

PCSI 2017 GENERAL ASSEMBLY MINUTES

Sydney, Australia

Session 1: Wednesday, October 11th (15:30)

1. Introduction and welcome	Dana Burduja, President
2. Distribution and acceptance of 2016 General Assembly minutes	Dana Burduja, President Brian McCarthy, Secretary
3. Closing accounts and acceptance of the 2016 financial report	Paula Monteith, Treasurer Dana Burduja, President
4. PCSI schools	
<ul style="list-style-type: none"> • Introduction to Principles & Applications of Case-Mix in Health Systems (formerly Summer school) • Advanced Design & Implementation of Case-Mix Funding Models (formerly Winter school) • The Canadian school 	Jean Marie Rodrigues, Emeritus President Janette Green, EC Member Dana Burduja, President
5. PCSI work plan DRAFT	Alfa D'Amato, Vice-President
6. Other business/items for discussion	Dana Burduja, President

1. Introduction and welcome

Dana Burduja, President, welcomed everyone to the conference and to the General Assembly. She explained that according to the statute of the PCSI, a General Assembly is required each year. The following people were present at this session (based on their signature on the attendance list):

Mary E. Black
Dana Burduja
Marie-Caroline Clement
Alfa D'Amato
Brian Donovan
Olga Endrich
Janette Green
Jacob Hofdijk
Grantly Hunt
Terri Jackson
Kristiina Kahur

Karen Kinder
Conrad Kobel
Deniza Mazevska
Brian McCarthy
Paula Monteith
Jenny Mun
Mark O'Connor
Jiro Okochi
Jim Pearse
Kevin Ratcliffe
Helen Rava

Beth Reid
Jean Marie Rodrigues
Gowri Sriraman
Olafr Steinum
Jessica Symonds
Karen Triep
Martti Virtanen
Michael Wilke
Eva Zeisig

2. Acceptance of minutes from the 2016 General Assembly

Dana Burduja pointed out that there is only one outstanding action item from the 2016 General Assembly. This is the PCSI policy on the hardship fund. She explained that the Executive Committee had considered this issue, and made a decision, but this has not yet been communicated on the website. A paper is currently being prepared, and will be posted onto the website in November 2017.

Dana also briefly explained the purpose of the hardship fund. It is to support students and those with low incomes to participate in the conference or attend one of the schools.

This year there were no requests for drawing on the hardship fund. This potentially means that the fund is not sufficiently marketed.

Dana asked for acceptance of the minutes. Seventeen delegates accepted, three delegates abstained, and the no delegates objected. The minutes were passed by the General Assembly.

3. Closing accounts and acceptance of the 2016 financial report

Paula Monteith (Treasurer) presented the accounts. She explained that the PCSI has four separate accounts: two in France (cheque and deposit accounts), one in Luxembourg (cheque account), and one in Canada (cheque account). It was decided at the 2016 conference to consolidate the accounts. It will give greater visibility if income and expenditure is coming through the one account; the French deposit account (which has a higher interest rate, but the fees are the same as the cheque account). Therefore, the Canadian account is in the process of being closed.

Dana Burduja added that the French accounts have been set up under a law in France dating back to 1901. Although it is sometimes inconvenient to operate them due to the President and the Treasurer being located outside of France, they are exempt from VAT if maintained in France, and therefore worthwhile keeping there.

Table 1 – PCSI – Type of account

Type Of Account	
CCHQ (France)	Cheque account
CSL (France)	Deposit account
CCHQ (Luxembourg)	Cheque account
CCHQ (Canada)	Cheque account

At the PCSI 2016 Dublin Conference it was decided that the Canadian bank account should be wound down, with all remaining payments related to the 2016 Winter school¹ (and subsequent

¹ Officially the 'Advanced Design and Implementation of Case-Mix Funding Models', held in Limassol, Cyprus in recent years. From here on in referred to as the 'Winter school'.

Winter schools) being made through the French cheque account. Financial decisions regarding payments would be retained by the school director (as with the Summer school²).

Table 2 – 2016 Closing account summary

Account	Opening balance (Euros)	Closing balance (Euros)
CCHQ (France)	28,143.03	33,894.64
CSL (France)	2,830.65	2,827.46*
CCHQ (Luxembourg)	3,000.00	3,000.00
CCHQ (Canada)	12,510.92 \$18,400.00**	45.63 \$67.23***
TOTAL	46,484.60	39,767.73

* Interest rates for the French CSL Account have fallen substantially in the 2016 calendar year, whilst charges have remained constant at 8 EURO per annum.

** Exchange rate for Canada account = 1.47 CAD = 1 EURO (4th October 2016).

*** Final balance as at 10th January 2017. Exchange rate for final balance = 1.47 CAD = 1 EURO (10th October 2017).

Table 3 – Winter school 2016 Cyprus

	Euro
Income	18,680.00
Expenditure*	24,519.00
Profit/(Loss)	(5,839.00)

* Expenditure calculated as \$16,148.33 CAD (Exchange rate = 1.40 CAD = 1 EURO (30th January 2017) plus 12,985 EURO.

Note: Final Figures as of May 2017.

Table 4 – Summer school 2016 Avignon (event cancelled)

	Euro
Income	6,400.00
Expenditure	6,738.00
Profit/(Loss)	(338.00)

² Officially ‘Introduction to Principles and Applications of Case-Mix in Health Systems’, held in Avignon, France. From here on in referred to as the ‘Summer school’.

The opening balance across all of the PCSI accounts on 1 January 2016 was 46,485 EURO. It dropped by 14% by 1 January 2017, to 39,767.73 EURO. The reason for this was that in 2016, the Winter school ran at a loss. The Executive Committee had decided to go ahead with the school despite the enrolments being lower than the break-even point. The Summer school also had a slight deficit in 2016. The school was cancelled prior to any expenses being incurred, but one student who had registered had pre-paid accommodation that was non-refundable, which the school refunded.

Dana Burduja added that the Winter and Summer schools are decentralised; they are run by the directors (Jean-Marie Rodrigues and Jeff Hatcher). However, the Executive Committee decides whether or not they go ahead each year (based on the number of registrations at a particular time point), as the financial risk is with PCSI.

A question was asked about the fee for the schools. Dana responded that it is between 1,400 and 1,800 EURO. A question was also asked about the number of participants needed for the schools to break-even. The response was between 15 and 20.

Dana also explained the income relating to the Canadian training event. Members of PCSI organise a training event in Canada each year. The Canadian Institute for Health Information (CIHI) pays a membership fee (60 EURO) to the PCSI for each participant enrolled in this training.

Paula went on to present the finances from the 2016 PCSI Conference. The accounts have not been finalised as yet, but it is expected to make a profit.

Table 5 – PCSI conference 2016 Dublin

	Euro
Income	TBC
Expenditure	7,110.30
Profit/(Loss)	TBC

Note: Fees have not yet arrived

Paula then presented a table of the breakdown of income and expenditure for 2016. The total income was 36,702.81 EURO, and the expenditure 43,419.68 EURO. The income was from the membership for the annual conference, and the Canadian training event.

Table 6 – 2016 Total income and expenditure for all accounts**

Status	Euro	Euro	Euro	Euro
Opening Balance	46,484.60			
Income		36,702.81		
Expenditure			43,419.68	
Closing Balance				39,767.73

Note: I and E based upon two French Accounts and the Canadian account.

Table 6a – Breakdown of income and expenditure main items for January to December 2016

Cost centre	Income Euros		Expenditure Euros	Commentary
CIHI training event 2015	1,188	Received January 2016		
PCSI Conference 2015	9,480	Received April 2016		
Winter school 2016	18,680		24,519	Figures per Table 3
Summer school 2016	6,400		6,738	Figures per Table 4
EC travel & subsistence			4,500 (an average of 320 Euro/ participant)	Covers 2016 Dublin Conference Travel & Accommodation (14 participants), Winter school Location Feasibility Study
PCSI Conference 2016	TBD	Income not arrived as of 7th October 2016	7,110	Costs include marketing, abstracts publication and prizes
Bank charges & fees			476	
Total:	35,748		43,343	

Re expenditure, the costs are different from conference to conference. Other costs include:

- The abstract system. This is a high cost. The previous license was for five years. It expired in 2016, and was not renewed in 2017 due to the use of the Independent Hospital Pricing Authority's (IHPA's) platform. This will incur a fee from the next conference onwards.
- The best paper prizes, which are 500, 300 and 200 EURO for 1st, 2nd and 3rd prize respectively.
- Travel and accommodation costs of Executive Committee members. The PCSI pays for two nights' accommodation plus economy travel from each member's home country to the conference destination. Some Executive Committee members are funded through their place of employment. About one-third seek reimbursement through PCSI.

A question was asked about whether the amounts for the 2016 PCSI Conference have not been finalised because the accounts have not been officially closed, or that the amounts are not yet known. Dana responded that it is the latter.

Paula asked for the vote on the accounts. Twenty delegates accepted the accounts, two delegates abstained, and no delegates objected. The accounts were passed by the General Assembly.

Paula then went on to provide an update on the accounts as at 7 October 2017, and present the forecast for the rest of 2017. Up until 7 October, a further 4.5K EURO had been spent overall.

There was also a very successful Summer school, which raised income. On the expenditure side, outstanding payments from schools for 2015 had been made to tutors, plus 5K EURO was prepaid for the 2018 Winter school in April 2017.

Paula forecast that the overall balance would be increased by 10K EURO by 1 January 2018.

Table 7 – 2017 Account Summaries (01/01/17-10/10/17)

Accounts (Euros)	Opening Balance 01/01/2017 (Euros)	Balance as at 07/10/17 (Euros)	Forecast Balance to 31/12/17 (Euros)
CCHQ (France)	33,894.64	28,722.10	38,924.10
CSL (France)	2,827.46	2,827.46	2,827.46
CCHQ (Luxembourg)	3,000.00	3,000.00	3,000.00
CCHQ (Canada)*	45.63	45.63	0.00
TOTAL	39,767.73	34,595.19	44,751.56

The main reason for movement from 1st January 2017 to 7th October 2017 were:

- awaiting monies from PCSI 2016 Dublin Conference
- successful Summer school 2017 (note outstanding payments re: fees and expenses)
- outstanding payments made to tutors (PCSI Summer school 2015)
- deposit for PCSI Winter school 2018 paid October 2017
- successful partnership events (CIHI) 2017.

Projection assumptions for 7th October 2017 to 31st December 2017:

- PCSI 2016 Dublin Conference income estimated at 14,250 EURO
- PCSI 2017 Summer school estimated to make a 5,000 EURO surplus once tutor fees have been paid and travel expenses claimed
- projection assumes PCSI 2018 Winter school breaks even
- EC Travel charges plus incidental expenditure for PCSI 2017 Sydney Conference are estimated to be 10,000 EURO
- PCSI 2017 Sydney conference member fees of 12,000 EURO are received by 31st December 2017 and monies for Conference prizes of 1,300 have also been included (best papers, etc.)
- bank charges are estimated for October to December 2017 inclusive (includes foreign transaction fee) of 150 EURO.

4. PCSI schools

Dana Burduja pointed out that the schools are the most important activities of the PCSI apart from the conference.

Jean-Marie Rodrigues gave an overview of the Summer school. The school is usually held in June, in Avignon. He explained that in 2016, at the end of April, not enough participants had registered (20 students are needed to break-even). Therefore, it was cancelled. However, after it was cancelled, 10 more people had registered. Therefore, the system has now been changed so that students can register up until 15 April, but do not have to pay until prior to the school start in June. The go/ no-go decision is made in May. This is not an issue for accommodation, as June is not the highest season in Avignon.

In 2017, there were 27 participants. The evaluation was good.

Jean-Marie reiterated what was explained by Dana previously, which is that the financial risk for the school is carried by the PCSI. If there is a deficit, the PCSI covers this. If there is a surplus, half of it is shared with the faculty (as they are otherwise unpaid for teaching, and it is a full-time job for the week), and the other half is revenue for the PCSI. The total revenue for 2017 was 37K EURO.

Janette Green spoke about the Winter school on behalf of the Director – Jeff Hatcher. She referred to the previous announcement of the cancellation of the school in 2016. However, she pointed out that 2016 was the 6th time that the school was run, but only the first time that it had incurred a loss. Janette speculated that a possible reason for the low number of registrations was that the announcement for the school had been made late.

Despite the low numbers, the school was a good experience for the 12 attendees, and one of them came to this conference. Therefore, it was successful in this regard.

To avoid the problem with the 2016 school, an announcement for the 2018 school was made early. A flyer was included in the satchel for this conference, and information was posted on the PCSI website. The early-bird fee, for registrations up until January 2018, is 1,600 EURO. The school is being held in April 2018.

Dana reiterated that the schools are independent from the PCSI. The PCSI backs the schools, but the material is the intellectual property of the teachers. The CIHI school operates in the same way. Dana also explained that in 2018, CIHI is planning to run its school partly online, and partly face-to-face, to reduce the number of face-to-face days of participants. The Canadian school is for Canadians only. And as explained earlier, due to the use of the PCSI curriculum, a registration fee, equivalent to PCSI membership (60 EURO) is paid to PCSI for each participant.

Janette added that the CIHI school is modelled on the Winter school. This is the reason for the fee. The new school involving the online modules will be expanded to include material on health services management (i.e. not just casemix).

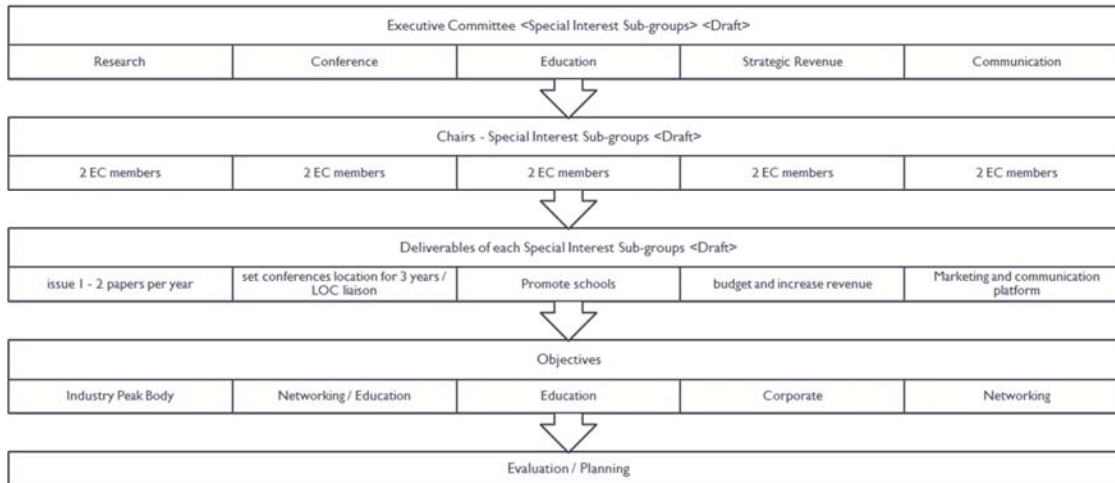
Jacob Hofdijk commented that there is potentially demand for additional concepts to be taught beyond those covered in the Summer and Winter schools, such as value based health care and integrated care, and approaches to addressing the Institute for Health Care Improvement's 'triple aims' (improving patient experience, improving population health, and reducing per capita costs of health care).

Conrad Kobel pointed out that in the Winter school, participants are asked for feedback on the curriculum at the end of each instance of the school, and this is incorporated into the curriculum for the following year. Therefore, there is an attempt to adapt the content to meet changing needs of students. Also, it needs to be recognised that some countries are just starting out using casemix, and the needs of these countries also need to be catered for in the schools.

5. Draft work plan of the Executive Committee

Dana Burduja gave a brief introduction to the work plan. She explained that this is an internal document of the Executive Committee, but that the Committee would like to be transparent with its work, so suggested to share it with the General Assembly. The plan presented was draft, and it is intended to finalise it prior to the end of 2017.

PCSI – DRAFT Work Program 2017-2020



Alfa D'Amato outlined the elements of the draft plan. It has five focus areas, which align with PCSI's objectives. The Executive Committee will consider the plan at its upcoming scheduled meetings.

Mary Black commented that another reason for discussing the plan with the General Assembly is to give an idea of the work involved to anyone wishing to stand for a position on the Executive Committee in the upcoming election.

Jim Pearse suggested that members of the Executive Committee might want to co-opt other PCSI members to assist with some of the work. Dana Burduja expressed that this is a good idea.

Michael Wilke sought clarification in the item 'strategic revenue' on the plan. Alfa explained that it is related to membership, for example, sponsorship, corporate membership etc. That is, the conference brings in money, but what else can the PCSI do to raise revenue for its activities/mission? For example, can someone be a member without registering for a conference (i.e. purchase membership independently of the conference)?

6. Other business

No other business was raised. Brian McCarthy reminded everyone that the General Assembly will continue the following morning, at 8 am. He also reminded the Assembly that there was one officer position and three member positions available on the Executive Committee.

Session 2: Thursday, October 12th (08:00)

7. Executive Committee Officer and Member Election Procedure • Procedure • Candidate presentations	Brian McCarthy, Secretary
8. Voting Procedures/Timing	Brian McCarthy, Secretary
9. Future Conferences and Events	Dana Burduja, President
10. Other Business/Items for Discussion	Dana Burduja, President
11. Announcement of Best Conference Paper, Best Poster and Case-Mix Innovation prizes (at the Gala Dinner)	Selection Committee
12. Announcement of Election Results	Brian McCarthy, Secretary

Dana welcomed everyone to the second and final session of the 2016 General Assembly meeting.

The following people were present at this session (based on their signature on the attendance list):

Mary E. Black
Dana Burduja
Cristian Circiu
Alfa D'Amato
James Downie
Janette Green
Jacob Hofdijk
Jacob Johnson
Gintaras Kacevicius

Kristiina Kahur
Sukil Kim
Deniza Mazevska
Brian McCarthy
Paula Monteith
Veronica Myrelid
Mark O'Connor
Jiro Okochi
Jim Pearse

Kevin Ratcliffe
Jean Marie Rodrigues
Gowri Sriraman
Olaf Steinum
Stephen Sutch
Martti Virtanen
Michael Wilke
Eva Zeisig

7. Executive Committee Officer and Member Election Procedure

Brian McCarthy introduced each of the nominees, who in turn spoke for up to two minutes to make a claim for either the officer position, or member of the Executive Committee. They were in the following order:

- Paula Monteith (Treasurer)
- Janette Green (General position)
- Sukil Kim (General position)
- Deniza Mazevska (General position)

- Michael Wilke (General position)
- Eva Zeisig (General position).

8. Voting procedures/ timing

Brian McCarthy and Dana Burduja explained the voting procedures. Voting was to close at 3.30 pm on the same day. All conference attendees were eligible to vote, and needed to sign off their name at the registration desk at the time of casting their vote, to ensure that each person only has a single vote. Each person voting can select a minimum of one candidate for the member positions, and a maximum of three. Due to being unopposed, the Treasurer needed only a single vote to be re-elected.

9. Future conferences and events

Dana Burduja announced that there has been informal approval from the Agency for Health Technology Assessment and Tariff System in Poland for a conference to be held in Warsaw in 2018. However, the formal approval has not yet come through, so this cannot be confirmed at this stage.

Dana also mentioned that there was a suggestion for the PCSI to have a joint conference with the NordDRG group. Dana thought that this is a good suggestion given the success of this year's joint conference with IHPA. The idea of partnering with a local conference within a country had been discussed with the Executive Committee, who were supportive of it. However, the joint venture should be with a local institution, else, it is very difficult to organise.

The NordDRG conference is usually held in the Northern Hemisphere spring (usually May). However, the group has not yet organised a conference for 2018, and there is willingness to do it jointly with the PCSI and push the conference to the fall (September/ October).

Beyond 2018, there have been offers from Denmark, South Korea, the United Arab Emirates, and Canada.

Dana also mentioned that last year, the PCSI had approached Germany for a conference. However, at this time, Germany is internally focussed in relation to its casemix activities; it is not currently interested in international exposure.

In terms of events, Jean Marie Rodrigues has been invited to Jakarta, and then to Mumbai to talk about casemix and the PCSI. PCSI supports these types of initiatives.

10. Other business

No other business was raised.

11. Announcement of Best Conference Paper, Best Poster and Casemix Innovation price

The prizes for the best paper, best poster and casemix innovation prize were announced at the Gala Dinner held later in the evening.

Best Poster Prize Award at the 32nd Annual PCSI Conference in Sydney, Australia

Title: Asphyxia in the newborn: evaluating the accuracy of ICD coding, clinical diagnosis and reimbursement: observational study at a swiss tertiary care center on routinely collected health data from 2012-2015

Authors: Olga Endrich (1), Carole Rimle (2), Karen Triep(1), Marcel Zwahlen (2), Luigi Raio (3), Mathias Nelle (3)

Institutions: 1 Insel Gruppe AG, Switzerland
2 University of Bern, Switzerland
3 University Hospital of Bern, Switzerland

The prize amount is (€300).

Best paper prize awards at the 32nd Annual PCSI Conference in Sydney, Australia

Note that we had joint winners this year.

Best Paper Equal First Prize: (€500)

Title: CIHI's Population Grouping Methodology – Beyond Predicting Cost

Authors: Yvonne ROSEHART(1), Jeff HATCHER(1)

Institutions: 1 Canadian Institute for Health Information, Canada

Best Paper Equal First Prize: (€500)

Title: Australian emergency care classification development

Authors: Jim Pearse(1), Deniza Mazevska(1), Zachary Davies(1), Joel Tuccia(1), Aaron Balm(2)

Institutions: 1 Health Policy Analysis, NSW, Australia
2 Independent Hospital Pricing Authority, Australia

Third Prize: (€300)

Title: Reviewing Established Grouping Parameters: Comorbidity Level in CMG+

Authors: Minh DUONG-HUA(1), Craig HOMAN(1), Jeff HATCHER(1)

Institutions: 1 Canadian Institute for Health Information, Canada

Innovation prize awards at the 32nd Annual PCSI Conference in Sydney, Australia

Title: Using activity based funding to shift from volume to value in screening services

Authors: Deniza Mazevska(1), Jim Pearse(1), Joel Tuccia(1), Patrick McElduff(1), Mary Mitchelhill (2)

Institutions: 1 Health Policy Analysis, NSW, Australia
2 Cancer Institute NSW, NSW, Australia

12. Announcement of Election results

The following individuals were elected and the results were announced at the Gala Dinner and at the end of the plenary session on Friday morning (13 October 2017):

- Paula Monteith (Treasurer)
- Janette Green (General position)
- Deniza Mazevska (General position)
- Michael Wilke (General position).