconferences of task forces in the interim year.

9. Adjournment

Dr. Grassi adjourned the meeting at 12:00 noon.

Respectfully submitted,

Elliott Graham
IPOS Executive Director
Federation scribe