

EXECUTIVE SUITE LIMITED

1350 ^{QUEBEC} ~~STEELE~~ ^{STREET} ~~WEST~~ • MONTREAL • QUEBEC • H3G 1K2

Association and Convention Management

Administration d'associations et organisation de congrès

(514) 845-9325

To: IAA Executive Committee

From: Suzanne K. Edwards
President

Date: ~~April 27, 1976~~ OCTOBER 22, 1976

Re: IAA Permanent Secretariat

The Memorandum of Agreement between the International Association of Allergology and Executive Suite Limited expires at the end of 1976.

Prior to drafting the Agreement for the three year period 1977-1979, I thought it would be useful for members of the Executive Committee to review existing functions, be informed of other alternatives and decide whether they wish to make any changes. I have therefore prepared the enclosed analysis which I hope gives you all the information you require. Also enclosed is ESL's "Summary of Services" which will give you an idea of the scope of the Company's operations.

Would you be good enough to let Dr. Henderson, the Secretary-General, have your comments and suggestions as to which of the three alternatives you personally favour. Should you require any further clarification please do not hesitate to contact me.

EXECUTIVE SUITE LIMITED

ANALYSIS OF SERVICES
WHICH COULD BE PROVIDED TO THE
INTERNATIONAL ASSOCIATION OF ALLERGOLOGY

April 1976

INDEX

	<u>Page</u>
Introduction	1
<u>Section 1</u> - Existing Functions Performed by the Permanent Secretariat	4
<u>Section 2</u> - Design and Distribution of Congress Forms	7
<u>Section 3</u> Consultation and Accounting Services	9
Fee Structure	11
Summary	13

INTRODUCTION

1. ORIGINS AND BACKGROUND OF THE PERMANENT SECRETARIAT

COMPUTERIZATION
INVERSION:
AME
ADDRESS
CIETY.
The International Association of Allergology (IAA) and Executive Suite Limited (ESL) have had a long professional association. In July 1965 ESL was engaged by Dr. Bram Rose, President of the IAA, and Dr. Samuel O. Freedman, Chairman of the Organization Committee, to provide administrative support for the VI International Congress of Allergology held in Montreal in 1967.

During the years 1964-67, Dr. C.H.A. Walton, chaired the Ad Hoc Committee on the Establishment of a Permanent Secretariat. The Committee recommended that a permanent secretariat be set up for a trial period of three years and that ESL be engaged to provide the necessary services. The report and its recommendations were accepted by the Executive Committee at its meeting in Montreal on November 4, 1967. Subsequently formalized by a written Agreement with a three-year term, ESL's mandate was renewed at the Florence Congress in 1970 and again in Tokyo in 1973.

ESL has now provided the IAA with a Secretariat for nine years. During this time one of the principle benefits to the IAA has been the continuity provided by ESL despite illness or staff turnover.

It has been involved with three Congresses: Florence, Tokyo and Buenos Aires. Certain patterns have emerged and it now seems appropriate that the Executive Committee review the functions and determine whether it wishes to maintain the status quo or avail itself of additional services for congresses which ESL also provides.

2. CONGRESSES

ESL has a full range of services for Congresses (please see enclosed brochure). These services have been analyzed in relation to IAA Congresses and the results of this analysis are as follows:

- a) Article V Section 4 of the IAA By-Laws states that the Organization Committee is solely responsible for the operation of the Congress. It should be made clear from the outset that ESL does not wish to usurp any of the powers of the Organization Committee but rather to suggest ways of lowering costs by providing administrative support to the Committee.
- b) By their very nature certain component parts of a Congress can only be handled effectively by the Organization Committee. For example, ESL does not have the scientific knowledge to contribute anything constructive to the Programme Committee nor the intimate knowledge of the locale of the Congress which is necessary to design attractive pre and post congress tours. ESL cannot, therefore, recommend its increased participation in the areas listed below as it would not improve the content or reduce the administrative costs:

Programme

Publicity

Meeting Room Arrangements

Simultaneous Translation and Interpreters

Accompanying Members Programme

Social Programme

Pre and Post Congress Tours

Exhibits

- c) ESL does recommend, however, that serious consideration be given by the Committee to improving the design and distribution of registration, housing and abstract forms as well as increasing ESL's participation in consultation with, and provision of accounting services for Congresses.

3. FUNCTIONS

The analysis of functions, together with recommendations, is divided as follows:

Section 1 - Existing Functions performed by the Permanent Secretariat

Section 2 - Design and Distribution of Congress Forms

Section 3 - Consultation and Accounting Services

- e) Maintaining an addressograph plate for every member of each national or regional society (approximately 7,000) from lists supplied by the societies.
 - f) Requesting societies to name an Official Delegate to each International Congress of Allergology and forwarding names to the Organizing Committee.
 - g) Attending Executive Committee and House of Delegates meetings at every International Congress of Allergology and taking the minutes.
 - h) Liaison with the Congress Organizing Committee and travel agent re group flights.
- 6) The following specific accounting procedures:
- a) Billing annual dues to societies and individual members.
 - b) Receiving, depositing and acknowledging annual dues and maintaining individual records for each society.
 - c) Depositing all other monies payable to the IAA.
 - d) Preparing all accounts due for payment and forwarding cheques to signing officer for signature.
 - e) Maintaining Books of Account including Cash Book and General Ledger.
 - f) Preparing annual Financial Statement for audit.
 - g) Distributing audited Financial Statements to Executive Committee and House of Delegates.
 - h) Keeping Treasurer fully informed of cash position and investment of funds.
 - i) Liaison with national finance sub-committees.

SECTION 1

EXISTING FUNCTIONS PERFORMED
BY THE PERMANENT SECRETARIAT

Under the terms of the present Agreement (which expires at the end of 1976) ESL provides the IAA with certain administrative services. It acts on its own initiative in many areas but all matters of policy are referred either to the President, Secretary-General or Treasurer, and it is responsible to those officers for its actions. The services are:

- 1) An office which is situated at 1390 Sherbrooke Street West in the City of Montreal, Quebec, Canada, which is open to the public from 9:00 a.m. to 5:00 p.m. Monday to Friday excluding statutory holidays. The IAA name appears in both English and French on the outer door of the office and on the directory in the building lobby.
- 2) A mailing address.
- 3) A listing in the Montreal telephone directory under the number 845-5616.
- 4) Filing and/or storage space for correspondence, printed material, historical and financial records.
- 5) The following specific administrative and typing procedures:
 - a) Receiving incoming mail from member societies, officers, committees, international associations, etc.
 - b) Initiating, or replying to, all correspondence in one or all of the four official languages of the IAA.
 - c) Maintaining permanent files for each society, committee, etc.
 - d) Maintaining list of Presidents and Secretaries of societies.

In addition to the above, ESL also provides the IAA with offset printing of letterheads, copy paper, envelopes, newsletters etc., but such charges are billed separately and are not included in the administrative fee.

Also billed separately are charges arising from travel, long distance telephone calls, deliveries, postage, shipping, telegrams, cables, the manufacturer's cost of addressograph plates, photocopies, etc. ESL's detailed records relating to such billings are available at any time for inspection by the Treasurer or the Auditor of the IAA.

SECTION 2

DESIGN AND DISTRIBUTION OF
CONGRESS FORMS

1. DESIGNING OF REGISTRATION, HOUSING AND ABSTRACT FORMS

To date the registration, housing and abstract forms for each Congress have been set up differently. In some cases these forms were in the four official languages and in other cases in English only. It would seem advantageous to the IAA that standard forms be designed (in the four languages) and these be made individual to each Congress by including the logo, registration fee and address which are peculiar to that Congress.

2. PRINTING AND DISTRIBUTION OF CONGRESS MATERIAL

While Congresses are held in various parts of the world, the list of members (some 7,000 addressograph plates) is maintained in Montreal. Thus any Congress wishing to distribute material to the membership either has to print the material in its own country and ship it to Montreal for mailing or request that addressed labels be sent from Montreal to the Congress city. There are definite disadvantages to both methods. In the first instance, transportation costs and Canadian customs tax can be considerable i.e. \$500 - \$1,000 for each mailing; in the second instance, the Organization Committee does not have sufficient junior staff at its disposal to undertake such a time-consuming and burdensome function. Another difficulty which applies in either case is the long delay in transporting material around

the world, which sometimes takes as long as two or three months even by air freight. The most serious problem, however, is the lack of coordination of Congress mailings with other IAA mailings such as the Newsletter when both could be dovetailed. Thus the Association is paying more than it should in this area.

The obvious solution to the problem is that ESL print and mail all Congress material in Montreal. This would avoid payment of transportation costs and customs tax as well as exasperating delays in shipment. While printing costs obviously vary from country to country it would seem reasonable to assume the costs in Canada would be higher in some cases and lower in others. One thing is certain: Canadian postal rates compare most favourably with other countries.

To summarize, the advantage to printing and distribution from Montreal would be:

- a) Cost saving by coordinating mailings.
- b) Cost saving on air freight, customs etc.
- c) Having the proper quantities available.
- d) Junior staff trained to handle volume mailings.

SECTION 3

CONSULTATION AND ACCOUNTING SERVICES

This concept is designed to remove the time-consuming details of registration, housing and accounting from the Organization Committee, thus leaving it free to concentrate its efforts on arrangements.

1. CONSULTATION

Immediately following the preceeding Congress, travelling to the host city of the next Congress, evaluating sites and facilities available with the Chairman, meeting with Organization Committee and, in conjunction with it, defining areas of responsibility, establishing a schedule of deadlines and preparing a detailed working plan and operational budget.

Further consultation could be undertaken by mail or in person if warranted. (N.B. If the national airline of the host country were appointed "Official Carrier" for the Congress it is customary that they provide complimentary transportation for personnel attending planning sessions).

~~2. REGISTRATION AND ANCILLARY SERVICES~~

- ~~a) Receiving completed forms and fees from registrants and mailing individual receipts.~~
- ~~b) Preparing list of pre-registrants.~~

~~3. HOUSING~~

~~Establishing with Congress hotel a system of acknowledgement of reservations.~~

~~4~~ ABSTRACTS

Receiving abstracts for onward transmission to Organization and/or Programme Committee.

5. CORRESPONDENCE

Initiating and answering correspondence as it pertains to consultation with the Organization Committee, ~~registration, housing, finance~~ etc.

6. ~~FINANCE~~ BUDGETING

a) Based on cost estimates obtained by the Organization Committee, and in conjunction with it, preparing budget.

b) Depositing and recording all monies received, i.e. grants, donations, contributions, ~~registration and exhibit fees etc.~~

c) Advancing funds to Organization Committee as required.

~~d) Checking all invoices received and preparing cheques for onward transmission to signing officer(s).~~

~~e) Preparing interim Financial Statement(s) as required.~~

~~f) Preparing Financial Statement for audit after the Congress.~~

D) ESTABLISHING STANDARDIZED FINANCIAL STATEMENT FORMAT FOR ALL CONGRESSES.

The objective is not to exercise financial control over a given Congress since this responsibility clearly rests solely with the Organization Committee: rather it is to bring experienced staff to the assistance of the Committee and also provide the continuity which the existing structure lacks.

FEE STRUCTURE

1. SECTION 1 - EXISTING FUNCTIONS PERFORMED BY THE PERMANENT SECRETARIAT

Under the terms of the existing Agreement the IAA pays ESL an administrative fee of \$15,000 over a three year period i.e. \$5,000 each year for the years 1974, 1975 and 1976. No provision for inflation was included in the Agreement.

Assuming the IAA wishes to renew the existing Agreement the only questions to be negotiated are that of price and inflation. Normally ESL would request an increase equivalent to that of inflation.

Inflation in Canada from September 1973 (when the Agreement was priced) to December 1975 is 25% (figures published by Statistics Canada, a federal government agency). Government projections for 1976 are optimistically set at 8% to 9% i.e. a total of more than 30% by the end of 1976 over September 1973.

Happily ESL does not propose to seek such an increase because the experience gained over the years has resulted in a reduction of time required to perform the services presently provided. It therefore submits a price of \$16,500 (a 10% increase) for the period 1977, 1978 and 1979 i.e. \$5,500 per year.

Because of world-wide price instability ESL would require some protection against rampant inflation in future years. It therefore

proposes the following clause be included in the Agreement for 1977-79:

"If at December 31, 1977, 1978 or 1979 the Consumer Price Index, as established by Statistics Canada, has increased by more than five percent (5%) over the comparable figure at December 31, 1976, IAA shall pay to ESL that percentage increase over five percent (5%).

Printing and other expenses would continue to be charged separately and would be in addition to the administrative fee.

2. SECTION 2 - DESIGN AND DISTRIBUTION OF CONGRESS FORMS

The administrative fee for designing standard registration, housing and abstract forms (in conjunction with the Chairman of the Organization Committee of the X International Congress and other appropriate officers of the IAA) would be \$800 and would be non-recurring. The inflation clause would also apply. Printing and distribution would be charged separately and would be in addition to the administrative fee above.

3. SECTION 3 - CONSULTATION AND ACCOUNTING-

The administrative fee for consultation and accounting would be ~~\$10,000~~ ^{BUDGETING} ~~\$15,000~~ ^{AND PAID FROM CONGRESS REVENUES} over a three year period. The inflation clause would also apply. Printing and other expenses would be in addition to the administrative fee.

SUMMARY1. ADMINISTRATIVE FEES

	Canadian Dollars		
	<u>1977</u>	<u>1978</u>	<u>1979</u>
Existing Functions Performed by the Permanent Secretariat	\$ 5,500	\$ 5,500	\$ 5,500
* <i>COMPUTER CONVERSION</i>	4,000		
Design of Congress Forms	800		
	<u>\$ 10,300</u>	<u>\$ 5,500</u>	<u>\$ 5,500</u>
* <i>2 BUDGETING</i> Consultation and Accounting <i>EXCLUDING ITEMS 2, 5, 4</i> <i>AND PART OF 6.</i>	\$ 5,000	\$ 4,000	\$ 1,000

N.B. All of the above fees would be subject to the inflation clause detailed on page 12.

2. PRINTING, DISTRIBUTION AND OTHER EXPENSES

All printing, distribution and other expenses would continue to be charged separately and would be in addition to the administrative fee.

* *1 NON-RECURRING COST OF CONVERTING IAA MEMBERSHIP
(NAME, ADDRESS, SOCIETY) TO COMPUTERISED SYSTEM
TO BE AMORTIZED OVER 2023 YEARS.*

* *2 PAYABLE FROM CONGRESS REVENUE*