**Minutes Monday 12 October -Saturday 17 October2020**

**IPNFA® Online Education Day**

The ExCom started the advertisement and sending out the invitations earlier this year.

**First lecture started Monday Oct 12**

Presented by: Fred Smedes Msc. PT, MT, IPNFA®- Advanced Instructor from the Netherlands

**Topic:**

The PNF-Concept: a comprehensive rehabilitation approach  
What are the essential elements of this rehabilitation concept? 

**Second lecture started Tuesday Oct 13**

Presented by: The Physical Therapy Staff of PNF Training Program at Kaiser Foundation Rehabilitation Center   
Vallejo, CA- USA

From Vallejo Staff United States

**Topic:**

Sit to Stand: Getting from your Seat to your Feet

**Third lecture started Wednesday Oct 14**  
Presented By: José Vicente Martins Msc. PT, IPNFA®- Advanced Instructor  
from Rio de Janeiro – Brazil

**Topic:**

PNF for Neurological and Orthopedic Patients with Upper Extremity Impairments and activities limitations

**Fourth lecture started Thursday Oct 15**

Presented by: Fernanda Di Natal PT, IPNFA®- Advanced Instructor  
from Sydney- Australia

**Topic:**

Spinal Cord injury & PNF…a good match???

**Fifth lecture started Friday, Oct 16**

Presented By: Benedikt Bömer, PT, MSc. for Neuro Rehabilitation, IPNFA® Senior Instructor

from Berlin – Germany

**Topic:**

Treatment approach with PNF for Patient with a neurogenic Dysphagia - case report   
  
**Saturday Oct 17** **Online discussion**

Live lecture -watch and participate

All lectures could be discussed, and questions answered

We finished the day with a drink and a sort of a virtual party

We had single invitations every day and the lectures will be available on the platform until March 2021

**Matters arising:**

Due to thecorona pandemic and the circumstances it was not possible to vote on the acceptance of the minutes

We were able to vote on proposals and we also had elections

**\* Secretary report: Connie Schmitt-Baerend**

**Update of the membership list:**

* Honorary members: 6
* Senior Instructors: 17
* Advanced Instructors: 44
* Basic course Instructors: 35
* Assistants: 29
* Associated members: 60
* Retired Instructors: 12
* National Contact Person: 22

**Total Members: 197**

**Two new Basic Instructors:** Jakub Marcinski, Poland – Byungki Lee, Korea

**Three new Basic Instructor** from Vallejo: Amy Radu, Tin Pham,

Crissy Parrish

**One Instructor retired:** Mary Jue from Vallejo

**Two new assistants:** George Varsamoudis from Greece

Tomek Mraz from Poland

**Twelve associated members had been expelled because they did not pay their dues for a long time**

Deadline for sending in the lists of courses taught, postgraduate training and canceled courses is Dec 31,2020

It would be beneficial if members would report changes of email addresses to the Secretary as soon as possible.

**\* Executive Committee Report: Mônica Cilento**

Mônica Cilento reported:

* the IPNFA® Executive Committee communicates

by email, WhatsApp and chats

* they had seven official chats, several WhatsApp contacts and a

post - meeting 2019 directly after the AGM

**past years Executive Committee tasks:**

* Preparation of 2020 Instructor Day: e.g. Selection of the topic

contact with the speakers and planning the schedule

* Cooperation for planning the Education Day: Communication with Japan AGM organizer
* Preparation of 2020 Business Day: Receiving the proposals and organizing them; Sending the proposals and elections for voting; Organizing the votes, the elections and the results.
* Planning and organizing the First IPNFA® Online Congress after cancelling the 2020 AGM in Japan, due to the pandemic.

**Additional Executive Committee tasks included:**

* AGM Minutes by December
* President’s Letter by December
* Website Updates
* Membership list
* Course Announcements,
* Rules and Regulations
* List of Courses Taught and Postgraduate Training
* Preparation of 2021 AGM

**Connie send out the proposals as usual, they have been counted by the president and the secretary, the elections have been counted by the secretary and the chairwoman of the Nomination Committee**

**Proposal 1**

1. **Proposal Title:** Gender Bonus for higher IPNFA® course levels

**II.   Author:** Education Committee

**III .History/ Rationale:** The IPNFA® Education Committee is managing the waiting list for IPNFA® PNF5 courses and the AQC. In some countries we recognized a disproportion of the gender composition of the potential colleagues of these courses in comparison to the gender proportion of the PTs in the country.

For example, in Japan the proportion of male and female PTs in the country is roughly 50:50. In the (higher) PNF courses there are 95% of the participants male. We do not know the exact reason for that, but as a tool to make a counter correction in this sense we would like to give underrepresented genders preferences in the selection process, comparable qualification provided. For this we will ask for the backing of the IPNFA® members

**IV. Proposal:** The IPNFA® Education Committee is allowed to give participants a "gender" bonus in the selection process of the PNF5 courses and the AQC, in case a gender is clearly underrepresented in comparison to the gender composition of the PTs in a country.

**Agree: 42**

**Disagree: 8**

**Abstain:6**

**Proposal is adopted**

**Comments:**

**Proposal 1:**

- **Sinisa Poznic**: Disagree: This would be discrimination and I cannot vote for that. There are other reasons why that is the case. We should assess the quality of the colleagues that would like to become PNF therapists and assistants. For any human differences we should not give extra points. Race, gender, nationalities, age, etc.

-**Fred Smedes**: Discussion point:

Do we need to… or should we consider maybe in different countries also cultural components, which might be viewed different from a more western cultural aspect?

-**Terry Grzybowski-Harrell:** (I think in future it would be clearer/safer if the proposal says about the comparable qualifications – it says it in the history, but not in the proposal) And maybe not word it as “gender bonus”

- **Seung-sub** **Shin**: Personal opinions: Before we give the gender bonus, we (IPNFA®) have to set the clear criteria to give gender bonus. If the criteria are not clear, the male participants in the same country and the female participants in other countries will complain to IPNFA® about its legitimacy. And some female who are weak in the course might ask ‘Gender’ bonus to IPNFA®. We need to think about…: Who will be incharge of this? When can we apply this rule?; Who can get this benefit, and why? and so on.

-**Marianne Heidmann**: Abstain, as long as we do not know the reason, we may firstevaluate this situation before giving gender bonus.

-**Atsushi Ishii**: Actually, the proportion in Japan is about 71/39% (only the JPTA members ratio, though) and our basic course contents seem physically tough for females. We could think about it, like more practical contents in the basic courses….

**Proposal 2**

1. **Proposal Title:** A standing committee member may serve a maximum of two consecutive terms (6 years) on the same committee.
2. **Author:** Senior Instructor Group
3. **History / Rationale:**

In the past, we have seen that the same members have served one committee for several terms. These members are active in the association, which we really appreciate and are thankful for, as they did and are doing a great job.

But, it is also important for an association that every member is active and carries responsibility for the IPNFA®. New committee members also keep the committees fresh and infuse new ideas!

This rule would begin with the 2020 IPNFA® elected committee members. Those in current positions will fulfil their term.

To clarify the transition:

If in their 1st term, current committee members may run for a 2nd 3-year term on the same committee, after completing their initial 3-year service.

If in their 2nd (or greater) term on the same committee, after completing their final 3-year service, they may run for another term on the same committee only after a 3-year hiatus

1. **Proposal:**

A member may serve a maximum of two consecutive terms (6 years) on the same committee. A re-election after a minimum of 3 years break is possible.

**Agree: 47**

**Disagree: 5**

**Abstain:4**

**Proposal is adopted**

**Comments:**

**Proposal 2:**

- **Sinisa Poznic**: If there is agreement on this proposal, I would like to propose an exemption. Some very active members should be given the opportunity have more time *o*n the committee, if they agree. For example, Marcel Grzebellus, Fred Smedes, etc. are so active in their committees that these members should have the opportunity of one more 3 year-round in a row.

This exemption could be one person in the committee who that committee elect as an exemption.

-**Fred Smedes** : Discussion point: we often see a problem in finding enough volunteers to stand as a candidate. Could or might there be a risk of increasing the burden on the Nomination Committee?

**Proposal 3**

1. **Proposal Title:** Reduction of IPNFA® dues
2. **Author:** Frits Westerholt
3. **History / Rationale:**

Due to the Covid19 pandemic situation all over the world and the exceptional situation that we have today, the members of the IPNFA® have a lot of financial loss, due to reduction within their work and because giving courses is very limited if even possible.

1. **Proposal:**

For 2020-2021 we reduce the IPNFA® dues for all members:

Instructors pay:

Euro 108.50 (equivalent:70 stickers by PayPal)

Associated members / assistants pay:

Euro 32.55 (equivalent:21 stickers by PayPal)

**Mind:**

**If you have paid your dues in advance, this reduction can be paid the next time you need to pay your dues.**

**Agree: 48**

**Disagree: 3**

**Abstain:5**

**Proposal is adopted**

**Comments:**

Proposal 3:

-**Atsushi Ishii**: We lost lots of events, especially AGM this year. We could not spend budget and could save some more money than usual.

**Proposal 4**

1. **Proposal Title:** Transparency of teaching material and IPNFA® course content
2. **Author:** Carsten Schaefer

1. **History / Rationale:** In the past, the Education and the Executive Committee have experienced problems when asking a member to submit her/his teaching material and course content in order to check the compatibility to the IPNFA®-curriculum.
2. **Proposal**: If there is a concern regarding the conformity with the IPNFA®-curriculum and IPNFA® common script, full members are obliged to submit her/his teaching material and course content to the Education and/or Executive Committee(s) upon request

**Agree: 38**

**Disagree:12**

**Abstain:6**

**Proposal is adopted**

**Comments:**

**Proposal 4:**

- **Angela Oldenburg**: Grievance Committee must have been involved before this step.

Then the material should be observed by Education and Executive Committee members

-**Kristin Stjerna**: Disagree: I’m in favor of transparency but in such a case “concern regarding the conformity…” I think the grievance committee should evaluate the questioning of conformity.

**-Karin Jeanbart**: The education and /or executive committees should not be theones to evaluate the questioning of the conformity but the grievance comity.

-**Atsushi Ishii**: Disagree. All the instructors have been recognized by our group. Why do we need to doubt them? It means that we do not trust our underlying quality, or arehaving a problem of instructor training itself?

On the other hand, “Making your own script” is the task for ICC which should be checked by seniors. There must be recognized diversity.

I want to know what kind of problems the Committees had before voting?

**Proposal 5**

1. **Proposal Title:** Duties of PR Committee
2. **Author:** Executive Committee
3. **History / Rationale:** The PR (Public Relation) Committee was created last year after being accepted in a proposal on our AGM in USA. Now the rules and duties of the new committee need to be stablished.
4. **Proposal:**

The Public Relation (PR) Committee will consist of 5 members, elected at the Annual General Meeting.  
At least 2 members must be voting members.  
The term of office is three years.  
Re-election is possible.  
The committee will elect its own chairperson.

Duties:  
To develop PR strategies and campaigns to promote PNF  
To check the different kinds and types of social media and partnerships which could be appropriate for the IPNFA®  
To cooperate with the IPNFA® webmaster to connect the appropriated

social media  with the homepage of the IPNFA®  
To build up awareness for PNF and connections with other medical profession, researchers, teachers, institutions like universities, hospitals, rehabilitation centers with the objective to promote PNF  
To contact IPNFA® members to propose and to prepare PR materials like flyers, posters, short movies, etc…...   
To build up a list / data base of the PR material which can be used by all members of IPNFA® to promote PNF during courses, AGM, workshops, congress for professional and patients  
To get in contact with the Executive Committee to discuss and obtain an appropriate budget  
Report their work at the annual meeting

**Agree: 54**

**Disagree:1**

**Abstain:1**

**Proposal is adopted**

**Comments:**

**Proposal 5:**

-**Chris Pappas**: Should consider the 5 members from different countries.

-**Terry Grzybowski-Harrell**: Could be modified to something like 3 of the 5 should be from different countries.

-**Marianne Heidmann**: Disagree, I prefer at least 3 voting members within this committee

**Proposal 6**

1. **Proposal Title:** Second revisor
2. **Autor:** Frits Westerholt
3. **History / Rationale:**

To have a more objective and neutral revision of the financials of the IPNFA® it is better when 2 people are in charge of the controlling of the treasurer’s work. (this is a normal situation in Swiss associations). The IPNFA® is an organization under Swiss laws. Therefore, it will be good to have a second revisor.

1. **Proposal:**

In the constitution there will be a change in article 24: there will be written revisors (plural) instead of revisor (singular):

Art. 24.

Revisors

The responsibilities of the revisors are:

* The review of the financial report with a written statement presented to the Executive Committee and the General Meeting.

The term of office is three years. Re-election is possible

**Agree: 52**

**Disagree:0**

**Abstain:2**

**Proposal is adopted**

**Elections (59 members voted)**

**Executive Committee**

**President**

**Candidate: Mônica Cilento**

**Yes 58 No 1**

**Vice-President**

**Candidate: Carsten Schaefer**

**Yes 56 No 3**

**Education Committee (2 persons have to be elected)**

**Candidates: José Vicente Martins**

**Leandro Giacometti**

**1-Jose Vicente Martins 58**

**2-Leandro Giacometti 58**

Invalid 1 vote

**Research Committee (2 persons have to be elected)**

**Candidates: Steve Schmidt 32**

**Atilla Szabo 35**

**Agnieska Stepien 59**

**New members Attila Szabo**

**Agnieska Stepien**

**Grievance Committee (2 persons have to be elected)**

**Candidates: Christina Berdoulay 59**

**Fernanda Di Natal 59**

**Public Relation Committee (5 persons have to be elected)**

**Attention:** At least 2 members must be voting members.

**Candidates: Anna Riviere 59**

**Joanna Tokarska (assistant) 55**

**Shingo Toda (assistant) 37**

**Takashi Omori (assistant)45**

**Paulo Moté 51**

**Todd Tanner 42**

**Invalid 2**

**Nominating Committee (2 persons have to be elected)**

**Candidates: Barbara Dopfer 58**

**Mathias Schulte 58**

**Invalid 1**

**Revisor**

**Candidates: Sissi Tiedemann 58**

**Young-keun Woo 58**

**Invalid 1**

**\* Treasurer’s Report: Frits Westerholt (Personal letter)**

Dear members of the IPNFA®

I hope you are all safe and healthy!

Attatched is the financial report for the financial year running from October 1st 2019 - September 30th 2020.

It was a remarkable year, starting with the meeting in Vallejo: almost not possible because of the bushfires around Vallejo.

The meeting place was partly without electricity and some people had difficulties to get away back home.

But that was just peanuts considering what subsequently happend in 2020: the COVID-19 pandemic.

The Executive Committee decided to have a virtual meeting and vote etc. all by mailings: a new challenge for all of us.

The financial report and the Budget for 2020-2021 is send out as an information for you. Next year at the meeting in Sofia, Bulgaria we will hopefully have the voting on it!

The most remarkable issue in the report is, that we have much less money than we expected (see the Budget 2019-2020; also attached). Main reason is the lack of incoming money, due to the COVID-19 pandemic. Because of the restrictions in most countries everybody had a lot of issues at their homes and at their work: they paid much less than in other years. Also the selling of stickers was (logically) notas good as expected as most of the courses were postponed.

Nevertheless, the financial situation is healthy at the moment and as you can see on the Budget 2020-2021 I expect to be able to keep the costs in a good balance to the incomings: because of our virtual meeting this year, we saved a lot of travel and hotel costs for the committee members. But, at the moment, it is very hard to tell what will be next week……..

If you have any questions about the financial report or about the Budget 2020-2021, feel free to contact me by mail.

We decided to reduce the dues for the year 2020-2021 for all members. The voting was in favour of this idea.

I will now make a list detailing what every member ows to the IPNFA® and send this out during the next months.

I sincerely hope that we all stay in good health and that we can meet next year live at the meeting in Sofia!

Have a great Winter and a peaceful time ahead.

Frits

IPNFA® treasurer

**\* Peer Review / Grievance Committee Report: Fernanda Di Natal**

* In the past year the Peer Review Grievance Committee had one request after a presentation in the General meeting in Vallejo. The complaint was about an advanced instructor including NON-IPNFA recognised content in the course of IPNFA recognised courses
* The Committee started the communication with the involved Instructor. It has been an arduous communication as the Instructor refused to answer to the committee’s requests. After numerous attempts, the committee finally received an answer from the involved instructor.
* The reply provided from the Instructor has been escalated to the Executive for further discussion and potential action.

**\* Senior Instructor Report: Benedikt Bömer (Personal letter)**

* First, we hope all of you are fine under these circumstances
* We discussed consequences the pandemic has had with respect to patient treatment and demos during PNF courses
* In cooperation with the EdComm and ExCom, we agreed to have some exceptions to the rules - mail from Secretary Connie
* The exemption process is for countries where treatment and demos of patients are not allowed due to Covid

The Exception Rules should be regularly updated

Activities of the last year:

* Higher Courses
  + one Level 5 course with Bettina and Benedikt in Japan ( 5 participants with recommendation for AQC )
* ICC in Poland with Marianne and Agnieszka as the supervising instructors
* We are proud to have 2 New Basic Course Instructors
  + Byungki Lee from South Korea
  + Jakub Marcinski from Poland
* The ICC with the candidates Yasu and Takashi from Japan has been postponed to 2021 due to the CoV. Pandemic. It was not possible to organize the course under this circumstance. The supervising Senior Instructors are Marcel and Carsten.
* Discussion about how we can make the members more active

The result of our discussion was:

* + Proposal: That a standing committee member may serve a maximum of two consecutive terms (6 years) on the same committee.
  + Scoring System : for the next year we would like to discuss with the members a scoring system like we have for the Advanced Course instructor candidates
* Discussion about content of the Basic Course

The discussion came up in 2018 / 19 when the assistants asked for a guideline for Basic Courses

* There was a question about this topic in the Senior Letter, December 2019
* We agreed to emphasize the clinical reasoning process more correct from the beginning
* We agree that we have to teach the content of the Basic Course more in respect to clinical reasoning
* This topic will be ongoing, and should be discussed in depth with the members on the next Instructor Day
* We had no senior online meeting
* We discussed several different topics throughout the year via email

**Outlook**

* After the very successful online congress we should consider how to do this every year !!!
* Thanks a lot to all who where involved GREAT JOB !!!
* Ongoing Discussion:
* Prepare, along with the EdComm, a draft paper for Basic Course content
* Level 5 from January 2021 with Bettina and Frits will be postponed to Nov. 2021
* AQC planned in December 2021 ( Carsten and Benedikt )
* Thanks to the new PR Group - the new website looks great 👍
* Frits is the next Senior Speaker :) !!!
* It was a pleasure for me to be the Senior speaker for the last 2 years

On behalf of the SIG we wish all of you all the best, take care and stay healthy

Benedikt

**\* Research Committee Report: Fred Smedes**

There were no changes in the committee this year.

E-mail contacts were established several times between November 2019 and September 2020. These e-mail contacts were initiated by the chairman, but also by other members. Besides the e-mail contacts we had 3 Skype meeting sessions and there were a few individual “meetings” on Skype between 2 or 3 committee members.

**The actions of this year:**

1. IPNFA® prize on best publication from within the IPNFA®.
2. Newsletters from the Res.Com.
3. A case report was submitted to the journal: “Physiotherapy, theory and practice” from Taylor and Francis publishers.
4. Update on the literature list.

Our own search initiated by Fred and several members from the committee and additional suggestions from various IPNFA® members.

1. Delphi orientation
2. Research information requests

Ad 1> We did not receive any paper from any IPNFA® member. Therefore this year there was no work in connection with the “prize” for the best publication from within the IPNFA®.

Ad2> We prepared as usual two newsletters this year, one in February and one in August 2020. In the February edition there was attention for writing and publishing by IPNFA® members themselves, some examples were provided. Furthermore, information from the WCPT was provided in both, the February and August edition, since the WCPT changed their website into **world physiotherapy**.

Both editions naturally pointed out several interesting new publications in relation to PNF and in general background information for rehabilitation (fitting to the PNF Philosophy).

Ad3> A case report from Fred and Marianne has been submitted to the journal: “Physiotherapy, theory and practice” (TandF journal) and is now under review. The report concerns a musculoskeletal hip patient with gait complaints in relation to pelvis malformation. A specified PNF approach has been applied in such a way that the comprehensive nature of the PNF-concept was illustrated. We are awaiting the review results. The reason to write a case report is to define PNF and explain the clinical reasoning using the total concept. Furthermore, we hope to be an example for other IPNFA®-members to start writing about our marvelous concept that goes from facilitation to participation.

Ad4> The literature lists have been updated.

1. the PNF related list with **18 new** references. See for details the updated list to be placed on the IPNFA® website. The new additions are in **BLUE**

We like to point out that one paper was co-authored by **Young Keun Woo**, another one by **Vicente Martins** and one by Fred Smedes

1. The general rehabilitation list has **8 new** references. The new additions are in **BLUE**

The new updated lists will be submitted for publication on the IPNFA® website after this meeting.

Ad5>. Based upon a suggestion from Agnieszka, to find a more common base for patient

assessment within the curriculum of the (basic) courses, we discussed and checked for a logical approach. This would be a Delphi based approach. We only made it so far as an orientation. This might be an opportunity to develop a good description of the PNF-concept for an international publication.

Ad6>. Last year the Research Committee received a request for information via the Executive Committee. The researcher (from India) was served

with several background articles in full text, and we keep in contact as soon as this researcher is contacting us again.

Now he contacted the chairman of the research committee directly to be a possible co-author. After receiving his draft version, several

feedback points and correction on PNF- information was provided. For now, the paper is not on a level and the content is not accurate enough for the chairman to stay on the authors list. The researcher is for now trying to obtain his PhD. After that a possible cooperation will be taken into consideration again.

On behalf of the research committee

Fred Smedes.

**\* Education Committee Report: Marcel Grzebellus (Personal letter)**

**Education Committee Report 2020**

Here is a summary about our work in 2019/2020

**Corona exemption rules**

The corona crisis hit us all. When the restrictions were slowly released the Education Committee together with the Executive Committee worked out the exemption rules in order to allow us to hold courses under modified conditions. In our opinion this was absolutely necessary not to be forced to stay inactive for an uncertain time.

**Planned, hold and postponed Courses**

Also with the organisation on the level of PNF5, ICC the corona pandemic showed its effects.

Here is an overview

**PNF5:**  Tokyo, planned for Jan 2021. Instructors: Bettina Lang and Frist Westerholt.

18 participants (Japan, Korea and Chile)

Due to the current development of the pandemic this course is postponed now to November 2021

**AQC:** The next AQC is planned to be hold by Carsten Schäfer and Benedikt Bömer. Due to corona pandemic this course will take place preliminary in 2022 instead of 2021.

**ICC (1):**  Supervisors: Marianne Heidmann and Agnieszka Stepien,

Candidates: Byunki Lee (Korea) and Kuba Marcinski (Poland)

July and September 2020 in Warsaw/Poland.

Luckily in spite of the corona restrictions this course could take place. Both candidates passed successfully. Congratulations to all.

**ICC (2)**: Supervisors: Carsten Schäfer and Marcel Grzebellus

Candiates: Takashi Omori and Yasu Eguchi .

This course seems to be under a bad spell, hopefully not for long.

Originally planned for August and October 2020 (with some minor date changes), we decided to postpone this course to October and December 2020 because of the planned paralympics in Tokyo at the end of August.

Then came corona pandemic. We postponed it again to January and February 2021. Due to the current development of the corona pandemic it is impossible to keep this date. The new dates are in May and July 2021....... Yasu and Takashi, please be brave and patient!!!!! In the end it will be good

**Advanced Instructor Qualification**

We had following applications from basic course instructors in order to start with the Advanced Instructor qualification:

Youngkeon Woo from Korea: We decided that some of the required pre-requistes were not fulfilled. Mr. Woo needs to attend one more IPNFA meeting and do a presentation on an IPNFA meeting in order to start with his qualification

Damian Kapturski: His pre-requistes are fulfilled and he received the ok from the EdComm to start to assist the necessary Advanced Courses.

Besides Damian, there are following candidates currently in the Advanced Instructor training:

Shozo Katsunami

Shin Seonsub

**Proposals 2020:**

We worked out following proposals for the IPNFA meeting 2020:

- gender bonus for higher level courses

I wouldlike to thank all members of the Education Committee for their valuable contributions in this committee during the last year.

My special appreciation is going to Angela and Shige, who will terminate their office in this Committee after 9 years (Angela) respectively 6 years (Shige) of active and constructive work for the development of our association.

I wouldlike to welcome the new members of the Education Committee Vicente Martins and Leandro Giacometti. I am looking forward to work in this team for my last year in the Education Committee.

**\*Nominating Committee Report and Elections: Ulla Bertinchanmp**

**Report of the Nomination Committee (NC) 2019-2020**

* **Updating of the committee lists :** after the last IPNFA® meeting in Vallejo 2019 we updated the committee lists and the lists were sent to all members
* **Preparation of the election 2020 :**
  + The NC asked the executive committee to mention on the website under « committees » the tasks of the various committees. The objective was to inform the members of IPNFA® about the tasks of the various committees, to make :
  + clear the work which is expected of the committee and to motivate people to stand as a candidate.
  + Once the NC was informed by the executive committee that the election will be held online, 3 emails with the attached updated committee list were sent to all members, asking them to find candidates or to stand as a candidate for the various committees.
  + 28 personal emails were sent out to ask the members of the IPNFA® to stand as a candidate for a specific committee.
  + 10 emails were sent to the persons who were at the end of their time as committee member to ask them if they want to continue their work and to stand as a candidate again.
  + Finally, 19 persons agreed to stand as candidate for a committee.
  + The lists with the candidates were sent to the secretary.
* **PR (new committee)**: in her role as president, Monica Ciliento asked Ulla Bertinchamp, the chairwoman of the NC, to create a list with the tasks of this new committee. In cooperation with Anna Rivière and Joanna Tokarska a draft was worked out and sent to the executive committee.
* **Online election 2020:** all voting members had to send their votes to the secretary with a copy to the chairwomen of the NC. A list of the voters was established, and the votes were counted independently by the secretary and the chairwoman. The results of the election were sent out by the secretary by email.
* **Election 2021:** For the election 2021 we need candidates for the following Committees. Please find below the number of persons needed for each committee.
  + **Executive committee:** Secretary
  + **Grievance committee:** 1 person has to be elected: due to the rules and regulations this person must be a senior instructor
  + **Education committee:** 3 persons
  + **Research committee:** 3 persons
* Thanks a lot, to all members who helped us find candidates or who have stood as a candidate for one of the committees. For the future: thanks to all who help us find candidates for the various committees!

November 2020, Mathias Schulte, Barbara Dopfer,

Ursula (Ulla)Bertinchamp

**\* Next Meetings:**

Stoyan Stoev will host the meeting in Bulgaria **2021, Oct 13-16**

Shozo Katsunami will host the meeting in Okinawa, Japan **2022**, **Oct 15-17**

**\* Acknowledgements:**

Thank you for being part of our community and for participation in our online congress.

We will hopefully see each other soon.