

Appendix III - Secretary General's Report by Prof. Dr. Wolfgang Grisold

I am going to speak a little bit about the activity in the London office. I've used a let's say a graphical display of what the office does. I will try to describe that the office has to engage in future projects in projects to come, international projects. But it also has to do the hard groundwork of every day that is necessary to keep the society going and is necessary to maintain a society in everyday life, as Bill has mentioned before.

So I will speak a little bit about the office work. I will speak about the work in regard to membership, to officers, to committees and current activities. About international work and, and I think this is very important particularly in the times that we are facing now, also about human resources. So what is the office doing in regard to its own stability? There are a lot of issues in regard to work with a charity, with housing, financial issues that have to be appropriate to be audited finally. There is a permanent need to organize conferences not only for trustees, but also for activities of groups or committees. There is the very important point of documentation and archives where almost everything is pretty much done electronically now. As you know in Europe we have the Data Protection Act which has to be followed and Carlos is the responsible person for that. And we are also using some communicative ways of electronic office organization as Asana.

So what is the immediate work with us? Well of course the Trustees have to be taken care of and there is a lot of communication between the President and individual Trustees in particular in regard to their special tasks they are fulfilling. We have committees that are active and we are trying to introduce our committees in WN and Specialty Groups (SGs) so please have a look at that. We have SGs that have been mentioned by Bill before and I think we have two very successful activities. One was already mentioned, the Tropical Neurology which was a great success in content and also the Neuromuscular Group has had to cancel a congress that was made for Valencia and will make an electronic conference this Friday. So the ICNMD congress has also gone virtual. But of course we can only publish what we know of SGs and we'd be happy to take on new information. Bill has mentioned education and education has Teaching Centres. Training Centres take a lot of administration so this is done. Of course grants, the Junior Travelling Fellowships and the World Brain Day (WBD) also was done with great involvement and engagement of the office. And of course we are improving and we have already have great experience and also an excellent advisor, in the name of Chiu, to help us with the website and electronic media. We want to increase our presence in the Global Neurology Alliance with our

specialty alliances to promote health promotion and also the many activities we try to implement in the WHO will be instrumentally done with the office. And of course we are trying to improve strategy and project management for future projects. The most important things that we have are our human resources. We have now 2 senior managers in London. We have a very active London staff as already introduced by Bill and we have several associated persons working for us in point to point settings. I just mentioned Chiu, our PCO which is Kenes who has been very instrumental in many activities and also in our social medial activities, Yakkety Yak which is our PR agency, Helen our Continuum Coordinator, Freeman Associates our book-keepers, and Ashburn's our financial advisors. We are very lucky that despite the lockdown and despite our inability to travel, we continue to function.

Thank you very much for your attention.