

NEUROPATHIC PAIN



NEWSLETTER of the IASP Special Interest Group on Neuropathic Pain

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The General Meeting of our SIG will be held at **16.30 hrs on Wednesday 24 August, 2005 in the Harbourside Auditorium of the Sydney Convention Centre**. This newsletter consists of the Agenda, the draft Constitution and Bylaws (for approval), and the Minutes of the last General Meeting held in San Diego. Please bring this document to the meeting with you where I look forward to welcoming you.

Turo Nurmikko
Chair, Neuropathic Pain SIG

Agenda

1. Chairman's welcome
2. Apologies for Absence
3. Approval of the Draft Constitution and Bylaws (below)
4. Approval of the Minutes of the General Meeting held in San Diego 20 August, 2002. (enclosed)
5. Matters arising from the Minutes
6. Secretary's report
7. Treasurer's report
8. Election of Officers
9. Any Other Business.
10. Date and venue of next meeting

Neuropathic Pain Special Interest Group (SIG). Constitution and Bylaws

Mission Statement:

The SIG will advance the understanding of mechanisms, assessment, prevention and treatment of neuropathic pain.

Aims and Objectives:

- Collaboration for basic and clinical research
- The study of the underlying mechanisms of neuropathic pain
- The exchange of information and experience about the assessment and treatment of neuropathic pain
- The identification and implementation of programs to prevent the development of neuropathic pain
- Furthering the educational objectives of the SIG via international meetings, an annual symposium, workshops at the IASP World Congress on Pain[®], Congress satellite meetings, a newsletter and the IASP Web site.

Constitution and Bylaws

Article 1. Membership and Dues

1.1 Membership

Membership shall be open to all members of IASP.

1.2 Annual Dues

The level of annual dues shall be proposed by officers of the SIG and approved by the membership in accordance with IASP guidelines.

1.3 Termination of Membership

Members can terminate their membership by a written request to the Chair of the SIG. Membership will be deemed to have lapsed after non-payment of dues for fourteen months.

Article 2. Meetings

2.1 General Meetings

The SIG will hold a general meeting to conduct and approve the business of the SIG. This will be held every third year in conjunction with the IASP World Congress on Pain.

2.2 Extraordinary Meetings

An extraordinary meeting can be convened at any time at the request of the Executive Committee or twenty five (25) or more members of the SIG in good standing.

2.3 Notice of Meetings

Notice of general and extraordinary meetings of the SIG will be provided to the membership in writing at least sixty (60) days prior to the date of the meeting.

2.4 Quorum

Fifteen (15) members of the SIG in good standing shall constitute a quorum at any general or extraordinary meeting.

2.5 Scientific Meetings

Scientific or professional meetings will be held on a regular basis in accordance with the Aims and Objectives of the SIG and will be organized and financed by the SIG. These may be held at the request of a national or regional chapter of IASP, jointly with other educational bodies or as separate events. Such meetings shall not conflict with other IASP activities and will be open to all IASP members on a space-available basis. The SIG will contribute to IASP educational activities as requested.

Article 3. Officers

3.1 Officers

The SIG officers shall be a Chair, Vice Chair, Treasurer and Secretary. All officers must be members of IASP and the SIG in good standing. These officers shall constitute an Executive Committee. They may propose dues and will function as the administrative body of the SIG.

3.2 Terms of Office

The term of office of all officers shall be three years. The term of office shall be from the general meeting at which they were

elected until the next general meeting at the subsequent Congress. Treasurer and Secretary may be re-elected for a further three year period. Thereafter, there must be a lapse of three years before they are eligible for re-election to any post.

3.3 Election of Officers

Candidates should be proposed and seconded in written or electronic format by members of IASP and the SIG in good standing. The nomination should be accompanied by the agreement of the candidate to take part in an election and to serve if elected. Nominations should be made to the Executive Committee twenty eight (28) days prior to the general meeting. Election of officers shall be by means of a ballot, with a simple majority vote of members attending the general meeting deciding the successful candidates.

3.4 Removal of Officers

Any officer who fails to attend three consecutive business meetings without reasonable cause or who fails to pay dues shall be removed from office.

3.5 Resignations

Resignations of officers should be made in written or electronic format and submitted to the Chair.

3.6 Vacancies

Vacancies in the Executive Committee (with the exception of the Chair) shall be filled from the membership of the SIG. Nominations should be proposed and seconded as in Section 3.3. In the event of multiple nominations the remaining members of the Executive Committee will elect the new officer.

3.7 Chair

The Chair shall be responsible for running the affairs of the SIG. These duties will include the conduct of general and extraordinary meetings, submitting an annual report to the IASP Secretariat and carrying out any other duties that are consistent with the aims and objectives of the SIG.

3.8 Vice Chair

The duties of the Vice Chair are to assist the Chair in the performance of the duties listed under Section 3.7. The Vice Chair will assume the position of Chair in the event of absence, vacancy or resignation of the Chair. The Vice Chair shall assume the post of Chair for a three year period at the end of the subsequent World Pain Congress.

3.9 Treasurer

The duties of this post are to oversee and maintain the funds of the SIG. The Treasurer will recommend measures to the Executive Committee to ensure the prudent and appropriate use of SIG funds and will present an annual report to the membership of the SIG in the newsletter or by electronic means and shall make a further formal report at the general meeting.

3.10 Secretary

The duties of this post are to support the Chair in the administration of the SIG. The Secretary shall be responsible for the minutes of meetings, the maintenance of bylaws and will

correspond as appropriate with IASP and the membership of the SIG via written or electronic means.

Article 4. Committees

4.1 Aims and Objectives

Standing committees will be established at the discretion of the Executive Committee at general or extraordinary meetings to pursue the aims and objectives of the SIG. *Ad hoc* committees for a specific purpose may be created by the Executive Committee at any time. An *ad hoc* committee will cease to exist at the time of the general meeting or earlier if their purpose has been achieved. *Ad hoc* committees may be re-appointed to complete their tasks.

4.2. Composition

All committees shall have a minimum of four and maximum of 12 members of the SIG. In addition, the Chair and Secretary are members of all committees *ex officio*.

Membership of committees shall reflect the multidisciplinary and international nature of the SIG where possible. A report of committee meetings shall be made to the membership in the newsletter or by electronic means.

4.3 Appointment to Committees

The Executive Committee will appoint members to the other committees. The term of appointment is three years. Members may be re-appointed. Election to the Executive Committee is covered in Section 3.3.

4.4 Co-option to Committees

Any SIG committee shall have the power to co-opt specialist advisors. Co-opted membership of any committee shall cease after each general meeting. Co-opted members will not have voting rights on that committee.

4.5 Standing Committees

The SIG shall have the following standing committees:

- Executive , consisting of Officers of the SIG (see Article 3.1)
- Management
- Standing Committees as established under Article 4.1

The Management Committee will oversee the administrative, financial and educational activity of the SIG. The Management Committee shall hold a meeting at least annually to review current and future activity within the SIG and will be chaired by a member selected by the Executive Committee.

4.6 Quorum

Four (4) members of any SIG committee shall constitute a quorum.

Article 5. Finances

5.1 Financial Responsibilities

The SIG is responsible for financial support of all its activities, including meetings.

5.2 Dues

Collection of the annual dues payment shall be included in the member's IASP annual dues payment and these funds will be held by IASP in a restricted account for the exclusive use of the SIG. The SIG will not collect membership dues independently and may not collect such dues on behalf of IASP.

Article 6. Amendments to the Bylaws

6.1 Amendments

Proposals to amend the Bylaws must be made in writing to the Executive Committee. These will be announced to all SIG members and submitted to a vote at either the next general or extraordinary meeting at which a quorum of members is present. Approval will be by a simple majority of members present.

*Edmond Charlton,
Secretary, NeupSIG*

Minutes of Neuropathic Pain Special Interest Group Committee Foundation Meeting on 20th August 2002 in San Diego, CA

Fifty one members were present. Apologies for absence were received from Dr Ed Charlton, UK.

1.1.02 Dr Nurmikko welcomed the members and thanked the members of the Steering Committee for their work so far. He outlined the development of the Steering Committee and reported preliminary meetings in the UK in August 2001 and in Lisbon in June 2002. The original Steering Committee comprised Drs Nurmikko, Charlton and Wells, with the addition of Drs Dworkin, Strichartz, Jensen, Hord and Treede in Lisbon.

Dr Nurmikko also thanked everyone who had worked hard to make the Tijuana satellite meeting, which took

place on Wednesday 14th August, successful. This especially included Dr Cesar Amescua from Tijuana and Linda Cossins from the Pain Research Institute in Liverpool; also the Mexican Pain Society. The meeting had been extremely successful, both from the scientific and social points of view. It is hoped to publish abstracts of the papers on a Neuropathic Pain SIG website in the future.

2.1.02 Dr Wells gave a report on behalf of Dr Ed Charlton, Acting Secretary. The SIG had 529 members from 37 disciplines, and from 46 different countries. The USA has the highest number of members, with 159, followed by the United Kingdom with 57, Japan with 49, Australia with 36, Canada with 33 and Germany with 22.

Dr Charlton has produced 2 newsletters, informing members about the activities and planned activities of the SIG.

At the first full planning meeting of the Steering Committee in Lisbon, the Mission Statement was discussed and will be reviewed at this meeting. Plans were also made for fundraising and for future meetings and activities. Minutes are available from both of these meetings and details have been published in the newsletters.

3.1.02 Dr Wells presented his interim Treasurer's Report. The future of the SIG had been helped greatly by a generous grant from Pfizer. This comprised \$50,000 towards the satellite meeting of the SIG and \$50,000 towards the satellite meeting which had been held in Tijuana prior to the IASP meeting in San Diego. A further \$10,000 towards the Tijuana meeting had been received from Endo. The Steering Committee had expressed its thanks to both companies for their generous support.

Dues for the previous 3 years total \$18,960, total income \$128,960. After meeting and Council expenses, a balance of \$51,073 was retained.

4.1.02 Dr Wells proposed the planned expenditure for the next 12 months. This included \$27,400 for Council meetings, \$1,500 for newsletter mailings, \$23,000 for the set-up of a website, \$5,000 for designing and printing a logo and \$15,000 for deposits for meetings. This comprised a total of \$71,900. Further income will be obtained from membership, industry and a small surplus from the Tijuana meeting.

The Treasurer's Report, and the planned expenditure, were approved nem con.

5.1.02 The Mission Statement was then discussed. The following statement was approved by all present: "The SIG will advance the understanding of mechanisms, assessment, prevention and treatment of neuropathic pain."

6.1.02 Discussion then took place on the aims and objective of the SIG. The following aims and objective were approved:

- Collaboration for basic and clinical research
- The study of the underlying mechanisms of neuropathic pain
- The exchange of information and experience about the assessment and treatment of neuropathic pain
- The identification and implementation of programs to prevent the development of neuropathic pain

- Furthering the educational objectives of the SIG via international meetings, an annual symposium, workshop at the WCP, WCP satellite meetings, the newsletter and the IASP website

7.1.02 It was agreed that we should have 2 research awards, sponsored by industry. These should be presented at the 2005 meeting in Australia.

8.1.02 The interim Management Committee was re-elected as the first Full Committee of the SIG, with the addition of Pedro Bejarano from Columbia/Spain, Jonathan Dostrovsky from Canada and Philip Siddall from Australia.

The Executive Committee comprises:

Turo Nurmikko (Chair)
Robert Dworkin (Vice Chair)
Edmond Charlton (Secretary)
Chris Wells (Treasurer)

Committee Members:

Troels Jensen, Council Liaison (Den)
Gary Strichartz (USA)
Allen Hord (USA)
Rolf-Detlef Treede (Ger)
Jonathan Dostrovsky (Can)
Pedro Bejarano (Columbia)
Philip Siddall (Aus)

9.1.02 Future meetings

The 5th International Conference on Neuropathic Pain will take place in Bermuda from 21st to 23rd November 2002.

The 6th International meeting is planned as a joint venture with the University of Rochester, in September 2003.

The 7th International meeting is to be in Madrid from 20th to 23rd May, 2004.

In August 2005 a satellite meeting will be held in Australia, prior to the 11th World Congress on Pain meeting.

10.1.02 Any Other Business

Dr Hamman asked about the Constitution of the SIG. Dr Wells explained that the SIG could not work on a Constitution until it was properly constituted with the officers elected at this meeting, which had now happened. Over the next 3 years a form of Constitution will be developed in line with other SIGs.

11.1.02 There being no further business, the meeting was adjourned. The next business meeting of the Neuropathic Pain SIG will take place during the 11th World Congress in Sydney, August 2005.