

**MINUTES OF EXECUTIVE COMMITTEE  
EUROPEAN ENVIRONMENTAL MUTAGEN SOCIETY**

**December 17, 2005**

*Prague Congress Center, Prague, Czech Republic*

***Officers present:***

Micheline Kirsch-Volders	President
Eugenia Dogliotti	Vice-President
Krzysztof (Chris) Szyfter	Past-President
Robert A. Baan	Treasurer
Marlies De Boeck	Secretary

***Invited:***

Radim Šrám and Jan Topinka    EEMS 2006 Scientific Programme Committee and Local Organizing Committee Chairmen

Responsible persons from CZECH-IN, EEMS 2006 Conference Secretariat

***1. Approval of Agenda***

Agenda was accepted.

Note: the EEMS Executive Committee expresses its gratitude to Wanda Baer-Dubowska for her 2 year term as EEMS Secretary and for providing the minutes of the last Executive Committee Meeting, Council Meeting and General Assembly, which were held in Kos in July 2005. Angelo Carere is acknowledged for serving 6 years on the committee; the committee congratulates him for his new position as vice-president of IAEMS. Eugenia Dogliotti and Marlies De Boeck are welcomed as new members of the Executive Committee. The committee is looking forward to further collaborating with Jim Parry.

***2. Minutes of last meeting***

The minutes of the last Executive Committee Meeting (July 3, 2005) were approved.

The minutes of the last Council Meeting (July 3, 2005) were approved.

The minutes of the last General Assembly (July 6, 2005) were approved, after correction of small typing errors.

### ***3. Report from the Secretary***

#### **3.1. Renewal of Award and Nominating committees**

Some of the members of the Award committee served 2 times a 2-year term and therefore need to be replaced. It concerns H. Autrup, E. Dogliotti, E. Lorge and B. Tudek. They will be replaced by A. Carere, B. Schoket, H. Norppa and H. Vrieling; E. Dogliotti will take over the chair as the new vice-president.

Composition of new Award committee:

- I.-D. Adler (Germany)
- A. Carere (Italy)
- P. Jenkinson (UK)
- H. Norppa (Finland)
- B. Schoket (Hungary)
- R. Stetina (Czech Rep.)
- H. Vrieling (Netherlands)

Chair: E. Dogliotti

All members of the Nominating committee served 2 times a 2-year term and therefore need to be replaced. It concerns D. Tweats (UK), M. Bignami (Italy), U. Rannug (NordEMS), J. Rubes (Czech Rep), A. Sarasin (France), B. van Zeeland (Netherlands); K. Szyfter will take over the chair as the new past-president.

Composition of the new Nominating committee:

- S. Dean (UK)
- R. Crebelli (Italy)
- A. Gabelova (Slovak Rep.)
- D. Marzin (France)
- R. Marcos (Spain)
- L. Knudsen (Denmark)

Chair: K. Szyfter

It was agreed that the call for nominations for Fritz Sobels and Young Scientist Awards will be announced by means of a poster that members can put up in their labs, universities, institutes, to reach a broad audience. M. De Boeck will design a first draft of the posters. Deadline for submission for both awards is 31<sup>st</sup> of March 2006. *Post-meeting note: due to time constraints, Marlies was unable to work on the posters; after discussion with Micheline, it was decided to use the Newsletter (posted on website and send out to councillors) as the forum to announce these items.*

### 3.2. New EEMS Councillors

The new EEMS councillors are:

- Denmark: J. Rank (replacing L. Knudsen)
- Greece: D. Kouretas (replacing N. A. Demopoulos)
- Poland: D. Mielzyńska (replacing M. Kruszewski)
- Slovenia: it was agreed that M. Filipic can stay for another 2 year term; the Slovenian EEMS has problems in finding a substitute since they have only a limited number of members. M. Filipic has mentioned the intention of their society to join the Serbian society or to register its members as independent EEMS members.
- Croatia: J.F. Èoliæ (replacing V. Garaj-Vrhovac)

### 3.3. Electronic membership directory

It was agreed that an electronic membership directory would be desirable. Currently, a directory exists in FileMaker Pro created by R. Baan. The content of this directory is not up to date. Some membership lists are available, mostly in Excel. M. De Boeck proposed to send out a template file to the national councillors (in Excel) containing a number of pre-defined column titles that should be completed with member info. This file can then be updated each year by the councillors.

The information that needs to be provided is: Name, First name, Mr/Mrs, Education/Degree, Position/Function, Institution/Company, Department, Street, Number, Postal code/ZIP, City, Country, Telephone number (country code + area code + number), Fax number (country code + area code + number), E-mail, Local Society, Other IAEMS-linked societies, Membership paid through “year” (cfr. EMS membership directory), area of research (5 keywords, adapted from EMS list).

Translation of the Excel file into an MS Access database can still be considered.

### 3.4. Website

The committee agreed that the current website requires some “modernization”. It was acknowledged that the site was developed with limited resources and knowledge of html-design, but that currently it does no longer meet the requirements of an informative and dynamic website. M. De Boeck suggested having a new website designed following the style of the UKEMS and/or GUM website. She will inquire with UKEMS what the cost was and is for maintenance of their site and ask them how they organize the secured area for members.

The proposal of E. Dogliotti to have a contest for designing the new EEMS website was well received. It will be announced in the next EEMS Newsletter. *Post-meeting note: a prize of 1500 euro will be given to winning design. UKEMS website cost price was 3000-4000 GBP with a continuing annual fee to the webmaster. UKEMS will contact their webmaster to see if he is willing to help EEMS. A final conclusion for designing the new website will be taken after June 2006 (deadline website contest).*

Concerning the content of the new website, new topics will be: EEMS Rules, a link to IAEMS societies, Eurotox, ..., a platform for PhD/post-doc positions (including their deadline), abstracts of PhDs, overview of past meetings (year, location, organizers, general title), past executive committees.

### 3.5. Newsletter

M. De Boeck proposed to have a PDF version of the Newsletter on the website instead of the current format directly on the site. It will be also sent out by e-mail to the national councillors for distribution among their members.

Topics for the following issue (no. 45) are:

1. President's Report on Kos meeting 2005
2. Kos Meeting Reports (Soterios)
3. Pictures of the 35th Annual EEMS Meeting
4. Local Society Reports
5. CALL for NOMINATIONS
  - Frits Sobels Award - deadline March 31, 2006 (Eugenia)
  - EEMS Young Scientist Award - deadline March 31, 2006 (Eugenia)
  - EEMS Young Scientist Travel Awards - deadline March 31, 2006 (Micheline)
6. Special Interest Groups
7. List of IAEMS officers
8. New EEMS website: design contest (all scientists, no age limit)
9. EEMS Meeting 2006: Preliminary programme
10. Future Meetings: 2007 Basel
11. List of EEMS Councillors
12. List of EEMS Officers

The report from IWGT in San Francisco is postponed to issue no. 46.

### 3.6. New system for elections

Given the cost price of the last elections, it was agreed that a new system for sending and receiving ballots is required. Looking at other societies, EUROTOX has its election of the new executive committee at the Business Council Meeting during their annual meeting, the candidates are announced 2 months before; GUM and EMS perform their election in writing and receive ballots by fax or regular mail. For the following elections of the EEMS the following format was agreed: a cover letter and ballot will be sent by e-mail (PDF version), votes received by fax accompanied by cover letter with identification of member (ballot and cover letter are kept separately to ensure anonymous vote). Alternatively, completed ballots may be scanned and returned by e-mail (e-mail will serve as identification). In case a member has no e-mail available, the ballot and cover letter will be sent out by regular mail.

### ***4. Report from the Treasurer***

The Treasurer, R.A. Baan, provided and discussed the interim report (1<sup>st</sup> of January-1<sup>st</sup> of December 2005) of the EEMS accounts.

The financial status of the Society did not change much over the year 2005. The Dutch EMS has paid back their loan for the EEMS 2004 meeting since their profits exceeded the loan that was given. The committee agreed to inform the organizers of the Prague meeting on the possibility to receive a loan. The 2007 organizers (Basel) have made already a request for a loan.

The main sources of income were, as before, membership fees and personal subscriptions to Mutation Research. The main expenses included the Elsevier Science subscription, the Fritz Sobels, YS and YST awards, the travel and accommodations costs for the winter meeting of the executive committee, IAEMS fees, auditors' payment and mailing costs for the 2005 ballots. The treasurer admitted that this last expense, which mainly concerns stamps, can be avoided by the new procedure for sending out ballots.

The balance per 01-01-2005 of the regular ABN-AMRO Account was 2231.11 €. Deposit account per 01-01-2005 was 36,988.35 €. US\$ ABN-AMRO Account (519.93 US\$ per 01-01-05) was terminated in 2005.

A discussion was held on the possible support given by EEMS to the ICEM meeting in Florence in 2009. It should be checked what loan was given to the Toulouse meeting in 1997. The opinion of IAEMS is that EEMS should give financial support for the meeting. Questions rise concerning the responsibility and liability of private persons and organizations. The

chosen location (Congres Palace) is taking a substantial part of the budget. The suggestion is made to hire an organizing company which would also cover all responsibilities and liabilities (pay insurance).

It was agreed that the loan for ICEM could be 3x the amount that is normally given to EEMS meeting organizers (i.e. 6700 EURO in total), provided that means of insurance are checked first.

#### ***5. Report from the Vice-President***

The vice-president expressed her positive impression on the way the executive meeting is organized and her will to assume efficiently her vice-presidential responsibilities. In the forthcoming weeks she will coordinate the scientific program of the Prague meeting with Radim Sram and Jan Topinka, and organize the Award selections.

#### ***6. Report from the Past-President***

Chris Szyfter had contacts with non-member countries to become EEMS affiliated societies. From Lithuania (J. Latzutka), Estonia (T. Heidelbaum), Ukraine (Yergenivna) there was no reply. Turkey still needs to be contacted (Micheline also has contacts there) and in Latvia no contacts are available at the moment (possibility of joint society with Lithuania). All requests will be repeated. Concerning Russia, the Secretary will contact the councilor (A. Serikbay) to check interest in the EEMS.

#### ***7. Report from the President***

For the 2008 meeting, Croatia is a potential organizer. Miroslav Radman is a contact person (Micheline will contact him again). Other suggestions were Iceland and Norway, however, NordEMS has already organized the 1999 Denmark meeting. Considering future strategies, it is important to link with other societies. Eurotox (President H. Autrup) has on its website a link to EEMS; EEMS should do the same on its website. A suggestion was made to have a councillor from non-European countries, for example from the pan-African and pan-Asian EMS Societies. It was considered to invite a member of the American EMS, a Turkish delegate and a member of the pan-African EMS (Wagida Anwar who Micheline met a few months ago, would be pleased to join). The rules need to be checked in that perspective and a formal suggestion will be made at the next executive committee meeting. *Post-meeting note: Micheline checked the EEMS rules → 1) membership of non-Europeans should be approved by the council; 2) if a person is member of EEMS he might become member of the Council;*

*however, we should not exceed a total of 32 councillors (4 executives + 28 delegates; now we have 22 + SIG). and we should not have more than 2 from the same country (except for President and secretary); 3) the president of any non-European EMS society or his delegate may attend but not vote.*

A special issue of Mutation Research will be published following the EEMS meeting in Kos. Regarding sponsorship, the policy of the EEMS is that tobacco companies should not be sponsoring EEMS related events. For alcohol companies, there will be no first rejection. The EEMS will not allow imposing of speakers. EEMS should be careful for cover-ups for tobacco companies; sometimes sustain societies/institutes while no immediate link to tobacco industry can be inferred.

Concerning the possibility to waive the registration fee for the annual meeting for the executive committee members, it was agreed that this will be depending on the number of registrants. The contribution of executive committee members to the scientific program of a meeting should be limited to introductions/conclusions.

### **8. Meeting with the Local Organizers of 36<sup>th</sup> EEMS Meeting**

#### General:

Online registration will be available on the website. It should be stated on the website and in the 2<sup>nd</sup> Announcement that insurance of participants is not covered by the meeting organizers. It is suggested to add a city map indicating the location of all hotels and the conference center. Concerning the workshop preceding the actual meeting, it is advised to add a check-box to the registration form to indicate attendance and to have delegates pay for their sandwich lunch. Arrival of delegates: nothing is organized; detailed transportation information is available on the website.

Conference dinner: included in registration fee (1 price); add check-box on registration form.

#### Program:

ECNIS supports 100 participants to attend the meeting; 1/3 of the program is covered by ECNIS related speakers. They are holding their 18<sup>th</sup> month meeting at the occasion of the EEMS meeting. The EEMS is strongly against domination of ECNIS at the EEMS annual meeting. Other scientists, not included in ECNIS, will also attend the meeting. The EEMS wishes to have more freedom in selecting the speakers.

It should be stated in all correspondence, on the meeting website and documentation that the meeting is an EEMS meeting in collaboration with ECNIS.

At the moment, the message of the meeting is not very clear, it is too fragmented. A better balance between ECNIS and non-ECNIS related speakers should be found.

After the title of the symposia, it should be stated in collaboration with which organization this session is held (ECNIS, ECETOC,...).

Some open spaces in the program should be reserved for selections from the abstracts.

A maximum of 1/3 of non-EU speakers seems acceptable; Czech and Slovak speakers should also be considered.

The chairpersons for each session should prepare an objective for each session. On July 1, 2006, the executive committee and council meetings will be organized with a 30 minute break in between.

The meeting was closed at 16:00h.

*Marlies De Boeck, EEMS Secretary*