To: Honorary secretaries of divisions and regional councils in the United Kingdom.

Copy for information to: Honorary secretaries of regional councils, members of council, members of organisation committee, and coordinators of BMA regional centres and national offices.

Dear secretary

1. Conference of honorary secretaries of divisions and regional councils and pre-conference dinner – 28 February & 1 March 2019, BMA House- online attendance booking form

The 2019 conference will take place on Friday 1 March and will be chaired by Dr Pooja Arora, honorary secretary of the Solihull division. The provisional theme of the conference is: ‘The membership challenge.’ Please see appendix 1 for the honorary secretaries conference constitution and terms of reference. A provisional programme will be circulated on the honorary secretaries listserver in due course.

I should be grateful if you would please let BMA conferences know you will be attending by completing this online form by Friday 15 February 2019. There are no hard copy nomination forms. If you have any queries regarding your submission or attendance please contact BMA conferences (confunit@bma.org.uk). Attendance for the conference will only be accepted by completing the online form.

The conference will be held in the Bevan Suite (3rd floor meeting rooms). The registration desk will be open from 9.30 am and the meeting will begin at 10.00 am. Debates on motions to be referred to the joint ARM agenda committee will take place in the afternoon and I enclose a form for the submission of motions to the conference (appendix 2). These will be grouped by subject within timed sections to create coherent debates. It may also enable division secretaries to form alliances to promote popular motions at the ARM. Please submit motions to Sally-Ann Cole (SCole@bma.org.uk). The deadline for motions to the conference is 20 February 2019.

Deputy chair of 2019 conference and chair of 2020 conference

Nomination forms for the election of deputy chair of the 2019 conference, who will become chair of the 2020 conference, will be available in your registration pack. Nominations for this office close at 12.30pm on the day of the conference.
Dinner - Thursday 28 February 2019

As in previous years, a dinner will be held on the evening before the conference to give honorary secretaries the opportunity to get together. There will be pre-drinks in the Hastings Room from 6.45 pm followed by dinner in the Prince’s room at 7.30 pm. I hope that you will be able to join us at the dinner and should be grateful if you would let us know by completing the appropriate section on the online reply form. Please include any dietary requirements and submit only one online reply form.

Travel arrangements

Please note that no reimbursement of travel and subsistence expenses will be made without a receipt. All claims must be processed via Concur, please see the Concur website for guidance http://bma.org.uk/about-the-bma/how-we-work/concur-training-committee. When claiming expenses on Concur for the conference, please note that the conference name is ‘hon secs’ and the budget code is S308 S1029.

If overnight accommodation is required, you are asked to make your own hotel bookings. A list of hotels is available upon request. Please note: we do not reimburse travel and subsistence expenses for those solely attending the conference dinner.

Locum cover

Members who incur locum costs while they are on BMA business can reclaim the cost subject to a maximum limit of £550.00 per day. Reimbursement of locum costs may be claimed by all members (not just GP’s) who have to pay for locum cover. All claims must be claimed via Concur and accompanied by an invoice from the Locum/Agency including their name, address, dates and daily/hourly rate charged otherwise claims will not be paid.

Honoraria

There is no honoraria for attendance at the conference of honorary secretaries of divisions and regional councils. This includes the pre-conference dinner.

2. Retired members conference Friday 15 March 2019, BMA House

The BMA will hold its fourteenth retired members conference (RMC), previously known as the retired members forum, on Friday 15 March 2019 in the Paget room, BMA House (9.30 - 4.45 pm). The conference has the following remit:

“To consider matters directly relevant to those members of the BMA permanently retired from medical practice, excluding issues relating to previous employment which remain the responsibility of the existing standing committees.”

The conference will be chaired by Mr Richard Rawlins and the deputy chair is Dr Brian Gattridge. The theme this year is ‘The Membership Challenge’, which will cover the morning session. The motion debates will be in the afternoon.
Conference nominations

Divisions are invited to nominate doctors who are members of the association and who are recorded on the BMA’s membership database as being permanently retired from medical practice. There is no minimum or maximum age restriction nor former branch of practice restriction. Members’ receipted travelling and subsistence expenses will be met and lunch will be provided.

As you will see from the enclosed constitution in appendix 3, five members from each of the BMA regions and devolved nations are available and places on the conference will be allocated on a first come first served basis. The online form will be available on https://www.bma.org.uk/collective-voice/committees/retired-members-committee/retired-members-conference in January. The deadline for online nominations is Friday 22 February 2019 and any unfilled regional seats will be reallocated to members from other regions who are on a reserve list. Both self-nomination and nominations via divisions will be acceptable and notices about the conference will also appear on the BMA’s website, in the BMJ compact edition and in BMA news in January and February 2019.

If you have any questions about the conference, please get in touch with Sally-Ann Cole on SCole@bma.org.uk.

Motions and the Annual Representative Meeting (ARM)

As the RMC is a constituent body of the representative body, time will be set aside during the afternoon for the debate of motions to be referred to the ARM Joint Agenda committee. A motion form will be sent to reps when their place at the conference is confirmed by secretariat. The conference will also elect a number of representatives to the Representative Body each year (18 seats). Those members registered but unable to attend the conference can nominate themselves for a seat at the ARM. Where a contest occurs to elect these representatives, the election will be conducted by the single transferable voting system and members will be informed of the results following the meeting. In accordance with the RMC standing orders, the chair and the deputy chair of the conference will each be allocated a seat on the representative body at the ARM from the specified allocation (i.e. 18 seats), without an election being held for this purpose.

ARM 2019 nomination forms will be included in members registration packs at the conference or upon request by contacting Jesamine Noel (JNoel@bma.org.uk). The deadline is 15 March 2019 (12.50 pm approx).

3. Retired members lunches

Retired members lunches are held across the UK and are an opportunity for retired members to engage locally. The events are chaired by one retired member officer (i.e. RMC chair, deputy chair, past chair or council member who holds the retired member seat) and includes guest speakers. Organisation of the lunches are arranged by a group of volunteers in collaboration with the respective regional or national office. If you are a retired member, interested in participating as a volunteer to organise an event in your area, please contact your regional or national office for more information on up-coming lunches in your area (https://www.bma.org.uk/about-us/how-we-work/regional-representation).
4. Annual representative meeting 23- 27 June 2019, ICC Belfast

Message on behalf of Anthea Mowat, Representative Body Chair

Social event organisers

Monday evening is prioritised for those wanting to arrange less “official” social or networking events during the annual representative meeting (ARM), provided that these do not conflict with the values and purposes of the ARM. However, subject to some caveats, we are generally happy to help with publicising such events on the ARM webpage. Some subjective judgement is needed to ensure such events don’t conflict with either scheduling or the overall purpose of the main meeting. We would advise early (February) discussion around your plans as final details would need to be agreed by Monday 4 March 2019.

Please email BMA conferences at confunit@bma.org.uk and they will send you a form to complete with all the relevant information required including:

- Governance arrangements (contact points, financial arrangements etc).
- Legitimate purpose and in keeping with the BMA’s and ARM’s overall values and objectives.
- Concurring, not conflicting, with the values and purpose of the meeting.

BMA conferences will be happy to provide advice on local restaurants/hotels - they will not, however, be responsible for organising the event.

Electronic voting at the ARM

Please note that in accordance with byelaws the list of ARM representatives is finalised a week before the ARM and no late submission of names is permitted - bye-law 30: All representatives shall have been elected or appointed no later than one week (17 June 2019) before the annual representative meeting at which they are due to take up office. Please note, this also applies to deputies.

The BMA will continue with e voting and nominations for the elections held at the ARM, including elections for Treasurer, chair of RB, and deputy chair of the RB. There will be no paper copies of ballot papers. The list of ARM voting representatives is used as the electorate.

It is important that ARM representatives ensure their membership details are up to date and that they have their BMA login details at the ARM as this will be required to vote in the online elections.

5. ARM 2019 motion submission- guidance on writing motions

Please see appendix 4 which is a letter from Anthea Mowat, the BMA Representative Body Chair detailing guidance on writing ARM motions and some ideas for topics.

Governance

The BMA Representative Body Chair has asked divisions, regional councils, and other constituencies of the representative body to ensure appropriate scrutiny before submitting motions to the
It is important that our representative structures are not mere post-boxes but have taken an active decision that they wish to see matters of particular importance to them appear on the ARM agenda. (Please note that all division motions to the ARM must have been approved at a quorate division or regional council meeting).

The BMA motion drafting service is available to offer support to anyone writing or considering writing a motion to the Annual Representative Meeting or any other BMA conference. The service can advise whether the BMA already has similar policy in a chosen area, provide members with sources for facts and figures to support an argument, signpost to further guidance on the topic and provide guidance on how to format BMA motions.

A dedicated webpage www.bma.org.uk/writingmotions has been set up which offers guidance in several formats for writing motions, as well as contact details for access to personal and tailored advice. The service will be available until the deadline for motions to the annual representative meeting. Please see appendix 5 which gives further information about this service.

How and when to submit motions

The deadline for receipt of ARM motions by council secretariat is Friday 5 April, 2019 (9.00am). Please don’t leave submission to the last minute.

Please note that the ARM motions database for receipt of motions approved at quorate division and regional council meetings is now open. Please ensure that you are eligible to enter motions on the ARM motions database from a division or regional council well in advance of the deadline (Friday 5 April 2019, 9.00am). Late motions are never accepted.

In order to ensure that motions submitted via the database are being sent on behalf of divisions, a user group has been set up so that only honorary secretaries of divisions will have access to the database via the BMA member website. To access the BMA member website you will need to be registered with a user name and password. For website login FAQs such as forgotten password please go to https://www.bma.org.uk/about-us/website-help/web-faq or you can contact the membership team on membership@bma.org.uk / 0207 383 6955.

To submit your motions you will need to go to www.bma.org.uk/motionsarm and enter your user name and password. This launches the motions web page where you can submit your motion(s). Follow the directions as shown on the attached copy of the web page. Please note that only one motion may be submitted at a time so that it can be properly logged in our database. Once a motion has been submitted you will receive confirmation and the text of the motion, via your email address, and will be given the option of submitting another motion. You do not need to enter the name of your division as this is automatically picked up from your user name.

1 tick the box if the motion should not be moved to another branch of practice conference
2 tick the box to confirm that the meeting was quorate (ie not less than five members)
3 type in or attach the list of names of those present at the meeting at which the motion(s) was agreed in the appropriate box provided. You need only provide the list of names with the first motion.
4 click on the submit button to send your motion

If you should experience any problems with accessing the ARM motions database or submitting your motion(s) please contact SCole@bma.org.uk or NHarrison@bma.org.uk in the first instance.
6. **Reminder of key ARM dates**

I would like to remind you of the following key dates in regards to the ARM which will take place from Sunday 23 to Thursday 27 June 2019 in Belfast. Information will also be available on the ARM webpage in due course [http://bma.org.uk/arm](http://bma.org.uk/arm).

- **22 February 2019** – deadline for divisions to meet to elect their ARM reps.
- **1 March 2019** – deadline for submission of ARM representative names from divisions via online portal.
- **Week beginning 4 March 2019** – all regional and national council coordinators to be informed of division seat reallocations and how many seats each have received. Any member wishing to nominate themselves for an ARM seat through their regional or national council can do so by contacting their regional office after this date. For branch of practice seats please contact the relevant secretariat.
- **5 April 2019 (9.00am)** – deadline for the receipt by council secretariat of motions for consideration by the ARM joint agenda committee.
- **24 May 2019** – Issue of ARM agenda and other documents to representatives and publication of the ARM agenda on the BMA website.

7. **BMA Charities**

At this time of year, you may be thinking ahead to your division financial return and thinking about the interim Treasurer’s proposals for direct reimbursement of expenses to division officers. BMA charities exists to support colleagues in difficulty, from medical students in training, to the retraining of refugee doctors. We work closely with the other medical benevolent charities to help these colleagues. If your division has funds which you no longer need, and you’re thinking of giving to charity, please consider making that gift to [BMA charities](http://bma.org.uk/). With your help, we can continue to invest in the future of the profession. For more information please contact [info.bmacharities@bma.org.uk](mailto:info.bmacharities@bma.org.uk).

8. **RMBF President’s Appeal**

The RMBF is the UK charity for doctors, medical students and their families. Their President, Professor Dame Parveen Kumar DBE, is appealing for our support to help the charity to double the number of doctors it supports to return to medicine following illness, injury or bereavement. The full President’s Appeal is attached in [Appendix 6](#) and you can also donate online and see Parveen’s video appeal here [https://rmbf.org/presidents-appeal-2018/](https://rmbf.org/presidents-appeal-2018/). If you have any questions, please get in touch with Sarah Stewart at the RMBF ([SStewart@rmbf.org](mailto:SStewart@rmbf.org), 0208 545 8443).
9. **Reminder to update details**

If you have recently moved or changed address, please ensure you update your account via the [BMA website](#). Please be aware, a change address can affect your eligibility to remain as a voting member of your current division or regional council. If you hold a division or regional officer post and your division has changed due to a new address, it is the members responsibility to alert the relevant regional council or council secretariat on ([JNoel@bma.org.uk](mailto:JNoel@bma.org.uk)).

10. **Use of BMA listservers**

Members are reminded that BMA listservers should only be used to post comments, messages and material that is in the BMA’s opinion proper and appropriate to the listserver as a group. **Please be aware that clicking reply all to the listserver address will email everyone on the listserver.** Members are asked to ensure that any content intended for posting to any BMA listserver relates to core BMA business and is likely to be of relevance to the listserver group. Please refer to the terms and conditions of BMA listserver use.


With best wishes for the New Year.

Yours sincerely

Sally-Ann Cole  
Acting snr governance & committee manager  
Council secretariat, BMA

Jesamine Noel  
Committee advice and support officer  
Council secretariat, BMA