



To: Members of the Vienna International School Association (VISA)
Director and Leadership Team of the Vienna International School (VIS)
Staff Representatives, VIS
Appointed & Elected Representatives of the VISA

From: Board of Governors

Vienna, November 26, 2020

Subject: Extraordinary Meeting of the General Assembly of the Vienna International School Association (VISA) on Thursday, December 10, 2020, 18.00 to 19.00 - VIRTUAL

Dear Parents and Guardians,

Pursuant to the Board of Governors' message on Friday, 13 November 2020, regarding the appointment of the President of the VIS Association, and in accordance with Article X.2 of the VISA Statutes, the Board of Governors wishes to call for an extraordinary meeting of the General Assembly to take place on

Thursday, 10 December 2020, at 18:00 - 19:00

The purpose of the meeting is for the General Assembly to appoint the President of the VIS Association based on the recommendation provided by the Board (Draft agenda attached). This is in accordance with Article VIII.1 which states: "The President, who shall be a well-respected public figure willing to further the Objective of the Association, shall be appointed by the General Assembly on the recommendation of the Board to serve for a period of four years. The incumbent may be re-appointed."

After the selection process conducted by the Board and as reported to the community, in accordance with Article VIII.1 of the statutes, the Board recommends Ms. Tatjana Lattorff for appointment by the General Assembly as the new President of the VIS Association to serve for a period of four years. The justification for the Board's recommendation is the following:



- Ms. Lattorff's commitment to and enthusiasm for the mission of the School as an inclusive international environment which empowers students and prepares them well for the future;
- Her emphasis of the fact that having seven children whom all went and still are going to VIS was a major expression of confidence and satisfaction by the children and the family in VIS and what it offered to each child, and reflected a deep belief of what VIS stood for;
- Her keenness, as a proud and active member of the VIS community, on maintaining and enhancing the position of VIS in this context and advancing its stated vision and mission;
- Her public posture, experience, and knowledge of governance aspects emanating from being an active member of different Boards and NGOs such as the Teach for All;
- Her readiness to assist the School in facilitating communication of the Board and the Administration with different Austrian authorities to advance the School's interest.

Please find attached the CV of Ms. Lattorff.

Attached also are the CVs of Dr Maria Kletecka-Pulker and Dr Christian Loewe the other two candidates referred to in the Board's message of 13 November 2020.

The Board wishes to underline that while acting in full accordance with the provisions of the Statutes in making a recommendation to the General Assembly, the Board decided to provide full transparency about all the eligible candidates considered by the Board, and by providing alternative candidates. This creates a precedent in the governance approach applied for the process of the appointment of the President of the Association. In this context, the Board will organize video presentation sessions for Ms. Lattorff, Dr. Kletecka, and Dr. Loewe ahead of the extraordinary General Assembly meeting to serve as introductions to the community.

The Board also wishes to make the following additional remarks:

- Format of the meeting: In light of the current restrictions by the Host Government due to the COVID-19 developments, and in conformity with the legal provisions stipulated by the Austrian authorities regarding the admissibility of conducting virtual meetings due to the COVID-19 restrictions, the proceedings of the extraordinary General Assembly meeting will take place in virtual format using the Cisco Webex platform. The School Administration will send out the Webex invitations and related technical details.
- Election of a presiding officer at the beginning of the meeting:



- In accordance with Article X.12 of the Statutes, and since there is currently no President for the Association, "the General Assembly shall elect from among the Full Members present who are not Board Members a presiding officer to conduct the business of the meeting. The extraordinary meeting of the General Assembly shall be opened and chaired, until the election of a presiding officer, by the Chairperson of the Board or, in his or her absence, by another Board Member elected by the Board."
- Given the virtual format of the meeting, and in order to avoid any technical difficulties to elect a presiding officer virtually at the beginning of the meeting, the Board would like to invite nominations for the position of a presiding officer to chair the extraordinary meeting of the General Assembly until the appointment of the President takes place.
- The nominations should be sent on both the Board of Governors email address (Board of Governors boardofgovernors@vis.ac.at) and the Director's email address (Lisa Biasillo lbiasillo@vis.ac.at). The deadline for receiving the nominations is Monday 30 November.
- In the case there would be more than one nomination received, a poll will be sent out to all Members of the community ahead of the extraordinary meeting of the General Assembly in order to select the presiding officer. If there was only one nomination received by the indicated deadline of 30 November, the Board will promptly inform the community accordingly.

- **The next regular General Assembly meeting:**

- The Board wishes to remind members, that, as previously stated by the Board, following the appointment of the President during the scheduled extraordinary meeting of the General Assembly of 10 December, it is envisaged that the normal session of the General Assembly will take place shortly afterwards and as soon as the President and the Electoral Committee are ready to proceed with conducting the postponed Board elections for one Board seat.
- The agenda for the regular General Assembly meeting is envisaged to include the following items:
 - Board elections (for the postponed elections for 1 seat on the Board)
 - Report by the Board of Governors on its 2020 activities
 - Report by the Board of Governors on concerns and issues raised by members of the community during 2020



- Report by the Director and the school's Annual Report
 - The Internal Management Audit Report
 - Report by the Treasurer and Presentation of the school's budget and finances
 - Report by the External Auditor
 - Appointment of the External Auditor
 - Board elections (for the election for 1 seat on the Board as of 1 June 2021)
- For the last item on the agenda, and given that a statutory period of 8 weeks is required to receive nominations, this election is envisaged to take place in a resumed session of the regular General Assembly meeting which will be held at a later date to satisfy the 8 weeks' time requirement.
- If any member of the community would like to suggest an additional issue which is not covered by the above tentative list of items, please send your suggestion well in advance to the Board and the Director on the email addresses indicated above.
 - The Board will be issuing a separate invitation notification for the regular General Assembly meeting in due course.

The Board encourages all parents and guardians to participate in these upcoming General Assembly meetings to ensure broad engagement of our community.



Meeting of the Extraordinary General Assembly of the

Vienna International School (VIS) Association

Thursday, December 10, 2020,

18.00 - 19.00

VIRTUAL

Draft Agenda

1. Opening of the Meeting by the Chair of the Board of Governors	Tarek M. Sarwat
2. Election of Presiding Officer	GA
3. Adoption of the Agenda	GA
4. Appointment of the President of VIS Association	GA

CURRICULUM VITAE

Tatjana von LATTORFF



Date of birth: 10.04.1973
Place of birth: St. Gallen
Citizenship: Liechtenstein
Family status: married, 7 children

Education:

1979 – 1984 Elementary School, Vaduz/Liechtenstein
1984 - 1992 Grammar School, Vaduz / Swiss Matura
1993 - 1997 European Business School in Madrid and Paris,
Master in Business Administration

Professional activity:

1992 Internship **LGT**, London and Dublin

1996 Internship **EDF MAN, London**
Trading Desk

1997 - 1998 **Malteser Hilfsdienst, Frankfurt**

Boards:

2015 - Ongoing President of the Board, FFJ Foundation
NGO, Liechtenstein

2017 - Ongoing Chair of the Advisory Board Teach for All in Europe.

2017 - Ongoing Board Member of the Fürstin Gina Foundation,
Liechtenstein

2019 - Ongoing Advisory Board Sindbad,
Vienna

Languages: German: mother language
English: fluent
Italian: basic
Spanisch: fluent
French: fluent

Personal Interests: Family, Sport (hiking, cycling, skiing), reading

CURRICULUM VITAE

PERSONAL INFORMATION

Family name, First name: Kletečka-Pulker, Maria

Date of birth: 28.11.1969

Nationality: Austria

E-mail: maria.kletecka-pulker@univie.ac.at

URL for web site: <https://iorm.univie.ac.at/>

EDUCATION

2004 PhD in Law, Faculty of Law, University of Vienna, Austria

1996 Graduation in Law, Faculty of Law, University of Vienna, Austria

CURRENT POSITION(S)

2013 – Deputy Head of the Institute for Ethics and Law in Medicine, University of Vienna, Austria

2008 – Director and board member of the Austrian Patient Safety Platform, Austria

PREVIOUS POSITIONS

1997 Court traineeship with the Vienna Higher Regional Court

1998 – 2000 Research assistant to the chairman of the study commission at the Institute for Law and Religion at the University of Vienna

1998 – 1999 Contract staff member of the Austrian Federal Ministry for Labour, Social Affairs and Consumer Protection

2001 – 2004 Assistant at the Institute for Constitutional and Administrative Law at the University of Vienna

2007 – 2010 Deputy Chair of the Austrian Health Council Commission for Quality Assurance for Addiction Diseases

2014 – 2018 Member of the Executive Board OPG (Austrian Palliative Society)

TEACHING ACTIVITIES

2006 – Numerous lectures at the University of Vienna (law, medical law, patient safety healthcare law) and at the Medical University of Vienna for medical and dentistry studies, (helped set up and coordinate Block 22 of the medical and dentistry study courses, as well as drawing up numerous SIP exam questions) as well as many other universities, and academies for health professions.

2010 – 2013 Established and acted as scientific head of university postgraduate courses on Patient Safety and Quality in Healthcare

ORGANISATION OF SCIENTIFIC MEETINGS

Various events within the framework of the Vienna Medical Encounters (a series of events initiated by the Institute for Ethics and Law in Medicine, the Patient Safety Platform and the Medical University of Vienna, dedicated to various topics from the health sector - including "Violence in the Health Sector", "Gender & Identity", "Child Protection", "Patient Safety and Migration", "Rare Diseases", "Communication in the Health Sector").

INSTITUTIONAL RESPONSIBILITIES

- 2013 – Deputy Head of the Institute for Ethics and Law in Medicine, University of Vienna, Austria
- 2010 – 2013 Scientific Director of the Postgraduate Course "Patient Safety and Quality in Health Care" at the University of Vienna
- 2007 – 2010 Vice-Chairwoman of the Commission of the Supreme Medical Council for Quality Assurance in Addiction Diseases

COMMISSIONS OF TRUST

- 2009 – Member of the Austrian Federal Chancellery Bioethics Commission, Austria
- 2013 – Member of the Patient Safety Advisory Board in the Ministry of Health, Austria
- 2018 – Member of the Scientific Advisory Board of Gesundheit Österreich GmbH, Austria
- 2016 – Advisory Board on Hospice Culture and Palliative Care in Old People's and Nursing Homes, Austria
- 2015 – Member of the parliamentary commission of enquiry Dying with dignity, Austria
- 2008 – Member of the child protection group in the St. Anna Children's Hospital (Vienna), Austria
- 2012 – Member of the Austria Life Sciences Seed Financing Ethics Board, Austria

MEMBERSHIPS OF SCIENTIFIC SOCIETIES

- 2018 – Member of the Scientific Advisory Board of Gesundheit Österreich GmbH, Austria
- 2016 – Member of the editorial board of "Journal for medical and health law" (Journal für Medizin- und Gesundheitsrecht (JMG)), Austria
- 2010 – 2013 Scientific head of university postgraduate courses on Patient Safety and Quality in Healthcare at the University of Vienna
- 2010 – Member of the Ethics Board of the Austrian Child & Youth Health League, Austria
- 2014 – 2018 Member of the Executive Board OPG (Austrian Palliative Society)

MAJOR COLLABORATIONS

Austrian Patient Safety Platform, Austria
Medical University of Vienna, Austria

(Participation in) OPEN INNOVATION IN SCIENCE ACTIVITIES

- Organization of various events within the framework of the Vienna Medical Encounters on various medical topics (see above)
- Project "Health promotion of non-German-speaking persons through the use of video interpreting"
- Project "SafetyLine - Safety centre for employees in the health and care sector": The SafetyLine is a contact point that is available to employees in the health sector. Employees can always contact the SafetyLine if they have noticed something in the course of their work or if they have been affected by something they would like to talk about. These can be mistakes, challenges, difficulties or conflicts that can affect them as well as their colleagues and/or patients.

SELECTED PUBLICATIONS

- Kletecka-Pulker, M./Parrag, S./Droždek, B./ Wenzel, T.: Language Barriers and the Role of Interpreters: A Challenge in the Work with Migrants and Refugees. In: Thomas Wenzel and Boris Droždek (Eds.). An Uncertain Safety. Integrative Health Care for the 21st Century Refugees. Kapitel 14. Springer Verlag, 2018
- Maria Kletečka-Pulker, Sprachbarriere im Gesundheitsbereich – Reduktion des Haftungsrisikos mittels Videodolmetschen, GesundheitsRecht (GesR) 2016, 206-213

- Maria Kletečka-Pulker, Sabine Parrag, Sprachbarrieren, in Gausmann/Henninger/ Koppenberg (Hrsg), Patientensicherheitsmanagement (2015) 453-460
- Maria Kletečka-Pulker, Katharina Leitner: Der Vorsorgedialog (VSD) - Beachtliche Patientenverfügung oder aktuelle Behandlungsablehnung? In: RdM 2017/154, S. 264-269
- Maria Kletečka-Pulker, Klara Doppler: Ärztliche Melde- und Informationspflichten im Zusammenhang mit Fahruntauglichkeit, In: Zeitschrift für Verkehrsrecht (ZVR), 2017/249, S. 486-490
- Maria Kletečka-Pulker, Sabine Parrag, Grenzenlose Verständigung – Qualitätssicherung durch Videodolmetschen. In: Österreichische Pflegezeitschrift. 01/2016, 69. Jahrgang. 26–27
- Maria Kletečka-Pulker, Forensische Arbeit mit Kinder und Jugendlichen – eine interdisziplinäre Tätigkeit in: Sabine Völkl-Kernstock/Christian Kienbacher, Forensische Arbeit mit Kindern und Jugendlichen (Springer-Verlag Wien) Wien 2016, 1-7
- Maria Kletečka-Pulker, Ethik und Recht der Reanimation: Wann muss man anfangen, wann soll man aufhören? Journal für Kardiologie - Austrian Journal of Cardiology 2014, 21 (Supplementum A), 5-8
- Maria Kletečka-Pulker, Medizinrechtliche Aspekte der medizinischen Behandlung krebskranker Kinder und Jugendlicher, in Topf, Das krebserkrankte Kind und sein Umfeld. Psychosoziale Aspekte der Versorgung und Unterstützung (2014) 204-218
- Maria Kletečka-Pulker, Sabine Parrag, (2016): Kinder als Laiendolmetscher im Gesundheits- und Sozialbereich. Wenn Kinder Dolmetschen: Haftungsrisiken und Probleme einer gängigen Praxis. In: iFamZ 11/2, 101-105
- Maria Kletečka-Pulker gem. mit A. Berger/U. Kiechl-Kohlendorfer/J. Berger/A. Dilch/B. Urlsberger/M. Wald/M. Weissensteiner/H. Salzer, Leitlinie Erstversorgung von Frühgeborenen an der Grenze der Lebensfähigkeit. Gemeinsame Leitlinie der Arbeitsgruppe Neonatologie und pädiatrische Intensivmedizin der Österreichischen Gesellschaft für Kinder- und Jugendheilkunde (ÖGKJ), der Arbeitsgruppe Ethik in der Kinder- und Jugendheilkunde der ÖGKJ sowie des Instituts für Ethik und Recht in der Medizin der Universität Wien (IERM), Monatsschrift Kinderheilkunde 02/2017, S. 139-147
- Maria Kletečka-Pulker gem. mit Dietmar Weixler/Sophie Schur/Rudolf Likar/Claudia Bozzaro/Thomas Daniczek/Angelika Feichtner/Christoph Gabl/Bernhard Hammerl-Ferrari/Maria Kletečka-Pulker/Ulrich Körtner/Hilde Kössler/Johannes Gombertus Meran/Aurelia Miksovsky/Bettina Puszwald/Thomas Wienerroither/Harbert Watzke, Leitlinie zur Palliativen Sedierungstherapie (Langversion). Ergebnisse eines Delphi-Prozesses der Österreichischen Palliativgesellschaft (OPG), Wiener Medizinische Wochenschrift 167, 2017, S. 31-48
- Maria Kletečka-Pulker, Klara Doppler: Der interessante Fall: Autounfall einer Parkinsonpatientin unter starkem Medikamenteneinfluss, In: Zeitschrift Journal für Medizin- und Gesundheitsrecht (JMG), 3/2017, S. 187-190
- M. Kletečka-Pulker gem T. Wenzel, S. Parrag, S. Kuhn-Natriashvili, Das UN Istanbulprotokoll zur Dokumentation und Diagnostik von Folter, Transkulturelle Aspekte und Anwendung bei Migranten und Geflüchteten, In: Ärztliche Psychotherapie 2018 2:121-125
- Kletečka-Pulker, M./ Parrag, S.: Videodolmetschen als Kommunikationshilfe bei Flüchtlingen, In: Journal für Pädiatrie & Pädologie, 2018/Volume 53, Supplement 1, 56–60
- Patientenrecht auf muttersprachliche Aufklärung? Videodolmetschen – neue Wege der Kommunikation mit MigrantInnen im Gesundheitsbereich in Kaelin /Kletečka-Pulker/Körtner (Eds), Wieviel Deutsch braucht man, um gesund zu sein?
- Kletečka-Pulker, Hensler, Genetic Screening – rechtliche Rahmenbedingungen in: Fischer/Hengstschläger (Eds), Genetic Screening, Verlag Peter Lang, Frankfurt am Main 2010, p. 125-149.

I. CURRICULUM VITAE

Name Christian LOEWE

Academic titles Dr. med. univ.,
Univ.-Prof.

Date of birth 29 March 1971

Place of birth Vienna, Austria



Citizenship Austrian

Marital status married to Dr. Maria Loewe-Grgurin (radiologist)

Children David Ezana (*2005) and Miriam Addis (*2007)

Professional position Since 1.11.2016: Head of the Division of Cardiovascular and Interventional Radiology

Chief physician in charge of cardiovascular imaging

Department of Biomedical Imaging and Image-Guided Therapy

Medical University of Vienna

Waehringer Guertel 18-20

A – 1090 Vienna

Languages German (mother tongue)

English (fluently spoken and written)

French (basic knowledge; sufficient for basic communication)

Personal Information

I love living in a multinational family. Diversity and equality are very important to me and represent the fundamentals of my acting in private and in professional means. Despite being engaged in my current position and in my activities in national and international societies, as detailed below, my family is of outmost importance. I would describe myself as a very active father, I try not to miss any soccer game of my kids (both of them are playing!). I like to travel and to learn about other countries and cultures, I like to read and to listen classical music, and I like to run.

School education

1977-1981	Primary school, 15th district of Vienna
1981-1989	Secondary School GRG VIII, Albertgasse 18-22, 1080 Vienna
13 June 1989	School-leaving certificate

Academic education

Oct 1989 - May 1996	Medical school at the Medical Faculty, University of Vienna Dr. Karl Lueger Ring 1, 1010 Vienna
29 May 1996	Graduated as doctor of medicine

Professional activities

1.10.2018 – 31.3.2019	Visiting Professor, University of – Mannheim; medical Faculty of University of Heidelberg
Since 2019	Member of the Executive Committee of the Comprehensive Center of Cardiovascular Medicine
since Dec 2016	Head of the Division of Cardiovascular and Interventional Radiology
4/2014–12/2016	Officiating head of the Division of Cardiovascular and Interventional Radiology, Department of Biomedical Imaging and Image-Guided Therapy, Medical University of Vienna
Since 2013	ÖGIR-certified specialization in interventional radiology, level II, Modules A + C
Since Oct 2011	Board-certified cardiac radiologist (EBCR)
Since Oct 2006	Deputy head of the Division of Cardiovascular and Interventional Radiology, Department of Biomedical Imaging and Image-Guided Therapy, Medical University of Vienna
Since April 2005	Chief physician in charge of cardiovascular imaging
1.4.2005	Degree of specialization in medical radiological diagnosis
8.2.2005	Specialist examination in medical radiological diagnosis
1. 10. 2004	Associate Professor of Radiology
6. 7. 2004	Habilitation for medical radiological diagnosis [thesis: Non-invasive imaging of peripheral arterial occlusive disease using contrast-enhanced MR angiography]

Since Jan 2004	Staff radiologist at the Division of Cardiovascular and Interventional radiology, Department of Biomedical Imaging and Image-Guided Therapy, Medical University of Vienna
10/1999 – 4/2005	Trained as a radiologist at the Department of Radiology (now: Department of Biomedical Imaging and Image Guided Therapy)
1996 - 1997	Assistant at the Institute of Histology, Professorship II, University of Vienna
1993 – 1996	Tutor/Teaching assistant (while attending medical school) at the Institute for Histology, Professorship II, University of Vienna

Further professional development

2017	Diploma of the Austrian Chamber of Medicine “clinical investigator”
2016	Leadership Curriculum Medical University Vienna
2011 – 2012	Trained as an internal conflict counselor at the Medical University of Vienna; appointed internal conflict counselor of the Medical University of Vienna in February 2012
Since 2007	Member of the ethics committee of the Medical University of Vienna and the General Hospital
2009 – 2010	Postgraduate University course entitled "Hospital Management for Medical Executives", Danube University Krems 24-26.09.2009, 26-28.11.2009, 7-9.01.2010, 18-20.3.2010, 6-8.5.2010

academic activities (societies, congresses, ...)

2020	president-elect of the Austrian Society of Radiology
Since 2020	Chairman of the Guidelines Committee of the European Society of Cardiovascular Radiology
2019 + 2021	Chairman of the Educational Committee of the European Congress of Radiology (ECR) 2019 + 2021

2018	Congress president of the “Österreichischer Röntgenkongress” of the Austrian Society of Radiology
2018, 2019	Initiator and Organizer of the Hands-on Interventional Event at ECR – “the Cube” during ECR 2018 and 2019 (and to be continued in 2020)
Since 2018	Member of the Steering Committee of the European School of Radiology (ESOR)
Since 2019	Chairman of the Policy Committee of the Accreditation Council in Imaging
2016 - 2019	Chairman of the Review Committee of the Accreditation Council in Imaging
2015	Congress president of the annual meeting of the European Society of Cardiac Radiology (ESCR) 2015 in Vienna
Since 2014	Chairman of the Board of the European Society of Cardiac Radiology (EBCR)
Since 2014	Chairman of the Educational committee of the European Society of Cardiac Radiology (ESCR)
October 2013	Initiator and organizer of the educational workshop of the European Society of Cardiac Radiology (ESCR)
2011, 2013, 2015, 2018, 2019, 2020	Member of the Program Planning Committee (PPC) of the European Congress of Radiology (ECR)
Since 2012	Member of the educational committee of the European School of Radiology (ESOR)
Since Sep 2012	Chairman of the Board of the Austrian Radiological Society (OERG)
Since Sep 2012	Chairman of the examination board of radiology at the Austrian Medical Association
Since 2011	Co-Founder of the Vienna School of Radiology (VISOR) and co-organizer of the annual “Wiener Radiologisches Symposium”
Since Oct 2007	Member of the ethics committee of the Medical University of Vienna

2007	Founder and scientific head of <i>Vienna Heart</i> ; held 18 cardiac CT fellowship courses since this time
2006 - 2012	Secretary of the Austrian Radiological Society; then took over the agenda and was in charge of training, advanced training and advanced education in the Austrian Radiological Society (ongoing since 2012)

academic activities (journals)

Since 2020	Deputy editor of Insights Into Imaging (I3)
Since 2018	Member of the editorial board of the International Journal of Cardiovascular Imaging
Since 2017	Advisor to the Editor of the Journal Radiology (IF 7.6; highest ranked journal in Radiology)
2012 - 2017	Associate Editor of the Journal Radiology (IF 7.6; highest ranked journal in Radiology)
2002 - 2012	Member of the editorial board of the Journal European Radiology
Since 2001	Reviewer for several peer-reviewed journals: Radiology Radiology: Cardiothoracic Imaging Journal of Vascular and Interventional Radiology Journal of Cardiovascular and Interventional Radiology RÖFO European Journal of Radiology European Radiology Angiology Investigative Radiology Circulation Thrombosis and Haemostasis Vasa European Heart Journal Cardiovascular Imaging

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Univ.-Prof. Dr. Christian Loewe