



Minutes of the
NSGE board meeting
February 18th 2016 at 10 – 17 at Hilton Copenhagen Airport.

Meeting secretary:

Annette List

Meeting participants:

Jan Persson, Juha Mäkinen, Marit Lieng, Martin Rudnicki, Päivi Härkki, Pétur Reynisson, Ingeborg Bøe Engelsen, Bjarne Rønde Kristensen

Apologies for the meeting:

Charlotte Møller.

Agenda

- 1. Welcome**
Welcome by Marit Lieng.
- 2. Election of a person to write the minutes from the meeting**
Annette List.
- 3. Presentation of the members of the NSGE board**
Short presentation of the members of the NSGE board.
- 4. NSGE organisation and administration by Bjarne Rønde Kristensen**
A preliminary meeting was held in Oslo at August 20th 2015. Marit Lieng, Martin Rudnicki and Bjarne Rønde Kristensen participated.

The purpose of our new society can in headlines be expressed as in the statutes:

NSGE is a non-political, non-profit society. The mission of NSGE is:

- To be a Nordic platform for individual professionals dedicated to the care of women with gynaecological sickness.
- To work for improvements in the practice of diagnosis and treatment where minimal invasive gynaecological surgery may be performed and be beneficial for the women.
- To promote and support basic and clinical research.
- To promote education and training in minimal invasive gynaecological surgery and treatment in all its aspects.
- To promote and support Nordic and international scientific and clinical exchange, and friendship among professionals and societies active in minimal invasive gynaecologic surgery.

To fulfil this mission the society shall:

- Promote and conduct collaborative clinical trials, regarding minimal invasive gynaecological surgery/treatment



- Organise and coordinate conferences, meetings and collaborative activities.
- Set Nordic Standards of Care for women undergoing minimal invasive gynaecological surgery/treatment.
- Set Nordic Guidelines for professional education and training in minimal invasive gynaecological surgery/treatment.
- Establish cooperation and relationships with other international, national and regional societies and organisations in this field.

It is the society's first task to organise congresses every two years.

Marit Lieng notes that it may be necessary to change the time interval to avoid that the NSGE congress coincide with the NFOG congress as the time interval of the latter will be changed after NFOG2018.

The 2nd Nordic Congress on Gynaecological Endoscopy will be held in Norefjell in Norway and is organised in collaboration with the local Norwegian organising committee. It will take place in cooperation with the 3rd Oslo Endoscopic Winter Meeting 2017.

The 3rd Nordic Congress on Gynaecological Endoscopy will be held in Helsinki, Finland.

As NSGE does not yet have any financial resources the Board must prioritise between possible tasks. The following tasks were chosen:

- a. Exchange visits for younger physicians – exchange visits between the Nordic countries within research and clinical work– private accommodation/accommodation by department. Application to NFOG for covering of expenses in connection with exchange visits is possible. Applying can possibly take place on the website of NSGE.

The following should be set up at the website:

- A summary of departments offering exchange visits
 - Application for exchange visits, duration 1-2 weeks
 - Application for NFOG for covering expenses in connection with exchange visits
- b. Diploma – certification of minimal invasive gynaecological surgery (will be attractive for younger physicians as it is important to obtain surgical skills and to see how it is done in other countries). Performance specifications must be prepared for the certification. The certificate will be presented during a congress when all skills are achieved.

The following working groups are appointed to draw up outlines:

- Exchange visits younger physicians: Päivi Härkki og Ingeborg Bøe Engelsen. Deadline June 1st 2016.
All heads of gynaecological departments in the Nordic countries will be inquired for the possibility of hosting exchange visits.
- Certification in minimal invasive gynaecological surgery: Charlotte Møller, Espen Berner, Martin Rudnicki and Juha Mäkinen. Deadline June 1st 2016.

→ Marit Lieng will send an e-mail to the members of society, where she will call attention to the website and invite members to contribute.

→ Annette List sends e-mail addresses to Marit Lieng.

A European database of mesh surgery is currently being established. The possibility of establishing a Nordic database is considered – a good idea that may be part of NSGE.

A platform with the possibility to register ongoing studies could be placed on the NSGE website, possibly with the opportunity to receive data from Nordic departments.



It is suggested to affiliate a younger physician to the NSGE board. However, this is an amendment of the statutes and must be an item on the agenda of the annual general meeting.

Bjarne Rønne Kristensen continues to inform that the society does not yet have any financial resources. It is discussed how to raise finances to the society.

The following is suggested:

- Sponsors
- Every congress participant must pay a fee to NSGE
- Organising pre-congresses for NFOG

The organising country/department holds the financial risk in connection with the congresses. Bjarne Rønne Kristensen and Marit Lieng will compose guidelines for handling profits/deficits regarding NCGE.

5. End-report NCGE 2015

NCGE2015 was a great success in every way but unfortunately gave a deficiency of 25-50.000 DKK. The deficit is covered by the Department of Gynaecology and Obstetrics, OUH Odense University Hospital.

Cost associated with speakers: Fee, hotel, gala dinner, and reimbursement of travelling expenses: Denmark: none; The Nordic countries: economy class, max 200 Euro; Europe: economy class, max 500 Euro; Outside Europe: economy class, max 1,000 Euro. A directory of the sponsors and exhibitors is presented.

In the future as many Nordic speakers as possible (NFOG may cover expenses) and fewer international speakers must be invited. It will reduce expenses for speakers if every speaker has more than one presentation in the programme. The costs for venue must also be considered.

It is discussed whether the upcoming congress should last two or three days – an extra day in Norrefjell has been booked due to NCGE.

The fee for participating in NCGE2015 was very low. Pricing is discussed and it is concluded that it must cover the cost of the venue.

6. NSGE economy

The preliminary budget for NSGE is presented.

Potential sponsors are discussed: Olympus; ask sponsors Storz, Wulff, Covidien, Johnson & Johnson and Intuitive for a yearly sponsorship in return for having adds/logo presented on the website.

→ Marit Lieng and Bjarne Rønne Kristensen will make a list of sponsors, draft text for sponsorship agreement and contact the sponsors.

→ Jan Persson will contact Intuitive for the purpose of a possible sponsorship when the programme is ready.

7. NSGE web page

→ Bjarne Rønne Kristensen asks Kasper Ingerslev (physician at the department of Gynaecology and Obstetrics, OUH) whether he will undertake the task of being webmaster of the NSGE website.

Suggestions for menu items:

- Activities



- Science
- Affiliation centre
- Overview of courses
- Registration of new members

→ All board members are asked to e-mail a photo and a short CV (max 10 lines) for the website to Annette List. Deadline March 1st 2016.

Advertise for NSGE at NFOG2016 → Päivi Härkki will arrange this.

E-slide for the national pages.

Espen Berner will make poster, slide and flyer → Marit Lieng informs him.

8. NSGE future focus areas. Proposals for future activities from the board members are requested.

Please see item 4.

9. NSGE affiliation to ESGE and/or AAGL?

This issue must be addressed at the annual general meeting. The board should agree on a recommendation for whether the society benefits from being affiliated with ESGE, AAGL or both.

More information on access to members, free speakers, mailing list and membership of two places.

→ Marit Lieng will draft a letter for ESGE and AAGL. The letter will be sent to the board for comments. Deadline March 1st 2016.

10. NCGE 2017/Norefjell

Marit Lieng presents template for the programme of OEWM2017.

The board discusses whether OEWM17 and NCGE2017 should have a duration of fewer days which would reduce costs for venue. Parallel sessions are possible as Norefjell has the physical facilities for this.

The dates for OEWM17 and NCGE2017 are set to March 9th – 12th 2017. March 9th will begin with pre-congress workshops and end with the welcome reception. The actual congress programme will begin at March 10th and end at March 12th at 12 noon. Parallel sessions are a possibility.

Early contact to the sponsors are important.

OEWM2017 and NCGE2017 will organise pre-congress workshops together.

The scientific committee is appointed:

- Martin Rudnicki, chairman
- Anton Langenbrekke
- Marit Lieng
- Jan Persson
- Pétur Reynisson
- Päivi Härkki

First meeting in the scientific committee will take place April 9th 2016 in Oslo.

Discussion of possible workshops:

- Laparoscopic surgery



- Education
- Ultrasound

Proposal: Only 2-3 workshops, which the participants will visit in turn. It is considered most convenient to have all the workshops at Norefjell.

→ Martin Rudnicki will draft the scientific programme and e-mail this to the scientific committee. Please send suggestions for workshops or programme to Martin Rudnicki.

→ Marit Lieng and Bjarne Rønde Kristensen will make a list of possible sponsors, draft text for sponsorship agreement and contact the sponsors.

→ Marit Lieng will check and send venue prices to the board.

11. Any other business

Thank you for a good meeting.



TO DO

Name	Tasks	Deadline
Marit Lieng	<ul style="list-style-type: none"> • Marit Lieng will send an e-mail to the members of society, where she will call attention to the website and invite members to contribute. • Marit Lieng and Bjarne Rønne Kristensen will make a list of sponsors, draft text for sponsorship agreement and contact the sponsors. • All board members are asked to e-mail a photo and a short CV (max 10 lines) for the website to Annette List. • Espen Berner will make poster, slide and flyer. Marit Lieng informs him. • Marit Lieng will draft a letter for ESGE and AAGL. The letter will be sent to the board for comments. • Marit Lieng and Bjarne Rønne Kristensen will make a list of possible sponsors, draft text for sponsorship agreement and contact the sponsors. • Marit Lieng will check and send venue prices to the board. 	<ul style="list-style-type: none"> • • • • • Deadline March 1st 2016. • •
Bjarne Rønne Kristensen	<ul style="list-style-type: none"> • Marit Lieng and Bjarne Rønne Kristensen will make a list of sponsors, draft text for sponsorship agreement and contact the sponsors. • Bjarne Rønne Kristensen asks Kasper Ingerslev (physician at the department of Gynaecology and Obstetrics, OUH) whether he will undertake the task of being webmaster of the NSGE website. • All board members are asked to e-mail a photo and a short CV (max 10 lines) for the website to Annette List. Deadline March 1st 2016. • Marit Lieng and Bjarne Rønne Kristensen will make a list of possible sponsors, draft text for sponsorship agreement and contact the sponsors. 	<ul style="list-style-type: none"> • • • •
Jan Persson	<ul style="list-style-type: none"> • Jan Persson will contact Intuitive for the purpose of a possible. • <i>All board members are asked to e-mail a photo and a short CV (max 10 lines) for the website to Annette List. Deadline March 1st 2016.</i> 	<ul style="list-style-type: none"> • When the program-me is ready. • Done
Juha Mäkinen	<ul style="list-style-type: none"> • All board members are asked to e-mail a photo and a short CV (max 10 lines) for the website to Annette List. 	<ul style="list-style-type: none"> • Deadline March 1st 2016.
Päivi Härkki	<ul style="list-style-type: none"> • <i>All board members are asked to e-mail a photo and a short CV (max 10 lines) for the website to Annette List. Deadline March 1st 2016.</i> • Advertise for NSGE at NFOG2016. Päivi Härkki will arrange this. 	<ul style="list-style-type: none"> • Done • ?
Ingeborg Bøe Engelsen	<ul style="list-style-type: none"> • All board members are asked to e-mail a photo and a short CV (max 10 lines) for the website to Annette List. 	<ul style="list-style-type: none"> • Deadline March 1st 2016.
Martin Rudnicki	<ul style="list-style-type: none"> • <i>All board members are asked to e-mail a photo and a short CV (max 10 lines) for the website to Annette List.</i> • Martin Rudnicki will draft the scientific programme and e-mail this to the scientific committee. 	<ul style="list-style-type: none"> • Done •
Pétur Reynisson	<ul style="list-style-type: none"> • All board members are asked to e-mail a photo and a short CV (max 10 lines) for the website to Annette List. 	<ul style="list-style-type: none"> • Deadline March 1st 2016.
Charlotte Møller	<ul style="list-style-type: none"> • All board members are asked to e-mail a photo and a short CV (max 10 lines) for the website to Annette List. 	<ul style="list-style-type: none"> • Deadline March 1st 2016.
Annette List	<ul style="list-style-type: none"> • <i>Annette List sends e-mail addresses to Marit Lieng.</i> 	<ul style="list-style-type: none"> • Done