Present: Jean-Claude Faber, Jo Wiersum, Martin Schipperus, Erica Wood, Eduardo Muniz-Diaz, Sophie Hamburger

Apologies: Paula Bolton-Maggs

Barcelona update from Eduardo and Sophie:

* Sophie visited Barcelona last week. Sophie and Eduardo had a meeting with board of SETS then a meeting with Grupo Pacifico.
* They visited conference venue and restaurants. Venue looks very nice. Location is good near restaurants and shops. Auditorium is large (300 stalls, plus balcony) – probably will not need balcony for any/most sessions.
* Exhibition will be with catering in room downstairs – if >10 exhibitors, split over two levels or move posters. Otherwise posters near auditorium.
* General assembly in nearby room – capacity 100 people.
* Budget drafted – similar to Brussels. Adapted today following Martin’s input.
* No decision yet on participants’ dinner – await feedback from Eduardo on quality of food at suggested restaurant on Montjuic (El Xalet), and whether can get sponsored transport (15 mins by car – we would need a bus).
* Speakers’ dinner would be 40 people, or board dinner would be 14 people – depends on budget. Prefer to try to for speakers’ dinner if possible (budget).
* Welcome reception (minimal catering) is included in budget – TBC.
* Preliminary budget – Sophie will circulate. Incorporates additional costs for simultaneous translation of Spanish day and opening sessions.
* Sponsor brochures have been sent out to some major organisations incl. previous sponsors. SETS will translate into Spanish and then send to sponsors of SETS meeting last year. EMD has contacted a number of sponsors informally also – now will follow up with official requests.
* Website is now live. SH will draft promotional email and promotion plan. Email will be translated into Spanish and sent to SETS and haematology society, anaesthesiologists, nurses. Good connections also with Latin America. Board also to suggest circulation ideas.
* ISBT has agreed to sponsor the seminar – use of logo and 5000 euros. Judith Chapman suggested targeting young people (<40 years) from Latin American to be supported by the ISBT Academy funds. Some contradiction potentially between young people and key/experienced people working in haemovigilance, especially since HV not widely implemented in Latin American countries yet. They should also submit an abstract describing the situation in their countries.
* Programme: discussion on where to include ISTARE presentation(s) – whether to give as one presentation or split into two. Some flexibility remains to move some sessions around. EMD to update and recirculate.
* Abstract deadline agreed: 16 December 2013.
* VAT: need to add members to Foundation so that can set up for Spain to pay VAT.

Eduardo, Sophie and Martin left the meeting.

J-C, Jo and Erica continued to discuss:

* IHN Medal and Award: awaiting nominations.
* ISTARE:
  + does participation in ISTARE *require* having membership of IHN (or can a HV system participate in ISTARE without being a member of IHN?) Some non-IHN member systems did express interest in this at the Dubai meeting. J-C, Jo and Erica all open to this as an interim step to joining IHN.
  + Modifications required – cost not specified for many of these and priorities and time-frames need to be decided.
  + Face-to-face meeting: not all participants will be able to attend without substantial costs. Perhaps a subgroup meeting (Jo, Dina, Clive, Steficon) to meet in Athens plus short teleconference with others (e.g. Pierre, Philippe)?
* Erica followed up with Sue Stramer (AABB President) re Peter Tomasulo joining the IHN Board. Sue is very supportive and Erica to invite Peter formally.
* J-C provided an update on countries who have not paid their membership fees so far. J-C will provide a further update in early October and then Martin to follow up with countries who have outstanding IHN membership fees.
* IHS 2015: ?? Brasil. Does a country need to be a member of IHN before they can host the seminar?
* Next Board teleconference: about 4-6 weeks – date TBC by doodle poll – aim for week commencing 28 Oct or 4 November.