



**Minutes of the
Meeting of the IPOS Federation of National Societies**

Tuesday, 23 June 2009
5:00 – 7:30 p.m.
AUSTRIA CENTER VIENNA
Vienna, Austria

1. Call meeting to order

Dr. Grassi, chair of the Federation, called the meeting to order at 5:15 pm. A sign-in sheet was distributed and is appended to these minutes.

2. Introduction of Federation members and affiliated observers

Dr. Grassi announced the organizations that have been approved for membership in the Federation and the representatives introduced themselves (see representative sign-in sheet attached).

Full Members

- OZPOS/Australia
- OPPO/Austria (pending receipt of additional documents)
- CAPO/Canada
- SFPO/France
- HSPO/Greece (pending verification of election process and membership of President)
- MPOT/Hungary
- IPAS/Israel (pending receipt of additional documents)
- SIPO/Italy
- POA/Lithuania
- NVPO/Netherlands
- PPOS/Poland
- APPO/Portugal
- SPPO/Portugal
- SEPO/Spain
- SWEDPOS/Sweden
- SGPO/Switzerland (pending membership of President)
- PSOT/Turkey
- BPOS/UK
- APOS/USA

Affiliate Member

- COPER/India (pending membership of President)

Associate Members

- ALCP/Latin American Association of Palliative Care
- SAOSWA/South African Oncology Social Work Association

Deferred for future decision of Federation

- Serbia

3. Amendments to/Approval of agenda

There were no amendments to the agenda; the agenda was approved as distributed.

4. Approval of minutes of previous meeting, 13 June 2008

Upon Motion duly made, seconded and passed UNANIMOUSLY, the Federation members **APPROVED** the minutes of the subject meeting.

Ms. Graham noted that the Federation minutes of 13 June 2008 indicate formation of a single category of membership. This structure was subsequently modified by the IPOS Board at its meeting of 20 June 2009 where it created additional categories of membership: Affiliate and Associate. The criteria for those categories are as follows: Affiliate: National Psycho-Oncology Societies that nearly meet the criteria for full membership, and are expected to develop in 2 – 3 years to the point that they will qualify for Full voting membership. Affiliate members shall not have a vote, but their society members may receive the same benefits as do the members of full Federation Member Societies. Associate membership is a nonvoting category for those organizations that do not qualify for Full or Affiliate membership but do endorse the mission and vision of IPOS, e.g. single discipline, advocacy or similar organizations.

5. Chair and IPOS President's comments

Dr. Breitbart welcomed all the participants to this important meeting of the Federation. Dr. Grassi described the application and formation process that has been undertaken throughout the past 12 months, since the first meeting of the Federation in Madrid. Dr. Grassi reported that IPOS and the IPOS Federation now represent over 4,000 psycho-oncology professionals in approximately 50 countries.

6. IPOS Federation - Structure

Dr. Grassi described the discussions of the Board about the structure of the Federation and he asked Ms. Graham to read aloud to the Federation members the Policy Amendment adopted by the Board at its meeting on 20 June 2009. A copy of the Federation Policy Amendment is appended to these minutes.

Upon Motion duly made, seconded and passed UNANIMOUSLY, the Federation members **APPROVED** the Policy Amendment drafted by the IPOS Board of Directors, which creates the additional membership categories of Affiliate and Associate.

7. Federation Plans

The members of the Federation confirmed and/or established the following Task Forces. It was agreed that all Federation Member Societies shall be actively involved in at least one Task Force and that Task forces shall be responsible to create their own goals and timelines. It was agreed that each Task Force shall have a chair or coordinator, who shall be responsible to lead the Task Force forward in the coming year.

- **Task Force on Guidelines, Standards, Accreditation and Training.** The purpose of this Task Force is to address issues associated with establishing training programs in psycho-oncology, including the establishment of guidelines and standards, leading to the accreditation of programs and the certification of psycho-oncologists. This Task Force will also identify a member to review the current national society survey (conducted in 2006 and 2008, with results posted to the Federation website) and update and enhance it to include questions about the status of accreditation in each country. This survey may be extended to gather data about education and training in each country, to support the activities on setting guidelines and standards for accreditation.

Chair: Tom Hack/CAPO

Members: Emilia Albuquerque/APPO

Krystyna de Walden Galuszko/PPOS

Antonio Barbosa/SPPO

Pia Dellison/SwedPOS

Brigitta Woessmer/SGPO

Alberto Bagnulo/SIPO

Zeynep Armay/Turkey

Jane Turner/OSPOS

Ruth McCorkle/APOS

- **Task Force on National Outreach.** The purpose of this Task Force is to support development of national societies where they do not already exist and also to support new societies as they seek to attain membership in the Federation. The natural extension of this is overall support in developing countries. The Task Force shall also investigate potential to form Regional Chapters of IPOS as a cost effective alternative to forming National Societies. This Task Force will also network with prospective advocacy organizations and single discipline organizations who may be interested in attaining Associate member status in the IPOS Federation.

Task Force Chair: Lea Baider/IPAS

Coordinator for Africa: David Kissane/IPOS

Coordinator for Asia: Jane Turner/OZPOS

Coordinator for Latin America: Maria Die-Trill/SEPO

Coordinator for Southeast Europe: Elisabeth Andritsch/OPPO

- **Task Force on Scientific Research.** The purpose of this Task Force is to arrange for cross cultural research programs and to create a network for sharing experiences, research and results.

Chair: Magda Rohánszky/MPOT

Members: Nicole Pelicier/SFPO

Guidre Bullotienne/POA

Micheline van der Linden/NVPO

Zeynep Armay/PSOG

- Items Carried forward from 2008 meeting
 - **Web presence for Federation and Affiliated Societies.** Sweden will work with IPOS Headquarters to ensure the Federation website is accurate and relevant.
 - **Listserv.** Ms. Graham shall set up four listservs: one will be for all Federation members (Full, Affiliate and Associate), and the other three will be specific to the members and issues of each Task Force.
 - **Support for forming Societies (Czech Republic, Romania, Argentina, others).** This will be addressed by the Task Force on National Outreach.
 - **Development of survey instrument to assess the level of psychosocial services in oncology around the world – see TF for Federation Members Survey above.** This will be addressed by the Task Force on Guidelines, Standards, Accreditation and Training.
 - **Translation and dissemination of core curriculum and IPOS Press materials.** The Federation members would like to benefit from the lowest prices possible for these materials.
- Other ideas
 - **CMEs for online training.** The members of the Federation discussed the desirability of such a program. There is no funding to support such an activity at this time. If funding and need are demonstrated in the future, the Federation may revisit the matter.
 - **Inspire.** Federation members were reminded that the INSPIRE materials are posted to the IPOS website and are available to all.
 - **Core Curriculum.** It was agreed that it is very important to continue development of the core curriculum. Perhaps each society could be responsible to translate the core curriculum at its own cost.

8. Reports from other countries/regions

Ireland reported that it has developed a graduate degree program in psycho-oncology at the University of Dublin.

Croatia reported that it has established a national psycho-oncology society and has sponsored its first national conference,

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9. Next meeting

Dr. Grassi noted that the next face to face meeting of the Federation will be in Quebec Canada in May 2010. However, it is expected that the Federation Task Forces will pursue their activities through the listservs, e-mails and teleconferences before that meeting.

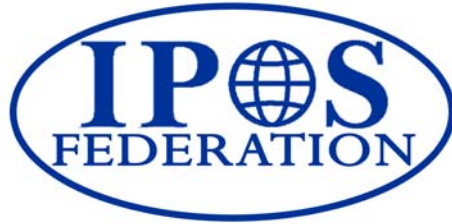
10. Adjournment

The meeting was adjourned at 7:25 pm.

Respectfully submitted,

David Kissane
IPOS Secretary

Elliott Graham
IPOS Executive Director, Scribe



IPOS Federation Policy Addendum

The following Policy Addendum was adopted by the Board of Directors of the International Psycho-Oncology Society, 20 June 2009.

In addition to Full Federation Membership status, there shall be created two additional categories of membership.

Affiliate Member. Affiliate Member status may be awarded to a multidisciplinary psychosocial oncology society that meets some, but perhaps not all, of the criteria for Full Federation Membership. Such a society may be newly formed and therefore have only a few members, or may still be developing its democratic structure, or psychosocial oncology may be new in the country and therefore there may be the need to further develop the profession within the country. An Affiliate Member may request direction and guidance from a Full Federation Member society or from a member of the Board of Directors or IPOS Headquarters. It is expected that an Affiliate Member shall work diligently toward meeting the qualifications for Full Membership within a two to three year period. The individual members of an Affiliate Member society are eligible for the benefits provided to the individuals of a Full Federation Member Society. An Affiliate Member society may participate in Federation Board meetings, but shall not have a vote on matters before the Federation Board.

Associate Member. Associate Member status may be awarded to an organization whose mission and vision are concordant with that of IPOS, but which does not meet the criteria set forth as eligibility criteria in the IPOS Federation Policy Statement. Examples of Associate Members are single disciplinary groups that support psycho-oncology for cancer patients and their care-givers or patient advocacy organizations. The individual members of an Associate Member shall not have any benefits of Federation Membership. The designated representative of the Associate member may participate in the Federation Board meetings, but shall not have a vote on matters before the Federation Board.

Observers. Psycho-oncology professionals who are from countries that are not represented by Full, Affiliate or Associate Federation members may be invited to sit in observation at Federation Meetings.

As of 20 June 2009, the following 19 organizations have been voted into **Full Membership** of the IPOS Federation:

- OZPOS/Australia
- OPPO/Austria (pending receipt of documents)
- CAPO/Canada
- SFPO/France
- HSPO/Greece (subject to verification of the democratic election process)
- MPOT/Hungary
- IPAS/Israel (subject to receipt of constitution and membership list)
- SIPO/Italy
- POA/Lithuania
- NVPO/Netherlands
- PPOS/Poland
- APPO/Portugal
- SPPO/Portugal
- SEPO/Spain
- SWEDPOS/Sweden
- SGPO/Switzerland
- PSOG/Turkey
- BPOS/UK
- APOS/USA

As of 20 June 2009, the following organization has been voted into **Affiliate Membership** of the IPOS Federation:

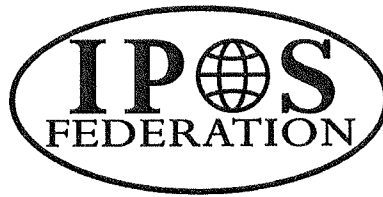
- COPER/India

As of 20 June 2009, the following organizations have been voted into **Associate Membership** of the IPOS Federation:

- ACLP/Latin American Association of Palliative Care
- SAOSWA/South African Oncology Social Work Association

As of 20 June 2009, decision on the following application for membership was deferred to the Federation.

- SAPO/Serbia



Meeting of the IPOS Federation
Tuesday, 23 June 2009

PLEASE PRINT USING BLOCK CAPITALS

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