

EAFP council meeting  
Cambridge, November 4<sup>th</sup> 2016

## MINUTES

The meeting was attended by all council members: Jose Garcia (president), Patrick Smith (vice president), Ivona Mladineo (meeting secretary), Sean Monaghan (publications officer), Klaus Knopf (treasurer), Snježana Zrnčić (general secretary).

### 1) Status of action points from minutes of Berlin council meeting April 2016

Previous action points were covered satisfactorily apart the following two: 1. some additional work has to be done regarding cooperation with FAO due to operational procedures within the FAO organisation and 2. the announcement with stipulated criteria and information on the call for small grant scheme has not been included in the last issue of the newsletter.

### 2) President

Next newsletter will be published in January and all council members were invited to commence with preparation of their contributions.

#### a) Report

Unfortunately the President has not succeeded completely in discussing the cooperation with FAO with the officer in charge of aquatic animal health, Dr. Melba Bondad Reantaso. He informed that FAO is not able to support participation of scientists from developing countries to EAFP conferences but it is possible to support their attendance to a FAO-organised Workshops, if such workshops would be organised during the EAFP conference. In light of the forthcoming EAFP conference the President highlighted that the programme should be attractive with specific topics that should reflect the scientific interests both of local issues problematic to the Atlantic salmon industry and Mediterranean countries.

**Action points:** President will continue attempts to establish cooperation with FAO.

President to contact Ariadna Sitja-Bobadilla (project coordinator of Parafish control Horizon project) and Isabelle Arzul (project coordinator of Vivaldi) to organise workshops during the EAFP conference

Meeting Secretary to prepare slide announcing Belfast conference and send it to the President for dissemination within consortia, for which EAFP gave its written support.

b) Information about EAFP web page

Web designer company resigned without completing reconstruction of the EAFP web page. Therefore a new web designer was hired and he will finish the web page and continuously give technical support to the webmaster during the web page maintenance. Still there is an open question of hosting and maintenance of the Fish Necropsy Manual. This issue still remains to be discussed in detail and agreed with Patricia Noguera.

c) Changes of the statutes

The President suggested changing the Statutes by including the Webmaster into Statutes as non-executive member. The decision on the mentioned addition should be discussed and voted during the General Assembly.

**Action points:** Vice president and general secretary will prepare a letter for branch officers with invitation to attend the General Assembly

General secretary to send e-mail to branch officers about changes of the Statutes with request for suggestions before spring meeting. The Statutes will be attached to the message.

3) Vice president

a) Report

The Vice president reported on the very successful UK & Ireland branch meeting held in September hosted by Sandra Adams from the Institute of Aquaculture, University of Stirling. He also informed about the update of the reports from the first call of the Small grants scheme. In Total 3 out of 5 beneficiaries submitted their reports. It was concluded that the beneficiaries that have not submitted a report should be noted in the newsletter, on the web site and Facebook. Transparency is highly demanded during the whole process and in the new call for the Small grants scheme the deadline should be implemented.

It was concluded that the Small grants scheme will continue and after 3 or 4 rounds it will be possible to make conclusions on the outcomes.

The EAFP is giving support letters to different international projects and expects from the granted projects to share research results by organising workshops during the EAFP conferences.

- b) A new call for small grants with deadlines and precise rules for beneficiaries will be set up.

**Action points:** Vice president will prepare a new call for Small grants to be published in the next newsletter, on the web and FB profile.

A session on Small grants scheme with its rationale to be organised during Belfast meeting to raise its publicity. Meeting secretary to contact past grantees and to ask for poster presentation of their research at the Belfast meeting.

- c) Vice president informed that making of the new badges for CB members - cost about 70 GBP per unit

#### 4) General secretary

##### a) Report

By October 18<sup>th</sup> the EAFP has 803 members. This is compared to 845 members in 2015 and 844 members in 2014. There has been a decrease in regular members as well as student and library members. There is only a slight increase of a single sustaining member. Among all countries the greatest decrease was noticed in the UK regardless of the very successful UK & Ireland branch meeting held in Stirling in September. Many members resigned due to retirement or change of profession but there are 47 new members. There were some problems in administration due to late payment of the membership fees. The precise deadlines for payment and/or membership list updates will be set up and branch officers and individual members warned about consequences if they miss payment by the deadline.

**Action point:** General secretary, publications officer and treasurer will set up deadline for membership updates and fee payment and consequences for late payers

- b) The council positions: president, treasurer and meeting secretary are open for election in 2017. It was decided to announce initial information on the election

in December, which will be published in the Bulletin 36(6), 2016 while the call will be set up in the first issue of next year (Bulletin 37(1)), on the EAFP website and in the EAFP newsletter at the same time.

**Action point:** General secretary and publications officer to prepare announcement of the council board members election for the Bulletin 36(6).

## 5) Treasurer

### a) Report

31/08/2015: 172,981.00 €

31/08/2016: 166,279.27 €

Compared to EAFP assets on 31/08/2015, the sum on the account decreased by 6,701.75 €. This decrease is due to the final payment for the necropsy manual, which was financed with a grant. However, when the expenses are corrected for the payment for the sixth issue of the Bulletin in September 2016, there was a current account decrease of 3,200 € over the year. Collected membership fees are 1.3% less than expected due to bank charges, variable exchange rates and ATF fees in Germany.

b) Branch officer's request about bank account problems was elaborated and the treasurer explained that it is due to the status as a non-registered organisation whereby it is not possible to open an account in the association's name. Therefore, accounts are kept in the name of individual persons, e.g. the treasurer and branch officers. Online payments to the conditions of national payments between SEPA countries (Single Euro Payments Area) are possible via SEPA transfer; while PayPal transfer is not possible due to the legal status of the EAFP. Finally, it was emphasised that branch officers are doing excellent and invaluable jobs in "keeping things together" on the national level. The Treasurer prepared a letter explaining that the branch officer collects the fees in the name of the EAFP.

### c) Discussion about registration of the Association

The registration would require defining a seat of the association that would be the place of registration, annual tax declaration, changes in statutes and related to this probably changes in the organisational structure. Benefits of a registration would be that the Association would be a legal body that can make contracts (especially important for conference organisation, see also

point b), and tax benefit for members and donators if charitable status is accepted by tax office.

**Action point:** To find information how legal issues are organised in other international organisations, evaluation of expected costs.

## 6) Meetings secretary

### a) Belfast 2017 conference updates

Agreement was sent to Happening Conferences & Events (HCE), Conference webpage activated: <http://eafp2017.com>, and @eafp2017 twitter feed initiated. The key dates for abstract submission and registration were defined, as well as the registration fees. Keynote presenters and topics for the scientific program suggested by local organisers were discussed. The second announcement will be sent in December. HCE developed registration pages, which were demonstrated and discussed within council members. HCE sent the last cost estimation of the conference a day before council meeting, thus the Meeting secretary will forward it for discussion after the meeting.

### b) Updates on 2019 Porto conference

Local organisers will start to work on the conference organisation in November. The next council board meeting is planned to take place in Porto.

### c) Bids for 2021 conference venue

Currently, Steve Daun from Aberdeen Exhibition and Conference Centre, supported by Scottish Fish Immunology Research Centre (University of Aberdeen) and Marine Laboratory Scotland showed an interest to organise the conference in 2021.

### d) Discussion on the publishing of abstract pdfs from EAFP meetings on the web

All delegates attending the conference have the abstract book. The on line version will be uploaded on the EAFP web page for members only.

Meeting secretary shared information on ISAAH conference in 2018 which will be publicised through EAFP newsletter and web page

## 7) Publications officer

### a) Report

The number of submitted manuscripts so far in 2016 was around average (42) compared to previous years, but this is including manuscripts for Special edition bulletins and was therefore actually relatively low.

Comparing the number of manuscripts submitted by the third quarter – i.e. up to and including November of this year, it is also relatively low compared with previous years.

The main subject areas submitted have been Parasitology, histopathology and bacteriology.

The Virology conference Special edition and EAFP special edition articles have increased the number of accepted virology papers. Turkey (10), Spain (5) and Iran (4) have submitted the most EAFP bulletin articles in 2016. Over the last 4 years (2013-2016) countries with the most submitted articles from Asia were Iran (20) and Turkey (71), from Europe were Italy (10) and Spain (15), and from South America was Brazil (14). The Acceptance rate of manuscripts in 2016 is 50.00% compared to 45.76% for the last 4 years (2013-2016). Average time of accepted manuscripts from submission to print in 2015 was 4.1 months while in 2016 it was 5.8 months. This is partly due to the lag time associated with publication of Special edition manuscripts. Besides submitted articles, Branch meeting reports have been published (UK and Ireland branch and Austrian-German-Swiss branches) and will continue to be published (French branch). Keynotes from conferences (e.g. 10<sup>th</sup> International symposium on viruses of lower vertebrates) will continue to be published in the instance where conference organisers and keynote speakers are positive about involvement.

b) Recent and proposed changes to bulletin publications and access

Currently there is a delay of 2-3 months for publication of accepted articles and dissemination is being improved through publication of the Bulletin issue front cover on the webpage immediately following typesetting. The process of informing of accepted manuscripts may also be expedited through the EAFP Facebook page. Paul Midtlyng suggested Birgit Oidtmann, CEFAS as subject editor for “Biosecurity, epidemiology and disease control” and Dr. Oidtmann has now been contacted regarding this request. Changes were made in “Instruction to authors”. Peer review management software will be tested in

the following period which works in a similar way as Elsevier's or other journals operating systems.

c) Bulletin exposure and dissemination

Perhaps ResearchGate could be utilised for enhanced exposure of the bulletin (create account as Bulletin of the EAFP). The front cover of accepted articles could then also be published immediately following acceptance on ResearchGate. Authors submitting articles to be published in the Bulletin are encouraged to include citations to relevant papers previously published in the Bulletin of the EAFP. This will help to enhance the Impact factor of the journal which will benefit both the journal and authors of accepted manuscripts in the Bulletin.

8) Any other business

Small grant scheme was disseminated by distribution of the flyers during the UK & Ireland branch meeting as well as during the Austrian-German-Swiss branches meeting.

Meeting secretary proposed establishment of the "Student club" – list of students to be distributed to all members and somebody should be requested to organise this kind of branch within EAFP

9) Next council meeting

Will be held in March/April. The venue will be announced later.

21<sup>st</sup> November 2016

General Secretary