

The Newsletter from the European Medical Writers Association  
Chapter of the American Medical Writers Association

Summer, 1993

## AMWA Welcomes its European Chapter

### A Message from the Chapter President

This past March, the American Medical Writers Association (AMWA) Board of Directors approved the formation of a European chapter, making ours the first chapter outside North America. Credit for this achievement must be given to those individuals who organized the European Medical Writers Association (EMWA) annual meetings in 1992 and 1993. It was during these meetings that a loose network of European-based biomedical communicators promoted the idea of a professional body of medical communicators. From these initial meetings, the EMWA has grown into a chapter of the AMWA.

The primordia of a medical writing group in Europe can be traced back to October 11, 1990, when 14 individuals representing 9 European based companies met at the Quorn Grange Hotel in Loughborough, United Kingdom, to discuss the possibility of establishing a professional medical writing association in Europe. For simplicity, they formed their own organization called the European Medical Writers Association which would meet again the following year. An association with AMWA, DIA (Drug Information Association), or EASE (European Association of Science Editors) was left as an option for future consideration.

The European Medical Writers Association met formally for the first time in Brussels, Belgium, on February 21, 1992. A total of 32 persons from 7 countries attended this meeting with a view to form a permanent medical writers' group in Europe. There were presentations from Helen Frampton, who described the role of the Medical Writer at Hoechst AG and from Art Gertel, who

provided keys to enhancing the reviewability of regulatory documents. Cera Roche presented the results of a questionnaire which was sent to 96 people involved in biomedical communication. The function of the questionnaire was to gain basic information on Europe's medical writers and to reveal individual expectations of a European association. Not unlike the AMWA membership, most respondents to the questionnaire were medical writers in the pharmaceutical industry holding a BSc, MSc or PhD degree. Most were involved in the preparation of regulatory documents (eg, clinical study reports, investigational drug brochures) as well as the production of scientific papers and product monographs. All respondents were interested in the concept of a European professional group: 87% in attending an annual meeting, of whom 61% could travel within Europe. Two-thirds of the respondents belonged to either the American Medical Writers Association or the European Association of Science Editors (EASE).

As one purpose of this meeting was to launch a European Medical Writers Association, a discussion was initiated which addressed our affiliation (if any) with the American Medical Writers Association. More specifically, should AMWA be used to serve as a model which EMWA could emulate or should EMWA formally affiliate AMWA? Art Gertel read a letter from Elizabeth Smith, then AMWA President, in which she welcomed and encouraged a formal association with AMWA. After some debate, a vote was taken to decide whether or not to affiliate with the American Medical Writers Association. A clear majority of participants (24 to 5) voted to become a chapter of AMWA. Subsequently, a letter was sent out to all AMWA members residing in Europe asking for their signature to petition for a European AMWA chapter. Finally, an executive committee was established with Jane Wynen as President, myself as Vice-



President, Ceara Roche as Treasurer and Sheila Burns assuming the role of Secretary.

The second annual EMWA meeting, held in Eindhoven, Netherlands, on 12 February 1993, was attended by 39 people. With the issues concerning the modality and structure of the group having been resolved the previous year, this meeting realized an expanded program with three presentations and one workshop. Chris Preston, World-wide Manager of Clinical Documentation at F. Hoffmann-La Roche presented a talk entitled "Globalizing Clinical Research Reports," Anthony Bowley of ABCommunications presented "Illustrations for Scientific Publications," and James DeMuth, Professor of Pharmacy at the University of Wisconsin, presented "An Overview of Statistical Errors in the Medical Literature." The day concluded with a workshop on "Writing Abstracts" conducted by Howard Smith, (former AMWA president) from Pharmaceutical Research Associates. The success of this second meeting was underscored by the instructive presentations and lively discussions which followed them. Moreover, numerous attendees complimented members of the executive committee for the overall conduct and value of the meeting. It is significant that the number of people volunteering to occupy a position on the executive or other standing committees more than doubled during the election of officers and committee members.

As the title of our first newsletter indicates, our chapter's official title is "European Medical Writers Association Chapter of the American Medical Writers Association." As this may seem a bit cumbersome, we can call ourselves the EMWA chapter or simply EMWA. What's in a name? Well, a committee has been established to evaluate the possibility of a name change of AMWA. The proposed new name is the "International Biomedical Communicators Association." The term "International" was deemed appropriate in no small measure by the establishment of our European Chapter." The terms "biomedical" and "communicators" have been selected to reflect the diversity of disciplines from which AMWA's membership is derived. So you see, our efforts in forming a European chapter, while surely of importance to European-based communicators of biomedical information, is also having an impact upon the thinking and perception of our parent organization.

As stated in EMWA's Bylaws, our mandate is to provide a forum in Europe for those professionals who are engaged in or have an interest in any aspect of communication in the medical and other health-related fields. This forum is designed to promote standards of excellence in the communication of medical and other health-related information; to provide an atmosphere for communication between members for educational purposes; to exchange ideas and discuss relevant issues; and to further the professional development of members through educational workshops and seminars.

The most effective modalities for achieving these goals are this newsletter, our annual meetings, periodic meetings and workshops, and cooperation with our parent organization, AMWA. Realization and further development of these modalities require support and contribution from all EMWA members, not only those who volunteer work on a specific committee. Our newsletter, for example, is not just a tool for relaying information from the executive committee to other chapter members, but should also be a mechanism for the exchange of thoughts between members. Membership participation in our newsletter is especially important as it is our only practical means of communicating on a regular basis over the great distances which separate our members.

Our annual meetings, which have enjoyed much success, can develop beyond a series of disparate presentations clustered together in one day into a three or four day event focusing on a number of issues relevant to our discipline. You can help achieve this goal by recommending a speaker(s) or by soliciting for financial support (either from your own company or other companies), or by assisting with meeting logistics.

Lastly, if you know of someone who may benefit from our organization, tell her/him about us and pass along an application form or direct them to an executive officer who can provide an introductory package complete with promotional brochure and application form. The interest in EMWA is tremendous but that interest must be harnessed and nurtured by those of you who have shown interest in this, our early stage of development.

Aaron B. Bernstein, President  
European Medical Writers Association Chapter  
of the American Medical Writers Association



## EMWA News

### Second Annual Meeting of the European Medical Writers Association

February 12, 1993, Eindhoven, Netherlands

An overwhelmingly successful meeting!

Participants were enthusiastic, and the seminars and discussions energetic. I often heard the remark of how wonderful it was to meet professionals from all over Europe, to share enthusiasm for scientific writing and editing, to learn so much in such a brief period.

A lot was packed into a single day: 3 one-and-a-half-hour seminars and a three-hour workshop. The lectures were dense with information, but presented with such ease, skill and humour that their content was absorbed with enjoyment.

Ceara Roche chaired the conference, and Aaron Bernstein, EMWA's president for 1993, led the business meeting discussion. Much credit (and gratitude) is also owed to Jane Wynen, Debbie Taylor and Sheila Burns, who helped organize the conference, and F. Hoffmann-La Roche, SmithKline Beecham Biologicals and Pharmaceutical Research Associates for their sponsorship of the meeting. An opportunity to discuss general issues over an enjoyable meal was seized by EMWA executive committee members the evening before the annual meeting was to take place.

Summaries of the seminars and workshop held at the 1993 EMWA meeting are presented below.

#### Globalizing Clinical Research Reports

**Dr. Chris Preston, F. Hoffmann-La Roche, Basel Switzerland**

Dr. Preston compared the required components of the FDA and European submissions in the first part of his discussion. Based upon these differences, Dr. Preston proposed a modular approach to preparing an internationally acceptable final study report. Such modules

would include data displays required by specific regulatory bodies. In this way, regulatory departments could selectively send only those modules required by specific countries.

#### Illustrations for Scientific Publications

**Anthony Bowley, ABCommunications, Aesch, Switzerland**

Mr. Bowley presented guidelines on the use of illustrative material for scientific articles. Diagrams, photographs, tables, scattergraphs, line graphs, bar charts, column charts, histograms, and pie charts were analyzed with regard to their adherence to a basic assumption: "to be effective tables and figures must contribute essential information and their message should be clear. Care must be taken to produce results that are attractive, accurate and understandable." For example, text can and often should replace a table of limited content. Given the tendency of scientists to overuse tables, this is a rule that I immediately put into use upon returning to the office.

#### An Overview of Statistical Errors in the Medical Literature

**Dr. James E. DeMuth, University of Wisconsin, Madison, Wisconsin**

Analyses of medical literature carried out in 1960, 1976, 1977 and 1989 have revealed that up to 74% of medical research articles have at least one statistical error; thus, scientists must become more critical of their work and the work of their peers when reading statistics, and scientific editors and writers have a responsibility to recognize and remedy errors in statistical reportage. Dr. DeMuth's seminar was a response to this problem; his presentation was divided into four parts:

- the concepts descriptive statistics and type of variables
- classical hypothesis testing, "p" values and Type I and II errors
- commonly used inferential statistics, and their selection based on the type of variables presented by the data
- the most common errors seen in the medical and pharmaceutical literature.

It was a lot to pack into an hour-and-a-half, but Dr. DeMuth did so with finesse and humour. As an educational tool, Dr. DeMuth used many cartoons as metaphors for statistical concepts.



**Writing Abstracts**

**Howard M. Smith, Pharmaceutical Research Associates, Richmond, Virginia**

Mr. Smith reviewed the five commandments of abstract writing; a good abstract is accurate, self-contained, concise and specific, nonevaluative, and coherent and readable.

These principles were applied during the workshop. Participants were given a defined period for reading and preparing an abstract on an assigned research paper. After completion of the task, students joined forces to compare ideas and test their practical knowledge of abstract writing.

The pre-course exercise served as a solid foundation for the workshop: an Abstract Quiz where students could evaluate their knowledge of the subject, and a writing exercise where students were expected to write an abstract on an assigned research article.

We thank Mr. Smith for an excellent course, and Pharmaceutical Research Associates for their strong support of the second annual EMWA conference.

**1994 Annual EMWA Meeting**

The Program Director for our 1994 meeting is Kate Beardshall of Boots Pharmaceutical Co. Ltd, whose address, telephone number and Fax number are listed on page 12 of this issue of AMWA Journal Europe. Please direct program suggestions to her or Aaron Bernstein, our chapter president.

**European Freelance Directory****Calling all freelancers...**

We plan to produce an EMWA Directory of Freelance Medical Writers along the lines of the AMWA Directory. If you would like to be included in this, please contact:

Dr. Linda Dearden  
Medical Writing Manager  
Boots Pharmaceuticals  
Nottingham  
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Tel 0602 492335

**Recent Meetings****Meta-analysis - Its Scope and Limitations**

Management Forum Seminar in London,  
15 February 1993

*Attended and presented by Pete Blakeborough,  
Glaxo Group Research Ltd., Stockley Park West,  
Uxbridge, Middlesex, UB11 1BT*

The seminar covered the following general aspects: principles of reviewing and limitations of the classical narrative review; history and scope of meta-analysis; examples of recent meta-analysis in medicine; statistical techniques to use; and limitations of meta-analysis.

Meta-analysis statistically combines results from many clinical trials addressing the same objective. It can be used to generate more powerful information than can be gleaned from the trials taken individually. Meta-analysis is especially useful where efficacy over placebo is not obvious or not consistent between trials, or in comparisons between 2 drugs which are both effective, but where we want to show which one is best.

The course notes were comprehensive and generally well written. As is usual with Management Forum Seminars, the speakers were expert in their subject, rather than expert trainers, and the visuals were somewhat boring and unappealing.

However, this is a useful course for anyone inexperienced in meta-analysis who is contemplating its use. My recommendation would be to find an experienced statistician to do the analyses, then write the review from there! The course is run once or twice a year in central London, and is therefore accessible to most people working in Europe.

For further information, contact Management Forum Ltd., 48 Woodbridge Road, Guildford, Surrey GU1 4RL, U.K., Tel +44 (0) 483 570099. Fax +44 (1) 483 36424.



## Computer-assisted Marketing Applications for New Drugs

Management Forum Seminar  
5 October 1992, London

*Attended and summarized by Aaron Bernstein*

The purpose of this one-day seminar was to provide a forum for European and USA representatives from government and industry to share perspectives on current and future trends in the development of CANDAs (computer-assisted marketing applications for new drugs). The eventual goal is the development of a standard CANDA for world-wide submissions.

In general, all parties showed a healthy scepticism for CANDAs, and agreed that an electronic format does not in itself guarantee greater speed or a higher quality of assessment. It is clear that technology should not drive the regulatory process.

An ideal CANDA system would encourage close interaction between companies and regulatory agencies at an earlier stage in the submission process. Also the system should force companies to look more closely at their own data, and reduce the amount of paper required for document submissions.

As with current NDAs, there is quite a difference between what the European regulatory agencies and the FDA envision for CANDAs. Essentially, the European agencies seem to be more interested in a static system, that is, one that does not necessarily lend itself to data manipulation; rather, a system which allows rapid searches and powerful indexing is more attractive. In general, the European authorities appear to be less enthusiastic about CANDAs than their American counterparts. Also, harmonization of CANDA applications within the EEC is not yet of primary importance to the regulatory authorities, since requests and development stages are different within the European community.

The following are key points of individual presentations.

### Electronic Applications - Views and Experiences from the MCA Electronic Product License Applications; Dr. Philip Cohen (Senior Medical Officer, Medicines Control Agency)

Dr. Cohen emphasized that CANDA should be used to improve the quality and increase the speed of assessment, though it must not dictate the regulatory process. MCA will continue to evaluate CANDA.

The use of an electronic medium for product license applications has several advantages; it has the potential to become an extension of the company's in-house documentation system, to reduce the physical volume of regulatory submissions, to encourage dialogue between the companies and the MCA, to facilitate navigation through and reduce preparation time of the dossier, and to speed up the resolution of queries and the preparation of assessment reports.

It should be noted that the added capacity for data storage could encourage accumulation of trivial data, and a systematic way of avoiding this problem should be worked out. Given the possible flood of information, a good summary becomes indispensable. In the future, the MCA hopes to establish application forms in an electronic format and to harmonize an electronic system.

### Computer-assisted New Drug Applications: 1983-1992; Dr. Vance Gordon (Assistant VP for Research and Development at the PMA)

Dr. Gordon presented some background information on CANDA development in the USA, FDA and company evaluations of pilot CANDA trials, and draft guidelines for future CANDAs.

#### Background

Scrip 9 Aug 91 - Commissioner Kessler informs Senate Committee on Government Affairs that the FDA aims to automate all NDA review by 1995 by using CANDA. Dr. Kessler relates that the pilot test program has shown promising results, and will serve to streamline the NDA review process once they have been standardized. FDA approval typically requires 2 1/2 years; unlike European approval which usually requires about 6 months. Also, the FDA would like the ability to re-evaluate data; whereas, the European community does not have this requirement.



*Evaluation of Pilot CANDAs*

The PMA (Pharmaceutical Manufacturers Association) solicited criteria from both the FDA and industry to evaluate the pilot CANDA trials. There were 24 CANDAs evaluated, 13 sponsor companies, >75 industry personnel and more than 40 FDA reviewers.

*Draft Guidelines for CANDA*

Because of legal implications, the guidelines must be called a "guidance document." This document will consist of several sections: an administrative and technical executive summary, system features, security, biopharmaceuticals, toxicology, chemistry, statistics, and general medicine.

Two therapeutic divisions (anti-infectives and dermatology) have undertaken CANDA initiatives. The goals of the initiatives are to document the current review process and computer environment, to identify CANDA tools that would facilitate the review process, to develop specific guidelines, to supplement the guideline document, and to move toward harmonization across divisions of the FDA.

**Computer-assisted MAAs using Electronic Technology; Dr. Iain Shaw (retired Project Registration Manager at Pfizer)**

Pfizer has used Electron Review AID (ERA) in 10 applications and has found that they resulted in faster approvals. Basically it is a user-friendly, PC-based search and retrieval system (Windows 3.0/Compaq DOS 3.31; MS Word, ZY Index Text Search, Guide Image Library, File Management Program). Its main benefits are that it encourages fast retrieval of information and that it can produce a high quality report. It is not an archive system and cannot be used for data manipulation.

**Computer-assisted Marketing Approval Applications using Optical Technology; Dr. Alison Gadd (Regulatory Specialist at the Merion Merrell Dow, UK)**

Advantages of Optical Technology include security, the lack of the requirement of WP compatibility, the ability to handle large volumes of information (5.25 inch disc = 26,000 pages, and a 19-inch monitor can display 2 pages simultaneously), fast access to data, and ease of use.

Internally, ICAR (International Computer Assisted Review) has allowed sharing of questions and answers, and modification of documentation, rapid search and access to data, easier preparation of responses to objections, and improved quality of submissions.

Externally, ICAR has facilitated the review process (it is not intended to replace paper) by allowing rapid search and access to data, printing of high quality assessment reports, image cut and paste, OCR (optical character recognition), and a common word-processing package.

Disadvantages of the Optical Technology include the extra hardware required, the inability to manipulate data and the lack of an integrated search capability.

**Drug Application Methodology in Optical Storage; Dr. Werner Rogalski (Internal Project Manager, E. Merck Pharmaceuticals)**

Drug Application Methodology in Optical Storage (DAMOS) is a joint development between the BGA (Federal Health Office) and the pharmaceutical industry in Germany; it is a computer-based, open, modular, standardized concept using WORM (write once read many) technology to ensure the integrity of documents. It appears that DAMOS is not so much a CANDA, but a standard for the storage of NDA data on optical disks; the system is unrelated to the type of software used in the CANDA.

DAMOS constitutes a standardization of the license application on an optical disk; it can be used as an exchange medium and decreases the problems of archiving and managing paper. The standardization allows its use as an interface for company-agency information for many years. And the modularity of the system allows a flexible data storage structure (e.g., information modules, application modules, integration modules). Openness allows integration into in-house systems, use with all proprietary hardware and software, compatibility with developments in the computer market, and variation of the general function.



## Upcoming Meetings and Seminars

### American Medical Writers Association

53rd Annual Conference  
27-30 October, 1993  
Sheraton Colony Square Hotel  
188 14th St., N.E.  
Atlanta, Georgia

AMWA members will be sent the registration program in August. For express delivery, prospective attendees can charge Federal Express dispatch of the program with a Visa or Master/Euro card via Fax (1) 301 493 0005 (AMWA, Rockville, Maryland).

### DIA (Drug Information Association)

*Eurometing 1993*  
10-13 October  
Queen Elizabeth II Conference Center  
London, United Kingdom

Note that Aaron Bernstein would like meet with the EMWA committee members who will be attending the DIA conference.

### Oxford Workshops

Dorma House, West End  
Woking, Surrey GU22 4 9P4, United Kingdom  
(Fax: 44 276 858 760)

Oxford Workshops has several upcoming course offerings:

*An Introduction to Clinical Research*  
21-22 September 1993  
*Effective Writing in the Pharmaceutical Industry*  
20-21 October 1993

### ROSTRUM TRAINING

c/o Christine Bull, Lewis House 1  
Mildmay Road, Romford, Essex RM7 7DA, U.K.  
(Fax: 0708 734 876)

The ROSTRUM 1993 program includes:

*Introduction to Regulatory Affairs*  
6-7 September 1993  
*Medical Writing for Pharmaceutical Personnel*  
22-23 November 1993  
*Clinical Documentation for Medical and Regulatory Departments*  
16-17 December

## Personal Developments

### Births

Born to Ceara Roche on April 8, 1993, a girl named Moya Gorman.

Born to Aaron Bernstein on April 5, 1993, a boy named Jerome Bernstein.

### Job changes

Kate Beardshall of Otsuka Pharmaceutical in London has moved to Boots Pharmaceuticals in Nottingham. Her new position is as a Medical Writer.

Connie Grogan from Boehringer Mannheim in Mannheim, Germany moves to IMMUNO Ag in Vienna, Austria as technical writer and editor.

## Job Line

### Medical Writer

Hoechst AG, Frankfurt, West Germany. Hoechst is a leading international chemical company with a strong pharmaceutical division. A temporary position will be available in the medical writing group (Corporate DRA/Clinical Affairs) from 1 October 1993 for approximately 2 years. This is a young, lively, English-speaking group involved in all aspects of clinical documentation, closely interacting with other colleagues in Clinical Research and Corporate DRA at all levels. Projects will include writing (in English) of clinical study reports, summaries, clinical expert reports, and manuscripts for publication. Knowledge of German would be an advantage. Applicants should have a background in life sciences, including research experience (preferable to PhD level) and/or experience of medical writing in the pharmaceutical industry. Knowledge of European regulatory procedures is not essential, and the position will offer the successful applicant the chance to become familiar with these. An excellent salary is offered, and help with finding accommodation and relocation expenses will be given. Please send resume, writing samples, and addresses of two references to: Dr. Stephen de Looze, Clinical Research Department, H 840, D-65926 Frankfurt am Main, Germany.



**EUROPEAN MEDICAL WRITERS ASSOCIATION CHAPTER**  
of the American Medical Writers Association (AMWA)

**BYLAWS**

**Article I. Name and Territory**

**Section 1.** The name shall be the European Medical Association Chapter of the American Medical Writers Association, hereafter referred to as the EMWA Chapter.

**Section 2.** The territory of the EMWA Chapter shall include all European countries, regardless of their membership in the European Economic Community.

**Article II. Objectives**

**Section 1.** The objectives of the EMWA Chapter are as follows:

- A.** To provide a forum in Europe for those professionals who are engaged in or have an interest in any aspect of communication in the medical and other health-related fields
- B.** To promote standards of excellence in the communication of medical and other health-related information
- C.** To provide an atmosphere for communication between members for educational purposes and to exchange ideas and discuss relevant issues
- D.** To further the professional development of members through educational workshops and seminars.<sup>45</sup>

**Article III. Membership**

**Section 1.** Any member in good standing with AMWA, who resides or works in the territory of EMWA Chapter, shall automatically be a member of the Chapter.

**Section 2.** The standing of an individual member in AMWA in the categories of membership shall be determined by the National Secretary of AMWA.

**Section 3.** Those professionals as described in Article II, Section 1.A, who are not AMWA members but have an interest in the EMWA Chapter may be included in the Chapter database for an annual fee.

**Section 4.** Non AMWA members will be eligible to participate in any AMWA workshop organized by the EMWA Chapter for an additional fee.

**Section 5.** The EMWA Chapter must be composed of a minimum of 25 AMWA members.



**Article IV. Officers, Terms of Office and Duties**

**Section 1.** The officers of the EMWA Chapter shall be a President, Vice-President, Immediate Past President, Secretary and Treasurer. All officers must be voting members of the Chapter and of AMWA.

**Section 2.** The Vice-President shall be elected each year. The incumbent shall serve one year as Vice-President, the following year as President and the third year as Immediate Past President.

**Section 3.** The Secretary and Treasurer shall be elected every two years and shall have a two-year term of office.

**Section 4.** All elected officers shall take office at the conclusion of the annual Chapter business meeting and election of officers at the annual meeting.

**Section 5.** The duties of the President shall be: (1) to serve as chairperson for the Executive Committee and as ex-officio member of all other committees; (2) to appoint the chairpersons of all other committees; (3) to preside at all business meetings of the EMWA Chapter; (4) to serve as member of the Finance Committee.

**Section 6.** The duties of the Vice-President shall be: (1) to serve as the Executive Committee liaison with the program and education committees; (2) to assist the President in all of the duties and responsibilities of that office; (3) to assume the office of the President at the end of one year or immediately upon the incapacitation or resignation of the President, in which case the Vice-President would serve the unexpired term and next year in that office.

**Section 7.** The duties of the Immediate Past President shall be: (1) to assist with the EMWA Chapter affairs as requested by the President; (2) to serve as member of the Finance Committee.

**Section 8.** The duties of the Secretary shall be: (1) to take minutes at all Executive Committee meetings; (2) to coordinate with AMWA regarding member status; (3) to maintain and update the EMWA Chapter membership directory.

**Section 9.** The duties of the Treasurer shall be: (1) to establish and maintain bank account, signature cards, receipt and payment procedures and other customary duties as directed by the Executive Committee; (2) to serve as a chairperson of the Finance Committee; (3) to present the budget at the annual business meeting.

**Section 10. Office Vacancies:** A special election shall be held for a new Vice-President if a vacancy occurs in the office of the Vice-President other than through progression to President. If a vacancy occurs in any office other than the President or Vice-President, the Executive Committee shall appoint a successor for the remainder of the term.

**Section 11. Representation to AMWA:**

**A.** The EMWA Chapter will be represented on the AMWA Board of Directors by at least one member in accordance with AMWA Bylaws.



- B.** If an EMWA Chapter representative is elected to AMWA National Office, that person shall immediately resign as the EMWA Chapter representative.
- C.** If an EMWA Chapter representative resigns or is otherwise unable to complete a full term, a successor for the remainder of the term shall be appointed by the Executive Committee.
- D.** Election for an AMWA representative shall be held at the annual Chapter meeting along with the other elections.

#### **Article V. Elections**

**Section 1.** The EMWA Chapter officers shall be elected at the annual chapter business meeting by a majority vote of members present.

**Section 2.** The nominating committee shall present to the Executive Committee a list of names of nominees who are willing to serve for each elective office. The slate approved by the Executive Committee shall be circulated to EMWA Chapter members at least 30 days before the annual chapter business meeting.

#### **Article VI. Committees**

**Section 1. Executive Committee:** The Executive Committee will comprise officers, representative(s) to AMWA, and chairpersons of all standing committees with the President serving as Chairperson. A simple majority is required for a quorum. This committee shall be responsible for the direction of the affairs of the EMWA Chapter and shall be the trustee of all the EMWA Chapter property.

Officers will liaise with committees to expedite the flow of communication and the successful accomplishment of committee tasks.

**Section 2. Standing Committees:** These committees will include the Finance Committee, the Program/Education Committee, and the Membership Committee.

**A.** The major task of the Finance Committee shall be to audit the financial records of the EMWA Chapter at the business meeting. This committee shall consist of the Treasurer, President and Vice-President.

**B.** The Program/Education Committee shall work with the President to plan the annual chapter business meeting and any other meeting or workshops. They shall liaise with the Secretary to send out meeting notices to members.

**C.** The Membership Committee will promote membership in the EMWA Chapter of AMWA. This committee shall liaise with the Secretary in providing information for the membership directory.

**D.** Standing committees must consist of, but are not limited to, at least two members of the EMWA Chapter, and must liaise with one of the elected officers. Members shall serve for



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one year and shall be appointed by the President.

#### **Article VII. Meetings**

**Section 1.** The Executive Committee shall meet each year to conduct the annual business meeting.

**Section 2.** At least one general membership meeting must be organized each year. This may be held simultaneously with the business meeting.

**Section 3.** No general membership meetings will be held within one month of the AMWA annual conference.

#### **Article VIII. Amendments**

Amendments to these Bylaws may be proposed in writing to the Executive Committee by any member of the EMWA Chapter. The Executive Committee shall consider all proposals within 90 days of their submission and if approved, shall announce the change(s) to the general membership at the next meeting, where a simple majority vote shall take place to accept or reject the change(s). The approved amendment will be added to the Bylaws by the Secretary and will be effective immediately.

#### **Article IX. Dissolution of the EMWA Chapter**

If the EMWA Chapter is dissolved by a majority of members, the Executive Committee shall donate the assets to AMWA or any organization approved by AMWA.



## EMWA Committee Members

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\*to whom correspondence  
(articles, etc. to be included in  
"AWMA Journal Europe", the  
newsletter for EMWA) should be  
addressed. Connie Grogan  
changes from Boehringer  
Mannheim to IMMUNO Ag  
(Vienna) effective 1 October 1993.