REPORT OF THE Secretary

Petter Hurlen

1. Minutes

Draft minutes from the GA meeting in Munich 28 August 2016 were circulated to the Board members on 6 September 2016, and a final version incorporating amendments were uploaded as unapproved minutes at the web site on 12 October. These are presented for approval at the board meeting to be held in Hangzhou as Appendix 1.

Draft minutes from the Board meeting in Victoria on 15 February 2017 were circulated to members on 28 February 2017, and a final version incorporating amendments were uploaded as unapproved minutes at the web site. These are presented for approval at the board meeting to be held in Hangzhou as Appendix 2.

The intention for future meetings is to have preliminary minutes available on the IMIA web site within a week after the meeting / conference.

2. Policies and Standard Operating Procedures

The IMIA statues clause 3.2.4.2 approved in 2010 states that IMIA may establish policies to define procedural aspects of the statues, responsibilities, rules and guidelines for activities and events, and other matters as deemed appropriate. In the Board Policy approved by the GA, clause 5.3 states that the Board in addition may approve Standard Operating Procedures (SOPs) to define aspects of the policies.

The Secretary and CEO has during the last year identified all existing Policies and SOPs. In 2010, nine (9) policies were approved by the GA. Another three (3) have been identified. Nineteen (19) SOPs have been identified, some with unclear status

All documents were reviewed by the Secretary and one Board member. The result was incorporated in revised drafts that were reviewed by the Executive team.

A set of revised policies are compiled in Appendix 3 for approval by the GA. In addition, there is the Board Policy from 2016 and Commitments Policy and Membership Policy from 2010. The secretary will propose that any other document titled as IMIA policy is withdrawn.

A complete set revised SOPs are compiled in Appendix 4 for approval by the Board. The secretary will propose that any other document titled as IMIA SOP is withdrawn.

None of the amendments are extensive – the major objective is to have a complete and consistent set of by-laws that all comply with the statues.
The need for further by-laws, including a MEDINFO policy and an SOP for institutional membership categories and application processes will be presented in upcoming meetings.

3. IMIA Member Representatives

Changes notified since the GA meeting held in Munich are reflected in the report of the VP Membership.

4. IMIA Board Membership

The following changes took place at or after the General Assembly meeting held in Munich, Germany on 28 August 2016

<table>
<thead>
<tr>
<th>Position</th>
<th>Since 28 August 2016</th>
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<tbody>
<tr>
<td>VP Services</td>
<td>Birgitte Seroussi</td>
</tr>
<tr>
<td>VP Special Affairs</td>
<td>Elizabeth Borycki</td>
</tr>
<tr>
<td>VP WGs &amp; SIGs</td>
<td>Helen Wu</td>
</tr>
<tr>
<td>Regional VP, APAMI</td>
<td>Kyung-Hee Cho</td>
</tr>
<tr>
<td>Regional VP, EFMI</td>
<td>Anne Moen</td>
</tr>
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Appendix 1 – Minutes from the GA meeting in Munich 28 August 2016 for approval by the GA

Appendix 2 – Minutes from the Board meeting in Victoria on 15 February 2017 for approval by the Board

Appendix 3 – Revised set of Policies for approval by the GA

Appendix 4 – Revised set of SOPs for approval by the Board