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UEMO 2001/041

REPORT ON THE UEMO WORKING GROUP ON WORKING GROUPS

Date: Copenhagen, 17th February 2001

Chair: Rafaella Michieli, Secretary General - Mateja Bulc, Vice President

Participants: Jan Bergen, Vice President (NL)
Willy Buss, Vice President (CH)
Peter Mortensen, Vice President (DK)
Giovanna Lucherini, Deputy Secretary (I)
Thomas E. Kennedy (DK)

A) Opening

Following up on a previous German proposal to revise the working groups' functional structure, the President, Dr. Cricelli, requested the Secretary General and Vice President Mateja Bulc to conduct a review of relevant questions in this respect.

Attached hereto is a list of the existing working groups and - where available - the existing statement of aims of the groups.

Such aims exist for the working groups on CME, Quality Assurance, Equal Opportunities, and Specific Training. The aims for the group on Shared Care also exist although that group, having completed its work, has now been disbanded. The following working groups have not formulated their aims in writing: Medical Informatics, Drugs in General Practice, Preventive Activities, General Medical Services, Deprived Areas. To the list of existing working groups, there was agreement in the WG on WGs that a specific working group should be set up to consider core contents of general practice training.

B) List of WG Review Points

The meeting participants agreed that a list of questions and points of consideration for each working group to consider at the meeting in Malta should be devised and sent out in advance to the working group chairmen and rapporteurs for preparation.

Among the questions to be included were the following:

1. What is the aim of the group?

Review the existing aim and see if it is still valid or whether it should be amended. Each group should have an up-to-date formulation of its aims.

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Via il Prato, 66 – 50123 Firenze Italia -Tel.: + 39.055.284030 / Fax: + 39.055.284038 E-Mail: uemo@dada.it
Federazione Nazionale degli Ordini dei Medici e degli Odontoiatri
Piazza Cola di Rienzo, 80/a – 00192 Roma Italia Tel.: +39.06.36203232 / Fax: +39.06.3222429

2. Is there a wish or a need to go on with the working group?
3. Does the existing title of the group adequately reflect its purpose and aims or does it need to be changed?
4. A stepwise time schedule should be devised for the achievement of the aim of each working group. The work of the group should continue by e-mail between the meetings with a view to finalizing and presenting the work at the meeting itself. Following each working group meeting a report of conclusions should be made to the plenum with an indication of which step in the work had now been reached. It was underscored that such reports should deal with conclusions only.
5. Questionnaires: Any questionnaire proposed within a working group should have a definite, stated purpose. An effort should be made to control the volume of questionnaires being sent out. Each delegation should identify a questionnaire contact person who will be responsible for obtaining and sending in that country's responses on each questionnaire.
6. Exchange of documentation: It was underscored that all documents must be sent out through the secretariat (Giovanna Lucherini) and that copies of all direct communications by e-mail between delegates should be copied to Giovanna Lucherini at uemo@dada.it for the sake of good order.
7. The report from each working group meeting should be presented to plenum to see if plenum agrees, has questions, comments, amendments. The written report should be provided to the secretariat at the meeting for circulation as a UEMO document.
8. Rules of participation: The working groups should consist of a small limited number of members. For the purposes of the efficiency of working group meetings, a limited number of observers may also attend, but observers shall not be allowed to speak in the meetings except by special dispensation from the chair.
9. Working group web sites: Working group sites should be opened on the web with a list of all participants of the group and an open forum on the web page (chat room).
10. The Working group should make use of the reference book (policy volume) so that each group member can review the policy history of UEMO and be certain that all the work is not being repeated.
11. When the work of the working group, as set forth in its aims, has been completed, the group should be disbanded.
12. By the end of the Malta meeting, a list of working groups, their aims, their membership, and the stage of the group's work schedule which had been achieved should be available for presentation to the plenum. The plenum was the final authority as to which working groups should exist.

C) GMS Committee

With regard to the General Medical Services Group, it was agreed that the role, structure, aims, time schedule, and membership should be discussed with Christina Fabian in order to clarify the future task(s) on that group.

D) UEMO Debates

It was further agreed that the newly agreed upon UEMO debate should be instituted as a feature of the meeting day dedicated to the working groups and that this should be scheduled in a protected time slot of 90 minutes at the end of the General Medical Services Working Group - i.e. from 3.30 to 5 p.m.

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E) Conclusions

Finally, it was agreed that an official letter should be distributed to the chairmen and rapporteurs of the working groups with a resumé of the questions which have been brought forth under the present discussion so that the groups can prepare themselves for the Malta meeting in line with these recommendations.

Furthermore, Thomas Kennedy was invited to draft a report of the present meeting and to devise a draft list of questions to be sent to the Deputy Secretary for circulation to the Working Group on Working Groups for comments and possible revision prior to being sent out to the working groups themselves.

23 February 2001

Thomas E. Kennedy, UEMO Danish Delegation