



MINUTES COHEHRE COUNCIL MEETING

Budapest, Hungary

7th-9th of January 2015

1. APOLOGIES

No apologies

2. MINUTES COUNCIL MEETING: PHONE CONFERENCE DECEMBER 2014

3. CONFERENCE 2015 – BUDAPEST, HUNGARY

3.1. Practical organization

3.1.1. Conference venue

The conference will be spread over two venues on Wednesday 22/04

Venue 1: Vas Utca

- Registration 8:30 - Presentations should be downloaded at registration desk.
- Pre-conference
- Reception

Venue 2: 1088 Budapest Szentkiralyi Street 47

- Registration 15:00 - Presentations should be downloaded at registration desk.
- Opening ceremony
- Keynotes

The other two days will be organized in Vas Utca.

As the biggest room can only hold 140 people, the KN will be spread over two rooms by means of projection.

No students will attend the KN of Annemie van den Dries nor the last KN of Péter Balázs.

3.1.2. Size of rooms

TUESDAY:

- 13:00 Project meeting/Academy task force meeting – max. 7 people
- 15:00 Council meets at Semmelweis – 7 people
- 16:30 Council meets with organizing team to discuss final details

WEDNESDAY:

- 09:00 How to make the best of your COHEHRE? – 80
- 10:00 Developing internationalization – 80
- 13:00 Introduction to academy activities – max. 100

THURSDAY:

- 11:15 Deans meeting – 30with slides opportunity

Action- Isabelle-Ask organizing team if it would be possible to meet up on Tuesday at 16.30

3.1.3. Buddies

10 buddies will participate in the student conference, it was noticed that those students can't participate in the conference and be buddies at the same time. It was suggested to let those ten students fully participate in the student conference and to 'employ' five buddies to help out at the staff conference.

Action- Isabelle- ask Ágnes to send me the names of the 10 student buddies

3.1.4. Certificates

Certificates will be created for conference attendance and presenting parallel sessions and posters. The chair of the parallel sessions could hand the certificates out to the presenters, the certificate of attendance will be added to the conference bag.

3.1.5. Conference bag

Ágnes will look into the conference bag. It ought to be a bag that could be used after the conference. The bag could contain: the certificate of attendance, some brochures, city walks, maybe a present such as a pen...

3.1.6. Conference book

Will need to be available online as well.

3.1.7. Finance and budget

Ágnes will send a list of everything that needs to be paid for in advance. The settlement of the invoices will go through the Coehre office. Coehre will pay the invoices sent by Ágnes. The Coehre office will keep a spreadsheet of what has been paid.

What to do with cash payments? Bus tickets can be bought on Sunday by Coehre for students

3.2. Staff Programme

WEDNESDAY 22/04

3.2.1. How to make the best of your COEHRE?

Action- Council- create a 2 min Pecha Kucha

Action- Charlotte and Jen-will work this out

3.2.2. Developing internationalization

Ildikó Lazár will hold a presentation and lead a workshop on internationalization. Internationalizing curricula and intercultural focus was suggested to be her working title.

Action- Charlotte- info on her background and focus on her presentation (charlotte will look into this)

3.2.3. Introduction to Academy activities

The introduction will contain the following:

- reporting all activities
- lecture
- interactive part
- surprise

It was also proposed to have a Market place on Wednesday, organized for schools to see who shares the same interest and to form partnerships.

Action- Filip and Ulma- will decide on the topics for the meeting

Action-Jen will write a paragraph about the goal of attending on Wednesday morning for the partners

3.2.4. Opening ceremony

At Venue 2: 1088 Budapest Szentkiralyi Street 47

Speeches:

- Dean - reception
- Jen - reception
- Rector -opening

The Coehre Pecha Kucha will be shown to the participants

3.2.5. Keynote Speakers

The Keynote speakers will be introduced by Tamás:

- **STATE SECRETARY AND ZOLTAN ZSOLT (22/04)**
- **BLAIR STEVENSON (22/04)**
- **ANNEMIE VAN DEN DRIES (23/04)**

She is an assessor for Erasmus plus, for action two, strategic partnerships, capacity building
It was decided that the focus should be:

- her experience of assessing projects
 - applications for funding,
 - opportunities for the future in capacity building,
 - new opportunities: networks can now apply as well
 - seen from the teacher's point of view: how can they benefit from the programme.
- **MARY GOBBI (24/04)**

Action- Ulma- contact Blair to see what he will focus on: technology? Gaming? – could be added to the title to make it clear to everyone.

Action- Isa- background and abstract of all speakers, keywords

Action- Isa- adapt KN speakers budget, should maybe be higher than stated at the moment

3.2.6. Reception

Music will be foreseen for 20 min.

Speech:

- Dean
- Jen

THURSDAY 23/04

3.2.7. General Assembly

When the GA documents will be sent out to the members, the following sentence will be added to the mail as the GA is limited in time: 'If there are any queries on the annual report or issues you would like to raise please raise it within two weeks after reception of this mail.'

An overview of activities of Coehre will be introduced by Jen. She will also mention that the conference book could be online in the future instead of a paper version.

Budget conclusions will be discussed in a Council Meeting prior to the GA.

Following subjects will be touched:

- o Budget was enlarged for Academy but actually not needed
- o Grants were successful. etc.
- o More money needs to be allocated for marketing/website

Approval will be sought for Annual Report and Budget and for an extra €5.000 from the reserves (account) in addition to the allocated €1.800 to Marketing and PR on Budget 2015.

In the future someone might be employed to maintain the website.

Jen will welcome the Honorary Members.

Action- Jen and council- discussing budget conclusions

3.2.7.1. Elections

The term of Charlotte and Filip is up, so the following vacancies will be due for election:

- Two council members, of which one must be a Belgian representative, for a period of 3 years

The vacancy for auditor will be added to the Call for Nominations as well.

Action- Isabelle- contact nominating committee for a message concerning vacancies, overview of the roles and what Coehre is looking for:

Person 1: Ideally we need one person who has a background in Belgium, treasurer, connecting with the office, someone who could work on the academy concerning student and teacher development.

Person 2: Someone who can take part in communication, promote participation, interest in benchmarking, quality insurance, accreditation

Action- Nominating committee- Mimi, Suzanne and Sandra (Mimi should be leading this and a message will need to be sent out asap).

Action-Isa- A list of competences in order to be a Council Member could be added to the mail.

Possible candidates were discussed.

Action- any of council can mention to peers that vacancies are coming up.

Action- A portfolio will need to be drafted in order for future council members to know what is expected from them. Is the one in ANNEX ok?

Action- Jen and Isa: revise role description and put words together that people leaving the council have been working on these topics (newsletter 13 contains the roles) and write an article for the newsletter. Also send a separate mail to contacts.

3.2.8. Pecha Kucha: Presentation...your COEHRE conference experience

PK has been used extensively within Coehre. This PK will present the week ahead, the activities happening, emphasize of using this method of presentation in the future and there will be one slide about the method.

It was suggested to use this method in the future instead of poster presentations.

Action-Filip and Ulma- will prepare this

3.2.9. Dean's meeting

The meeting will start after the KN of Annemie van den Dries 11.15 to 12.45 and begin at 14.00 Time will be allocated to each institution for sharing experiences, each 2 min.

It was proposed that the future leadership of Coehre, how to recruit and what the organization is facing with could maybe be discussed in the deans. A short part of the meeting will be allocated to the issues the deans are facing. They should return from the meeting with a feeling of having worked and learned about their management function.

Action- Jen- It was requested by the Hungarian team if Horizon 2020 could be introduced in the deans program.

Action- Jen- will draft the programme

3.2.10. Poster viewing

The voting process will be reviewed in the future. It was brought up to have PK presentations next to posters.

Voting system: A group of people, led by Célia, will assess the posters against pre-determined criteria It's about academic rigor and not popularity.

3.2.11. Parallel workshops

TIME	WORKSHOP	CHAIR
11:15-12:45	Multi-disciplinary teaching for prototype design in health and social care (<i>Blair Stevenson</i>)	Charlotte
	Global partnership for health and social care education (<i>Mary Gobbi</i>)	Célia
	New challenges in health and social services (<i>Annemarie Hoogewijs</i>)	Filip
	Equity in health and social care (<i>Jozsef Solymosi</i>)	Liisa
14:45-16:15	Multi-disciplinary teaching for prototype design in health and social care (<i>Blair Stevenson</i>)	Filip
	Global partnership for health and social care education (<i>Mary Gobbi</i>)	Charlotte
	New challenges in health and social services (<i>Annemarie Hoogewijs</i>)	Liisa
	Equity in health and social care (<i>Jozsef Solymosi</i>)	Célia

3.2.12. Oral presentations of posters

The presenters will stay beside their posters (a microphone will be provided).
They will hold a pitch of 1 to 2 min.
The council will ring a bell to change posters.

3.2.13. Social programme

THURSDAY: 17:00 Guided tour or Hospital in the rock (1,5h)

There will be a choice between a guided tour in the district and a visit to the hospital in the rock.
The hospital in the rock visit will be cheaper than the city tour, so two tram tickets could be included.
Students could help participants to get there.

FRIDAY: Dinner and Dance

18.30 boarding, 19.00 dinner and dance ending at 11pm

The boat can take 200 people on two levels and has its own catering service. The dinner will be a buffet.

Drinks: greeting cocktail, coffee water and juice, two glasses of wine/beer. More drinks can be obtained at the bar on own expense.

FRIDAY 24/04

3.2.14. Parallel sessions

Action- Isabelle-Names of 5 people in Semmelweis to chair the sessions.

3.2.15. Student's presentations

This will be presented in a new format: The News room.

3.2.16. Closing ceremony

- Introduction to conference venue for 2016
- Speech: dean and Jen
- Poster price
- Action-** Isa- Draft winning certificate
- Presents from us to organizing team

3.2.17. Student presentations

3.2.18. Dinner and dance

3.3. Student programme

A welcome dinner should be provided for students.
Students will have a separate registration form.

3.4. Hungarian partners of Semmelweis

The possibility of having a special participation price for the partners of Semmelweis University has been explored.

The council decided that the partners will have two options:

1. Participate for free on Wednesday
2. Conference participation: member staff fee

3.5. Grants

The grant system will be the same as last year where it was decided that 10 staff grants of € 500 and 6 student grants of € 400 would be funded.

3.6. Honorary members

Cor Segeren
Hein van der Hulst
Eileen Richardson
Andy Pullman
Walter van Gisbergen
Fons Wierink
Lily De Vlieger

[Action-Isabelle- will contact them](#)

3.7. Student conference

The student programme will soon be finalized. It will become a more extensive module with an overlap in the Staff conference. 3 ects can be earned.

Accommodation has been pre-booked by Coehre.
It was decided that the deadline for student posters cannot be extended.

The title of the student conference will be the same for the next three years. It will attract more students.

[Action- Filip- Filip will send the planning](#)
[Action- Filip/Ulma- student evaluation form](#)

3.8. Closing Ceremony

Announcement for new activities

4. CONFERENCE 2016 AND 2017

4.1. 2016 - Derby

Jamie Bird will be leading the organizing team in Derby. He will attend the Budapest conference.
Jen could be the link.

It was suggested that Jamie could come to a meeting in Gent.

[Action- Filip- contact Jamie for bilateral agreement with Semmelweis](#)

Action-Jen- set up a meeting with the team at the conference. When could we meet up with the team? When would they arrive? We can make proposals. In June, we will probably know the theme.

Action-Isa- contact Jamie if an organizer of the student conference could actually attend the student conference as prep for next year.

4.2. 2017

The following institutions were proposed:

- PXL
- Artevelde Hogeschool
- VIC

Action- Jen-will write a letter for Jeroen en send it to me to send it to Jeroen

Action-Filip- will sound out Hasselt and Artevelde for interests and come back to us

5. COHEHRE ACADEMY

5.1. Evaluation 2014

Experiencing health care in a resource poor country – Preparing, coaching and supervising students	8-10 October 2014	Oslo Norway	Madalena Filip
Horizon 2020	25-26September 2014	Helsinki Finland	Aija Ulla-Maija
IP-meeting	20-22 October 2014	Rotterdam, The Netherlands	Filip
Learning for the future: Innovative teaching and learning methods	3-5 December 2014	Krakow Poland	Ulla-Maija Pieter

5.2. Organisation

More people will be invited on the task force. Six people would make a great task force. Each member will be in charge of one activity. At least one council member should be represented in the task force. The task force could meet up with money from the Academy budget.

All the external people will have to apply again. Ulla-Maija and Liisa are in there already as they both are involved in the council and academy.

It was also suggested to pay experts but we have to take care of the implications of paying them.

Action- Academy- draft an open call in the newsletter with what is expected from academy members and what will be refunded. The term would be 3 years. Ask people for expressions of interest, and ask an A4 of why they should be considered, why they would feel good at being on the force. Council will decide. Role and responsibilities will be in the newsletter.

5.3. Academy budget

A standard budget form has been created. It has been developed last year.

5.4. Planning 2015

It is a bit unsure as to what will happen with the project meetings as funding fell away.

The future courses have been presented. The idea was formulated to have a catalogue on the website.

Mobility projects for students will be presented on the market at the conference. All info will be available in the book and on the web.

A booklet should be created with courses for teachers and students as publicity as not everybody likes to

read the whole newsletter.

It was suggested to look at the ACA conference in order to get some ideas.

6. BUDGET

As the expenses for the council meetings were higher than originally budgeted, the council discussed how costs could be reduced in the future and whether the amount budgeted for the council meetings is actually realistic.

A few options were discussed:

1. analyzing costs
2. reducing the size of the council
3. reducing costs by organizing fewer meetings per year
4. centralizing the meetings in Gent

The council agreed not to cut down on the amount of meetings as they are all equally important. The idea was put forward to try and have a 5 head council for a period of one year, a trial year. In the statutes it is said that the council should be composed of one president and 5 council members. This will be taken up with the legal team.

The council usually doesn't meet in the conference host country in January but in exceptional circumstances, it was decided that one or two people could go in order to get the conference on the rails again.

As the conference is extending and therefore longer, it is necessary for the council to be there for a week. Only those involved in the student programme should be there on Sunday, the others could arrive later.

The negative result in the books has been explained. Due to paying a bill too early for the Office, 3 instead of the usual 2, have been paid which has sent the result into a negative number.

Action- Isabelle- send break up of costs of council meeting to council

Action- Filip/Isabelle- check with legal team if this would be a possibility to try a year with 5 council members instead of 6

7. ANNUAL REPORT 2014

TOPICS	
General overview	Jen
A review of 2014 - Key achievements	
Key issues for Coehre to address in 2015	Jen/Charlotte
Groningen conference evaluation	See article Célia in newsletter
Coehre academy	Filip
- Budget	Ulla-Maija
- Publication	
Financial Report 2014	Isabelle
Membership status	Isabelle
Office report	Isabelle
Council member activities	Isabelle
Council meetings	Isabelle
Auditors report	Jean
Nominating committee	Mimi, Hein, Sandra

Action- council- hand in articles by beginning of February

8. SOCIAL WORK INVOLVEMENT

The integration and involvement of Social Work into the consortium has been discussed. The department of Social Work of each of the members should be contacted with the following questions: 'What could we do for you to take part in Coehre? What do we have to do to make it more interesting to you?'

Action- Célia/Isa- Célia will write a letter which then will be sent to the responsible person in SW by Isabelle

Action-Ulla-Maija- will send Isabelle the link of the social work association.

Action-Jen- will write a letter to the Social Work Association

Action- Isabelle- will put the letter on Coehre paper

9. ALLIANCES

Filip will meet with EASPD to have a shared workshop again.

It was agreed that the Alliances need to get some attention and that it would be a possibility to add this to the post of the new council member.

10. PROMOTION

A one sheet portfolio about Coehre will be created.

Action-Jen and Isa will have a phone meeting on this topic. Isa collects the info and sends it to Jen before the phone meeting. Jen has a PowerPoint presentation on Coehre that she will disperse and that could be used on 'Why do you want to join Coehre'

1 minute movie on YouTube, summarizing Coehre, will be produced and put on the website.

Action-Ulma thinking about the trailer as you need one focus only Jen will send the PowerPoint to Ulma

Action- Isabelle- provide Adèla with the necessary info for the portfolio sheet

11. MARKETING/WEBSITE

Action-Isa-will get a quote from some websites.

Action-Ulma- will contact people at Oulu University

12. NEWSLETTER

TOPICS	
Message from the president	Jen
Conference 2015	Isabelle
Pre-conference	Jen
Coehre Academy Updates and Announcements	Filip/Ulla-Maija
Search for new Academy Task Force members: - what does the workload entail - what is refunded - recommendation letter, just to demonstrate the support of the manager	Filip-Ulla-Maija
Elections - 2 council members - auditor	Nominating committee
Council member tasks	Archives
Advantages of being a member	Archives

Would you like to be a guest teacher in the student programme?	?
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Action- articles in by beginning of Feb

13. COPYRIGHT INFRINGEMENT

An update was presented on the copyright issue found place and the cost attached to it.

14. DATES OF NEXT MEETINGS

27-28-29 May 2015

One day in the May meeting will be reserved for strategy.

The Academy Meeting will take place parallel to the Council Meeting.

ANNEX 1: Role Descriptions for Council Members

President

The President is the key representative for the organisation. S/he will steer the strategic development of the organisation and ensure the organisation remains financially viable. S/he chairs Council meetings as well as the General Assembly and will have the casting vote in any deliberations. The President will manage relationships with other linked organisations. Prepare the annual budget for consultation.

Vice President

This role is assumed by a council member in addition to other duties. The Vice President's main role will be to deputise for the President but s/he may be invited to take on defined tasks by the President.

General Secretary

In addition to general council duties this person is responsible for establishing and maintaining links with the membership through the newsletter and other correspondence. S/he is responsible for ensuring notes are kept of Council Meetings and the General Assembly along with other significant meetings e.g. Annual COEHRE Academy Meetings as well as Dean's and International Coordinator Meetings at the Annual Conference. S/he works closely with the Office Manager to ensure regular contact is kept with the membership, that membership status of the organisation is kept up to date and fees are notified and paid on time and ensures that actions agreed in the council meeting are carried out. Formulates dissemination of news, other communications to the membership.

Treasurer

This will always be a Belgian. S/he will have responsibility and works closely with the Office Manager to ensure effective and efficient operational financial management of the organisation and act in accordance with the Council's decisions regarding financial matters.

Annual Conference Coordinator

This council member will have overall responsibility for planning and coordinating the programme for the annual conference according to the agreed conference theme and sub-themes or pillars e.g. contacting and booking speakers, informing them of what they will be entitled to in the way of travel and other expenses etc.

Suggestion: combine Annual Conference Coordinator and Student Conference Coordinator
Creates a place for Marketing person

Annual Student Conference Coordinator

This Council member will ensure that the student conference is planned to run alongside and intersect with the Annual Conference, that a dynamic and interesting programme is planned for the students and that they have an opportunity to interact with locally based students, organisations and cultural events.

Annual Conference Scientific Programme Coordinator

This Council member is responsible for coordinating and issuing a call for abstracts for papers and posters on the key themes of the annual conference. S/he will also coordinate the evaluation of submissions by a team of experts from the membership and coordination of parallel session content at the conference.

Joint Leadership of COEHRE Academy

Coordinate activities in Academy. Organising ICHCI preparation seminars, Capacity Building workshops and dean's seminars. Generally creating an environment and help to create partnerships for educational development and research between partners can develop. To nurture and manage new ideas for evaluation, research and publication between partner organisations. Two Council Members take on these duties in addition to general council duties. These council members will be assisted in the leadership academy by two co-operating members.

General Council Member Duties

- Attendance at two council meetings per year (January and June)

- Participation in council telephone conferences (September and March)
- Attendance at Annual Conference and Council meeting – (April)
- Undertaking of tasks related to organisation and smooth running of the annual conference e.g. chairing sessions, hosting meetings, welcoming new members etc.
- Any other duties required
- Keep close liaison with the Office Manager and copy her in all of the correspondence

Potential new role: Publication/Marketing Coordinator

Publicise aims and achievements of the organisation. Raise the profile of the organisation. Emphasize the diverse work that Coehre undertakes apart from the yearly conference. Communicate an advertising or marketing brief to an external organisation or consultant.

ANNEX 2: General Responsibilities

General Functions in the Council

1. Participate in the council annual meetings (January, April and June)
2. Contribute actively to the agenda proposed for each meeting
3. Contribute actively in the implementation of the decisions taken by the council
4. Participate in the Conference
5. Contribute actively to the Annual Report

Specific Function in the Council: **Staff Conference**

1. Develop the time plan of the conference
2. Articulate with the host institution
3. Develop, in collaboration in the Council and host institution, the staff programme
4. Develop guidelines for abstract submission
5. Develop criteria for abstract evaluation
6. Develop abstract types and structure

1st Mandate (April 2011, Lisbon to April 2014, Groningen)

Specific functions in the Council: **COEHRE Academy**

1. Participate in the Academy meetings (January, April, October)
2. Collaborate in the development of the Seminars/Workshops Plan for the year (Academy)
3. Develop the evaluation method and instrument for evaluating the activities carried out
4. Collaborate in the definition of the Agenda and activities to be carried out in the COEHRE Academy Meeting during the Conference (namely: Report on the results of the activities of the year)
5. Assume responsibility for one of the seminars/workshops implemented
6. Guarantee smooth process throughout the seminar
7. Evaluate the activity
8. Write small report on the evaluation activity