



MINUTES OF THE EXECUTIVE COUNCIL MEETING OF APIMONDIA

Rome and Monte Porzio Catone, Italy
Saturday 7th and Sunday 8th June 2008

Present to the meeting:

1st session (Saturday, 7th June 2008):

Mr. A.S. Jørgensen, President
Mr. L. Martínez, Vice-President
Mr. R. Jannoni-Sebastianini, Secretary-General

Invited:

Mr. P. McCabe, appointed consultant for congress organisation
Mr. C. Constantinescu, Director of FIITEA
Ms. M. Giogia, Chief Accountant FIITEA

2nd session (Sunday, 8th June 2008):

Mr. A.S. Jørgensen, President
Mr. L. Martínez, Vice-President
Mr. R. Jannoni-Sebastianini, Secretary-General
Dr. T. Cherbuliez, President of Standing Commission
Prof. K. Crailsheim, President of Standing Commission
Mr. D.Q. Tam, President of Standing Commission
Dr. N. Bradbear, President of Standing Commission
Mr. G. Ratia, President of Standing Commission

Invited:

Mr. P. McCabe, appointed consultant for congress organisation
Mr. C. Constantinescu, Director of FIITEA
Mr. H. Clément, Delegate of 41st Apimondia Congress Organising Committee
Mr. G. Arnold, Delegate of 41st Apimondia Congress Organising Committee
Ms. A. Henriot, Delegate of 41st Apimondia Congress Organising Committee
Ms. M. Laurent, Delegate of 41st Apimondia Congress Organising Committee
Ms. G. Moralès, Delegate of 41st Apimondia Congress Organising Committee
Mr. S. Layre, Delegate of 41st Apimondia Congress Organising Committee

Not present with apologies:

Prof. M.J. Sommeijer, President of Standing Commission
Dr. W. Ritter, President of Standing Commission
Prof. O. Van Laere, Honorary Member of Apimondia and member of FIITEA Managing Committee
Mr. R. Borneck, Dean of the Apimondia Honorary Members

Agenda of the meeting

- Saturday 7th June 2008

1. Adoption of the agenda
2. Report on the closure of accounts of the 40th Apimondia congress and feedback on organisation issues
3. Report on the accounts and approval of the accounts and financial report for 2007 and review of budget for the current biennium
4. Designation of corporate PCO and review of congress organisation bidding procedures
5. Review and definition of internal/external survey
6. Report on the activities of FIITEA
7. Follow-up on the organisation of the Apimondia events scheduled in 2008
8. Apimondia workplan for the 2008-2009 biennium
9. Calendar of future international congresses and symposia
10. Review and harmonisation of Apimondia statutes
11. Apimondia srl

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- Sunday 8 June 2008

1. Adoption of the agenda
2. Summary of the Apimondia Management Board and FIITEA Management Committee meetings
3. Feedback and lessons learnt from 40th Apimondia congress
4. Report and follow-up on the organisation of the 41st Apimondia congress
5. Reports of the President, Vice-President and Secretary-General
6. Reports of the Presidents of the Standing Commissions
7. Follow-up on the organisation of the Apimondia events scheduled in 2008
8. Apimondia workplan for the 2008-2009 biennium
9. Calendar of future international congresses and symposia
10. Review and definition of internal/external survey
11. Any other business:
 - a) Follow-up on openings for collaboration/integration with other institutions
 - b) Collaboration with FAO: designation of representative for Codex Alimentarius activities
 - c) Other issues

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Saturday, 7th June 2008

The President opens the meeting, which is dedicated to the Apimondia management issues, at 09:15.

1. Adoption of the agenda

The agenda is unanimously adopted with minor amendments of the order of the items to be dealt with.

2. Report on the closure of accounts of the 40th Apimondia Congress and feedback on organisation issues

It is pointed out that, although the scientific sessions proved to be of high quality, the general organisation of the event showed some flaws. The Secretary-General informs those present that, although he had asked the Australian Organising Committee to deliver the activity and financial report of the 40th Apimondia Congress, to date only some notes had been received. It is then decided to try to contact Mr. Ryan, member of said Committee, in order to try and obtain some more clarifications on the matter. The contact is eventually made and it is confirmed that the notes represent the report by the 40th Apimondia Congress Organising Committee.

3. Report on the accounts and approval of the accounts and financial report for 2007 and review of budget for the current biennium

Mr. Jørgensen reports on the meeting held the previous day between the President, Vice-President and Secretary-General and the auditor of Apimondia, during which the financial situation of Apimondia was discussed. The financial year 2007 showed a profit of Euro 13,745.98 and the membership fees were almost all paid-up. However, for the year 2008 a deficit is foreseen and therefore it is stressed to try and limit as much as possible the expenses for the current year. Furthermore, in order to try to optimise the management of the payments of the membership fees and reduce the amount of write-offs of unrecoverable membership fees, it is decided to increase the follow-up with the members for the timely payment of the fees and limit to 2 years the issuance of the debit notes for those members in arrears and subsequently terminate the membership status in case of prolonged non-payment.

4. Designation of corporate PCO and review of congress organisation bidding procedures

After analysing the draft of the new guidelines for hosting the Apimondia congress in 2013, it is decided to limit the number of bidders to a maximum of 5 proposals, keeping in mind that the number could be lower in case some bids do not meet the quality standards set for an Apimondia Congress. It is also agreed that the first presentation of the bids at the Congress will take place right after the closure of the first session of the General Assembly and it will be open to the voting

delegates as well as to all the Congress participants. A social event could follow the presentations, during which all bidders may illustrate more in detail their proposals. The order of the presentations will be determined by draw during the Congress opening ceremony.

As for the official Apimondia corporate Professional Congress Organiser (PCO), it is agreed that the Management Board will approach an independent advisor in order to revise together the proposals submitted by several PCOs, select the best offer and define the contract with the appointed PCO. Subsequently, the Letter of Agreement for the organisation of the 43rd Apimondia Congress will have to be revised according to the new congress organisation procedures and posted on the Apimondia website.

5. Review and definition of internal/external survey

A questionnaire for the participants of the 40th Apimondia Congress will be prepared and sent out in order to gain some useful insights for improving the organisation of future congresses. Furthermore, the Vice-President will define a questionnaire for retrieving information on various beekeeping socio-economic aspects to be distributed to all Apimondia members.

7. Follow-up on the organisation of the Apimondia events scheduled in 2008

During the current year Apimondia will organise or collaborate in various international events, as agreed during the last General Assembly of Apimondia, held in Melbourne, Australia, in September 2007: Apimedica & Apiquality Forum (Rome, Italy – 9-12 June 2008), 1st Apimondia Honeydew Symposium, (Tzarevo, Bulgaria – 1-3 August 2008), OIE-Apimondia Symposium on Diagnosis and Control of Bee Diseases (Freiburg, Germany – 26-28 August 2008), Apimondia Symposium on Good Management Practice and Good Beekeeping Practice (Bucharest, Romania – 11-14 September 2008), 2nd World Symposium of Queen Bee Breeders and Artificial Insemination (Nuevo Vallarta, Mexico – 15-19 October 2008) and 9th Asian Apicultural Association Conference (Hangzhou, China – 1-4 November 2008).

8. Apimondia workplan for the 2008-2009 biennium

For the current year the main tasks to be undertaken will be: the organisation of the Apimondia events scheduled in Italy, Bulgaria, Germany, Romania and Mexico, the updating of the guidelines and the Letter of Agreement of the 43rd Apimondia Congress, the selection and appointment of the Apimondia corporate PCO, the systematic and critical review of the Statutes, the follow-up with the members in arrears with the payments of the membership fees, the dissemination of the questionnaires as indicated under point 5 and a periodic updating of the Federation's website.

In 2009 Apimondia will focus on the organisation of the 41st Apimondia Congress, due to take place in Montpellier, France, on 15-20 September 2009 as well as on the selection of the bids for the organisation of the 43rd edition of the Congress.

9. Calendar of future international congresses and symposia

The issues addressed in this point have been discussed under point 7.

10. Review and harmonisation of Apimondia statutes

It is decided to carry out a review of the Federation's statutes in order to find out if amendments are to be considered for a better harmonisation and consistency of the whole text.

11. Apimondia srl

The Secretary-General reports on the situation of the limited company, mentioning that following the termination of the rent contract in December 2007, some restoration and amelioration works are being carried out in the premises in order to rent them at a better price and that, as soon as they are finished, he will make advertisements in order to find a new tenant. At the end of the morning session, the Management Board surveys the premises.

6. Report on the activities of FIITEA

The Director of the Foundation illustrates the content of the report, attached to these minutes, mentioning the ongoing legal and contractual issues, the editorial activities and the contacts underway relating to the organisation of international beekeeping events.

He also reports on the ongoing restoration works on the premises and that new renting contracts have been signed. He also presents the Foundation's balance and budget reports.

As for the foreseen renewal of the FIITEA management positions, these will have to be postponed to a later date due to the absence of the two members involved (Dr. Ritter resigning and Prof. Sommeijer to replace him).

Having covered all the items on the agenda, the President calls the meeting to a close.

Sunday, 8th June 2008

At 09:30 the President opens the meeting and conveys the apologies of Prof. Sommeijer, Dr. Ritter, Prof. Van Laere and Mr. Borneck who were unable to attend the meeting.

1. Adoption of the agenda

The agenda is unanimously adopted with minor amendments concerning the order of discussion of the various points as reflected in the sequence of the items addressed and reported in this document.

4. Report and follow-up on the organisation of the 41st Apimondia congress

The president makes some remarks on the announced update of the Letter of Agreement, the minutes of the meeting held in Montpellier in January 2008 and general feedback on the congress organisation activities that were still due and urges the 41st Apimondia Congress Local Organising Committee to provide them as soon as possible and ensure that a good communication flow is regularly provided.

The delegates of the French Organising Committee confirm that they have taken good note of these remarks and that they will provide the required feedback promptly. It is agreed that the Committee will send out a monthly report on the activities and financial situation to the members of the Apimondia Executive Council.

They then illustrate in detail the progress achieved so far in the organisation of said Congress. Posters, flyers and sponsorship partner files are distributed for review, discussion and suggestions. The scientific programme, the schedule of the events and the financial aspects are discussed in

detail including the feasibility for participants from developing countries to benefit from a reduced fee.

In particular the Standing Commission Presidents request assistance for the running of the parallel workshops, to have enough volunteers assisting them during the main sessions, to make sure that they can meet beforehand the speakers of their respective sessions in order to define the running of the sessions and the possibility to organise a symposium for veterinarians. As for the poster session, it is stressed that all works should be displayed for the whole duration of the Congress and the respective authors should dedicate at least two hours for possible further explanations of their works. As for the request to assure a high standard simultaneous translation service, since the one provided in Melbourne was of a poor quality, the Committee replies that such service will be run by a team of professional translators and that it is foreseen to receive the reports 10 days prior to the presentations in order to assure a proper translation in the other languages.

It is also requested to the Local Organising Committee to make sure that there is a continuous cross-checking of the paper submissions, registrations and payments by prospective speakers.

Arrangements for the organisation of private separate meetings are assured for those institutions/organisations who may need them.

After mutual consultations, the registration forms are amended and will be put on the Congress website which should be ready by the end of June 2008.

Finally, it is agreed that in October 2008 a meeting between the Apimondia Management Board and the 41st Apimondia Congress Local Organising Committee will take place in Villefranche-sur-Saône, France, in connection with the French Beekeeping Congress in order to discuss the progress of the congress organisation.

2. Summary of the Apimondia Management Board and FIITEA Management Committee meetings

The President and Secretary-General of Apimondia and the Director of FIITEA briefly illustrate the discussions held and decisions taken in the meeting held the previous day (see points covered in the agenda of the previous day).

3. Feedback and lessons learnt from 40th Apimondia Congress

(This point has been covered under point 2 of the agenda of the previous day).

5. Reports of the President, Vice-President and Secretary-General

The members of the Management Board deliver their reports, the copies of which are attached to these minutes.

6. Reports of the Presidents of the Standing Commissions

The other members of the Executive Council deliver their own reports, the copies of which are attached to these minutes.

7. Follow-up on the organisation of the Apimondia events scheduled in 2008

(This point has been covered under point 7 of the agenda of the previous day).

8. Apimondia workplan for the 2008-2009 biennium

(This point has been covered under point 8 of the agenda of the previous day).

9. Calendar of future international congresses and symposia

(This point has been covered under point 9 of the agenda of the previous day).

10. Review and definition of internal/external survey

(This point has been covered under point 5 of the agenda of the previous day).

11. Any other business:

- a) Follow-up on openings for collaboration/integration with other institutions
- b) Collaboration with FAO: designation of representative for *Codex Alimentarius* activities
- c) Other issues

Collaboration and integration with other institutions are covered under the workplan and future events.

As for the designation of Apimondia's representatives in the *Codex Alimentarius* activities, Dr. Nicola Bradbear, Dr. Stefan Bogdanov and Dr. Werner von der Ohe are proposed.

A query is raised on the title and contractual status of the two assistants currently working in the General Secretariat. In her opinion, it is important that both collaborators have a specific and clearly defined title in line with their respective responsibilities. The Secretary-General clarifies that they both work on the basis of project contracts renewable on a yearly basis. It is proposed to explore the possibility of offering to the two assistants more extended contracts in line with reasonable forecasts of Apimondia available resources.

Finally, the Executive Council members decide to hold the next meeting in Montpellier, France, in May 2009.

With no other item on the agenda to discuss, the President calls the meeting to a close.

Rome, 7 July 2008

Asger S. Jørgensen
President

Riccardo Jannoni-Sebastianini
Secretary-General