

Dear everyone,

As the academic year starts to slow in the Southern Hemisphere, I thought I would pull together an update for you all.

After some delay, Penn has agreed to the “expectations” document we sent earlier in the year and are now confirmed as the host for IAB 2020. This information is not confidential and you are welcome to share the news with your colleagues. A formal announcement will be made on the IAB website early next year. The other bidders have been notified.

I am attaching the legacy documents that we received from Edinburgh. They have done a really thorough job, and this will provide a useful resource for future Congress hosts. These documents have been sent to Delhi and Penn.

Dehli planning is coming along and Angus will be in Indian in January 2017 and will touch base with the organisers. We are encouraging them to finalise the scientific committee and have put forward the names of some Board members.

As IAB members you should all have received the email regarding the elections. Thanks to the nominating committee (Florencia, Soren and Marcel) for pulling the list of candidates together. IAB members are welcome to nominate additional candidates. Here is the timeline for the elections:

- Distribution of candidate list and call for nominations: 16 December 2016
- Additional nominations (nomination, seconder and written acceptance by nominee) due: 12 January 2016
- Biographical information from nominees due: 26 January 2017
- Ballot will be distributed: 30th January 2017
- Ballot closes: 13th February 2017

The executive team (Angela, Vardit, Daniel, Marcel and Angus) managed to have a video conference meeting a few weeks ago; thanks to Marcel and Angus who were up in the middle of the night! The minutes of this meeting are attached below (Appendix 1). I need to ask you to endorse the budget plan agreed by the Exec team. We recently received the financial report from Edinburgh and Angus has prepared a series of budget options (see Appendix 2 below). The Executive endorsed the following budget proposal (“option 1”):

- Amy Russ to be employed 2 days per week December 2016-end of February 2017
- Amy Russ to be employed 1 day per week for the remainder of 2017 and the beginning of 2018.
- Amy Russ to be employed 2 days per week when necessary in 2018 to support the Board’s preparation for the Dehli Congress. We expect this to be approximately 6 months out from the Congress.

Please let me know if you are happy to support this budget option. I need 8/15 votes from the Board.

Angus and I made the decision to employ Amy Russ 2 days per week during December 2016 – February 2017 to support the secretariat in Sydney. As she has not worked many hours in 2016, we think this is a reasonable expenditure, and it will not exceed 1 day per week average for 2016.

Here is Amy's proposed work plan:

- Compile Mail Chimp database of IAB members and lapsed members
- Assist with the election
- Website
 - Add to history page (history generously compiled by Alastair Campbell, Alex Capron and Ruth Macklin); we have also negotiated approval with Bioethics to add the PDFs so some of the presidential addresses published in Bioethics.
 - Add some of the historical meeting documents (e.g. agendas and minutes)
 - Add some academic content (papers)?

Vardit has kindly agreed to take the lead on website development. Please send any suggestions regarding the website to Vardit and she will liaise with Amy.

Please let me know if there is anything else you think Amy should be doing to support IAB.

It has been a pleasure working with you in 2016 and I wish you all a happy new year.

Kind regards,

Angela.

Date: 21.December. 2016

Appendix 1

IAB Board Executive Meeting Minutes 2016

12 December 2106: Via Zoom internet video conference call

Present: Angela Ballantyne (Chair), Daniel Fu-Chang Tsai, Angus Dawson, Vardit Ravitsky, Marcel Verweij

Minutes prepared by Angela Ballantyne

Meeting opened 12:00 PM (GMT+13:00) Wellington

1. Budget Discussion of the budget models prepared by Angus (see Appendix 1). General endorsement for the 1 day per week model. Vardit noted that there would be more work in 2018 than 2017 as IAB prepares for the Congress in Dehli at the end of 2018. General consensus was that there would not be additional website management demands in 2018 as most registrations will be handled by the IAB Congress Organisers and their website. The Executive endorsed the following budget proposal:

- Amy Russ to be employed 2 days per week December 2016-end of February 2017
- Amy Russ to be employed 1 day per week for the remainder of 2017 and the beginning of 2018.
- Amy Russ to be employed 2 days per week when necessary in 2018 to support the Board's preparation for the Dehli Congress. We expect this to be approximately 6 months out from the Congress.

2. Update on the election. Thanks to Florencia and Marcel on the nominating committee for pulling together a promising list of candidates. There will be seven positions open on the Board. Angela has drafted a letter to be sent to current IAB members and lapsed IAB members informing them of the election process, timeline, candidates and nominating process. Angus noted that all candidates need to be current IAB members, seeing some of the proposed candidates were not at Edinburgh they may need to renew their membership. As Returning Office Angus (or Amy) will send a letter to all candidates to remind them of this. We are now only waiting on the bios from the two current IAB members who wish to stand for re-election. The proposed timeline for the election is:

- Distribution of candidate list and call for further nominations: 14 December 2016
- Additional nominations (nomination, seconder and written acceptance by nominee) due: 12 January 2016
- Biographical information from nominees due: 26 January 2017
- Ballot will be distributed: 30th January 2017
- Ballot closes: 13th February 2017

Angela to request that the Board vote on this budget proposal.

3. Update on Dehli 2018 The Executive is keen to see the scientific committee (SC) established so that issues of Congress structure can be discussed. Angus has sent a list of potential nominees for

the SC, including IAB Board members, to the organisers. Angus will be in New Dehli in January 2017 and will provide a brief written update to the Board about 2018 Congress progress. Angus will be in Indian every six months between now and the Congress to support the organisers.

3. Update on Penn 2020 Penn has accepted the Memorandum of Understanding and is now confirmed as the host for 2020. Angela has informed the other bidders of this outcome. The Executive proposed nominating Vardit as the current IAB -Penn 2020 liaison person as she is geographically close and knows the Penn organisers well. Angela will write to the Penn team to inform them.

4. Amy Russ work plan Dec 2016-Feb 2017 Angela endorsed Angus's plan to employ Amy two days per week over October and November 2016 as we had employed her for less than 1 day per week for most of 2016. Amy has built a mail chimp email list of current IAB members and lapsed IAB members. We are very grateful to her for completing this task! We are therefore now in a position to initiate the election process. Amy will continue to assist Angus in his role as Returning Officer and will develop the website (see below). There were no suggestions for other major work projects for Amy. ***Angela will ask the Board if they have further suggestions.***

4. Ideas for website development Thanks to Marcel for his suggestions. Vardit has volunteered to co-ordinate the website development. She will liaise with Angus and Amy. Angela will ask the Board to please send any ideas or suggestions to Vardit directly.

5. Other business Daniel asked whether IAB had written policies or SOPs. Angela replied that much operational detail is contained in the Constitution; other documents such as the Memorandum of Understanding between IAB and WCB hosts, Board minutes (now available the IAB website) and the legacy documents provided by Edinburgh and Rotterdam contain detail on the how to host and run a World Congress. Daniel requested that Amy develop a simple running sheet detailing the current IAB work plan in order to provide a record of the IAB work. This was endorsed by the Executive. Vardit confirmed that she will register a new French Bioethics network shortly.

Meeting closed 12:45 PM (GMT+13:00) Wellington

Appendix 2.

Budgeting for IAB 2016 - 2018

Membership fee collected from IAB 2016:
£27,984.83 = approx. AU\$48400

IAB Administrator's Salary

Option 1 – 7 hours (1 day) a week

Remaining of 2016 from 3 Oct:
 $\$38.51 \times 9 \text{ weeks} \times 7 \text{ hours per week} + 16\% \text{ On-cost} = \2814.31

2017:
 $\$38.51 \times 48 \text{ weeks} \times 7 \text{ hours per week} + 16\% \text{ On-cost} = \15009

2018:
 $\$38.51 \times 48 \text{ weeks} \times 7 \text{ hours per week} + 16\% \text{ On-cost} = \15009

Total: \$32832

Option 2 – 14 hours (2 days) a week

Remaining of 2016 from 3 Oct:
 $\$38.51 \times 9 \text{ weeks} \times 14 \text{ hours per week} + 16\% \text{ On-cost} = \5628.62

2017:
 $\$38.51 \times 48 \text{ weeks} \times 7 \text{ hours per week} + 16\% \text{ On-cost} = \30018

2018:
 $\$38.51 \times 48 \text{ weeks} \times 7 \text{ hours per week} + 16\% \text{ On-cost} = \30018

Total: \$65664

Option 3 – 10 hours (1.5 days) a week

Remaining of 2016 from 3 Oct:
 $\$38.51 \times 9 \text{ weeks} \times 10 \text{ hours per week} + 16\% \text{ On-cost} = \4020

2017:
 $\$38.51 \times 48 \text{ weeks} \times 10 \text{ hours per week} + 16\% \text{ On-cost} = \21442

2018:
 $\$38.51 \times 48 \text{ weeks} \times 10 \text{ hours per week} + 16\% \text{ On-cost} = \21442

Total: \$46904

Website maintenance

Refer proposal from Creatiq, if we only commit to Proposal #2 as ongoing monthly services:

2. Maintenance, Security + Support: (2 billable hours per month)

24/7 Website monitoring
Monthly Wordpress software update
Monthly Wordpress Plugin update
Monthly Google Analytics Reporting
Website Support

2016 (Oct – Dec):

$\$120 \times 2 \text{ hours} \times 3 \text{ months} + 10\% \text{ GST} = \792

2017:

$\$120 \times 2 \text{ hours} \times 12 \text{ months} + 10\% \text{ GST} = \3168

2018:

$\$120 \times 2 \text{ hours} \times 12 \text{ months} + 10\% \text{ GST} = \3168

Total: \$7128

Comparison between admin support options plus website maintenance:

Option 1 (1 day admin a week): **\$39510**

Option 2 (2 days admin a week): **\$72792**

Option 3 (1.5 days admin a week): **\$54032**

If we choose Option 1 – we have \$16018 in surplus by end of 2018.

If we choose Option 3 – we have \$5632 in deficit by end of 2018.

Note: The next IAB conference is scheduled for 2018, means this budget will come to an end earlier than 31 Dec 2018 but has accounted for the full year of 2018.
