

## How Coehre works: a matrix Key targets 2007-2008

<b>September/October</b>		
<i><b>Council members</b></i>	<i><b>Administration Office</b></i>	<i><b>Members &amp; International Coordinators</b></i>
Council meeting: <ul style="list-style-type: none"> <li>• Approval of date and programme for the Nijmegen conference (April 2008)</li> <li>• Review action plan and aims of Coehre</li> <li>• Membership social work/social care</li> </ul>	Visit of the conference place together with the Council member portfolio conference <ul style="list-style-type: none"> <li>• Meeting with the local organization committee</li> <li>• Preparation of the conference programme</li> </ul>	You as members & international co-ordinators have been asked strongly to be active in approaching their own partners to bring their attention to the existence of Coehre and the opportunity to become a member of Coehre
Seeking new members	Minutes Council meeting September	Access the web for information
Strategic alliances (Memorandum of Understanding ASAHP)	First announcement of the conference <ul style="list-style-type: none"> <li>• By e-mail</li> <li>• On the website</li> </ul>	Provide the administration office with your institutional profile
Inventarising possibilities for support with regard to composing an adequate marketing plan for promotion of Coehre as an organisation which aims at connecting Higher Education institutes and health and social care domains	See which posts (Council/Nominating Committee/Financial Auditors) will be vacant in April and inform the Nominating Committee of the vacancies	Send in your articles to be published in the spring 2008 edition of the Journal of Allied Health (contact Karin Bergström)
Having a look which posts will be due for election the coming year for: <ul style="list-style-type: none"> <li>▪ Council</li> <li>▪ Nominating Committee</li> <li>▪ Financial auditors</li> </ul>	Inform the Nominating Committee of the vacancies	

<b>November/December</b>		
<i><b>Council members</b></i>	<i><b>Administration Office</b></i>	<i><b>Members &amp; International Coordinators</b></i>
Response back / follow-up of any keynote speakers for the conference / ask the keynote speakers to write a paper after the conference	Sending out of the preliminary programme	Ensuring that your institution knows about the conference
Approval of the conference budget made up by the organisation committee in Nijmegen	Preparation on-line registration for the conference (with Andy)	Proposing candidates for the vacancies (Council/Nominating Committee/Financial Auditors)
Approval of the preliminary programme of the conference	Sending out of the invitation to Dutch members to present Dutch examples of international co-operation during the Nijmegen conference	Access the web for information

Attending the ASAHP conference		
Finalisation of the current year budget	<b>Nominating Committee:</b> launches a call for the members to propose nominees before the 20 <sup>th</sup> of December	

<b>January</b>		
<b><i>Council members</i></b>	<b><i>Administration Office</i></b>	<b><i>Members &amp; International Coordinators</i></b>
Council meeting: <ul style="list-style-type: none"> <li>Finalise the conference organisation</li> <li>Budget set for the coming year</li> <li>Preparation for Annual Report (individual reports)</li> <li>Decide venue for conference next year</li> </ul>	Start of the registration of conference participants	Disseminate the preliminary programme of the conference within your organisation
Start writing the annual report	Collect the contributions for the annual report (from Council members, Nominating Committee, Auditors,...)	Access the web for information
Launch a call for abstracts for the conference	<b>Nominating Committee:</b> Decides which nominees are eligible	Send in your articles to be published in the summer 2008 edition of the Journal of Allied Health (contact Karin Bergström)

<b>February</b>		
<b><i>Council members</i></b>	<b><i>Administration Office</i></b>	<b><i>Members &amp; International Coordinators</i></b>
Financial audit 2007	Follow-up conference registrations and practical arrangements with local preparation team	Conference issues: <ul style="list-style-type: none"> <li>Register for the conference</li> <li>Contact students who will attend the conference</li> <li>Participants have to send in abstracts of their presentations now!</li> </ul>
	Financial audit 2007	Access the web for information
	Membership invoices 2008	
<b>Nominating Committee:</b> proposes nominees to the General Assembly and informs the members	Minutes Council meeting February	

<b>March</b>		
<b><i>Council members</i></b>	<b><i>Administration Office</i></b>	<b><i>Members &amp; International Coordinators</i></b>
Finalise annual report	Follow-up conference registrations and practical arrangements with local preparation team	Access the web for information

Preparing for the General Assembly		
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<b>April</b>		
<b><i>Council members</i></b>	<b><i>Administration Office</i></b>	<b><i>Members &amp; International Coordinators</i></b>
Council meeting: <ul style="list-style-type: none"> <li>• Preparing for General Assembly</li> <li>• Decide theme for conference next year</li> <li>• Finalise budget</li> </ul>	Follow-up conference registrations and practical arrangements with local preparation team	Send in your articles to be published in the fall 2008 edition of the Journal of Allied Health (contact Karin Bergström)
Final preparation General Assembly		Access the web for information
<b>Coehre conference Nijmegen Theme: Lifestyle &amp; Welbeing</b>		

<b>May</b>		
<b><i>Council members</i></b>	<b><i>Administration Office</i></b>	<b><i>Members &amp; International Coordinators</i></b>
	Finalising the conference issues: <ul style="list-style-type: none"> <li>• Finances</li> <li>• Evaluation</li> </ul>	Access the web for information
	Publication of the changed Council in the Belgian State Monitor	

<b>June</b>		
<b><i>Council members</i></b>	<b><i>Administration Office</i></b>	<b><i>Members &amp; International Coordinators</i></b>
Council meeting: <ul style="list-style-type: none"> <li>• Evaluation of the conference</li> <li>• Search for possible keynote speakers next conference</li> <li>• Review website (Andy)</li> <li>• Project evaluation and new applications</li> </ul>	Reminders membership invoices	Access the web for information

<b>July/August</b>		
<b><i>Council members</i></b>	<b><i>Administration Office</i></b>	<b><i>Members &amp; International Coordinators</i></b>
Visit of the new conference venue	Minutes Council meeting June	Access the web for information
Starting preparation of the next conference	Visit of the new conference venue	Send in your articles to be published in the winter 2008 edition of the Journal of Allied

		Health (contact Karin Bergström)
	Starting preparation of the next conference	