



COEHRE COUNCIL MEETING 30 OCTOBER 2020

1. Apologies

None

2. Approval minutes TEAMS meeting June 2020

Approved

3. Introduction of the team

Introductions were made.

Annemie announced that her job has shifted, which means that she will invest her own time into COEHRE. She will continue as council member and evaluate at the end of the year whether this is feasible.

4. Council tasks redivision

The council tasks have been redivided. See [Annex 1](#) for overview.

The subject of PR has been touched and a plan devised to meet up with a PR Coordinator in Marketing & Events to help COEHRE in setting up a communication plan regarding the PR of the organisation. Our target audience could be redefined and a clear timetable, including start of promotion and communication to the membership, could be drafted.

5. Conference 2021 – Rotterdam, The Netherlands

Seeing the current Covid-19 situation, it has been decided to postpone the Rotterdam conference to 2022. In order to remain financially stable the sequence of conference hosts -respectively Rotterdam 2022, Finland 2023, Switzerland 2024-, three high cost countries, has been reviewed. Consequently, it was opted to change the sequence and add a host member of the South of Europe in between to balance it out financially and to have a good variety between high- and low cost country hosts.

In order to counter the postponement of the Rotterdam conference, it was decided that the focus in 2021 will lie on online activities. A monthly webinar could be organised for each of the pillars. At the end of the webinar a networking moment could be set up. It was suggested to organise several webinars throughout the year instead of organising a full day. These webinars, in addition to the Academy activities, will keep COEHRE in the picture throughout the year.

For what concerns Research, the idea was put forward to pour the abstract submissions into several webinars containing presentations of research and outcomes followed by a small discussion.

6. General Assembly + Elections 2020

The General Assembly has been organised online. Each of the members received a voting form, which will be returned to the COEHRE office.

The Audit report confirms that the focus on finances should be a priority.

Therefore, a strategy for the next 4 years will need to be set out to ensure a solid financial situation. A strategic plan will be formulated and goals will be defined. The Annual Report will serve as a base to determine the goals to be reached.

7. Administrative support update

Administrative support has been foreseen for 5%

8. COEHRE Academy

The courses offered by the COEHRE Academy are of a high quality but don't seem to attract the desired amount of people. Possible causes will be looked into, such as promotion, fees, member needs,...

It is of a general belief that the promotion should start earlier and be maximised by means of spreading info on Facebook/LinkedIn/Instagram/YouTube. Part of the promotion could include outcomes of student and staff events through testimonials by the participants. In order to overcome this hurdle, a clear communication/promotion plan, poured into a timeline, will be proposed. The plan will contain clear expectations, deadlines, target audience and persons in charge.

The question arose whether the charged fees are comparable to similar online courses. Apart from looking into this, a financial model will be drafted to ensure a financially healthy organisation.

The financial model will provide a framework for fees, budget sheets, price negotiation with speakers and an overview of responsibilities.

It was suggested to find a way of registering or quantifying projects that come out of COEHRE as it would be a good indicator on how COEHRE is doing.

9. COEHRE Research

Jonathan has invested 60h into setting up the COEHRE Research websites which amounted to € 3.731 incl. VAT. It is estimated that another 20/30h will need to be invested to get the website running smoothly. Seeing the high cost, it was proposed to find an alternative that would cut costs.

COEHRE Research has set up 2 websites:

- **Research abstract submission website**
Regulates submissions, reviewers...
Responsibility of the website: COEHRE Research Council Members
- **Research spokes website**
Contains the interest of the institutions, what they are working on,... with the aim to spread research in their institutions and stimulate collaboration among members.
Responsibility of the website: partly COEHRE Research Council members, partly COEHRE office

A manual for the website use will be drawn up.

10. COEHRE Strategic Management

Strategic Management is short of two core group members. A vacancy for these positions will be sent out to the membership.

11. Outlook on goals to be reached in the upcoming 4 years

A strategic plan will be formulated and goals will be defined. The Annual Report will serve as a base to determine the goals to be reached.

12. Future meetings & practicalities

The meetings should be increased.

A proposal date for the next meeting (end of Nov) and following will be sent out by Doodle

13. Goodbye

Due to Covid-19 the COEHRE Council nor the members have been able to give Jeroen and Jen a proper send-off. We hope that we will be able to express our gratitude 'live' one day soon and that we could look back at some great moments we have experienced together with them.

Annex 1 Council member responsibilities

The Council operates as a team throughout the year, executing the following General council Member Duties:

- Attendance at three council meetings per year (January, April and June)
- Participation in council telephone conferences (September and March)
- Attendance at Annual Conference – (April)
- Contribute actively to the agenda proposed for each meeting
- Contribute actively in the implementation of the decisions taken by the council
- Contribute actively to the Annual Report
- Undertaking of tasks related to organisation and smooth running of the annual conference e.g. charring 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

Specific tasks and responsibilities are summarized in the following table:

POSITION	SPECIFIC TASKS
President Patricia Claessens	<ul style="list-style-type: none"> • Key representative for the organisation • Steers the strategic development of the organization • Ensures that the organisation remains financially viable • Chairs Council meetings as well as the General Assembly and will have the casting vote in any deliberations • Manages relationships with other linked organisations • Prepares the annual budget for consultation
Vice-President Attila Dobos	<ul style="list-style-type: none"> • This role is assumed by a council member in addition to other duties • The main role is to deputise for the President • May be invited to take on defined tasks by the President
Treasurer Patricia Claessens	<ul style="list-style-type: none"> • Belgian • Works closely with the Office Manager to ensure effective and efficient operational financial management of the organisation • Acts in accordance with the Council's decisions regarding financial matters.
General secretary and PR Aija Ahokas	<ul style="list-style-type: none"> • Membership promotion • Increases participation in the organization for a wide range of professions • Encourages more professions to join by for example organising a COEHRE workshop at another conference
COEHRE Academy Aija Ahokas Attila Dobos	<ul style="list-style-type: none"> • Coordinates activities in the COEHRE Academy • Organises seminars and Capacity Building workshops • These two council members will be assisted in the leadership of the COEHRE Academy by a core group and task force
COEHRE Research Ester Goutan Roura Annemie Spooren	<ul style="list-style-type: none"> • Coordinates activities in COEHRE research • Organizes capacity building and partnership building seminars • Generally creates an environment and helps to create partnerships for research between partners • Nurtures and manages new ideas for evaluation, research and publication between partner organisations

	<ul style="list-style-type: none"> • These council members will be assisted in the leadership of COEHRE Research by a core group and task force
COEHRE Strategic Management Marc Elie Patricia Claessens	<ul style="list-style-type: none"> • Coordinates activities in COEHRE Strategic Management • Organizes strategic management seminars and stimulate structured interaction • These two council members will be assisted in the leadership of the COEHRE Strategic Management by a core group and task force
Annual Conference Council	<ul style="list-style-type: none"> • Set out the main framework for the conference including theme and subthemes and work on the content in coordination with host institution
Annual Student Conference Coordinator Attila Dobos	<ul style="list-style-type: none"> • Ensures 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. • Quality assures the learning and teaching content and level of academic outcomes • Oversees contacts and books tutors and visiting sites
Annual Conference Scientific Programme Coordinator Annemie Spooren Ester Goutan Roura	<ul style="list-style-type: none"> • Responsible for coordinating and issuing a call for abstracts for papers and posters on the key themes of the annual conference • Coordinates the evaluation of submissions by a team of experts from the membership • Coordinates parallel session content at the conference.
Office Manager Isabelle Delarivière	<ul style="list-style-type: none"> • Financial preparation • Updates social media, oversees the website and increases membership promotion • Ensures that notes are kept of Council Meetings and the General Assembly along with other significant meetings e.g. Annual COEHRE Academy Meetings as well as Strategic Management Meeting and Internationalisation Meetings at the Annual Conference. • Ensures regular contact with the membership, keeps membership status of the organisation up to date and ensures that fees are notified and paid on time and that actions agreed on in the council meeting are carried out • Formulates dissemination of news, other communications to the membership. • Responsible for planning and coordinating the programme for the annual conference according to the agreed conference theme and sub-themes • Oversees contacting and booking speakers, informing them of what they will be entitled to in the way of travel and other expenses etc. • Student conference finances