



Minutes

Date **2011-01-14**

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Present **Charlotte Kristensen, Jen Lewis-Smith, Hamdija Ramic, Cor Segeren, Madalena Silva, Benedicte Desmedt.**

Subject **COEHRE Council Meeting
12th-14th January 2011
Gent – Belgium**

Agenda

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 2. Minutes Council meeting Lisbon – June 2010
 3. Conference 2011 – Lisbon, Portugal
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 - Dean's dinner/activity/meeting
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1 Apologies

Filip Dejonckheere is absent due to illness.

2 Minutes Council meeting Lisbon – June 2010

Accepted as an accurate record but date changes required for final item which should state April rather than June 2011.

3 Conference 2011 – Lisbon, Portugal

Preliminary programme agreed and now displayed on conference website. Final programme will be agreed by 15 February.

- **Keynote speakers** - Most of the key speakers are now confirmed. There are still some who need to be confirmed who were being contacted by Filip. Potential new members to be welcomed at a meeting parallel to the Academy Meeting. This will be facilitated by Cor. Madelena and Filip will facilitate meeting with the academy. Jen facilitate meeting with international coordinators. It may be a good idea to talk to Raymond Lang and Alexander about their keynote presentations and their links to the conference themes. Raymond will also run a workshop. Alexander will also participate in the debate. Speakers on employability and EASPD will be organized by the Portuguese team.

Friday keynote – Ann de Craecker (teacher) and Jana van den Broeck (student) 30 minutes presentation and 15 minutes discussion. Buddy project.

Four of the conference facilitators are only offering one session each. These should be offered only two nights' accommodation.

Alexander Verstaen and Raymond Lang are contributing more to the conference and need 4 nights' accommodation.

Flights for all six need to be arranged as soon as possible in order to get the best price on flights.

Action: Benedicte flight bookings and Madalena communicate the number of nights accommodation to be funded to the speakers

- **Poster presentations** – Thursday 10am. Need a panel of judges for this. Suggest Jen, Charlotte and Fernanda Pestama.
- **Parallel sessions** – Paul and Tiago to work out a way of participants choosing two workshops to attend (one in each session). We will be able to clarify our thinking on this once the total number of abstracts are known.
- **Plenary Debate** – To be facilitated by Paul and another person of his choosing. Representative from Red Cross, Alexander, Angela (name to be confirmed) from Gent. Representative from food bank in Portugal.
- **Student led parallel workshops** – Students will have an aim for the work they do during the week and will have to facilitate this workshop.
- **Budget** – Cor has proposed and approved a revised budget which the conference team in Lisbon are now working with.
- **Accommodation** – Discussion took place around the range of accommodation identified by the conference organizers. It seems to be slightly more expensive than anticipated and also more distant from the conference venue than envisaged. This is due to the fact that the original hotel which we hoped to use is fully booked with another conference at that time. Bus

transport between the recommended hotels and the venue would be very expensive. Tiago will be contacted to ask him to provide information for those who check into the recommended hotels regarding public transport times and options for reaching the conference venue.

Action: Benedicte

- **Student programme** – Programme based on that agreed in our meeting in Lisbon. The programme will start on 11 April (Monday). Plans going well. Charlotte has suggested minor changes to Paul Beenen. The programme for students will now be launched on the conference website. Coordination between the staff and student programmes needs to be revisited to some extent and the wording around “disruptive” change might be better if changed to “radical” change. Discussion took place around the issue of whether if students are to be awarded 2 ECTS then does their work will need to be assessed and marked. Different means of doing this were discussed. Finally a feedback form on the facilitation of the workshop was suggested as a means of assessing student competence.

Action: Charlotte to communicate this information to Paul

- **Dean’s dinner/activity/meeting** – This is planned as a Thursday meeting parallel to afternoon workshop and evening dinner. The dinner will be on the Thursday evening but this year should be limited to a shorter time span than last year. Deans to be contacted by Cor to find out their expectations of COEHRE e.g. Deans corner on the COEHRE website. Tiago to be asked to find a restaurant.

Action: Cor and Benedicte

- **Welcome activity for new members** - breakfast on Thursday needs to be arranged in an area slightly separate from the main cafeteria area in the conference venue. Tiago to be asked to organize this

Action: Benedicte

- **Elections** – Aija and Tiago on the Elections committee. Aija taking a lead on this. Cor’s first term of office is coming to an end as is Madalena’s and Hamdija’s term of office on the Council.

Hamdija is not planning to stand for re-election. Madalena and Cor are happy to stand again and have support from their institutions to do so.

The possibility of reducing the size of the council minimum number from five to four was discussed. However the cost of achieving this change to the statutes of COEHRE would require a great amount of work and a notary attending conference etc. The cost of this will far outweigh the cost of financing the travel and accommodation of a council member so it was decided not to make this change at this time.

Action: Benedicte to inform the nomination committee and Cor and Madalena to obtain letters from their institutions to support their standing for re-election

- **Review committee/abstracts** - The deadline for abstracts is today. Tiago will send these tomorrow. Reviewers have been agreed.
Aino-Liisa Jussilo - Finland
Tina – Georgia
Harriet Wittink
Chris Little - UK
Hamdija, Charlotte and Madelena

Each abstract will be reviewed by two people and where there is indecision Madalena and Charlotte will have the final decision.

The approvals process will be completed by 15 February.

Action: Madalena to continue to work with Tiago and keep Council members informed

- **Honorary members** – No nominations have been put forward for the next conference. This lack of nominations was discussed. It was decided to use the website to promote this in the future using the new Web site.
- **Celebration 21st anniversary of COEHRE** – Cor made a list of past / founder members. Jen put a letter together inviting nominated past members to join in part of the conference. It was decided to invite past presidents, representatives from our main alliances and honorary members. (Honorary members can attend the conference free of charge any way.) The past presidents could be invited e.g. to the dinner. Leaders of the four main alliances will also be invited on the same basis as the past presidents. (A total of ten invitations in all.)

Action: Benedicte to find contact details and send letter of invitation

4 Conference 2012 & 2013

The agenda and the time table for the General Assembly are approved.

Offers to host future conferences have been received from:

- University College of Northern Denmark
- Hanze University Groningen, The Netherlands
- Paneuropean Apeiron University, Banja Luka, Bosnia and Herzegovina

It was decided to accept offers as follows;

Aalborg, Denmark – 2012

Conference Dates – Main Conference 18-20 April 2012 and Student Conference 16–20 April 2012 (Easter Sunday 08.4.12)

Banja Luka, Bosnia and Herzegovina – 2013

Conference Dates – Main Conference 24-26 April 2013 and Student Conference 22-26 April 2013 (Easter Sunday 31.3.13. N.B. Orthodox celebrate 2 weeks later)

Groningen, The Netherlands - 2014

Conference Dates – Main Conference 9-11 April 2014 and Student Conference 7 – 11 April 2014 (Easter Sunday 20.4 14)

Conference themes will continue to be linked to EU Year Themes. The institutions will be asked to consider a proposed title and focus for the conference each year related to the EU theme. Also we should ask for suggestions for potential keynote speakers who can link to the theme and also for previous years.

Action: Madalena to contact all three institutions and explain this

The past offer of Savonia University (Kuopio, Finland) to host the conference was discussed and it was agreed that it would not be appropriate to go back to Finland until 2015 working on the past custom and practice of not returning to a country with the conference in less than six years.

Groningen will also be asked to host the ICHI Planning meeting for the ICHI courses in the Autumn of 2011. This may coincide with the Dean's meeting.

5 Presentation of the new COEHRE website

Benedicte introduced the new structure. Issues about member log-in, form completion before downloading documents, how important it is to know who is accessing the site etc were discussed. How to keep the web site was discussed and also ways of ensuring it will appear quickly at the top of web searches by search engines such as Google.

Feedback given on the existing web site by a marketing student is very clear and helpful and needs to be used to inform the development of the content for the new. Much of the current text will

need to be revised and redeveloped to do this.

Decisions

- It will not be necessary to have a member log in
- There should be a list of member institutions with links to their home web sites.
- An International Coordinators link could be to new announcement from the EU, application forms and documentation, information on summer schools and those seeking partnerships.
- A deans and managers link could go to EU priority areas for development, info days on new programmes / applications
- Student area could give links to IPs student conference etc
- News and press area could include e-newsletters as PDFs, asking for nominations, abstract submission dates etc
- Contacts – form for completion with queries.
- Information from the COEHRE portfolio needs to be included in appropriate
- Andy Pulman to be contacted to thank him for his services, explain the new way of managing the web site and asking him to remain as a consultant if required.
- Pod casts from conference presentations

Actions: JLS and Benedicte to work on this ready for presentation at the Lisbon Conference. JLS contact Andy Pulman

6 COEHRE Academy

- **Dean's meeting /seminar Setubal** – notes of this meeting to be sent to all members. The meeting in Lisbon will build on what was commenced in Setubal. Some preparatory work needs to take place on an Agenda for important issues for the Deans meeting. Cor will undertake this in consultation with the Deans. The Deans asked for information on the member organizations. Hogeschool van Amsterdam have a form which they use and were happy to share this will be circulated by Benedicte. Cor will be also adding a link to information on the EU priorities.

Action – Benedicte and Cor

- **D A T Intercultural Competence** – 7-10 November 2012 meeting in Bruges planned (as agreed at the January 2010 Council Meeting in Gent) as part of training and capacity building for members. Lily de Vlieger was due to be finding out costs but has not yet done this. Concerns were raised about the price to be charged. (€ 300,- members and € 600,- non-members) had been agreed with Filip on behalf of the academy that travel and accommodation would be funded. Now the group planning the event appears to be asking for different funding arrangements. It appears that data may be collected during the process by the facilitators to contribute to further research. The feedback form did not appear to be adequate. It is proposed we should use a feedback form designed by the Academy.

Decisions

- ✓ A minimum number of participants must be agreed at 10 participants.
- ✓ We will pay to fund two facilitators (based on a ratio of one facilitator to fifteen participants) to include accommodation, food and travel for these two people. This will be paid direct by the COEHRE office.
- ✓ Council members are not prepared to fund eight people to facilitate the workshop.
- ✓ Any activity which may be used in future research will need informed consent from participants **at the time of application** so will need to be part of the application process.
- ✓ We need clarification on how the programme will be marketed and any expectations of the COEHRE office.

Action: Madalena (with support of Jen if required) to communicate this to Eileen Richardson

7 Membership issues

- **New members**

Applications for full membership have been received from Nursing College in Celje, Celje, Slovenia and Satakunta University of Applied Sciences, Pori Finland. The council accepts both institutions as COEHRE members.

- **Payment membership fees related to voting rights, conference access**

Cor has prepared a document on this. The first three items relate to statutes and bylaws. E.g. item 3 we need to review how we comply with the statutes. In order to be able to do this we need to have more certainty about the income from membership fees. E.g. at present we have 23,000 Euros owing. We may have to write off 8,000 Euros this year.

8 Administrative office Gent – New contract

A meeting was held in December with Jeroen Martens, Dean of Healthcare and May Hillen. Two options for the future of the office were discussed

Option 1 - Data sharing / secondment – Benedicte works for us half time and we pay for her salary and employment costs back to Arteveldehogeschool. This would cost 30% more than we would be paying now but best for all parties.

Option 2 - Service level agreement provision – we would buy Benedicte's time and other services by the hour. This has taxes and overheads added which would make it more expensive still than option 1.

We were not sure that Arteveldehogeschool would be able to organize option 1 with us and we are waiting while a decision is being made.

We need to be able to justify the extra costs on the basis that

- We have been fortunate until now in that Arteveldehogeschool have been subsidizing the work of COEHRE.
- The real cost has to be presented transparently in the accounts for the membership.
- Members of the Council have experience of hosting and / or using the facilities of offices such as COEHRE and can support the fact that the cost being quoted by Arteveldehogeschool is reasonable.
- We need to clarify the administrative roles and responsibilities along with the other services provided by Arteveldehogeschool ready for presentation at the General Assembly.

9 Budget 2011 & 2012

Main areas of concern are overspends on the cost of council meetings (approx € 6.000,-) and the cost of the Conference (approx € 10.000,-). The real cost of council meetings is outside that budgeted.

Discussion also took place around the purposes for which the Academy funding is to be used.

Estimated expenditure: € 42.850,-

Estimated income: € 36.150,-

This means we either have to accept the loss and bear it, cut expenditure or increase income via membership fees. If we did the latter for 2012, we would have to accept a loss this year and increase the fees for 2012.

Membership categories - Low income countries (€ 200,-) we need to raise the membership fee but lower the cost of attendance at conferences for this group of members. Taster membership price also needs to rise.

Decisions - 2011 Budget

- The budget for conference meetings needs to be adjusted in future to reflect the actual cost of six people travelling to meetings / accommodation / food. The budget should

- be € 10.000,-.
- Actual costs of council meetings should be budgeted for and accounted totally separately from the conference.
- Need to define criteria and a procedure for applying for Academy support e.g. consultancy
- Action: Madalena**
- Academy seminars need to be self-funding and cover all costs.
- Four members are likely to leave and four taster members are likely to become full members. (€ 31.150,- income expected if all pay).
- We are likely to have a profit of € 5.000,- from the conference
- Increase membership fees for 2011 to € 1.500,- (or less) in April 2011. There may need to be a transition period for this.
- Raise the lower rate of membership for low income countries to € 1.000,-.
- Offer conference attendance to members from low income countries at 30% reduction on the price.
- Check categories for low income countries i.e. which countries are officially classified as this.
- Taster membership needs to be raised to € 500,-.

10 Annual report 2010: deadline and responsibilities

Contributions needed by 31 January to Benedicte

Cor: achievements

Madalena: Academy

Financial Report and Membership Status: Benedicte

Activities during 2010: all council members.

11 Alliances

EASPD

We have a draft agreement on our collaboration ready to be signed by Cor. This was duly signed.

NACNAH/ASAHP

Cor will contact these organizations in order to update them regarding Filip's temporary absence from COHEHRE and naming himself as the first point of contact until he returns. Cor will also invite the Presidents of these organizations for the dinner at the conference in Lisbon.

Actions: Cor

12 Any other business

Meeting with Alexander Verstaen – Thursday 13 January 2011 (16.00hrs-17.00hrs)

Alexander runs a palliative care network delivering palliative care in a unit full time, day care and also a totally at home service. This is funded by the Belgian government but an independent organization keeping the General Practitioner / Family Physician at the centre for the coordination of high quality care.

Consultation with Filip has given the focus of the conference and the role of volunteers in formal and informal care. Alexander's organization uses a lot of volunteers. Alexander has been briefed by Filip and understands that the first speaker will give a theoretical presentation whilst his presentation will focus on the use of volunteers.

The Council members gave a perspective on the background of Raymond Lang and the focus he is likely to take. As part of his keynote Alexander will start with a short video clip and then focus on his practical experience of working with volunteers. Alexander will also lead a workshop on Wednesday morning on communication with those who are severely ill as part of the student conference.

Follow-up absence Filip

- A conference call took place with Filip. His recovery is going well but not quickly enough for him!
- Madalena covering Filip's work with the Academy and all areas of current commitment and activity are covered. Hein van der Hulst is also now involved with the Academy and will help out more. There should be no travel expenses or additional meetings are expected in preparation for seminars etc. All seminars (as far as possible) should be self-supporting.
- Treasurers Activity is being managed by Benedicte. There are no difficulties with this at present.