IAAHS Committee Meeting Minutes

Final

Conference call on January 26th, 2016 9:30-10:30am Eastern time
Prepared by: Alex Brownlee, Secretary with support

Participants:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Name</th>
<th>Topic Team leader</th>
<th>Country</th>
<th>Present?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>April Choi (AC)</td>
<td></td>
<td>USA</td>
<td>Yes</td>
</tr>
<tr>
<td>Secretary</td>
<td>Alex Brownlee (AB)</td>
<td></td>
<td>South Africa</td>
<td>Yes</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Cheng Hock Chi (CHC)</td>
<td>Comp. Health</td>
<td>Singapore</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Members</td>
<td>Adrian Baskir (ABa)</td>
<td></td>
<td>UK</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Denis Garand (DG)</td>
<td>Microinsurance</td>
<td>Canada</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Froylan Puente (FP)</td>
<td>Risk Adjustment</td>
<td>Mexico</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stuart Rodger (SR)</td>
<td></td>
<td>Australia</td>
<td></td>
</tr>
<tr>
<td></td>
<td>John Rutherford (JR)</td>
<td>Medical Expense</td>
<td>International</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Alexander Sadovski (ASad)</td>
<td>Critical Illness. Library administrator.</td>
<td>Bulgaria</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Aldona Skucaite (ASku)</td>
<td></td>
<td>Lithuania</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Ulrich Stellmann (US)</td>
<td>Medical Expense. Risk Capital.</td>
<td>Germany</td>
<td>Yes</td>
</tr>
<tr>
<td>IAA Delegates</td>
<td>Cecil Bykerk (CB)</td>
<td></td>
<td>USA</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Emile Stipp (ES)</td>
<td></td>
<td>South Africa</td>
<td>Yes</td>
</tr>
<tr>
<td>Other Invitees</td>
<td>Christian Levac (CL)</td>
<td>IAA Director, Comm’s and Development</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Attachments sent prior to the meeting:

I. October 15th 2015 IAAHS Vancouver meeting minutes v2
II. Andrew Dalton bio
III. Draft document on Roles and Responsibilities of IAAHS Committee and leadership
IV. Draft IAAHS 2016 Project Plan
V. Joint Colloquium bursary policy
VI. Draft document on IAAHS Rules (latest version from Christian Levac as of 1.20.16)
Agenda:

1. **Roll call and welcome**
   April welcomed everyone and confirmed the attendees.

2. **Confirmation of agenda and previous minutes**
   The agenda was not changed.

   The 15 October 2015 Vancouver Committee meeting minutes version 2 was accepted without change.

3. **Voting - All**
   a. Vice-Chair, nominee: Adrian Baskir
      Cheng Hock nominated Adrian Baskir as Vice Chair. Alexander Sadovski seconded the motion. Adrian accepted the nomination. No objections were noted. The Committee thus appointed Adrian for a term near the end of June, at which time the next Officers election will take place.

   b. LTC Topic Team Leader: Andrew Dalton to replace Al Schmidt
      Alex Brownlee nominated Andrew Dalton as LTC Topic Team Leader to replace Al Schmidt. John Rutherford seconded the motion. No objections were noted. The Committee thus appointed Andrew Dalton.

   April welcomed the appointees and will inform the Committee and the topic team leaders of these appointments.

4. **Review draft document on roles and responsibilities**, **Committee, Committee members, Chairperson, Secretary, Treasurer, Sub-Committee leaders**

   Ulrich and Aldona were uncomfortable with the sub-committee role “Add 10 or more new resources to Library annually”, as this may have unintended consequences such as poor quality documents uploaded.

   AB suggested that the roles and responsibilities of the IAA Secretariat, IAA Delegate and Vice-Chair need to be included. CL and April will send some detail on the roles of the IAA Secretariat and Delegate. AB suggested to review the overlap between the Honorary Secretary’s role and that of the Chair’s and IAA Secretariat’s roles. The overlapping areas included the sending of information to the Committee and governance of elections.

   **ACTION:**
   i. All to review the draft document and send comments to April, Adrian, Alex Brownlee and Cheng Hock.
   ii. CL and April to send roles and responsibilities of the IAA Delegates and IAA Secretariat.

5. **Discuss pros and cons of converting Topic Teams to Sub-Committees**

   The Rules do not mention Topic Teams, but do mention sub-committees. Changing the name to sub-committee will align to the Rules. The proposal is to convert the name Topic Team to Sub-Committee.
This was supported by the Committee, with the suggestion to review the number of sub-committees during this time.
ES queried whether sub-committee members need to be Committee members, since the current Topic Teams have non-Committee members. Rule 10b allows non-Committee members to belong to sub-committees.

**ACTION:**

i. April will share this proposal with the Topic Team leaders, together with reviewing their roles and responsibilities. This will be a continual discussion at future meetings.

### 6. 2016 Project Plan

a. Review draft document on 2016 Project Plan

[Note that the ‘Project Plan’ is the same as the ‘Work Plan’ document.]

April briefly discussed the various projects as stated in the plan document:

- **2016 Joint Colloquium, Newfoundland, Canada, on June 27-29, 2016**
  To be discussed further under agenda item 7.
- **Webinars**
  - Joint webinars with AAA:
    - Exploring Global Healthcare Cost Drivers: UK and possibly France, planned to take place in 4Q 2016
    - Exploring Global Healthcare Cost Drivers: Taiwan and possibly Japan or China planned for Aug/Sept 2016. April suggested Japan would be interesting, but finding a speaker had been difficult. Alex Leung will present Taiwan.
  - Joint webinar(s) with ASSA (South Africa):
    - Planned for April or May 2016. The ASSA Healthcare Committee is meeting in early February and this will be discussed, with positive feedback to date from the Chair and Vice-chair. Getting the speaker to agree is proving challenging, as well as sourcing an international speaker.
  - Other joint webinars:
    - Ulrich will investigate the possibility of a topic linked to the German LTC reform
    - ES suggested that a joint webinar in Q3 or Q4 of 2016 may be possible, to present the paper on Personalised Medicine and Genomics - the Health Committee plans to complete before then.

- **Revitalizing the Topic Teams has a few actions planned, including:**
  - Form Sub-Committees and revisit topics
  - Update membership
  - Update library
  - Propose projects and implement
  - Broaden communication via Linkedin, blogs and Facebook
• 2018 ICA Berlin
  - Ulrich (member of the organizing committee – health) mentioned that preparation work has begun, with some elements confirmed. The timetable is currently under investigation. He will send it to the committee members after finalization.

• DSTF discussions will continue and projects/tasks/proposals to be determined

• Other Projects
  - Presentations to local associations?
  - IAA platform?

• Administrative projects/tasks:
  - Elect Vice Chair: provide continuity for succession planning and strengthen officers team
  - Prepare documents on roles and responsibilities of IAAHS Chair, Vice Chair, Secretary, Treasurer Committee, Committee members, Topic Team/Sub-Committee officers
  - Update IAAHS Rules to be amended at General Assembly meeting in June 2016
  - Form various sub-committees as required, such as Planning Sub-Committee.

b. Request volunteers for IAAHS 2017 Planning Sub-Committee

The planning will start in 2016 with a view of finalization in October 2016. Volunteers need not be Committee members, but preferably at least one Committee member joins and at least one Officer. This is not a big task. Ulrich and AB volunteered. April by default would be part of this.

April requested others to consider joining the sub-committee.

7. 2016 Joint Colloquium on Jun 26th – June 29th, St John’s, Newfoundland

a. Scientific Program Committee update - Adrian and Cheng Hock

One plenary session and fourteen breakout sessions are confirmed. The programme is being organized to be put into a brochure for distribution. Cheng Hock and Adrian will circulate after some bios and info is available, but may be able to send a draft. A cyber security session still requires a speaker and

Some speakers are facing some financial constraints in attending the Colloquium.

b. Bursary policy, see attached - April

April asked whether the bursary policy should give preference to developing countries, academics and government employees, or restrict access only to these segments. The Committee preferred to encourage a wider participation allowing some discretion. The bursary applications will be referred to the Officers for decisions.
The bursary will cover the registration fees, and up to Canadian $500 to subsidize for travel and accommodation, paid for by the IAAHS.

The bursary proposal was accepted, subject to the clarifications above.

8. Other business and closing comments – All

a. IAA Platform – Yair volunteered to represent IAAHS
   The IAA is reviewing the creation of a single IAA Platform for knowledge management. The Committee accepted that Yair would represent the IAAHS on this IAA Platform initiative.

b. Questions on 2016 budget?
   Questions can be sent to Cheng Hock. The Budget has been submitted and cannot be changed anymore.

c. Questions on IAAHS Rules draft document?
   CL informed that the IAA Executive Committee needs to review the changes to the Rules. The aim is to standardize the Rules across Sections as much as possible. CL does not expect the Executive Committee to make any major changes. The next Executive Committee meeting suitable for submitting the new Rules is in March.
   Following the Executive Committee approval, the new rules need to be sent to Members at least 60 days in advance of General Meeting, which will be at the St Johns Colloquium. If accepted, then the IAA Council needs to approve it, which is mostly a formality and can be approved via electronic ballot. Thus, it is possible to approve the new Rules by July.

Ulrich questioned whether non-members can join sub-committees. The new Article 12 does allow for non-members in the sub-committee.

AB raised the issue that the term of the sub-committee chair and members was not specified in the rules. April and CL confirmed that not all items need to be specified in the Rules and supporting policies or procedures outside the Rules can be used instead.

AB also raised the issue that the Rules allow for voting to be done without an Officer present. All to send April their final comments soon so April can forward them to CL.

**ACTIONS:**
- Yair to represent the IAAHS on the IAA Platform initiative
- All to send their queries on the 2016 Budget to Cheng Hock.
- All to send April their final comments soon so April can forward them to CL.

9. Next meeting
   Another 3 meetings were suggested for 2016, to be arranged and set up earlier by AB so as to book the dates in everyone’s diary.

The meeting ended at 10:35 Eastern time.