

## EIC General Assembly

8 October 2024 – Online (Zoom)

**Time:**

13.30 – 15.00 / 1.30 – 3.00 pm *Reykjavik*

15.30 – 17.00 / 3.30 – 5.00 pm *Berlin/Rome*

14.30 – 16.00 / 2.30 – 4.00 pm *London/Lisbon*

16.30 – 18.00 / 4.30 – 6.00 pm *Helsinki/Istanbul*

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### Minutes

**1. Activity and financial report 2023/2024**

The General Assembly approved the EIC annual report, including the financial report. The financial audit statement was provided to members after the General Assembly based on the numbers reported at the General Assembly (see Appendix 1 for the Activity and Financial Report 2023/2024 and Appendix 2 for the Financial Audit Statement)

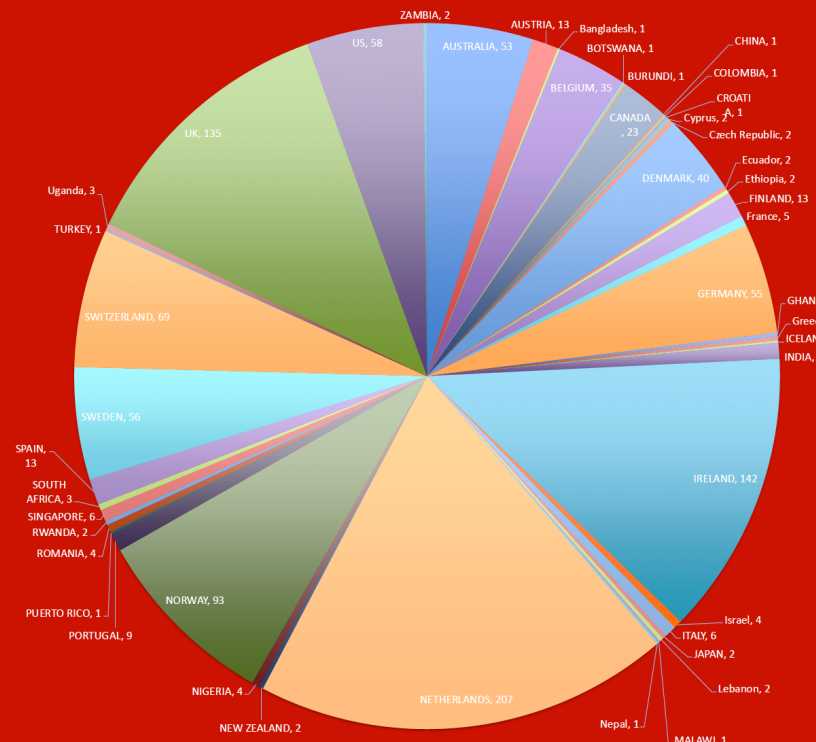
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## Appendix 1: EIC Activity and Financial Report 2023/2024

### MEMBERSHIP

The EIC counts **1100 members** from **48 countries** with an average growth of 13 members per month.

EIC membership is free of charge and open to anyone with an interest in implementation.



### KEY EIC ACTIVITIES 2023 October\* – now

#### 2023 OCT - now

- Three-monthly Board meetings
- Implementation of the EIC Strategy 2021 – 2026
- EIC Member engagement
- Support EIC Working Groups and research projects

#### 2022 SEPT - now

- Co-PI of the European Implementation Mapping Project (led by IfIS)

#### 2024 JAN - now

- Planning of the 2025 European Implementation Event

#### 2024 JAN

- UNC Scholarships

#### 2024 MAR - APRIL

- Teaching at Barcelona Technology School

#### 2024 SEPT

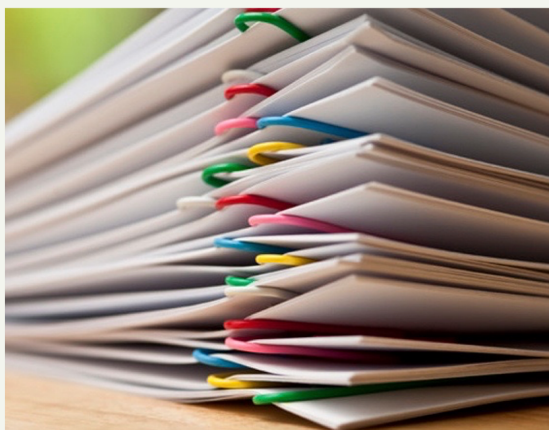
- UNC Scholarships

#### 2024 JUNE

- Meeting with the 8 national implementation networks: update & input for EIC Strategy, EIE2025 contribution

\* The activities since the last General Assembly in October 2023 are presented.

## RESEARCH PROJECTS 2023/24



### EUROPEAN IMPLEMENTATION MAPPING (EIM)

- Led by IfIS, EIC as project partner (Co-PI & part of research team)

### REVERSE EU-PROJECT

- EIC is a member of the External Stakeholder Panel

## OUTPUT AND ENGAGEMENT Oct 2023 – Aug 29, 2024



### Newsletter:

- 2023: 8 Newsletters, 2024: 7 Newsletters
- Currently **1244 subscribers**

### Social Media:

- LinkedIn / WhatsApp as main communication channels for EIE2025
- EIC is currently not active on Twitter / X

### Implementer portraits:

- 29 portraits on the EIC website

### Blogposts:

- 8 blogposts on EIC website

\* as of August 29, 2023

## EIC WORKING GROUPS

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The EIC focuses on creating links between the individuals and groups working in implementation science and practice across Europe by establishing **open working groups**

### ➤ EARLY CAREER IMPLEMENTATION PROFESSIONAL (ECIP)

92 members, regular WG meetings, involvement in the EIE2025 programme planning, EIE2025 activities, involvement in research project, weekly "Writing Hour"

### ➤ QUALITATIVE IMPLEMENTATION RESEARCH (EIC – QIR)

### ➤ IMPLEMENTATION IN PHYSIOTHERAPY

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*Working Groups in preparation:*

### ➤ IMPLEMENTATION IN SOCIAL WORK

### ➤ IMPLEMENTATION EDUCATION AND TRAINING

### ➤ EIC BOARD ALUMNI

## EIC Financial Report - financial governance

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- In 2022, EIC **moved** its legal '**home**' from **Denmark to Switzerland** and updated our **by-laws**.
- EIC is now hosted by *The Institute for Implementation Science in Health Care* (IfIS) at the University of Zurich. In September 2023, EIC was officially registered in Switzerland.
- EIC opened a bank account with their Swiss address.
- Thank you to Tom Jefford, who acts as **independent auditor** of the 2024/2025 EIC accounts.

## EIC Finances 2023/2024

- A balance of €49,799 was carried forward by the new Board.
- **2023/2024** was a quiet year for EIC on the financial front.
- Financial activity to date has been concerned with routine and day to day operation of the EIC.

Item	Time period	Income	Expense	Note
Account balance Sept 2023		€ 49,371.03		
<b>September 2023 – December 2023</b>				
Running costs (Subscriptions, website)	Sept – Dec 2023		€ 178.35	
Secretarial services	July – Dec 2023		€ 4,560.00	
<b>January 2024 – August 2024 (23.08.2024)</b>				
Running costs (Subscriptions, website)	Jan – Aug 2024		€ 697.93	
Secretarial services	Jan – July 2024		€ 5,770.00	
EIC Board Meeting Dublin	May-24		€ 1,688.88	
				<b>Current Balance</b>
		<b>€ 49,371.03</b>	<b>€ 12,895.16</b>	<b>€ 36,475.87</b>

## Approval by the General Assembly

The General Assembly approved the EIC annual report, including the financial report, at the General Assembly on October 8, 2024. The financial audit statement was provided to members after the General Assembly based on the numbers reported at the General Assembly.

## **Appendix 2: Financial Audit Statement**

### **European Implementation Collaborative**

Universitätstrasse 84  
8006 Zürich  
Switzerland

**Registration Nr. (UID):** CHE428746924

### **Board of Directors**

Heather Rogers (Chair)  
Andy Bray (Treasurer)  
Barbara van der Linden  
Thekla Brunkert  
Lauren Clack  
Jacqueline King  
Nadina Peters

**5<sup>th</sup> March 2025**

I have reviewed the financial statements kindly prepared in Excel format by Andy Bray which covers the period September 2023 – 29<sup>th</sup> August 2024. The purpose of an audit is to seek external assurance and to test the probity and accuracy of the accounts.

On first review, there was a discrepancy between the spend and the bank balance which took time to determine and to resolve. I am grateful to Andy and other Board members for their diligent work in trying to ascertain the nature and cause of this, as no immediate explanation or error was obvious to any party.

I am satisfied that the letter sent to me by Andy dated 12<sup>th</sup> December 2024 adequately explains this (see below), given the transition between bank accounts, legal jurisdictions and exchange rates as the EIC made fundamental changes of legal registration.

Therefore, I am content to approve the accounts for the relevant period. The letter from Andy should be added to this letter, in order to provide a permanent record of the discrepancy in case of any future issue. The amount is in favour of the EIC and is a relatively trivial amount. I cannot see that any further investigation could produce and more insight other than that already achieved. I am happy to approve.

Yours faithfully

Dr Tom Jefford  
Family Psychology Mutual CIC

12<sup>th</sup> December 2024

**Re: Difference in amounts between bank account balance and end balance of EIC accounts.**

The EIC finances have been lodged with Confriends Events company as a result of the move from a Danish to Swiss entity. The EIC was unable to open a bank account until the registration in Switzerland was complete. This is now done and the EIC will be shortly opening their account.

As a result, there is as of October 2023 a difference in the final balances between what is held by Confriends and what the EIC can account for. This difference is in favour of the EIC and amounts to €146.

At the time of compiling the accounts for the audit this was not known, and the calculations were based on the balance from the 2022-2023 accounts and the expenditure detailed in the attached invoices. It was only after the AGM and the voting by members to accept the accounts that the discrepancy came to light. This was as a result of the bank balance being communicated to the EIC by Confriends. As such, the account reporting was based on the information that fell within the reporting period as laid down in the EIC bye laws

On finding this out, the accounts were revisited and the reason for the difference comes down to bank charges and currency exchanges. However, given that the figure only came to light after the AGM the discrepancy falls outside of the reporting framework for the accounts and falls under the 2024-2025 financial accounts.

Therefore, the discrepancy will be adjusted in the next reporting period and an invoice sort for the charges.

Therefore, the accounts presented for audit are based on the previous reporting years balance and the expenditure from the same period.

A handwritten signature in black ink, appearing to read 'A. Bray', with a horizontal line extending to the right.

Andy Bray  
Treasurer EIC