

**INTERNATIONAL PALLIATIVE CARE FAMILY-CARER RESEARCH
COLLABORATION
(IPCFRC)**

7 June 2007

EAPC Congress Budapest

MINUTES

Chairs: Peter Hudson, Sheila Payne

Present: Kevin Brazil, Shirley Bush, Gillian Chowns, Anne-Marie Corroon, Pam Firth, Jane Hopkinson, David Oliviere, Ruth Powazki, Paula Smith, Karen Quinn

No	Agenda Item	New Discussion
1	Welcome	Peter Hudson welcomed all members to the meeting.
2	Minutes of meeting at EAPC Congress Venice 26 May 2006	Accepted by members.
3	Feedback on discussion paper	No changes recommended
4	<p>Update on short term objectives (a) – (e)</p> <p>(a) Lobby relevant organization(s) for seeding funding for IPCFRC.</p> <p>(b) Establish administrative support to assist in developmental work.</p> <p>(c) Establish vehicles for communication (eg website, newsletter, letterhead/logo, meetings etc).</p> <p>(d) Promote the establishment of the IPCFRC (eg via conferences, websites, journals).</p>	<p>(a) Sheila Payne has submitted a funding application on behalf of the IPCFRC to ‘Help the Hospices’ which has an international remit. It is seeding funding only, but would support initial steps in developing the group further. Peter thanked Sheila for her efforts. The funding would be administered from the UK. Other potential avenues for funding opportunities included Johnson and Johnson (US) and the World Health Organisation.</p> <p>(b) Dependant upon seeding funding</p> <p>(c) Dependant upon seeding funding</p> <p>(d) Peter has approached the Organising committee for EAPC conference in Trondheim (Norway) 2008 to hold a meeting of IPCFRC and also a request for a session at the conference to publicise our group. There is also an international meeting in September 2008</p>

	<p>(e) Determine how similar groups were established (eg International work group on death, dying and bereavement) and adopt one approach.</p>	<p>in Montreal (Canada). Peter has liaised with the organisers with the same request as per the EAPC. The Palliative Care Research Congress in Glasgow 2008 was raised from the floor as another option to promote the collaboration. A suggestion was made to develop a poster that could raise the profile. The African Palliative Care Association (APCA) conference in September 2007 is an additional promotional opportunity, time permitting. Sheila proposed an open meeting at the EAPC conference in Vienna in 2009 which met with support from the members.</p> <p>(e) The International society for death, dying and bereavement was discussed as a potential model However, the consensus seemed to be that it may not be in keeping with our collaboration’s aims of being eg inclusive and welcoming to all. Agreed that we go forward and develop the collaboration in accordance with our objectives.</p>
<p>5</p>	<p>Discussion strategies for achieving short term objectives (f) – (h)</p> <p>(f) Confirm roles of steering committee (eg chair, vice chair, secretary etc) and consider need for a program committee.</p> <p>(g) Confirm current membership and process for joining the IPCFRC. (refer list of current members enclosed.</p>	<p>(f) Agreed to continue with steering committee as key vehicle for moving this initiative forward in the initial phases at least. Hence formal appointments at this stage not required.</p> <p>(g) There was some discussion about membership system and possible fees. No objection to setting a fee, Sheila suggested it be set at a nominal rate to encourage membership across skill and experience levels, leading to capacity building. Membership could be individual initially. At the meeting next year in Trondheim, membership only with option of registering prior to the meeting. The membership system and fees system will need to be deliberated upon further by the steering committee and it would appear that success in seeding funding to establish website etc is vitally important before expecting people to pay a membership.</p> <p>It was agreed that: 1. the list of people as attached be considered as the current members (who may well be asked to pay a registration fee in due course); 2. We not actively seek additional members until we have seeding</p>

	<p>(h) Develop mission statement, formal terms of reference, organisational structure and constitution (including recognition of potential intellectual property issues).</p>	<p>funding to set up systems 3.If via the grapevine people are interested in joining they should contact Peter Hudson who will advise them of the status of the group and if pertinent take their details for future membership, once systems established.</p> <p>(h) This work should commence as soon as possible by the steering committee</p>
6	Issues arising	No issues.
7	Next meeting	Next meeting to be confirmed but hopefully in Trondheim Norway @ 5 th Research Forum of the EAPC 28-31 May 2008.