



## Minutes

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*Date* **2010-02-01**

*Pages* **6 (included this page)**

*Present* **Charlotte Kristensen, Filip Dejonckheere, Hamdija Ramic, Cor Segeren, Madalena Silva, Benedicte Desmedt (minutes).**

*Subject* **Coehre Council Meeting  
11<sup>th</sup> - 13<sup>th</sup> January 2010  
Gent – Belgium**

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### **Agenda**

1. Apologies
  2. Minutes Council meeting Gent – July 2009
  3. Conference 2010 – Oulu, Finland
    - Staff programme
    - Student programme
    - Dean's dinner/activity/meeting
    - Welcome activity for new members
    - Budget
    - Review committee/abstracts
    - Honorary members
  4. Conference 2011 – Lisbon, Portugal
  5. COEHRE Academy
    - Strategy
    - Capacity building
  6. Membership issues
    - New member strategy
    - Membership Russia
  7. Annual report 2009: responsibilities
  8. Budget 2010
  9. Communication
  10. Portfolio
  11. Alliances: Introduction EASPD
  12. Any other business
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### **1 Apologies**

Jen is apologised for this meeting. It was impossible for her to come to Gent because the trains were cancelled due to the weather conditions.

## **2 Minutes Council meeting Gent – July 2009**

The minutes of the council meeting Gent – July 2009 were approved.

## **3 Conference 2010 – Oulu, Finland**

Charlotte and Benedicte visited Oulu University of Applied Sciences in October 2009. The local organizing team (Ulla-Maija, Eija and other colleagues and students from Oulu) agreed with Charlotte and Benedicte on many different conference issues such as staff and student programme details, rooms to be used, conference website support from Oulu, conference budget to be drafted, accommodation possibilities in Oulu, ...

A time plan was left for actions to be completed.

- **Staff programme**

The keynotes speakers have been contacted. We still need their confirmation.

For the workshops Hanne Skov, Denmark (Interdisciplinary module on innovation) and Ebbe Kromann, Denmark (Management, entrepreneurship and innovation) will be approached. Ulla-Maija will be asked if someone local can give a workshop on 'Outward bound'.

**Action:**

- Madalena to contact Jenny Moon and Jacob Madsen and Ulla-Maija for the contact details of the Finnish speaker and the workshop.
- Charlotte to contact Hanne Skov and Ebbe Kromann regarding the workshops

- **Student programme**

The student programme starts 2 days before the conference. It should be clear to the members that this is not a social programme but an outdoor programme with therapeutic learning methods.

Students will be awarded 2 ECTS for participating in the conference. Therefore we need to define the learning outcomes and assessment strategies.

- **Dean's dinner/activity/meeting**

2 activities will be organized only for deans:

- A workshop for deans parallel to the staff workshops on Thursday afternoon
- A deans dinner on Thursday evening

For the deans we have to offer something on the level of management, we have to attract an expert on the European trends in the framework of Bologna. The aim is to find someone presenting issues on learning outcomes, benchmarking, joint degrees,...

**Action:**

- Cor to approach a Bologna expert, if possible someone from Finland
- Cor to write a formal invitation letter to the deans
- Benedicte to ask the international coordinators to check the deans contact details we have and to update the list so that we can reach as many deans as possible

- **Welcome activity for new members**

We have to pay special attention to our new members. On Thursday morning the new members will be invited for a breakfast in the school.

- **Budget**

The organizing team in Oulu made up a conference budget.

- The council finds 95€ for the final dinner too expensive. Finland is more expensive than average but there should be a possibility to reduce the price to

maximum 75€ per person.

- We will offer the participants the possibility to sign in for a city tour (bus/walking). This is considered as social programme and will be paid by the participants themselves.
- Sauna is a typical Finnish activity. A sauna will be organized for those who are interested. This will be paid partly by COEHRE, partly by the participant.

The remarks will be communicated to the organizing team in Oulu so that they can change the budget according to the decisions made by the council.

- **Review committee/abstracts**

Benedicte distributes a list of the abstracts that have been sent in. Madalena will divide the abstracts between the reviewers and follow-up the review process.

Benedicte will be involved after the review process to let the authors know what has been decided.

- **Honorary members**

In the General Assembly in Oulu will be confirmed what has been decided last year on honorary membership and the criteria.

Members can propose a honorary member before the 31<sup>st</sup> of December so that the council can decide on honorary members in its January meeting.

This year we will not have any new nomination.

#### **4 Conference 2011 – Lisbon, Portugal**

Benedicte and Madalena visited the Red Cross School in Lisbon within the framework of the conference 2011. The school offers enough possibilities, space and facilities to host the conference. Additionally we can have access to the 'Palácio dos Condes de Óbidos (the headquarter of Red Cross in Lisbon) for the official parts f.e. opening ceremony. The closing dinner can either be organised in the palace again or we can chose for another location in the city centre of Lisbon.

The theme for the conference will be 'Voluntary work' because this is the European theme for 2011. Subthemes might be aging, poverty, social exclusion,...

The dates are 13 to 15 April 2011.

In June the council will have its summer meeting in Lisbon and design the first rough conference schedule together with the local team.

**Action:** Benedicte to liaise with Tiago and Paul about agreement council with date and proposal theme.

#### **5 Coehre academy**

Under the COEHRE academy two new intensive projects will be submitted. 'Poverty and social exclusion' will be coordinated in Helsinki and 'Community Mental Health Care' will be coordinated by Hogeschool van Arnhem en Nijmegen.

- **Strategy**

The COEHRE Academy focuses on developing new activities in three areas:

- Exchange of students and staff members
- Trainer courses (= capacity building)
- Curriculum development projects

Filip and Madalena will draw up a proposal for the General Assembly.

The COEHRE Academy will be an open meeting for everyone. Mimi and Niek have not been approached to take part in the Academy yet. Madalena and Filip will go on with the Academy plans until the conference in Oulu and there people will be asked to join the Academy.

How do we deal with the other projects? Niek will be approached by Cor to see if the 'Virtual Europe' projects wants to become part of the COEHRE Academy. Filip takes contact with the people from the 'Care of the Elderly from a European perspective' project and with Lily about 'INCAR'.

- **Capacity building**

The idea of 'train-the-trainer' and 'train-the-supervisor' courses becomes more concrete. 'Putting culture in the curriculum', the former COEHRE course will be extended in a 3 day course (Developing and Teaching Intercultural Competences 'DATIC'). The council wants to facilitate this work and to support the organization of this course next fall.

This will be announced in Oulu together with a seminar 'Project applications' and a seminar for student supervisors.

Fall 2010	DATIC course Seminar 'Project applications'
Spring 2011	Seminar student supervisor
Fall 2011	DATIC

There have been plans to develop a Curriculum Development project 'Disaster health care'. During the General Assembly in Oulu will be checked if there is still commitment for this idea.

## 6 **Membership issues**

Dokuz Eylul University, Izmir, Turkey paid the membership fees from the last three years and are reinstated as COEHRE member.

Diaconia University of Applied Sciences, Oulu applied for taster membership. The council accepts the institution as taster member and hopes this will result in full membership next year.

Hogeschool Heerlen sent a letter to let us know that they decided to leave COEHRE.

- **New member strategy**

COEHRE should actively approach new members, the network should extend.

**Actions:**

- Hamdija and Cor will organize a meeting (mid March) in Sarajevo and invite institutions from the surrounding countries (Belgrade up to Ljubljana). COEHRE and the annual conference will be presented.
- For Poland there is a similar idea. Filip met someone who could facilitate a meeting with +/- 10 institutions in Poland. Filip tries to arrange such a meeting.
- Valencia and Madrid (Spain) and Ankara (Turkey) are involved in the new project applications. Filip invites them to come to the conference in Oulu and join COEHRE as member.
- Madalena approaches Bergen (Norway) and asks them to come to the conference in Oulu.
- Filip has contacts in Vilnius, Tartu and Prague to be invited into COEHRE

- **Membership Russia**

Ulla-Maija found some interest from Russian institutions to attend the conference in Oulu. How far do we extend? We are a European organization.

Cor invites the people from Russia to take part in the conference and he will talk with them in Oulu to check if they are interested in becoming member.

## **7 Annual report 2008: responsibilities**

Responsibilities as follows:

- |                                     |                    |
|-------------------------------------|--------------------|
| • General overview                  | Cor                |
| • Review of 2009 – key achievements | Cor                |
| • Conference Tallinn                | Madalena           |
| • Project news                      | Filip              |
| • Financial report                  | Benedicte          |
| • Membership status                 | Benedicte          |
| • Office report                     | Benedicte          |
| • Council member activities         | Each write our own |
| • Council meeting summaries         | Benedicte          |
| • Website report                    | Andy Pulman        |
| • Auditors report                   | Jean Bauwens       |
| • Nominating committee              | Karin Bergström    |

**Action:** To be submitted to Benedicte by end of February, annual report 2009 to be circulated for approval first week of April.

## **8 Budget 2010**

The 2010 budget was presented and discussed.

Last years there has been a strong request by the members of designing a new animated website. This choice takes an effect on the budget.

There is a concern within the council about the deficit in the budget. This deficit is due to an investment in the COEHRE Academy and the introduction of a new website. The council will argue its proposal towards the General Assembly and it will be up to the General Assembly to decide whether they want to use a part of the reserve for investment in these issues or not.

## **9 Communication**

Filip wants to raise the communication between the council members and the different roles as a subject of discussion.

- ✓ The communication between the council members should be better
- ✓ We should find a way of working at a speed that makes us all happier
- ✓ E-mails should be answered in a certain amount of time (can we commit ourselves to answer an e-mail within one week?)

Benedicte is not a council member and is sometimes forced to take up roles where she is not responsible for because of a lack of response by the council members.

**Action:** We all need to improve

## **10 Portfolio**

Adela Turkova is a student graphical design from Czech Republic, she updated the COEHRE logo, designed a logo for the COEHRE Academy and made up a portfolio.

**Action:** Benedicte to finalize the content changes together with Adela and to take care of printing the portfolio (400 copies)

## **11 Alliances: Introduction EASPD**

Filip introduces EASPD to the council. EASPD is a network organization representing different European organizations working with people with disabilities.

Besides representing their member organizations, EASPD also develops tools (f.e. a certificate for caregivers)

EASPD would like to link with COEHRE and eventually give a presentation on what they do in Oulu.

- How can we cooperate?
- What can we mean for each other from point of view of higher education?
- How can we use each other in a profitable way for each of us?

The council finds it too early for a presentation in Oulu. First we have to find out on which level they particularly act and what the expectations are.

**Action:** Filip and Cor will meet some members of the standing committee of EASPD to clear out the mutual expectations.

## **12 Any other business**

Next council meetings:

- Tuesday 18<sup>th</sup> of May 2010, Oulu, Finland
- Thursday 24<sup>th</sup> and Friday 25<sup>th</sup> of June 2010, Lisbon, Portugal