



National Secretaries'
HANDBOOK 2021



December 2020

Dear National Secretary,

To our veteran National Secretaries, we appreciate all that you do to support this great organization. To our new National Secretaries, welcome to this special ISAPS family!

Being elected by the ISAPS members in your country, you serve the important function of representing them in the leadership of ISAPS. You should be proud of this achievement.

You are first and foremost an ISAPS Ambassador. Your influence may extend into neighbouring countries in your region where ISAPS is not yet well established. Whenever possible and appropriate, please share our mission at meetings you attend to promote our membership growth.

ISAPS now has more than 4,000 members in 108 countries. Our task of attracting only the best, most qualified surgeons to our membership becomes even more important with a public that is becoming increasingly aware of ISAPS. More patients are looking to us for qualified surgeons. The education we provide to members and non-members alike is devoted to increasing patient safety - a major mission of ISAPS.

Our Biennial National Secretaries Meeting - usually held to coincide with the Congress - is where we gather to exchange experiences, to learn about new ISAPS goals and initiatives, to elect the Chair and Assistant Chair for the next two years, and to strengthen our friendships with each other. The Meeting has become an integral part of the National Secretaries family programme.

We encourage you to go forward and promote ISAPS good will with enthusiasm as you serve our great Society.

Wishing you every success in the next two years,

Nazim Cerkes, MD, PhD
ISAPS President

Michel Rouif MD
ISAPS National Secretaries Chair

Parakevas Kontoes MD, PhD
ISAPS Membership Chair



THE STRUCTURE OF ISAPS

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USEFUL LINKS ON THE WEBSITE

National Secretaries

Access the list of current National Secretaries on the website at:

www.isaps.org/medical-professionals/isaps-organization/national-secretaries

Committees

Access the list of all committees on the website at:

www.isaps.org/medical-professionals/isaps-organization/isaps-committees

Executive Office Staff

Access the list of members of our Office Staff on the website at:

www.isaps.org/medical-professionals/isaps-organization/executive-office-staff

ISAPS Membership Applications

Applications for all levels of ISAPS Membership should be made at:

www.isapsmembership.org



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RESPONSIBILITIES AND DUTIES

Basic Requirements for National Secretaries

As an ISAPS National Secretary (NS), you must be able to:

- Communicate in English - this applies to you as the National Secretary and one key member of your office staff.
- Respond promptly via e-mail to enquiries from ISAPS members, the Executive Office, the Chair of National Secretaries, or members of the Board of Directors.
- Accept the responsibility to carry out the duties listed below.

Duties for National Secretaries

The primary duties of the National Secretary are to:

- Promote ISAPS membership.
- Support the Membership Chair and the Membership Board with the review of membership applications.
- Maintain links with the National Society in your country.
- Support ISAPS' collaborative international agenda.

An important duty for National Secretaries is assisting the Executive Office and members of the Board of Directors in communicating with ISAPS members and other aesthetic plastic surgeons in your country, on their behalf.

Please help ISAPS maintain and up-to-date record of ISAPS Members. You must report any members' retirements, resignations, deaths and other changes in member status to the Membership Manager.

Use of the ISAPS Logo

Please use the official ISAPS National Secretaries Logo on your email correspondence with members. This helps you to raise awareness of your role as a National Secretary and helps to promote ISAPS.

Find these logos on the website, in the Members Area www.isaps.org/members/isaps-logo-usage-brand-book

If you notice people other than current ISAPS members using our logo, please let us know immediately.



ISAPS MEMBERSHIP

What it Means to be an ISAPS Member

Becoming a member of ISAPS reflects a personal commitment to joining in the mainstream of global aesthetic surgery and of remaining at the forefront of new developments, research, patient safety and education in the field.

Overview of ISAPS Member Benefits

ISAPS member benefits can include:

The ISAPS Website www.isaps.org offers a wealth of information and resources for surgeons including our video library, Masterclass series and past issues of our e-Magazine.

- Subscription to the official ISAPS Journal, Aesthetic Plastic Surgery, and to the official Newsletter, ISAPS News, is included in the annual membership fee. Some membership categories have on-line access to the journal. A subscription to our journal, if you were to buy it yourself, would cost \$550.
- The World Congress is traditionally held every two years in the country or region of the President. The next Congress will be in Vienna, Austria in September 2021.
- The ISAPS Olympiad, taking place every other year, starting from 2023 in Athens, Greece
- ISAPS produces and endorses many educational programs each year. These are always listed on the ISAPS website, in our journal and in our newsletter. A monthly Calendar of these courses is sent to our email list.
- Only ISAPS Members have access to ISAPS Insurance.

A major advantage of membership is the collegiality and recognition associated with meeting other plastic surgeons with the same interests in aesthetic surgery from around the world.

OPPORTUNITIES FOR ISAPS MEMBERS

Visiting Professor Program (VPP)

The ISAPS Visiting Professor Program (VPP) brings the best educators in aesthetic surgery to many regions around the world that may otherwise never be exposed to modern surgical and non-surgical aesthetic surgery training.

Information and an application form are available at this link:

www.isaps.org/medical-professionals/visiting-professor-program

For more information, see page 17 in this Handbook.

Making Suggestions for Course Faculty

We welcome your suggestions of outstanding plastic surgeons who you believe would be valuable faculty for our education program. Please contact the Chair of the Education Council with your recommendations.



Publication of Manuscripts in the ISAPS Journal

The ISAPS journal, Aesthetic Plastic Surgery, is the official journal of the Society, is published six (6) times each year, and is an important benefit of membership. We urge you to promote this publication opportunity to all plastic surgeons in your country, whether they are ISAPS members or not.

Notices and Articles in ISAPS Newsletter

Only ISAPS Members can publish in our Newsletter. ISAPS News is mailed to all members four (4) times each year and sent electronically to our list of over 27,000 plastic surgeons worldwide. Please encourage your members to submit an article to this publication, especially in our Global Perspectives Series in each issue. Text editing is provided. Articles should be about 500-750 words with photos if appropriate – with captions for the photos and send to: ISAPSNews@isaps.org

The ISAPS Website

Only ISAPS Members can link from our popular website to theirs. The ISAPS web site is www.isaps.org. You should remind your members to update their profile. The website also contains a wealth of information and is open to the public. This means that patients looking for an ISAPS member plastic surgeon can find one in their country or elsewhere. This is intended to provide a worldwide patient referral system.



MEMBERSHIP CATEGORIES AND FEES

Applications for membership must be accompanied by the first year's dues and the application fee, where applicable. The dues will be refunded if the applicant is denied membership.

Annual Dues are payable in full by December 31 each year - according to the By-Laws. Non-payment results in loss of the journal subscription and other member benefits - and removal from the membership directory on the ISAPS website.

Different member categories confer different member benefits. The ISAPS website details the membership options and the benefits associated with each category.

Active Member

A board-certified plastic surgeon in practice for at least three years who is also an Active member of the society in the country where he or she practices.

Application fee (non-refundable): US \$100

Annual Membership fee ("dues"):

Eco US\$ 350 annual	or \$950 for three years
Eco+ US\$ 450 annual	or \$1250 for three years
Business US\$ 850 annual	or \$1530 for two years
First US\$ 1500 annual	or \$2700 for two years

Associate Member

A plastic surgeon who has completed all training, but has not been in practice for three years yet or is not yet board certified. Associate members may be moved to Active membership when they have been in practice for at least three years as long as all Active member criteria are met, including certification and membership in their national society.

Application fee (non-refundable): US \$75

Annual Membership fee ("dues"):

Eco US\$ 250
Eco+ US\$ 600



Resident Member

A plastic surgeon still in an approved training program. There is **no application fee** and **no annual fee** for the first three years of membership.

Residents may select to be a '**Resident - Junior +**' member. These Junior + members pay an annual membership fee of \$350 and get access to MedOne (which would otherwise cost them \$750).

Residents must apply for membership and be approved, like any other member.

From 1 January 2021, ISAPS will be introducing new membership arrangements for Resident Members who have been in Residency/Fellowship for longer than usual and require ISAPS Resident membership for more than three years. Therefore, free Resident membership will now only be available for three years, after which Residents will have to pay an annual membership fee of \$125. When the resident moves to the next tier (Associate), a 50% discount for the first year will apply, provided at least 1 year paid Resident Membership has been recorded in the system. Residents will not be eligible for this 50% discount if they upgrade directly to Associate Membership from the free Resident membership category.

We have launched for 2021 a new enhanced ISAPS Residents Program. Resident members can access monthly education sessions online, structured to meet their needs. We are establishing opportunities for mentorship and holding discussions with the ISAPS faculty. The Program is completely free to ISAPS Resident members.

Life Member

Aesthetic Plastic Surgeons who have been ISAPS a member for at least three years and reached the age of 65, retired from practice or need a short-term waiver for medical reasons may apply for Life Membership, by writing to the Executive Office. The ISAPS Board has discussed making changes to the Life Membership eligibility criteria and this is likely to be put to a member vote during 2021.

Honorary

Honorary Membership may be conferred on eminent physicians or other individuals whom the society desires to honour because of their service to ISAPS or their achievements and contributions to the field. Such individuals must be board approved and then voted on during the Biennial Business Meeting (during the Congress.)

ISAPS has only 5 members in this category.

Thomas S. DAVIS, MD - United States

K. Guler GURSU, MD - Turkey

Wayne MORRISON, MD - Australia

Frederick V. NICOLLE, MD - United Kingdom

G. Ian TAYLOR, MD - Australia

REVIEWING AND APPROVING NEW MEMBERS

Applications for ISAPS Memberships

As the National Secretary, you will be asked to review the applications made by applicants from your country or region. This implies that you either know them personally and can verify that their training meets ISAPS' strict standards.

National Secretaries cannot normally sponsor new members, but Assistant National Secretaries can. In such cases, the National Secretary must approve the application.

Once an applicant completes the online application process, you will be informed by the Membership Manager to review the application. There will be sent links to documents which you must review and confirm that they meet ISAPS' strict standards.

You must respond to the Membership Services Manager's request within 7 days with your approval or denial and comments once you have completed your review, so the applicant can be notified and admitted to the membership.

If you do not support a membership application, you must provide detailed reasons for your decision. These comments will not normally be visible to the applicant, only to the Membership Manager, Membership Chair and Membership Board.

In the case that NS does not reply within one week from receipt of the review assignment, this will be sent to the Membership Chairman AND the Membership Committee Member in the region from which applicant is applying. The Membership Committee Member will review the application according to the guidelines, check the validity of the documents and the review will be due in 3 days after receipt of review assignment. ISAPS Membership staff will then grant membership to the applicant, after copying to Membership Chairman for final confirmation.

If a reviewing Membership Committee Member denies membership to an applicant, they must provide detailed reasons for the denial. Final approval or rejection of membership is again at the discretion of the Membership Chairman

In lack of response from Membership Committee Member within the timeframe of 3 days, eligibility of applicant for Membership will be considered and decided by the Membership Chairman, after review of the application.

Application Requirements

The ISAPS Membership Manager will complete an initial evaluation of the applicant's documents before assigning the application to the reviewers, to ensure that the basic requirements have been met. If the documents supplied do not meet the essential criteria, the Membership Manager will request the correct documents from the applicant.

The documents required for each membership category are listed below.

Applicants for Resident membership must provide the following documents:

- A certificate or dated letter, written and signed on headed paper by the program director, confirming current enrolment (including start and end dates) in a residency program.
- A dated and signed letter of recommendation from an Active or Life member of ISAPS, on headed paper.
- Their CV.

Applicants for Associate membership must provide the following documents:

- A dated and signed letter of recommendation from an Active or Life member of ISAPS, on headed paper.
- A certificate of membership from your National Aesthetic Plastic Surgery Society.
- A diploma certificate confirming your completion of training in Aesthetic Plastic Surgery.
- Their CV.

Applicants for Active membership must provide the following documents:

- A dated and signed letter of recommendation from an Active or Life member of ISAPS, on headed paper.
- A certificate of membership from your National Aesthetic Plastic Surgery Society.
- A diploma certificate confirming your completion of training in Aesthetic Plastic Surgery.
- Their CV.

Key Points for the Correct Review of Membership Applications

Active and Associate Membership Applications

- Review the uploaded documents and check carefully.
- Please check the date of Plastic Surgery graduation to classify the applicant to the correct tier, especially for Associate applicants. Some applicants, despite having more than 3 years in practice, apply for Associate membership, perhaps to avoid the higher fee. In such cases, you should reject the application and recommend in the comments box provided at the end of the review page that the applicant upgrades to the Active ISAPS tier.
- Check the National Society Certificate of Membership is current and of the appropriate membership status equivalent to ISAPS Active Membership status.
- The uploaded recommendation letter should be in PDF, jpg or equivalent format but not

on a word document. It should be provided by an active ISAPS member, preferably from the country of the applicant, on a letterhead page, signed and stamped. The letter must be addressed to ISAPS. If you need to confirm that the sponsor is an ISAPS member, visit our site and go to the Find a Surgeon page here www.isaps.org/find-a-surgeon, where you can check if the letter comes from an ISAPS Active Member.

- Applications for review are already paid in advance applications and there is no need to investigate this.
- The CV is a supportive document where you can find more information for the applicant. It should be up-to-date.
- If the uploaded documents are complete and valid, click the approval option provided at the bottom of the review page for Active (Active tier status is automatically granted depending on the request of the applicant at the top of the review page) or Associate (if applicant is eligible for this tier). If you think the application should be declined, click the decline option. If the reviewer needs clarification on the uploaded documents or some of them need to be updated, click the decline option and type your reasons for declining in the comments box at the bottom. You can also leave your comments about applications you recommend for approval, if necessary, in the same box.

Resident Membership Tiers

- The most important document is the Residency Certificate, provided by the Plastic Surgery Department at which the Resident is training. This document must be supplied in PDF or jpg or equivalent format, on a letterhead page, stamped and signed by the Head of the Department. Please check the dates provided in the certificate by the Head of the Plastic Surgery Department. They should be precise, indicating at least the month and year of start and completion of training. Though the majority of Residencies and Fellowships last for three years, in several countries worldwide Residents stay in training for more years than other countries where the basic plastic surgery training is 4 or more years, after training in General Surgery, depending on the local authorities' directives.
- As for Active and Associate Membership applications, applicants for ISAPS Resident Membership are expected to supply a letter of recommendation from a current ISAPS Active Member.
- As for Active and Associate Membership applications, applicants for ISAPS Resident Membership are expected to supply an up-to-date CV.
- If the uploaded documents are complete and valid, click the Approved option for Resident Membership that is provided at the bottom of the review form. If you believe the application should be declined check the Decline option. If you require clarification on the uploaded documents or some of them need to be updated check the Decline option and type your reasons for declining in the comments box at the bottom. You can also leave your comments about applications you recommend for approval, if necessary, in the same box.



Fast-track Admission Programme

To facilitate membership for those in your society who would like to join, ISAPS offers this special proposal to any plastic surgery society that would like to enrol multiple members at one time.

Having your Society's members join at one time through the Fast Track will mean the members put forward need not pay application fees. FastTrack applicants still their need to complete some aspects of the ISAPS on-line application process themselves, so they can get their passwords for the ISAPS website and make the payments for their annual membership fees directly to ISAPS.

Fast Track applicants receive the same membership benefits as other members, including access to the ISAPS Journal and website, the right to add our logo to their practice website or marketing materials, pay member rates for ISAPS events, and get access to the ISAPS community.

National Secretaries must check the prospective applicants' eligibility for ISAPS membership and, having done so, submit to the ISAPS Membership Manager the details of the applicants on a completed Fast Track spreadsheet. ISAPS National Secretaries must put forward a minimum of 10 eligible applicants on this spreadsheet in order for them to be accepted via the Fast-Track scheme.

This offer is not open to Life members of your society.

If you are interested in the Fast-Track admission program, or have questions, please contact the Membership Manager at membershipservices@ISAPS.org. We will send you the requirements for the spreadsheet and further instructions.



COMMUNICATION WITH MEMBERS IN YOUR COUNTRY

An important duty for National Secretaries is assisting the Executive Office and members of the Board of Directors in communicating on their behalf with ISAPS members and other aesthetic plastic surgeons in your country

Help the Executive Office Maintain and Up-To-Date Membership List

Please report any members' retirements, resignations, deaths and other changes in member status to the Membership Manager.

How you communicate with ISAPS members in your country is your choice. It is recommended that you contact them periodically with news, requests for new members, or to distribute information provided to you by the Chair of National Secretaries or by the Executive Office.

Some countries include an ISAPS Seminar during their national meeting, particularly those countries with a separate aesthetic society. Announcements of these meetings can be discussed in an ISAPS communication from the National Secretary posted on the society's website or included in the Society's newsletter.

Promoting the submission of papers to the ISAPS Journal is another reason to communicate with your members. Papers presented at your national society meeting offer excellent opportunities for the authors to be published in an indexed, international, academic journal.

Reminders to pay their ISAPS Membership Fees should be sent by all National Secretaries in December of each year, once payment invoices are sent by the Executive Office. The dues deadline for Membership Fees is 31 December each year. An additional \$100 fee is charged to members who renew on or after 1 March.



COMMUNICATION AMONG NATIONAL SECRETARIES

ISAPS National Secretaries WhatsApp Group

The National Secretaries have a WhatsApp group that is very active. To gain access to the group, National Secretaries should provide their cell phone number to the administrator of the group, Bertha Torres Gomez - berthatorresg@gmail.com

List of National Secretaries

There is a list of National Secretaries on the ISAPS website.

Please click here to see our National Secretaries List

www.isaps.org/medical-professionals/isaps-organization/national-secretaries

USE OF THE ISAPS LOGO

The use of the ISAPS Logo is strictly limited to current Active, Life and Associate Members. Resident Members are not permitted to use the ISAPS Logo until they become full Associate Members. The ISAPS logo may be used on members' personal letterhead, on their website and in any printed promotional materials for as long as the member remains a current member (i.e., dues paid).

The ISAPS Logo is provided in various sizes in the **Members Area** of the website under Resources: www.isaps.org/members/isaps-logo-usage-brand-book

If your graphic designer or website programmer needs the logo in another format, contact the ISAPS Marketing Office for assistance: media@isaps.com

BIENNIAL NATIONAL SECRETARIES MEETING

The National Secretaries' Meeting is usually held immediately preceding each ISAPS Congress. Because the National Secretaries Meeting at the Biennial Congress is so significant for the effective functioning of all National Secretaries, it is most important that you attend.



The Biennial National Secretaries Meeting has several functions. It is specifically designed to be a forum for National Secretaries to voice concerns, learn about new ISAPS programs and member benefits, vote on various issues, and learn from each other. This is particularly important for new National Secretaries so that they can rapidly learn to become effective in their home country. It is also an opportunity to meet with National Secretaries from other countries and to share experiences.

NATIONAL SECRETARY ELECTION PROCESS AND TERM OF OFFICE

Elections

Each member country with at least three members may elect a National Secretary to represent their interests in ISAPS. Candidates for National Secretary must have been a current Active member for at least two years. After a National Secretary is elected, the Executive Director formally acknowledges the member as the country's National Secretary.

Elections are managed by the Executive Director, with oversight by the Chair of National Secretaries and the ISAPS Secretary. Only Active and Life members may vote. Only one vote per member is permitted. If a duplicate vote is submitted by any member, both votes are invalidated. If non-members are provided the link to vote, their votes are invalidated. Significant abnormalities in voting are brought to the attention of the Board of Directors.

In countries with more than 10 members, the Executive Office manages an electronic ballot election. A minimum of 51% of voting (Active and Life) members must vote for a valid election.

In countries with 10 or fewer members, the current National Secretary may manage the election process, or request that the Executive Office provide an electronic ballot to all members.

Re-Election

The members in each country elect a National Secretary every four years. Any National Secretary may serve two (2) four-year terms if agreed upon by the country's membership and the member in question. The maximum term of office for all National Secretaries, according to ISAPS By-Laws, is eight (8) years.

Replacement of a National Secretary

The ISAPS Board of Directors has the authority to appoint a new National Secretary in any country, at any time, if the current National Secretary is not meeting his or her responsibilities. The members of any ISAPS member country may also petition the Board through the Chair of National Secretaries to request a special election for a new National Secretary.

Assistant National Secretaries are elected in countries with more than 50 members at the discretion of the current National Secretary and the membership in that country. The same election process, term of office, and re-election option apply.

Election of Chair and Assistant Chair of National Secretaries

Normally these two positions are elected during the Biennial National Secretaries Meeting held the day before the Biennial Congress. Only those National Secretaries in attendance may vote.

Under special circumstances, the National Secretaries as an autonomous group may authorize electronic voting for the election of the NS Chair and Assistant Chair. Electronic voting requires that fifty percent (50%) of all National Secretaries cast a ballot to constitute a valid action, and a simple majority shall determine the action. The voting period will be a minimum of three (3) days to a maximum of ten (10) days unless 50% of the required ballot to constitute a valid action is achieved sooner.

The National Secretaries Meeting is the main forum during which National Secretaries discuss and make recommendations to the Board of Directors of ISAPS. This includes future directions for ISAPS, areas of difficulty that members or National Secretaries are experiencing, and ways to improve the day-to-day functioning of ISAPS. This important feedback is encouraged and recognized as being fundamental for the future success of the Society.

VISITING PROFESSOR PROGRAMME

Background and Purpose

Contributions to the ISAPS Education Endowment Fund and profits resulting from our courses and the biennial Congresses have allowed us to re-establish the ISAPS Visiting Professor Program (VPP) which brings the best educators in aesthetic surgery to regions around the world that may otherwise never be exposed to modern surgical and non-surgical aesthetic surgery training.

- The primary intention of this program is to provide intensive, hands-on training for residents.
- A secondary advantage is for the Visiting Professors to present lectures to larger audiences while they are visiting. The VPP is not intended to provide funding for conference speakers.

The VPP Chair works through the National Secretary with national societies of plastic surgery, universities and other plastic surgery teaching facilities to foster this program. ISAPS will send the top names in aesthetic surgery, and the host country's national society and major teaching university will take advantage of this volunteer education program.



No Professor will be asked to provide more than one VPP per calendar year. Exceptions may be entertained by the Program Chair.

No program can request more than one VPP per calendar year. Exceptions may be entertained by the Program Chair.

The national society and the ISAPS National Secretary will be responsible for hosting the visit. Thus, the “connection” between ISAPS and the host country must be the National Secretary.

To request a VPP, the NS must contact the Executive Office for scheduling no later than three months before the requested visit dates. A full program outline that includes time with residents and fellows, including live surgery, and related lectures must be submitted with the application.

National Secretaries will work with the host country’s national society or training institution and will be responsible for managing local arrangements, media exposure, hotel accommodations, meals and local transportation, teaching facilities, temporary license for the Visiting Professor from the local authorities if required by local laws, and daily scheduling of the ISAPS Professor’s visit. Financing of the expenses are the responsibility of the local organizers.

The visit will be featured in a subsequent ISAPS News article written by the Visiting Professor, with optional input by the host National Secretary, so that the ISAPS Visiting Professor Program becomes a major feature of ISAPS education activities.

ISAPS is not obliged to promote the VPP through any of its publications or website.

Each Visiting Professor will receive \$5,000 to cover travel expenses from the Education Foundation for each trip. Payments are made directly to the Visiting Professor on receipt of his or her travel expense form.

The National Secretary will be responsible for promoting and overseeing the Visiting Professor trip in the host country

ISAPS VISITING PROFESSORS

Rhinoplasty

Nazim Cerkes (Turkey)

Enrico Robotti (Italy)

Face

Gianluca Campiglio (Italy)

Philip Chen (Taiwan)

Vakis Kontoes (Greece)

Apostolos Mandrekas (Greece)

Bryan Mendelson (Australia)

Foad Nahai (USA)

Mario Pelle-Ceravolo (Italy)

Lee Pu (USA)

Dirk Richter (Germany)

Lorne Rosenfield (USA)

Renato Saltz (USA)

Breast & Body Contouring

Al Aly (UAE)

Thomas Biggs (USA)

Stefano Bruschi (Italy)

Joao Erfon Ramos (Brazil)

Ruth Graf (Brazil)

Moustapha Hamdi (Belgium)

Joseph Hunstad (USA)

Constantino Mendieta (USA)

Joao Sampaio Goes (Brazil)

Arturo Ramirez-Montanana (Mexico)

Cemal Senyuva (Turkey)

Ozan Sozer (USA)

Susumu Takayanagi (Japan)

Lina Triana (Colombia)

Non-Invasive Procedures

Barry DiBernardo (USA)

J. Peter Rubin (USA)

Woffles Wu (Singapore)



HISTORY OF THE ISAPS NATIONAL SECRETARY ORGANIZATION

By Tom Davis, MD - United States - ISAPS Secretary General, 1992 - 1997

The National Secretary position in ISAPS has always been an integral part of the infrastructure since our founding in 1970.

The early By-Laws stated, “The active and life members in each country represented in this society (ISAPS) shall select a National Secretary. The National Secretary shall process applicants from their country for membership; shall serve as liaison between their constituents and the officers of the society; and shall assist the Secretary General and Treasurer in the performance of their duties in such a manner as the Secretary General or the Executive Committee (the EXCO) may direct. *[The term Executive Committee, or EXCO, to denote the leadership group of ISAPS was changed to Board of Directors, or Board.]* The National Secretaries will also receive and relay to the Secretary General any complaints from the members in their countries regarding violations of the code of ethics or the By-Laws of the society. The National Secretaries shall be invited to attend the Biennial meeting of the Executive Committee without the privilege of voting.”

It may be of interest to note that the early By-Laws stated that all stationery of the Society should include the name and emblem of both the Society and Confederation and the name and country of each officer and National Secretary of the Society.

Prior to the 11th Biennial Congress in Guadalajara Mexico, February 29-March 4, 1992, there was no formal meeting of the National Secretaries as a group during biennial Congresses. An informal, lunch meeting of the National Secretaries took place in Guadalajara. This marks the first time the National Secretaries met as a group during a biennial Congress.

Hans Bruck, the National Secretary for Austria at the time, with the encouragement of the EXCO, planned a meeting of the National Secretaries at the time of the 12th Biennial Congress in Paris, France, September 1993. The purpose of this meeting was to initiate formal recognition and organization of the National Secretaries as a group and to elect a Chairman. **Hans Bruck** was elected as the first Chairman of the National Secretaries group. Members of the EXCO attended this meeting to give support and recognition to the National Secretaries. The newly elected Chairman was invited to attend future EXCO meetings in a non-voting capacity.

At the EXCO meeting held on September 24, 1994 in San Diego, California, **Blair Rogers** (US) reported on the plans for the 13th Biennial Congress in New York City, September 1995. A policy was suggested and approved to hold the EXCO meeting the day prior to the Congress beginning at 10 am, Thursday, September 28, 1995. A National Secretaries meeting was

scheduled for 2 hours from 8 - 10 am just prior to the EXCO meeting. This arrangement would allow the elected representative of the National Secretaries to attend the EXCO meeting to present information discussed at the National Secretaries' meeting. A policy was approved for the elected representative of the National Secretaries organization to become an ex officio, non-voting member of the EXCO. [*C Foss Addendum: ISAPS had 897 members at the time of this meeting.*]

At the EXCO meeting on March 18, 1995 in San Francisco California, the Chairman of the By-Laws committee was advised by the Secretary General to consider a By-Law identifying the National Secretary Chair as a non-voting member of the EXCO.

At the 13th Biennial Congress in New York City, September 1995, the National Secretaries meeting was held on September 28 from 8-10 am, prior to the EXCO meeting. **Hans Bruck** was re-elected to continue his role as Chair of the National Secretaries organization. He recommended that the Nominating Committee correspond with National Secretaries regarding persons in their country considered for offices in ISAPS. At the annual business meeting on October 1, 1995, the By-Law including the Chair of the National Secretaries as a non-voting member of the Executive Committee of ISAPS was approved.

During the 14th Biennial Congress, May 31-June 3, 1997 in Sao Paulo, Brazil, a National Secretaries meeting was held on Saturday, May 31, 1997. This meeting was again held just prior to the EXCO meeting allowing EXCO members to support and attend the National Secretaries organization. **Hans Bruck** presided as the Chair. There was considerable discussion regarding a proposed By-Law creating an Associate Membership category. The National Secretaries were not in favor of this change. They also requested leeway regarding the official language of the mini-symposia and instructional courses. The official language of ISAPS is English. It is used at the time of the biennial Congress and instructional courses. It was requested that possible exceptions be made at the time of symposia in certain areas to promote local plastic surgeons participating in these programs. **Thomas Biggs** (US) was elected to the position of Chair.

At the EXCO meeting held on December 4, 1999 in Vienna, Austria, **Thomas Biggs**, newly elected Chair of the National Secretaries organization, expressed his opinion that "the greatest total number of National Secretaries is in the best interest of the Society overall. Such recognition would encourage members to work harder on behalf of the Society, especially in member recruitment. One measure of the influence of a Society is the breadth of its national representation." A policy was passed that the minimum membership in a given country to qualify for a National Secretary was one.

The National Secretaries organization met at the time of the 15th Biennial Congress in Tokyo, Japan, on April 5, 2000. The new ISAPS Executive Secretary, Catherine Foss, prepared and distributed the first National Secretary's Handbook outlining the specific responsibilities of

this group who were contributing so much to the proper functioning of the society. **Bryan Mendelson** (Australia) was elected the new Chair of National Secretaries.

During the EXCO meeting on November 25, 2000 in London, England, newly elected Chair **Bryan Mendelson** reported that communicating with the National Secretaries was easier with the assistance of the Executive Secretary, **Catherine Foss**, and the new handbook provided an excellent framework that could easily be updated. The network of National Secretaries now included 55 members. He reviewed guidelines written in 1991 by Dr. Ray Elliott defining the National Secretary election process. He suggested a policy to set the National Secretary term of office for a minimum of four years with the possibility of one re-election allowing a total of eight years of service.

At the EXCO meeting on May 3, 2001 in New York, Chair **Bryan Mendelson** reported on his survey of the National Secretaries indicating that there were 18 national societies of aesthetic surgery with the total number of 3,500 members. He emphasized the confusion among National Secretaries regarding the election of the National Secretary. To increase membership, he encouraged the society to publish a newsletter as an efficient vehicle for communicating with the members and the National Secretaries and as a possible recruiting tool.

At the EXCO meeting on August 6, 2001 in Rio de Janeiro, Brazil, Chair **Bryan Mendelson** recommended a By-Laws change to ensure the election of National Secretaries every four years. This suggestion was forwarded to the By-Laws Chairman for consideration at the next biennial Congress.

The fifth formal meeting of the organization of National Secretaries was held on May 26, 2002 at the time of the 16th Biennial Congress in Istanbul, Turkey. Chair **Bryan Mendelson** reported that 40 National Secretaries out of 60 were in attendance. Many EXCO members attended and made presentations which were appreciated and well received by the National Secretaries in attendance. A new updated version of the National Secretary's Handbook was distributed. Three points were brought up at the National Secretaries meeting:

1. Some felt the National Secretary must be restrictive to control the quality of applicants. It was their impression that if the Society were too anxious to grow in numbers, then perhaps the quality of the applicants would be sacrificed. Members of the EXCO assured the Chair that the aim of the EXCO was to increase membership without lowering standards.
2. National Secretaries expressed an interest in more mini-courses in conjunction with their own society meetings.
3. The final question had to do with the public awareness/marketing campaign and many national secretaries were unaware of the data that had been collected and the effectiveness of that committee.

At the EXCO meeting on September 9, 2002 in London, England, Chair **Bryan Mendelson** recapped the recent National Secretaries meeting held in Istanbul at the time 16th Congress. The National Secretaries as a group wanted to see more ISAPS visibility at National Congresses and courses. They wanted ISAPS to have an image, a mission statement, and to continue marketing and public education efforts. The EXCO suggested that the National Secretaries report annually to the National Secretaries' Chair on ISAPS activities within their country.

At the EXCO meeting on September 7, 2003 in Lugano, Switzerland, **Richard Sadove**, National Secretary for Israel, suggested consideration of a Continental or Regional Secretary position. This idea was in the initial stages of conception, but in principle, such Regional Secretaries could be responsible for countries with no current ISAPS representation. It was suggested that National Secretaries could meet more frequently than only during the biennial Congress, even if only a few National Secretaries were present to provide continuity between ISAPS Congresses. Bryan Mendelson emphasized the need for communication and feedback with the National Secretaries as they must be the main line of communication with our members. The prestige of the National Secretaries should be improved with plans being taken to replace ineffective National Secretaries and to recognize the successful ones.

At the EXCO meeting on February 14, 2004 in London, England, Chair **Bryan Mendelson** reported that the first issue of the new National Secretaries Newsletter was published and was sent to the EXCO members and National Secretaries. The newsletter was published to enhance the effectiveness of the National Secretary by fostering communication among and between them. **Bryan Mendelson** considered the formation of a "former National Secretary" group, feeling that this person has the most history in understanding ISAPS in each of our member countries. He asked that all former National Secretaries be recognized in the Blue Book (former membership directory) with a prefix and indication of years of service. He advocated maintenance of their special interest in ISAPS administration by providing an avenue for communication and in circulating the National Secretaries Newsletter.

Bryan Mendelson recommended that:

1. Former National Secretaries be recognized as National Secretaries emeritus or some similar term to be decided by the entire group at the National Secretaries' meeting in Houston.
2. Members so designated must have attended at least one National Secretaries meeting at a Congress during their term in office.
3. Members so designated must have brought at least one new member into ISAPS during their term in office.
4. Designation would appear in the Blue Book and on the web site but would not include years of service.
5. The process would begin with the Houston Congress rather than retroactively.

The sixth meeting of the National Secretaries organization during the 17th Biennial Congress in Houston, Texas in August of 2004 was chaired by **Bryan Mendelson**. Forty-six National Secretaries were present. Most EXCO members attended the entire meeting and several

made presentations to the National Secretaries. A significant controversy was resolved with the National Secretaries agreeing that any country with fewer than three members no longer qualified to have a National Secretary. Once a country had three or more members, one of those individuals could be elected as the National Secretary. The concept of Regional Secretaries was once again discussed and opinion was divided. Some felt it would further add to bureaucracy and others felt it would help streamline the operations and facilitate regional meetings. More importantly, carefully selected Regional Secretaries would be available to act on behalf of those member countries with fewer than three members and would be able to promote ISAPS in countries with no members. The proposal of electing an Assistant Chair of the National Secretaries was approved by the group. **Miodrag Colic** from Serbia-Montenegro was elected as the new chair of the National Secretaries and **Ruth Graf** from Brazil was elected as the first Assistant Chair.

At the business meeting during the 17th Congress, two By-Laws were proposed and passed providing the chair of the National Secretaries organization with membership on the EXCO as a voting member and limiting countries from having a National Secretary until the country has at least three members.

At the EXCO meeting on December 4, 2004 in London, England, **Miodrag Colic**, Chair of the National Secretaries made a presentation redefining the role of the proposed Regional Secretary. He demonstrated the need of those appointed as Regional Secretaries to oversee regions and countries where a National Secretary or current members do not exist. He presented several names of members who would serve in this capacity and report directly to him. Following discussion by the EXCO, a motion was passed that we refer to these colleagues as Consultants and not Regional Secretaries. The concept of this Regional Secretary or Consultant to the National Secretary Chair would be reviewed at the next National Secretaries meeting. No formal recognition in the Blue Book or otherwise was to be made until the role of this consulting group was established and more clearly defined.

An important National Secretaries Meeting took place during the 18th Congress in Rio de Janeiro in 2006. Chair **Miodrag Colic** introduced the new National Secretaries. Three National Secretaries reported on personal experiences and difficulties during their terms. President **Joao Sampaio Goes**, President-Elect **Bryan Mendelson**, Secretary General **Renato Saltz** and APS journal Editor **Tom Biggs** also made presentations. The award for the best NS was given to **Ruth Graf** for bringing a record number of new members into ISAPS. **Miodrag Colic** from Serbia was re-elected as NS Chair for a two-year term and **Theo Voukidis** (Greece) was elected as Assistant Chair.

The concept of Regional Secretaries in larger countries was introduced, but never formally adopted. At the request of **Yi Lin Cao** (China), the unofficial appointment or election of an Assistant National Secretary in the larger membership countries was suggested, at the discretion of each country. **Ithamar Stocchero** (Brazil) also requested such assistance. At the

December 2007 meeting of the Board of Directors, President **Bryan Mendelson** introduced a By-Laws change to shorten the term of National Secretaries from 8 to 4 years. This discussion was tabled so the National Secretaries could make this determination during their meeting in Melbourne in February 2008.

At the National Secretaries meeting in Melbourne in February 2008, discussion of a shortened term for National Secretaries, as introduced by **Bryan Mendelson** at the December 2007 Board meeting, resulted in a unanimous vote to retain the current 8-year maximum of two 4-year terms, subject to re-election at four years of service. Thus, there was no change in the By-Laws. **Theo Voukidis** was elected Chair and **Malcolm Paul** (US) was elected Assistant Chair.

During the National Secretaries meeting in San Francisco in August 2010, it was confirmed that only a current National Secretary could hold the position of Chair. **Lina Triana** (Colombia) was elected Chair and **Alberto Arguello Choiseul** (Costa Rica) was elected as Assistant Chair. Members of the Board of Directors continue to promote the concept of shortening the term of the National Secretaries to a maximum of four years. The discussion will resume in Geneva during the 21st Biennial Congress. At the request of the National Secretaries who attended the 2010 meeting, the 2012 National Secretaries meeting will be scheduled for a full day. A new Chair and Assistant Chair will be elected as neither **Lina Triana** nor **Alberto Arguello Choiseul** are continuing in their positions. As Chair, **Lina Triana** has hosted several smaller meetings of National Secretaries attending other major meetings, the most recent such meeting being held in Vancouver during the 2012 ASAPS meeting. While attendance at such events is limited, fruitful discussions are always enjoyed. [*C Foss Addendum: ISAPS had 1936 members at the time of the 2010 Congress.*]

The 21st Biennial Congress of ISAPS was held in Geneva, Switzerland in September 2012. **Gianluca Campiglio** (Italy) was elected Chair of National Secretaries and **Sami Saad** (Lebanon) was elected Assistant Chair. The day-long meeting included presentations by members of the board, focus group discussions, and a skill training session to explain the on-line application and approval process in depth. **Gianluca Campiglio** organized interim meetings of the National Secretaries in New York in 2013 and San Francisco in 2014. Both meetings were attended by approximately one third of National Secretaries and proved to be fruitful exchanges for those who participated. [*C Foss Addendum: ISAPS had 2268 members at the time of the 2012 Congress.*]

Rio de Janeiro, Brazil hosted the 22nd Congress of ISAPS in 2014. It was the fifth ISAPS Congress held in Brazil, with preceding events held in Rio de Janeiro in 1972, 1979, and 2006, and in Sao Paulo in 1997. **Peter Scott** (South Africa) was elected Chair of National Secretaries and **David Park** (South Korea) was elected Assistant Chair from among a large group of candidates. The National Secretaries meeting included presentations by members of the board, lively discussions about the various responsibilities of our National Secretaries, and a second skill training session to explain the on-line application and approval process in-depth for the benefit



of newer National Secretaries. Following in the steps of his predecessor, **Gianluca Campiglio**, **Peter Scott** also organized successful informal interim meetings in 2015 and 2016 in Montreal, Canada and Las Vegas, Nevada, USA. **[C Foss Addendum: ISAPS had 2773 members at the time of the 2014 Congress.]**

The 23rd Congress of ISAPS was held in Kyoto, Japan and despite the distance, was attended by about 1800 people from 89 countries. **Peter Scott** (South Africa) was re-elected Chair of National Secretaries and **Ivar van Heijningen** (Belgium) was elected Assistant Chair. As has become customary, the National Secretaries meeting included presentations by members of the board, and a day-long agenda of issues of interest to the record breaking 85 National Secretaries in attendance. **Peter Scott** organized several informal interim meetings in 2017 and 2018 in Park City, Utah; San Diego, California and New York City.

The 24th Congress of ISAPS was held at the newly renovated Miami Beach Convention Center in Miami Beach, Florida with a record 2900 people from 98 countries. **Michel Rouif** (France) was elected Chair of National Secretaries and **Bertha Torres Gomes** (Mexico) was elected Assistant Chair. Again, the National Secretaries meeting included presentations by members of the board, and a day-long agenda of issues of interest to the 75 National Secretaries in attendance. 45 new National Secretaries were welcomed and 33 re-elected National Secretaries were congratulated. This congress was the best attended and most profitable in the history of ISAPS, thanks in large part to the 379 invited faculty, 412 Free Paper presenters, and 151 exhibiting companies, not to mention the efforts of the National Secretaries to promoted attendance.

Growth of the ISAPS Membership

Year	ISAPS Members
1994	897
2010	1936
2012	2268
2014	2773
2016	3310
2018	3720
2020	4722



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