



ISPO International Committee Meeting, No. 20
-Presentations and Meeting Notes-
Sunday, 7 May 2017
Cape Town, South Africa

INTERNATIONAL COMMITTEE MEETING																																					
1.	Welcome																																				
	<p>ISPO President Rajiv Hanspal welcomed all participants to the IC meeting no. 20, which was attended by a total of 69 participants (see list of attendees in Annex). Representatives of 32 Member Societies were present.</p> <p>Rajiv highlighted the importance of the ISPO Member Societies and their work, and invited all to take advantage of this annual gathering in the International Committee as a platform for exchange, with a view to getting a better understanding, learning and leveraging from each other.</p> <p>The notes of the International Committee Meeting No. 19i (Leipzig, May 2016) were approved without any further comments. Please click here to see the minutes.</p>																																				
2.	President's and Executive Board Report																																				
	<p>Rajiv Hanspal gave a presentation with updates on the ISPO International Society and Committee activities and initiatives of the past biennium. Please click here to see the presentation.</p> <p>He took the opportunity to introduce the new ISPO International Executive Board 2017-19, which formally took office on the World Assembly held on 10 May 2017 during the World Congress in Cape Town:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Position</th> <th style="text-align: left;">Person (New/Returning)</th> <th style="text-align: left;">Citizenship</th> </tr> </thead> <tbody> <tr> <td>President</td> <td>Friedbert Kohler (R)</td> <td>Australia</td> </tr> <tr> <td>President-Elect</td> <td>Edward Lemaire (R)</td> <td>Canada</td> </tr> <tr> <td>Past President</td> <td>Rajiv Hanspal (R)</td> <td>United Kingdom</td> </tr> <tr> <td>Secretary</td> <td>Laura Burgess (R)</td> <td>United Kingdom</td> </tr> <tr> <td>Treasurer</td> <td>Terry Supan (R)</td> <td>United States</td> </tr> <tr> <td>Member</td> <td>Karen Andrews (R)</td> <td>United States</td> </tr> <tr> <td>Member</td> <td>Carson Harte (R)</td> <td>United Kingdom/South East Asia</td> </tr> <tr> <td>Member</td> <td>Rodolfo Marlo Ortiz Vazquez del Mercado (R)</td> <td>Mexico</td> </tr> <tr> <td>Member</td> <td>Kazuhiro Sakai (N)</td> <td>Japan</td> </tr> <tr> <td>Member</td> <td>Claude Tardif (N)</td> <td>Switzerland/Africa</td> </tr> <tr> <td>Member</td> <td>Man-Sang Wong (R)</td> <td>Hong Kong (China)</td> </tr> </tbody> </table>	Position	Person (New/Returning)	Citizenship	President	Friedbert Kohler (R)	Australia	President-Elect	Edward Lemaire (R)	Canada	Past President	Rajiv Hanspal (R)	United Kingdom	Secretary	Laura Burgess (R)	United Kingdom	Treasurer	Terry Supan (R)	United States	Member	Karen Andrews (R)	United States	Member	Carson Harte (R)	United Kingdom/South East Asia	Member	Rodolfo Marlo Ortiz Vazquez del Mercado (R)	Mexico	Member	Kazuhiro Sakai (N)	Japan	Member	Claude Tardif (N)	Switzerland/Africa	Member	Man-Sang Wong (R)	Hong Kong (China)
Position	Person (New/Returning)	Citizenship																																			
President	Friedbert Kohler (R)	Australia																																			
President-Elect	Edward Lemaire (R)	Canada																																			
Past President	Rajiv Hanspal (R)	United Kingdom																																			
Secretary	Laura Burgess (R)	United Kingdom																																			
Treasurer	Terry Supan (R)	United States																																			
Member	Karen Andrews (R)	United States																																			
Member	Carson Harte (R)	United Kingdom/South East Asia																																			
Member	Rodolfo Marlo Ortiz Vazquez del Mercado (R)	Mexico																																			
Member	Kazuhiro Sakai (N)	Japan																																			
Member	Claude Tardif (N)	Switzerland/Africa																																			
Member	Man-Sang Wong (R)	Hong Kong (China)																																			

	<p>Presentation on ISO Saeed Zahedi, Chairman of ISPO UK, who acts also as main liaison between ISPO and ISO, then gave a presentation on the need for standards and the work that is being done in the task forces relevant to P&O (see slides here).</p>
3.	<p>Topical matters for discussion</p>
	<p>3a) Governance Friedbert Kohler, Chair of the ISPO Protocol Committee, gave a presentation on governance matters (see presentation here).</p> <p>Importance of Voting The response rate on the most recent elections having been considerably lower than in previous elections, he emphasized upon the importance of voting and in general, participation in governmental affairs.</p> <p>Constitutional Changes The following constitutional changes, about which the Member Societies had been duly informed three months prior to the meeting were then presented (see constitution with proposed amendments here):</p> <ul style="list-style-type: none"> • ‘Bylaws’ renamed to ‘Operational Guidelines’ • ‘Institutional Member’ renamed to ‘Institutional Partner’ • ‘Sponsoring Member’ renamed to ‘Corporate Partner’ • Addition of Provision for ‘Dual Membership’ • Addition of Provision for Member Societies in an ‘ISPO Region’ • Addition of Provision for ‘Special Relationships with other Organisations’ • Changes to the terms of office of Executive Board members • Changes to vacancy filling of Executive Board members <p>There were no objections made by the International Committee on any of the above points, and the constitutional changes were thus approved as presented.</p> <p>Action: ISPO Office to share updated constitution with Member Societies and update it on the website.</p> <p>Finally, Friedbert called upon the Member Societies to consider suggesting candidates for involvement in ISPO Committees next biennium, e.g. the Protocol and the Advocacy Committee.</p> <p>Action: ISPO Office to include calls for nominations in next eUpdate.</p> <p>3b) Events See the slides on events here.</p> <p>Impact of previous ISPO World Congresses The Chairs of ISPO India and ISPO France, Balakrishnan Madjouraj and Jean-Pierre Lissac, gave feedback on the impact of the ISPO World Congresses in India in 2013 and France in 2015, respectively. In both countries the membership increased temporarily during the congress year, but the Member Societies had not been able to sustain the higher numbers.</p> <p>Jean-Pierre recommended that ISPO reflects on how it can create a real feeling of belonging to stimulate</p>

long-term membership. Other organizations experience the same challenge around their major events, as new members join only for financial reasons to benefit from the lower congress registration rate.

Rajiv emphasized that ISPO World Congresses also give rise to new initiatives, such as the newly established ISPO-FATO Council, who would hold a first meeting at the World Congress in Cape Town. Also the launch of the P&O Service Standards will have a major impact in many countries.

It was noted that keeping up the momentum after a World Congress is key, with Member Societies remaining active and organizing regional meetings, educational events, etc.

Regional Meetings in Interim Years

Rajiv reminded the Member Society representatives of the concept paper for regional meetings in interim years, which had been shared previously for comments which have now been included (see paper [here](#)).

While regional meetings can help maintaining a momentum, these terms of reference are needed to ensure a common understanding and guidance. The following comments and suggestions were made:

- It was confirmed that this does not refer to annual national Member Society events.
- Smaller Member Societies (e.g. Slovenia) may be keen to hold congresses in collaboration with neighbouring Member Societies, as it is better to have one regional rather than many smaller national meetings, which can also help to reduce competition for good speakers and attendees.
- Bengt Söderberg noted that there are many meetings, and that he would prefer seeing more specialized events on certain topics only, which would also help to avoid competition. It was suggested to consider creating a mechanism through which ideas for topics could be shared and subjects coordinated. The new database will facilitate communication and might offer such a tool.
- The coordination of dates was emphasized as being crucial, and that Member Societies need to inform the ISPO Office of the dates, so that the website events calendar can be updated and consulted by other Member Societies.
- Collaboration was confirmed as being key when it comes to organizing regional meetings. It was highlighted that the denomination of the meeting needs to be correct, it has to be representative of the Member Societies or region actually involved.

[The IC approved the document on regional meetings in interim years.](#)

Action: ISPO Office to include terms of reference to the Operational Guidelines.

Action: Member Societies to keep ISPO Office informed of their meeting dates.

Short Courses

Laura Burgess presented new ideas and initiatives concerning ISPO Short Courses to the IC, and invited comments and suggestions from the Member Societies. The following comments and suggestions were made:

- Short Courses should be recorded on video to make them available to a larger audience online. It was confirmed that ISPO is considering this.
- The question was asked whether ISPO could provide guidance on involvement in disability rights and the promotion of the UN CRPD. It was noted that this is more for the Advocacy Committee to look into.
- Carson Harte added that P&O training programmes seeking ISPO recognition will be given the possibility to follow a related online training in the future.

Promotion at Events: Shipping vs. Printing Locally

Birgit Krause asked the Member Societies whether they would agree to print ISPO promotional materials like brochures, flyers, stickers, etc. locally in the future, rather than having the ISPO Office ship materials to them, which represents a considerable cost. ISPO could consider supporting Member Societies in financial difficulties with the printing costs.

Furthermore, Member Society representatives were invited to pass by the ISPO booth during the World Congress to pick up ISPO pins and other materials and gadgets to take home for use at their upcoming events.

The IC agreed with the proposal to print ISPO promotional materials locally whenever possible.

3c) Membership

See slides on Membership [here](#).

User membership

Laura Burgess, Chair of the ISPO Membership Committee, reminded the Member Societies that a category for users is available within the ISPO membership scheme, whose fees are the same as for students, i.e. half price.

Guidelines and MoU

She further updated the Member Societies that the Guidelines for ISPO Member Societies have now been updated and will be shared after the World Congress.

Also, the Memorandum of Understanding to be signed between ISPO International and Member Societies was handed out for signature, and will be sent to Member Societies that had not been present at the meeting.

Action: ISPO Office to circulate the updated Guidelines for Member Societies, and request signatures of the MoUs.

Social Media

Finally, Laura reminded the Member Societies to make active use of social media, and to connect with ISPO International on Facebook and Twitter.

New website / membership management system

Birgit Krause presented the plans for a new ISPO website and fully integrated membership management system, which should go live in the coming weeks/months. She emphasized that ISPO's intention was solely to improve administrative processes and increase the benefits for both individual members as well as Member Societies, and in no way to take away control from the Member Societies.

The possibility to have individual members pay their fees directly through the system is an option that Member Societies can choose, not an obligation. If they prefer, they can continue with the current way of working of collecting the fees from their members themselves, and transferring the international fee amount to ISPO.

Rajiv Hanspal added that there is an issue with many Member Societies either transferring the fees very late, or not at all, and this should be tackled with the new system.

Member Societies made the following comments:

- Since there is the possibility to have microsities, ISPO should consider having microsities for Member

	<p>Societies.</p> <ul style="list-style-type: none"> • Member Societies do not want to have information on their dues publicly available on the website. • It needs to be checked whether the new system will be compatible with some of the online benefits that Member Societies provide. • Some Member Societies have members working in other countries. ISPO needs to check how this can be addressed with the new system. <p>3d) Advocacy</p> <p>Sara Martin, ISPO Advocacy Manager, gave an update on ISPO’s advocacy work, the newly formed Advocacy Committee, and the awareness-raising campaign #ISPOWER (see slides here). She invited volunteers to join the Advocacy Committee which is organized according to regional representation, and also urged all Member Societies to become actively involved and make use of the various campaign materials that have been uploaded on the ISPO website.</p>																					
4.	Presentations from ISPO Member Societies																					
	<p>ISPO Member Societies that were present at the meeting were invited to deliver a short presentation on their recent activities. Please click on the links below to view the respective slides from each country. an overview on activities and status of ISPO Member Societies.</p> <table border="1" data-bbox="193 927 1457 1182"> <tr> <td>Australia</td> <td>Austria</td> <td>Cambodia</td> </tr> <tr> <td>Canada</td> <td>France</td> <td>Hong Kong</td> </tr> <tr> <td>Iran</td> <td>Japan</td> <td>Jordan</td> </tr> <tr> <td>Malaysia</td> <td>Netherlands</td> <td>Nigeria</td> </tr> <tr> <td>Palestine</td> <td>Philippines</td> <td>Poland</td> </tr> <tr> <td>Slovenia</td> <td>South Africa</td> <td>Sweden</td> </tr> <tr> <td>Turkey</td> <td>United Kingdom</td> <td></td> </tr> </table>	Australia	Austria	Cambodia	Canada	France	Hong Kong	Iran	Japan	Jordan	Malaysia	Netherlands	Nigeria	Palestine	Philippines	Poland	Slovenia	South Africa	Sweden	Turkey	United Kingdom	
Australia	Austria	Cambodia																				
Canada	France	Hong Kong																				
Iran	Japan	Jordan																				
Malaysia	Netherlands	Nigeria																				
Palestine	Philippines	Poland																				
Slovenia	South Africa	Sweden																				
Turkey	United Kingdom																					
5.	Open discussion / Questions & Answers																					
	<p>Rajiv Hanspal then presented the results from the recent survey to ISPO Member Societies (see slides here), which included answers from Member Societies on questions by the Executive Board, as well as questions from the Member Societies which were briefly answered in the meeting.</p>																					
6.	Closing																					
	<p>Friedbert Kohler, incoming President, invited the Member Societies to submit ideas and proposals concerning the future format and structure of the IC meeting.</p> <p>Furthermore, he asked Member Societies to inquire with their members if they would agree to receive POI online only.</p> <p>Action: Member Societies to share ideas concerning future IC meeting format.</p> <p>Action: Member Societies to inquire with their members on proposal to have POI online only.</p> <p>Finally, Friedbert thanked Rajiv for the last IC meeting chaired, and both thanked all participants for their attendance and active contributions in the meeting. The next IC meeting will be held in May 2018 around the OT World meeting in Leipzig, Germany.</p>																					

LIST OF ATTENDANCE:

	Member Society	First Name	Last Name
1	Australia	Greg	Bowring
2	Australia	Lauren	Fortington
3	Austria	Franz	Landauer
4	Belgium	Koen	Vansteenwegen
5	Bosnia-Herzegovina	Christian	Schlierf
6	Cambodia	Odom	Teap
7	Cambodia	Thearith	Heang
8	Canada	Sandra	Ramdial
9	Egypt	Ayman	Amer
10	France	Jean-Pierre	Lissac
11	Germany	Georg	Blome
12	Hong Kong China	Walson	Chen
13	India	Balakrishnan	Madhouraj
14	India	Aratran	Patra
15	Indonesia	Ester Syeftty	Pasaribu
16	Indonesia	Endang Penny	Kusumastuti
17	Iran	Shahrbanoo	Bidari
18	Israel	Itzhak	Siev-Ner
19	Israel	Israel	Dudkiewicz
20	Japan	Masao	Watanabe
21	Japan	Shin	Sasaki
22	Jordan	Raid	Alkhattab
23	Malaysia	Nur Hidayah Binti	Mohd Yusof
24	Malaysia	Muhammad	Abu Bakar
25	Malaysia	Nooranida	Arifin
26	Netherlands	Tjerk	de Ruiten
27	Netherlands	Dick	Plettenburg
28	Niger	Goubakoy	Bawan
29	Niger	Oumarou Hassane	Lamine
30	Nigeria	Oluwole	Oke
31	Norway	Rune Kristian	Nilsen
32	Norway	Kim Eric	Hang
33	Palestine	Luai mustafa	Sub laban
34	Philippines	Christine	Joy Lao Dee
35	Philippines	Sheena Pilar	Andrade-Olitoquit
36	Poland	Marcin	Bonikowski
37	Rwanda	Desire Providence	Ngendahayo
38	Slovenia	Helena	Burger
39	Slovenia	Maja	Mlakar
40	South Africa	Mike	Barkley

41	South Africa	Allan	Oates
42	Sweden	Gert-Uno	Larsson
43	Sweden	Anton	Johannesson
44	Thailand	Sasithon	Sukthomya
45	Thailand	Thanyaporn	Rakbangboon
46	Turkey	Serap	Alsancak
47	Turkey	Haydar	Altinkaynak
48	United Kingdom	John	Sullivan
49	United Kingdom	Saeed	Zahedi
50	United States of America	Elizabeth	Mansfield
51	United States of America	Thomas	McGovern
52	ISPO Executive Board	Rajiv	Hanspal
53	ISPO Executive Board	Friedbert	Kohler
54	ISPO Executive Board	Bengt	Söderberg
55	ISPO Executive Board	Terry	Supan
56	ISPO Executive Board	Laura	Burgess
57	ISPO Executive Board	Karen	Andrews
58	ISPO Executive Board	Carson	Harte
59	ISPO Executive Board	Ed	Lemaire
60	ISPO Executive Board	Marlo	Ortiz
61	ISPO Executive Board	Man-Sang	Wong
62	ISPO Executive Board new	Kazuhiro	Sakai
63	ISPO Executive Board new	Claude	Tardif
64	ISPO Education Committee	Bryan	Malas
65	ISPO staff	Birgit	Krausse
66	ISPO staff	Sara	Martin
67	ISPO staff	Lorela	Lohan
68	ISPO staff	Giorgia	Manuzi