

**Minutes of the BSGE Council Meeting  
Held on Tuesday, 24<sup>th</sup> September 2019 at 17:00  
At the RCOG, Sussex Place, London**

**Present:**

- Sanjay Vyas, President (SV)
- Justin Clark, Vice-President (JC)
- Andrew Kent, Honorary Treasurer (ASHK)
- Shaheen Khazali, Honorary Secretary (SK)
- Arvind Vashisht (AV)
- Funlayo Odejinmi (FO)
- Fevzi Shakir (FS)
- Natasha Waters (NW)
- Chris Guyer (CG)
- Kirana Arambage (KA)
- Tom Smith Walker (TSW)
- Angharad Jones (AJ)
- Mikey Adamczyk (MA)
- Sujata Gupta (SG)
- Atia Khan (AK)

<b>1.</b>	<b>Welcome &amp; apologies for absence</b>
	SV welcomed BSGE Council members to the meeting including Mikey Adamczyk, newly appointed BSGE Trainee representative and Sujata Gupta, Chair of LOC, BSGE ASM 2020. Apologies received from Donna Ghosh and Wendy-Rae Mitchell.
<b>2.</b>	<b>Declaration of interests relating to agenda items</b>
	SK declared interest to the agenda item 'Overseas Endocentre'. No other declaration of interest were received from BSGE Council members related to this Council meeting.
<b>3.</b>	<b>Declaration of any other urgent business</b>
	None declared.
<b>4.</b>	<b>Minutes of the Council meeting held on 20<sup>th</sup> May 2019 at Celtic Manor</b>
	Minutes of the BSGE Council meeting held on 20 <sup>th</sup> May 2019 at Celtic Manor were accepted as a true record and ratified.
<b>6.</b>	<b>Sub-committee reports (accepted or discussed)</b>
	<b>Nurse &amp; Paramedic Subcommittee report</b> WRM report was accepted. WRM questioned if centre can lose accreditation on the basis that a patient hasn't responded to follow up. It was confirmed centre does not lose accreditation if patient does not respond but centre must do the follow up in timely manner.

<p>WRM questioned who puts the patient’s cases on the database?          This is not a question for the Council. This is agreed locally. Doctor, nurse or an administrator can enter patient cases in the database.          WRM reported endocentres should have set standard working hours for Endo CNS as some endocentres are employing nurses for 10 hours or less. This sets poor practice and has negative impact on the nurse’s services provided to the patient.          It was agreed that this should be discussed between AV and WRM and BSGE website should be updated accordingly.          WRM reported that she would like to run two day BSGE badged Endometriosis Nurse Training programme in March 2020 either in Guildford or London.          This was discussed at the meeting.          BSGE fully supports WRM in running BSGE badged Endometriosis Nurse Training programme but she should consider the dates if she is planning on running same course in April 2020 as pre-congress workshop for ASM 2020 in Manchester. WRM should also discuss bursaries for nurses to attend this course directly with KA and ASHK.          BSGE Nurses and Paramedic subcommittee member, Caroline Bell, emailed question about reaccreditation of nurse hysteroscopist. SV reported that the BSGE has lost track of nurse hysteroscopist training through Bradford University and there is need to restore it. JC reported that CB had done a survey and only 8 out of 80 members responded. Nurses now understand that the BSGE is not accrediting organisation like colposcopy or BSCCP etc. JC is working with CB on getting training programme together.</p>
<p><b>BSGE SCOPE editor and Membership relations subcommittee report</b>          FO report was accepted.          It was acknowledged FO produced fantastic edition of the Scope after the ASM 2019.</p>
<p><b>Patient information &amp; Guidelines Subcommittee report</b>          TSW report was accepted.          TSW is contributing to Adnexal masses guideline as requested by Philip Kaloo which is jointly badged by RCOG and the BSGE.          TSW questioned if the BSGE can proceed with developing the guideline for management of fibroids. SV reported that the RCOG has been in touch along with many other organisations in UK about fibroids which is a hot topic at present. Task group formed by the RCOG is to produce patient leaflet on morcellation which is in production stage at the moment. RCOG will contact TSW for contribution on the fibroid guideline. This will be RCOG and BSGE badged guideline with no involvement from the ESGE.</p>
<p><b>Website and Digital Governance subcommittee report</b>          FS report was accepted.          FS reported the main website and ASM site is now ready to merge. This will avoid errors during registration process of events. Visuals will be updated and refreshed on the website and app.          FS showed visuals of the new site and ASM app on screen. Additional upgrade to the app will cost £3k to £4k.          SG requested if image of ‘Manchester worker bee’ can be added to the website. AK will send the ‘bee’ image to Akiko.          FS questioned if ASM sponsorship can be obtained to advertise a company on the app splash screen and if there are any implications. This was discussed at the meeting. It was agreed not to advertise sponsorship package for splash screen. SV questioned FS if abstracts can be displayed via BSGE app. FS informed the meeting that abstracts will be available in pdf format like this year.</p>

	<p><b>Laparoscopy training Subcommittee report</b> DG report was accepted.</p>
	<p><b>Trainees representative Subcommittee report</b> AJ and MA report was accepted. AJ reported having lack of engagement with RIGS Regional representatives. AJ questioned if each representative should provide a formal report to detail their work within the role for each council meeting. SK and SV recommended looking at subcommittee member’s policy and applying it for RIGS representatives. AJ and MA will write to RIGS regional representatives with job spec and details of the policy. They can be removed from post if there is no communication with BSGE Trainee representatives.</p>
	<p><b>Awards &amp; Bursaries Subcommittee report</b> KA report was accepted. KA questioned if overseas membership awards and bursaries can now be implemented. ASHK reported there are 29 senior and 14 trainee /nurses overseas membership as of 23<sup>rd</sup> August 2019. Numbers are not quorate enough to implement overseas award. It was agreed at least 75 overseas members should be reached before it is reviewed again. SK encouraged all Council members to push for more BSGE Overseas membership. KA questioned if Council could advise on areas of interest in awards and bursaries can be developed. Ideas can be emailed to KA directly. ASHK informed the meeting recently members who have received awards and not spent all of it have requested if they can use surplus funds on another course. Requests were denied and members were encouraged to apply again for another award. BSGE website is to be updated to reflect this. KA questioned if BSGE can establish a research fund for BSGE like AAGL or AGES. This was discussed at the meeting. ASHK reported that this was not financially viable at the moment. It was agreed not to take this forward unless separate source of funds can be found from industry or privately. BSGE Oxford Cadaveric course was discussed at the meeting. It was agreed to remove Oxford from the title and call it ‘BSGE Cadaveric Course’ in the future. KA confirmed the paperwork process is being completed. Course cannot be advertised until sponsorship confirmation is received in writing. CG reported that Stryker and Medtronic are keen to sponsor the BSGE Cadaveric Course. CG requested KA to keep him in the loop with industry communication. It was agreed to move the BSGE Cadaveric course under Laparoscopic Training portfolio after next February 2020 course.</p>
	<p><b>Meetings convenor and Industry Relations Subcommittee report</b> CG report was accepted. CG reported venue and date for BSGE ASM 2020 had changed for the better. Single topic meeting for 2020 was discussed. ASHK suggested Emergency Gynaecology. BSGE Council members were requested to email ideas and topics to CG. CG to email BSGE Council member as reminder to do this. SK commented on choosing future ASM sites and venue as it is important income stream for the BSGE. The process should be made more formal and criteria should be set to formalise the process. ASM should also advertise expression of interest to members for two years ahead. Industry space is very important to companies to showcase their work. It was agreed to set up a task group to agree ASM site and venue with BSGE Meetings convenor CG, BSGE Manager AK, BSGE Treasurer ASHK, AJ BSGE Trainee representative who is also past LOC member and Nurse sub-committee member, Caroline Bell. CG will develop the process and email the task group before end of the year and apply new process to applications submitted this year.</p>
	<p><b>Endometriosis Centre subcommittee report</b> AV report was accepted.</p>

	AV reported that the plan is to convert to anonymised database at the start of 2020.
	It was agreed to give data record in the database back to overseas centre upon request as they will no longer be accredited by the BSGE.
	<p><b>Joint BSGE/ AAGL meeting 2023-24</b></p> <p>SV reported proposal to host joint BSGE / AAGL meeting has been sent by Richard Penketh who was co-chair of LOC for BSGE ASM 2019. He is keen to host this at newly built ICC centre in Newport. This was discussed at the meeting especially from financial perspective.</p> <p>It was agreed to decline proposal to host joint BSGE / AAGL meeting.</p>
<b>7.</b>	<b>Agenda items</b>
	<p><b>BSGE ASM 2019, Celtic Manor update and feedback</b></p> <p>SV reported it was a successful meeting and feedback was excellent apart from few catering comments.</p>
	<p><b>BSGE ASM 2020, Manchester update</b></p> <p>SG thanked the Council members for inviting her to the meeting. Provisional ASM 2020 programme was circulated. SG requested Council members for ideas and recommendations. Programme again is integrated for both doctors and nurses. Invitation to speakers will be sent out soon. SG discussed idea of inviting industry to pitch at Dragon’s Den session to clinicians. This was discussed at the meeting. It was agreed to keep Dragon’s Den session for trainees.</p> <p>AJ reported there was a copyright issue with ‘Pecha Kucha’ name and suggested using ‘Chit Chat’ or ‘20x20’ instead.</p> <p>SG reported there are 5 Platinum symposium in the programme for 2020. Venue is Manchester Central which is award winning conference centre with full AV support at the heart of Manchester. Gala dinner will be held at the Midland Hotel across the road from centre.</p> <p>It was agreed for SG to liaise with CG, AJ and MA for support with the programme and display of e-posters and video posters.</p>
	<p><b>Sir Alec Turnbull lecturer for ASM 2020</b></p> <p>It was agreed to invite Ertan Saridogan for Sir Alec Turnbull lecturer.</p>
<b>6.</b>	<p><b>Hysteroscopy Subcommittee report</b></p> <p>NW report was accepted.</p>
<b>7.</b>	<p><b>Treasurer’s report- Summary</b></p> <p>ASHK reported financial status of the society remains stable. It is difficult to open new bank accounts. ASHK may move funds around from one account to another to obtain better interest rates. Cadaveric course made a loss this year due to lack of sponsorship. ASHK is keen to invest monies in ASM. Hull was a financial success compared to other ASM. Celtic Manor ASM made around £120k. Pre-congress courses made a profit which was sent back to Cardiff team.</p>
	<p><b>Joint RCOG / BSGE consent advice on morcellation</b></p> <p>SV reported this will be published in next few weeks.</p>
	<p><b>Outsourcing DPO services</b></p> <p>SK reported it was agreed to sub-contract DPO services to external organisation. SK has spoken to a company who have submitted a proposal. Initially they will work for 5 days with the BSGE plus charge monthly fee. ASHK and SK will work with this company for virtual DPO services for the BSGE.</p>
	<p><b>Managing membership surveys</b></p> <p>SK reported sending out mass emails including emails surveys should be monitored and recommended</p>

	adding the surveys to the Scope. This was discussed at the meeting. It was agreed to request summary of results for the survey for the Scope. It was agreed that the group to scrutinised each survey will include BSGE Officers and FO.
	<b>Clinical Study Group (CSG)</b> JC reported Jane Daniel is chair of the Benign gynaecology and early pregnancy clinical study group. JD has requested funding from the BSGE to support the CSG. It was agreed to check the output of the CSG first before making any commitment.
<b>8.</b>	<b>AOUB</b>
	SV reported that AK and SV will interview 2 applicants for BSGE Administrator post next day. SV also did AK appraisal and she passed with flying colours.
	JC reported that he will shortly advertised October as being National Survey Month in Outpatient Hysteroscopy with aims to offer greater insight and understanding into the experiences of women undergoing the procedure to benchmark data which will be presented at the next BSGE ACN meeting. NW encouraged Council members to use BSGE leaflets in their units.
	Meeting closed at 19:40
<b>9.</b>	<b>Date, time and venue of the next BSGE Council meeting</b>
	<b>21<sup>st</sup> April 2020 at the Midlands Hotel, Manchester.</b>