



**European Headache Federation**

**Executive Committee Meeting**

**31<sup>st</sup> May 2014**

**17:00 – 20:00**

**Istanbul, Turkey**

**MINUTES**

**Attending members:** Dr. Jensen, Dr. Osipova, Dr. Martelletti, Dr. Lampl, Dr. Mitsikostas– EHF Council

**Excused Members:** Dr. Edvinsson, Dr. Katsarava, Dr. Siva

**EHF administrative office:** Olga Coschina

**1. Welcome and apologies**

Dimos welcomed everyone and started the meeting without Rigmor, who arrived later due to traffic problems.

**Approval of minutes of the last EC Meeting (December 2013 Geneva)**

Minutes of the meeting were unanimously approved.

**2. Action Items EC Meeting (December 2013)**

All went through the action items and updated the status of each action item. The updated status and overview of open and pending items is below.

<b>Item</b>	<b>Accountable</b>	<b>Due Date</b>	<b>Status</b>
<b>Old Action Items from EC Meeting 12/2012</b>			
Headache Master Program - Create working committee to develop Master Program Comment: has also full support from LTB	Dr. Jensen	Ongoing	Open
<i>Draft and send letters asking organizations to endorse the Headache Master Program</i>	<i>Dr Jensen; Dr. Lampl</i>	<i>9/12/2013</i>	<i>Closed</i>



<p>Guidelines - Headache Centers - Finalize Headache guidelines and distribute them to EC Members. There should be 2 separate topics: International and European Guidelines.          Comment: Also here LTB is cooperating. Zaza suggested that this project is combined with the benchmarking project. Zaza also suggested publishing the guidelines through EHF, IHS and LTB.</p>	Dr Jensen; Dr. Katsarava	7/30/2014	Open
<b>Lifting the Burden</b>			
Write a proposal for a formal collaboration between EHF and LTB, and present it to Board for approval	Secretariat; Dr Steiner	1/31/2014	Closed
<p><i>Appoint person who will work closely with Dr Steiner regarding the collaboration</i>  <i>Comment: this person will be Zaza</i></p>	All	9/12/2013	Closed
<p><i>Investigate role of Kenes in fundraising for EHF (e.g. becoming a trading company)</i>  <i>Comment: When projects arise that will generate revenue EHF will define a Memorandum of Understanding with LTB regarding the sharing of these revenues.</i></p>	Secretariat	9/12/2013	Closed
<p><i>Appoint person who will cooperate with LTB in North Africa Project</i>  <i>Comment: this person will be Zaza</i></p>	All	9/12/2013	Closed
<p><i>Follow up on project in Estonia</i>  <i>Comment: Zaza and Tim Steiner had a meeting at WFN in Vienna (together with Mark Braschinsky). The project is slowly but surely progressing. Report received and distributed with these minutes.</i></p>	Dr Steiner; Dr. Katsarava	9/12/2013	Closed
<b>SQE Benchmarking Project</b>			
Send questionnaires and protocol to all board members	Dr Steiner	7/30/2014	Open
<b>Bylaw Amendments</b>			
Come up with proposal regarding the bylaws related to articles 3 and 19. Also make proposal on number of people that should serve on the board, and their tenure	Dr Steiner	7/30/2014	Ongoing
<b>Budget 2013 and Financial Situation</b>			
Allocate EUR 8.000 to LTB Project	Dr Katsarava	9/12/2013	Closed
Allocate up to EUR 5.000 for the Benchmarking Project	Dr Katsarava	9/12/2013	Closed

<i>Check with Adam Speller of EHMTIC how much revenue is still to be transferred to EHF and when Comment: A few 1000 EUR will be transferred, but not more.</i>	<i>Dr. Jensen</i>	<i>9/12/2013</i>	<i>Closed</i>
Check and propose revision of rules of Summer School	Dr Katsarava; Dr Osipova; Dr Paemeleire	7/30/2014	Ongoing
<b>Website</b>			
<i>Decide on how to continue the process of Newsletters, and the cooperation with Dr Antonacci Comment: Rigmor has contacted Fabio.</i>	<i>All</i>	<i>9/12/2013</i>	<i>Closed</i>
<b>EHMTIC 2014</b>			
<i>Christian to contact Pfizer. Comment: Pfizer declined</i>	<i>Dr. Lampl</i>	<i>9/12/2013</i>	<i>Closed</i>
<i>Propose Dr. Woods and Dr Fazecas to EHMTIC 2014</i>	<i>Dr. Jensen</i>	<i>9/12/2013</i>	<i>Closed</i>
<i>Kenes to provide list of sponsors that have been contacted, and the ones that are still pending</i>	<i>Kenes</i>	<i>2/25/2014</i>	<i>Closed</i>
Aksel to take lead in organizing the social evening at EHMTIC	Aksel	7/30/2014	Open
To contact own network of possible sponsors, to try to get them involved for EHMTIC 2014	All	Ongoing	Closed
<i>To contact Paolo regarding the EFIC morning session and possible sponsorship for this</i>	<i>Rigmor</i>	<i>5/31/2014</i>	<i>Closed</i>
<b>Guidelines for refractory cluster headache &amp; migraine</b>			
<i>To finish guideline on refractory headache and migraine before EHMTIC 2014</i>	<i>Paolo, Christian, Rigmor and Lars</i>	<i>Ongoing</i>	<i>Closed</i>
<i>To make sure that the guideline is published in the Journal of Headache and Pain for free</i>	<i>Paolo</i>	<i>Ongoing</i>	<i>Closed</i>
<i>To invite Springer representative to the next EC meeting to discuss contract and royalties</i>	<i>Paolo &amp; Secretariat</i>	<i>next EC meeting</i>	<i>Open</i>
<b>Bylaws – proposed changes</b>			
<i>To discuss election rules with Tim Steiner</i>	<i>Rigmor &amp; Dimos</i>	<i>7/30/2014</i>	<i>Open</i>
<b>SQE Study</b>			
<i>Zaza will send SQE study questionnaire to everyone</i>	<i>Zaza</i>	<i>3/31/2014</i>	<i>Closed</i>
<i>All to follow up by translating questionnaire</i>	<i>All</i>	<i>Ongoing</i>	<i>Open</i>
<b>Financial situation</b>			
<i>Prepare the 2014 budget</i>	<i>Zaza &amp; Marcel</i>	<i>5/31/2014</i>	<i>Closed</i>
<i>Marcel will check the expectation from Kenes PCO in regards to revenue and profits</i>	<i>Marcel</i>	<i>5/31/2014</i>	<i>Closed</i>

The old action items that were due the 31<sup>st</sup> May need a follow up and a reminder will be sent to the people responsible. This will be done by the Administrative Office.

Notes to separate tasks:

SQE Study

It was mentioned that up till now only two countries presented their translations and all the board members need to be reminded about this.

EHMTIC 2014

In regards to the Enrico Greppi Award – Christian will make an introduction at the ceremony. Additionally, Paolo suggested inviting the winner to make the opening ceremony more interesting.

**Action:** Paolo will invite the winner of the Enrico Greppi Award for opening ceremony during EHMTIC

**3. Criteria for Refractory Cluster Headache**

Dimos introduced the discussion on the Diagnostic Criteria for refractory chronic cluster headache. Several countries as well as the board members reviewed the document and supplied their comments. Based on the feedback, Dimos prepared a summarized document.

It was suggested to add that the diagnosis should be certified by headache specialists, to the ‘comments’ section or into the introduction of the document.

Vera suggested to reformulate section D of the Diagnosis criteria.

Dimos will take into consideration the feedback of all the present board members and will circulate the final version of the document to all.

**Action:** Dimos to circulate the final version of the document to the EHF board

**4. Discussion for approval of EHF Consensus Statement on RCM and publication times**

Paolo continued by discussing the approval of the consensus statement on RCM.

Submission deadlines and authors approvals were presented as below:

<b>EHF PAPER ON RCM - FINAL DRAFT</b>	<b>SUBMISSION DEADLINE: JUNE 15, 2014</b>
<u>AUTHORS</u>	<u>APPROVAL STATUS AT MAY 30, 2014</u>
Paolo Martelletti	approved
Zaza Katsarava	
Christian Lampl	approved
Delphine Magis	
Dimos-Dimitrios D. Mitsikostas	approved
Andrea Negro	approved
Michel Bjørn Russell	
Rigmor Højland Jensen	

**Action:** Rigmor to contact Zaza regarding the final statement and to circulate the final version to all the board members.

#### 5. Planning of new books for EHF Headache Series: proposal and discussion

Paolo presented EHF headache series timeline as below:

VOLUME EDITORS	TITLE	Status	Publishing date
Aksel Siva and Christian Lampl	Cased Based Diagnosis and Management of Headache Disorders	in production	September 2014
Timothy J. Steiner and Lars J. Stovner	Societal Impact of Headache	final revision	December 2014
Messoud Ashina and Pierangelo Geppetti	Pathophysiology of Headaches	invited authors are writing their chapters	June 2015
Dimos Mitsikostas and Koen Paemeleire	Pharmacological Management of Headaches	project approved	October 2015
TBD	Trigeminal Autonomic Cephalalgias and Rare Headaches	proposal	
TBD	Neuromodulation of Chronic Headaches	proposal	
TBD	Comorbidities Spectrum of Headaches	proposal	

The list of proposed titles, the priority hereof and any possible financial compensation from Springer to EHF were discussed but no precise decision was taken. Will be discussed at the next EC-meetings too.

#### 6. Master in Headache Medicine – request for patronage

Paolo continued and informed everyone about the Master in Headache at the Sapienza University and its new location, which offers more rooms for students and is more convenient and economical (see images below).





#### 7. Proposal on the changes in the concept of EHF H Schools

Vera Osipova made a presentation of the proposed changes that should be made to the organization of the headache schools and EHF support related to those.

The history of the EHF H schools was presented as well as the examples of the successful H schools organized in Russia during the past years.

There is a tendency that due to the fact that the advancement of the knowledge on headache became the responsibility of the National Societies, the H schools organized by EHF are losing their importance.

Therefore Vera suggested that instead of organizing annual H schools, EHF could financially support National H Conferences by providing 2-3 speakers. It was added that EHF Headache schools could still be organized/supported in case there would be a need.

Rigmor supported this initiative but advised that in case EHF provides 2-3 speakers to the National Conference, the program should be approved by the EHF board as this would be considered an 'EHF Event'. She also added that the criteria of setting up a headache school needs to be revised.

**Action:** Vera and Zaza will set up the rules for EHF – supported events.

#### 8. IHS International Headache Academy (Europe) – IHEAD.

Rigmor reminded everyone about the IHEAD headache academy taking place in Leiden (The Netherlands) during 31<sup>st</sup> October – 2<sup>nd</sup> November 2014. EHF has to nominate the candidates from each country and to create a faculty for participation in the IHEAD.

Two or three young leaders in headache research should be nominated from each country. Their expenses will be covered by Allergan. Zaza has already nominated 4 candidates from Georgia, but this will have to be revised depending on the number of nominations admitted.

Dimos noted that only the countries represented by the board members will be able to nominate their candidates which is not that fair. It was suggested therefore to include some more countries from the neighboring regions.

**Action:** All the board members will send to Olga names of the candidates from their countries as well as from their regions. Olga will compile the list and will distribute it to the board.



Zaza and Rigmor will communicate proposed candidates to Peter Goadsby and Michel Ferrari.

## 9. Bylaws

Rigmor briefed everyone on the history of the discussions on the bylaws and their amendments which started during EHMTIC 2012 in London. No one could fully understand them and therefore it was suggested to revise some of the clauses which are mostly used by EHF.

Tim Steiner was asked to come up with suggestions and clarifications of the Articles 16, 19 and 20. The document was distributed to everyone last year for consideration and comments.

Rigmor reminded to all that it was important to clarify the term of office of each officer and board member and the number of times the representatives of those positions could be re-elected.

The discussion started on the article 3.3.3. regarding the elections. It was agreed by all that this clause should be amended because the deadline of '14 days before the meeting' for sending nominations by members is too short. The article 6.2.1, 6.2.5 and 6.2.6 about the rotation of officers and members of the board should also be amended.

The suggested amendments were supported by all and noted. Olga and Rigmor will amend the document and send it to Tim Steiner for confirmation and comments.

The next elections to be held during EHMTIC 2014 in Copenhagen were discussed and it was agreed that current officers and board members can nominate themselves for the next term of the same and/or different office position.

Dimos made a suggestion to nominate current board/office members as follows:

- Zaza Katsarava nominated to the 2<sup>nd</sup> Vice-President position
- Paolo Martelletti nominated to the 1<sup>st</sup> Vice-President position
- Christian Lampl nominated to the same position of the General Secretary
- Vera Osipova nominated to the position of the Treasurer
- Koen Paemeleire nominated to continue his term as a Member at large

All the present council members supported the suggestions.

**Action:** Rigmor and Olga will put together the amendments to the articles of the current bylaws and will send the final document to Tim Steiner.

## 10. EHMTIC 2014

Rigmor updated everyone on the preparations of the EHMTIC 2014 and mentioned that everything is going according to plan. A lot of work has already been done, the speakers are in place even though it



was problematic to get the speaker about antibodies and biological approach to change the topic to more migraine and headache related themes. Kenes has done a great job whereas Migraine Trust hasn't been much involved. There were 328 abstracts received until now and up to 100 more expected due to the late breaking submission scheduled before early July.

She mentioned that Allergan will not be a platinum sponsor, there will be several gold sponsors as well as a couple of silver sponsors. Total contribution from the sponsors constitutes 90.000 EUR, which is fairly good. The estimated surplus is about 160.000 EUR.

Rigmor mentioned that since the interest from the pharmaceutical companies is limited, there will be more topics related to neuro-modulation. Paolo suggested to organize a joint symposium on the refractoriness and its clinical definition.

Paolo suggested winner of the prize should be presented to the main audience and his suggestion was positively supported by the present council members

#### **11. EHF Online Headache School**

The eHeadache school module is in development and on this stage active involvement from the board is expected. Koen has been very actively involved in the content production of the Module 1 'Cluster Headache' together with Diana van Brakel and Rigmor brought many thanks to Koen for his great work. Koen presented briefly the background of the work that has been done during the last 3 months. He explained to all that 3 Modules are being produced, where the content of the Module 1 of Cluster Headache is more or less final, while Modules 2 and 3 of Chronic Migraine have just been outlined and need feedback from the rest of the board members.

The important dates of all the 3 modules were presented as below:

#### **6/6/2014**

- ▶ Feedback 0.91 Module 2 Chronic Migraine
- ▶ Feedback 0.9 Module 3 Chronic Migraine

#### **9/6/2014 - 23/6/2014**

- ▶ Feedback 0.9 Script Module 1 Cluster Headache

#### **27/6/2014 – 6/7/2014**

- ▶ Feedback 0.8 Script Module 2 Chronic Migraine
- ▶ Feedback 0.8 Script Module 3 Chronic Migraine

#### **14/7/2014 – 21/7/2014**

- ▶ Feedback 0.9 Script Module 2 Chronic Migraine





▶ Feedback 0.9 Script Module 3 Chronic Migraine

**18/8/2014 – 25/8/2014**

▶ Final Testing

Olga presented the design of the course pages which was confirmed by all the present board members. This design will be implemented for all the 3 modules.

**Action:** Olga to send the design to the whole board for the final approval and feedback.

## **12. EHF Newsletter 2014**

As it was agreed by the EHF board that since the 2014 the content of the EHF newsletter will be prepared by Christian and prepared with the help of Kenes, Olga presented 2 different templates to be used for the future EHF newsletters.

It mentioned that in case all the content is facilitated by the board, Kenes can provide assistance in creating and sending 5 to 6 newsletters per year for 1.000 EUR.

All the present board members agreed that Kenes should create and disseminate 4 Newsletters a year using the design presented. For this reason, MailChimp, which is a free e-mail marketing solution, will be used for creating, sending and tracking EHF newsletters.

## **13. EHF Council Elections 2014-2016**

Rigmor asked everyone present whether they would like to continue serving in the EHF Council.

All indicated their willingness to continue serving in the EHF Council and mentioned the desired position. As it was mentioned previously, Zaza was nominated to the position of the 2<sup>nd</sup> Vice-President, while Vera Osipova offered her candidature as the new EHF Treasurer. Koen would like to continue as an EHF member at large being more involved in the EHF eHeadache project.

During the discussions over the bylaws, it was mentioned that the total number of the EHF Council members at large should be reduced from 4 to 3. But this amendment will only be implemented after the new changes have been accepted and approved.

Olga will contact all the EHF council members and ask about their willingness to continue serving in the EHF Council and notify those who have been nominated by the present board members. Those who would like to continue serving the EHF Council should send a written confirmation to the EHF Secretariat.

Rigmor will go through the Call for Nominations text together with Olga, who will send it to all the EHF country representatives.



**Action:** Rigmor and Olga to finalize the text of the Call for Nominations to the EHF Council and send it to the EHF country representatives.

#### 14. Budget 2014 and Financial Situation

Olga Coschina briefly presented to all EHF budget for 2014 vs actual income and expenditure. See the sheet below.

<b>EHF budget 2014</b>	<b>Budgeted 2014</b>	
<b>INCOME</b>	<b>GBP</b>	<b>EUR</b>
Bank interests/charges		
Income from EHMTIC 2014		€ 80,000.00
Video School Royalties (2*3day 2*1day)		
Sponsorship		€ 100,000.00
<b>TOTAL INCOMES</b>	£ 0.00	<b>€ 180,000.00</b>

<b>Actual 2014</b>		
<b>GBP</b>	<b>EUR</b>	
£ -14.26	€ -119.81	
	€ 80,000.00	
£ -14.26	€ 79,880.19	

<b>EXPENSES</b>	<b>GBP</b>	<b>EUR</b>
Kenes Association Management		€ 15,000.00
Mailings/Conference calls, etc.		€ 1,500.00
Accounting and Audit	£ 5,000.00	
Newsletter		€ 1,000.00
Website		€ 2,000.00
E-Headache School	£ -	€ 100,000.00
EHF EC Meetings	£ -	€ 10,000.00
EHMTIC Promotion/Communication		€ 7,500.00
Headache School (Georgia)		€ 10,000.00
Grants and Awards		€ 4,000.00
Lifting the Burden		€ 13,000.00
<b>TOTAL EXPENSES</b>	£ 5,000.00	<b>€ 164,000.00</b>

<b>GBP</b>	<b>EUR</b>
	€ 80,000.00
	€ 8,000.00
	€ 4,000.00
£ -14.26	€ 92,000.00

<b>BALANCE</b>	£ - 5,000.00	€ 16,000.00
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£ -14.26	€ -12,119.81
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Current balance on the EHF bank accounts is as follows:

EUR: €5.921,73

GBP: £13.245,77

Lloyds TSB (GBP): £90.000

Rigmor raised the concern that the fee to the Migraine Trust is too high now, especially taking into account the fact that the contract is in place and this year there has not been much involvement with the EHMTIC preparation from their side.

#### 15. Date and Place of next meeting

##### EHF Administrative Office



European Headache Federation - Executive Committee Meeting

10:00 – 17:30 May 2013

Kenes Office – Amsterdam, The Netherlands

At EHMTIC in Copenhagen

- 18<sup>th</sup> September (Thursday) – EC Meeting
- 21<sup>st</sup> September (Sunday) – News EC Meeting

The meeting was adjourned at 20:00.

**EHF Administrative Office**

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