



IPCRG Annual General Meeting 2018

Friday 24th May 2019

17.35 – 18.10

Followed by Senate meeting 18.10 – 18.40

Paris Rive Gauche

NOVOTEL BUCHAREST CITY CENTRE

Calea Victoriei 37B, Sector 1,

010061 BUCHAREST ROMANIA

Chair: Ioanna Tsiligianni (IT)

Present: Board members: Khoo Ee Ming (KEM), Jaime Correia de Sousa (JCS), Michael Barron (MB) joined by Zoom.

In attendance: Chief Executive Officer: Siân Williams (SW), Business Manager: Samantha Louw (SL)

Ordinary Member Representatives:

Australia:	Amanda Barnard
Canada:	Alan Kaplan
North Macedonia:	Radmila Ristovska
Germany:	Antonius Schneider
Greece:	Ioanna Tsiligianni
India:	Proxy given to Siân Williams
Kyrgyzstan:	Talant Sooronbaev
Netherlands:	Cynthia Hallensleben
Norway:	Anders Ostrem
Pakistan:	Taj Muhammed
Portugal:	Luis Alves
Romania:	Catalina Paniatescu
Slovenia:	Danica Rotar
Spain:	Miguel Roman
Sweden:	Kerstin Romberg
Turkey:	Proxy given to Jaime Correia de Sousa
UK:	Noel Baxter

1. Welcome and apologies

IT opened the meeting at 17.40

Our voting members and proxy members as listed above were allocated flags for voting.

Apologies noted from India and Turkey, their proxies noted.

2. Approval of minutes from last AGM, 31st May 2018

It was agreed that they were a true and accurate record of the meeting.

3. President's Report

The President highlighted the achievements of the IPCRG over the last year, referring to the President's Foreword in the Directors' report for the year ended 2018.

4. Treasurer's Report including the audited Accounts and Directors' report for 2018

The Treasurer reported on the state of the IPCRG's final accounts to 31st December 2018. A copy of his report is appended for information.

It was agreed unanimously to adopt the Accounts and Directors' report for 2018.

5. Appointment and remuneration of Auditors: Scott Moncrieff

MB recommended the adoption of Scott Moncrieff as our Auditors for 2019 at a fee not exceeding £6,000 per annum.

This was agreed unanimously.

6. Subscriptions for 2020

MB recommended that subscriptions for 2020 be maintained at the 2015-2019 level: Ordinary Members zero and Associate Corporate Members Euro 36,750 (pharmaceutical companies) and Euro 6,300 (device companies).

This was agreed unanimously.

7. Membership – by special resolution to agree to the admission of the following to membership to the IPCRG. A special resolution requires a 75% majority of members present and voting.

a. Members: FILHA, Finland and Makerere Lung Institute, Uganda

It was agreed unanimously to elect FILHA and Makerere Lung Institute as Ordinary Members.

a. Associate members: Invited specialists

No names were proposed.

IT noted that this was end of formal business of AGM and following items for information.

8. Planned conferences in 2019 and 2020 for information:

a. 10th World Conference, Dublin, Ireland 28-30 May 2020

b. 1st IPCRG International (China) Conference, Beijing 23-25 October 2020

9. Date of next AGM

The final date to be confirmed but will be held during 10th World Conference in Dublin.

Members thanked SL for her service to the IPCRG, as she is leaving the organisation.

Meeting closed 18.12.

For information only:

International Primary Care Respiratory Group

Annual General Meeting

Item 3. President's report for the year ended 31 December 2018

The last year, 2018, has seen a continued expansion of the IPCRG's role and influence internationally and reassuring improvements in IPCRG's financial position and sustainability. In July the Board of directors set a new vision for the charity, aligned to the World Health Organization goals of universal health coverage: "a global population breathing and feeling well through universal access to right care." We continue to progress towards this by working locally in primary care and collaborating globally because we understand the power of co-creating local solutions that add value to clinical care, to patient and public experience, and to funders.

2018 highlights include our 9th World Conference in Porto, attracting over 1,000 delegates from 49 countries; the successful completion of the Horizon 2020-funded FRESH AIR programme; the launch and growth of our social movement for Asthma Right Care, and two Teach the Teacher programmes to build teaching capacity; one on personalising care in Kyrgyzstan as part of our first Euro-Asian conference, and one on treating tobacco dependence in four Eastern European countries. We can now add a very successful Teach the Teacher programme for four countries on children with asthma which started last month with a masterclass in Malaysia. We also continued to publish highly practical guidance that builds on the evidence and experience of family doctors, nurses, pharmacists and patients such as our work on personalisation of care.

New this month is our desktop helper on Helping Patients Quit Tobacco that draws on the experience from the Teach the Teacher programme and FRESH AIR. This engagement of all members of the primary care team and patients is a growing feature of our work and shows real promise for the future.

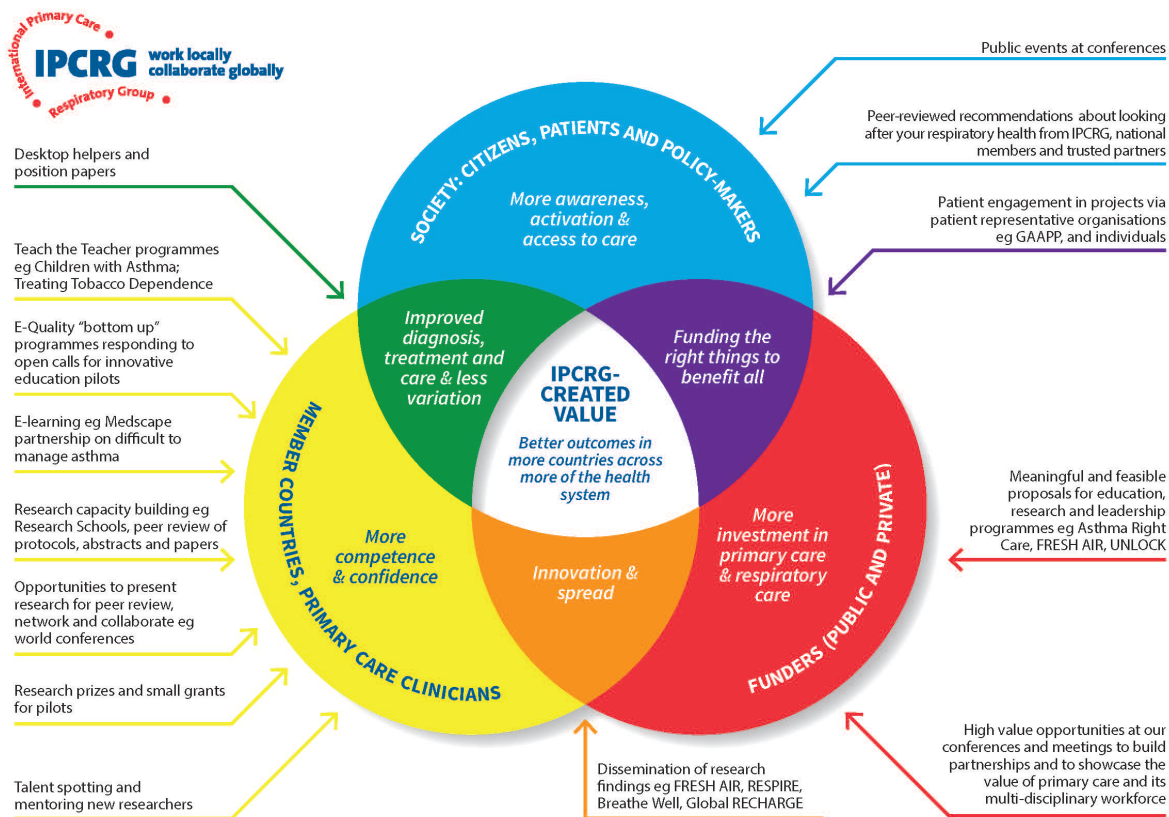
We learnt from FRESH AIR that there is real potential to build new research collaborations with clinicians and academic departments, that generate new data that can inform primary care practice. Now, through collaborations with several UK universities, funded by the UK National Institute for Health Research, eleven IPCRG member low and middle income countries are now on a pathway to build primary care research capacity so that they can inform national respiratory policy using locally-generated reliable findings.

We achieve most when we bridge different networks. Through Asthma Right Care we have connected with highly enthusiastic pharmacist, patient and nurse colleagues. Through our meeting in Kyrgyzstan we also witnessed the need for more peer-to-peer support for nurses, particularly those working in remote and rural areas. This inspired us to seek interest at the end of last year through our members from pharmacists and nurses. We've had a good response and are planning how to engage them in activities including Dublin 2020. We have now signed an agreement with the Federation of International Pharmaceutical Societies (FIP) to reach their global pharmacist network. We have started discussions with Nursing Now about creating a Nurses for FRESH AIR group. We continue to operate as the Special Interest Group of WONCA Europe and an Organization in collaborative relations with WONCA World, and ran sessions at Prague and Seoul last year, and will be attending this year at WONCA Bratislava and Kyoto. We are holding our early career researcher network meeting here to facilitate their knowledge and connections. Our first Research School on Qualitative Research was attended by 40 delegates and was very well received. We hope to repeat this model with the RESPIRE programme.

This directors' report for 2018 and the fold-out summary shows how we meet our four strategic goals to deliver value, and our plans to scale up our activity over the next three years. We:

1. **Create value for our country members** (organisations and individual clinicians) by improving their confidence and competence, promoting good clinical primary care practice
2. **Create value for society** by raising awareness of respiratory health and its risk factors amongst citizens and policy-makers and influencing the availability of good quality respiratory care in their community
3. **Create value for our funders** by increasing the accuracy of diagnosis, reducing the variation in care and improving outcomes
4. **Run an efficient organisation** with effective cost control and create additional value from income-generation programmes to allow the organisation to invest in infrastructure and projects for which fundraising is more challenging.

These are summarised at-a-glance in the Venn diagram.



We look forward to the second half of 2019 and 2020 when we will hold meetings in Dublin and Beijing as well as expand existing programmes to more countries.

I commend the full directors' report to you.

Ioanna Tsiligianni

President

May 2019

Treasurer's Report to the members of the International Primary Care Respiratory Group For the financial year ended 31st December 2018

Dear members,

I am pleased to be able to present to you here at our AGM and 6th Scientific Meeting in Bucharest, the audited accounts of IPCRG, for the year ended 31st December 2018.

I would like to take this opportunity to explain that at this point, the signing of the accounts by the auditors is still pending, subject to the finalisation of our VAT debtors' balance of £41k. Of this balance, £37k is for VAT/sales tax owed to us from transactions relating to the World Conference in Porto in 2018. Evidence, in addition to that already provided, has been sought by the auditors from our VAT experts in Portugal and we are currently working with them to ensure this information is provided as soon as possible. Whilst we fully expect the auditors to agree to this balance in the near future, there is a possibility that they may require us to write off the debt up to £37k. Should this occur, the accounts as presented today, will be amended. However, it should be noted that directors believe this unlikely as we were in a similar situation after our 2014 conference in Greece and we received a full rebate from the authorities eventually. Such a reduction in profits would not have a material impact on the accounts, such is the strength of our current profits and reserves. It should also be noted that the auditors have confirmed that, subject to this one remaining balance, they are willing to sign the accounts as presented today.

With this in mind, I shall now explain the statutory accounts which we would encourage all members to read. Overall, the strong performance of the organisation is reflected in the 2018 closing financial position.

Let us firstly look at our income and expenditure statement, as detailed on page 21 of the financial statements. We received an income of £737k in 2018, an increase of £91k on 2017. The main reason for this increase in income in 2018 is the highly successful World Conference held in Porto during the year. Other significant income sources in 2018 relate to:

1. The ongoing success of several projects, including Asthma Right Care funded by Astra Zeneca, as well as entering the final stages of the FRESH AIR: funded by the EU Horizon 2020 framework.
2. Smaller initial payments received for global health projects such as Breathe Well and RESPIRE funded by the UK National Institute of Health Research. All these can be seen detailed in note 13 page 31 to the accounts.
3. Subscription income from our two Associate Corporate Members Boehringer Ingelheim and Vitalograph. Whilst this level remains consistent with previous years, we have experienced a downwards trend over recent years in the number of such Associate Corporate Members, meaning as an organisation, that we have had to focus our attentions on other areas of raising funds, such as our conferences, and other projects.

Expenditure during the financial year correlates closely with these income streams. Total expenditure in the year of £681k has increased on 2017 expenditure of £342k by a total of £339k, due almost exclusively to the World Conference in Porto. Other material expenditures relate largely to personnel costs, as well as some smaller overheads. An ongoing focus on cost controls, both at senior and Board level, as well as a lack of office and associated costs, allows the organisation to continue to function successfully whilst keeping costs to a minimum.

It is also worth noting that the income and expenditure statement reflects the two year cycle experienced by IPCRG, due to the biennial world conference. The finances of 2018 show a stepped increase in income and expenditure, which is fully expected to lower in 2019 due to the staging of a smaller scientific conference here in Bucharest, then to further increase due to the larger World Conference in Dublin in 2020. The impact of this cycle on the finances of the organisation is fully anticipated by the Board, and is constantly under review in the monthly forecasting, cash and reporting cycle.

Let us now turn our attentions to the balance sheet of the organisation, as set out on page 22 of the statutory accounts.

Firstly, and noticeably, is the increase in debtors' balance, from £53k to £149k. The detail of this balance can be seen in note 10, but can largely be broken down into two areas, as follows:

1. An increase in trade debtors, being the amounts owed to us in the normal course of trading, due to the increase in transactions from the World Conference at Porto.
2. The amount owed to us in VAT or sales tax, as highlighted at the start of my presentation. This relates to the £37k for which the auditors are still seeking additional evidence, which the Board fully expects to be met with their satisfaction in the near future.

Cash balances can be seen to have decreased from £748k to £721k. This is due to the receipt in previous years of cash received in advance of several key projects, which has inflated the 2017 cash balance. That said, our year end balance of £721k represents a strong and comfortable cash position to be in. Even allowing for £100k to hedge against the unlikely catastrophic failure of a World Conference (highlighted in our risk assessment as our single most important exposure to financial risk), cash balances remain at £621k, or over 10 months of average expenditure, thus comfortably fulfilling the reserves policy as determined by the Board of a minimum of 6 months' worth of running costs.

The remainder of the balance sheet is fairly self-explanatory, with an increase in creditors due to a combination of timing and the last of the amounts owed for the Porto World Conference, all of which have been paid post year end. The final balance on reserves of £799k, an increase of £52k on prior year, reflects the strong performance of the year, and leaves the organisation in an excellent starting position for 2019.

It should also be highlighted today that as a result of the strong financial position of the organisation, it is no surprise that the auditors have yet again given us a clean bill of health, pending resolution of the VAT balance, with another unqualified audit report.

Therefore, to conclude today's tour of the financial position of the organisation, and in keeping with the recommendations made by the Finance and Governance Committee, the following recommendations are made to this AGM:

1. That the AGM approves the financial statements for the year ended 31st December 2018 as contained within the annual report, as they are currently presented, pending signing by the auditors on conclusion of the VAT balance.
2. That Scott-Moncrieff continue as auditors for the year ending 31st December 2019 with a maximum fee of £6,000.

I open the floor to any questions.

Michael Barron

21st May 2019