



COHEHRE Council Meeting 2nd of March 2023

1. Apologies

None.

2. Approval Minutes last Council Meeting

Approved.

3. New structure and flow (see proposal **ANNEX 1** below)

The more detailed flow chart and new structure have been discussed.

The following was concluded:

- 2 moments per semester will be pinpointed in which the CONTENT committee can send in their proposals. A council moment will be added to the agenda on which a decision will have to be made and feedback will be given (within 14d after receiving the proposal)
Suggestion: 1 document with all necessary documents per committee. Merge docs into 1 standard template
- Each activity should be approved by the council.
Content + Organising committee draft a break even analysis and a proposal.
Council will decide whether it is ok or if the activity could be taken into account as a try-out
- Everything that has to do with finance needs to pass by the council.
- Finance and legal decisions lie within the council.
Responsibles for this line are president and vice-president.
- 1 liaison + vice-liaison from the council is foreseen in each committee.
This ensures back-up if one liaison is out and it gives them the flexibility to share the task.
The liaisons are not supposed to organize, they are merely there to stand-by, give advice and raise any problems/questions at the council when they occur. The liaisons keep a finger on the pulse in the committee.

4. Symposium (see proposal example **ANNEX 3** below)

A mini conference that allows **lecturers and experts to discuss** a specific topic and latest developments, examine issues and trends within health and social care.

- It will be smaller and **more focused** on a singular topic of discussion.
- There will be a more **in-depth discussion and exchange of ideas** from experts within the field and attendees.
- **Solutions and recommendations** can develop from these discussions and flow into next step actions.
- The findings from this symposium can help others with the field and be a **stimulation to seek new knowledge and findings** within health and social care.

5. Academy meeting follow-up

A meeting with the Academy took place on 30/01 to inform about the reason behind proposing a new structure as well as to listen to their questions which were taken to this council meeting to discuss.

6. Questions arisen from Academy meeting

6.1. *What about purely research activities?*

Seeing a merge of team members, there will be plenty of people in the Content Committee who could make suggestions on research activities.

6.2. *Student conference as an international course instead of part of the conference? Could the student conference be organized parallel to the symposium?*

It was raised that the success story of the StuConf was such that after an intense learning week the students could showcase the outcomes of that week to their teachers. This is a unique aspect to the StuConf.

Therefore, it was proposed to organize the StuConf side to side to the bi-annual conference.

During the symposium year, another international activity could be organized but not parallel to the symposium.

6.3. *Analysis based on financial results of the abnormal Covid years?*

An overview of income and outcome over the past years has been given.

6.4. *Could the participation/member fee be increased?*

It was suggested to investigate what other organisations are doing and what the fees are.

It transpired that other organisations asked for a lower membership fee but double the participation fee for a course/activity.

It could be a possibility to look into the participation fee but seeing the membership fee is quite high already it would not be advised to up the fee.

6.5. *How to integrate new members in activities?*

- The new member will be introduced by mail to our current members (could be invited to a member to join the activity and network afterwards)
- The new member will be introduced by COEHRE appointed person to our current members at live gatherings.
- During the Trial Year, the member will receive a more personal approach to guide them through the yearly activities.

6.6. *How will the conference be organized?*

Usually the theme is being discussed between the council and host to come to a theme that lives in the host country as well as in the rest of Europe.

In the new structure, the CONTENT Committee could make theme proposals for the conference host that could be interesting to the members.

6.7. *How to proceed when a new course would be launched/tested?*

See flow below.

6.8. *How to ensure the course turns break-even?*

- By using the breakeven analysis template
- Good communication plan to ensure a good turn-up

7. Mission & Vision

The mission and vision will have to be revisited and updated according to the set-up of the new structure.

8. New rules concerning non-profit organisations

As there are new rules concerning non-profit organisations it will be obliged to change the statutes according to the new rules. At the same time, we could look into updating the outdated statutes. The statutes will be voted at the General Assembly.

9. Liability insurance for council

It was put forward to go for a liability insurance for the council. The non-profit directors' liability policy protects the insured person(s) and the assets of directors against the financial consequences of a liability claim against them.

The cost of this insurance for all council members in total will come down to €200+taxes.

10. Budget 2023

Once the bookkeeping from 2022 has been checked, a proposal will be sent to the council incl. costs for legally finalizing the new rules concerning non-profit organisations by a notary as well as the liability insurance for the council. The costs for updating the research website will be looked into as well.

11. CM calendar

A doodle will be sent out to the council members.

Not on Fri for Marc and not on Mo morning for António will be taken into account.

12. Refund policy

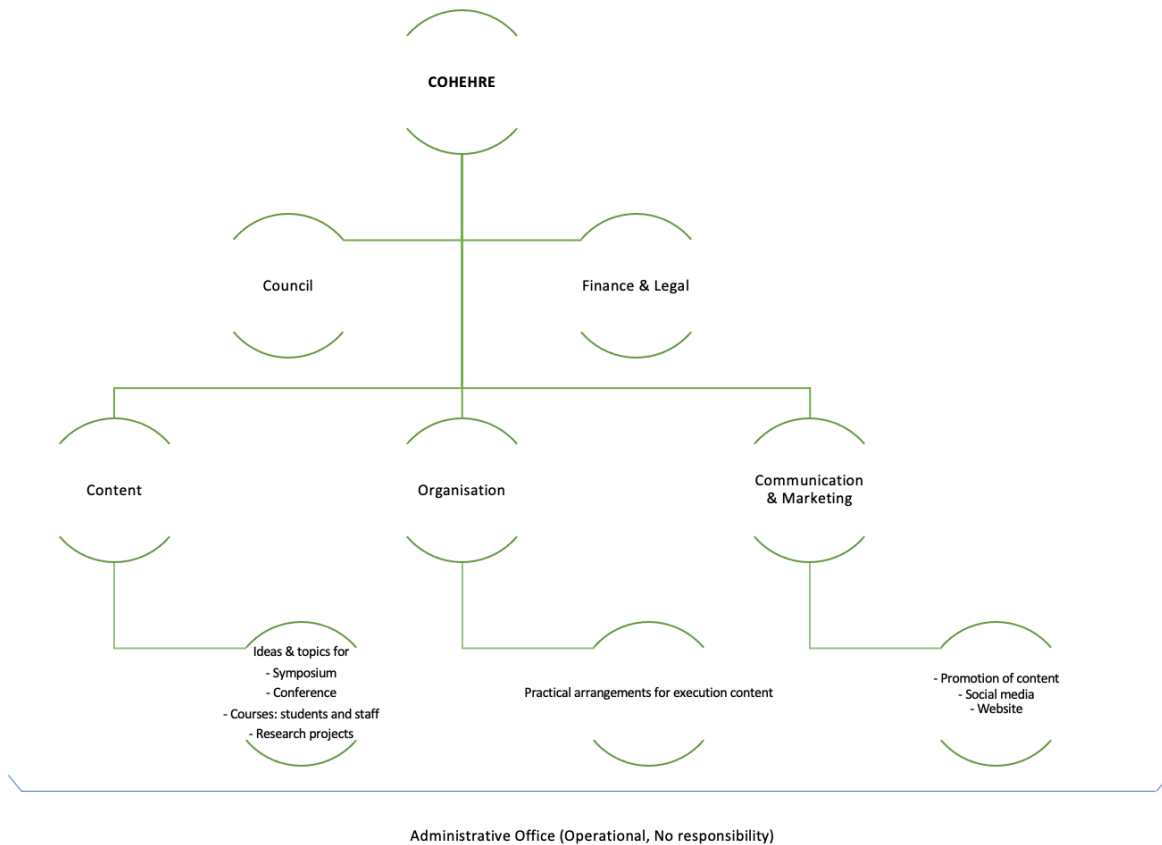
Is being looked into. A proposal will be ready soon.

13. Council news

Ester announced that she would like to end her term as a council member as new opportunities have come her way.

14. Communication to the members concerning the new structure

ANNEX 1: NEW STRUCTURE & FLOW



Responsibilities



Provides **ideas & topics** for

- Symposium
- Conference
- Courses
- Student programmes
- Research projects
- Webinars

Looks into which **speakers** would fit for each activity.

Looks into **dates & place** to organize the activity.

Appoints a **contact person** from COEHRE (person who will be at the course)

Fills out form with all info for **flyer**

Makes a **break-even analysis** (together with the Organising Committee) to be approved by the council

Delivers input for social media posts

Evaluates activity through Google forms

Drafts **outcome report** for Annual Report

Sends **evaluation and outcomes** of activity to council **within 3w** after closing the event

Makes **theme proposals for the conference host** that could be interesting for the members

1 council liaison member + 1 vice-council liaison member



Looks into the **practical development** of CONTENT:

- Liaises with place where activity is organized to **arrange practicalities**.
- Makes sure that everything that is needed to hold the activity will be there.
- Makes a **break-even analysis** (together with the Content Committee) to be approved by the council.
- **Sends the proposal of an activity** incl. break-even analysis on 2 pinpointed moments per semester. (feedback from council within 14d after receiving the proposal)

2 people of the Organising Committee will be involved as support in **symposium and conference**

1 council liaison member + 1 vice-council liaison member



Sits together with Content Committee before start activity to draft a **communication plan**

Sets up **calendar** for communication activities, which will include:

- **Toptopicals** (International day of the refugee, International day of OT) linked to a previous/future course
- Asks CONTENT activity responsible for article on **outcomes** of the course + pics
- **Social Media** articles/updates/toptopicals

1 council liaison member + 1 vice-council liaison member



Looks into new **activity proposal**:

- Checks break even analysis proposal
- Looks into communication plan
- Looks into content
- Consults into how to make proposal profitable
- Gives feedback on the proposal within 14d after receiving it (submission of activities on 2 pinpointed moments/semester)
- Evaluates event result

Looks into **grants** possibilities

Sets up **contract** with host institutions

Elections

Sets **yearly budget** for COHEHRE based on the books' results of the past year

General Assembly content

CM with fixed subjects on agenda: financial report (quarterly updates), budget sheets, evaluation activities

CM after submitted activity proposals (2x/semester): approval activities + budget

Council liaison members in each channel

ADMINISTRATIVE OFFICE	<p>FINANCE</p> <ul style="list-style-type: none"> - Invoicing: membership fees, courses, workshops, conference, symposium - LIC membership determination - Bookkeeping and audit - Updates ins&outs on budget sheets - Quarterly updates at CM <p>ORGANISED ACTIVITIES</p> <ul style="list-style-type: none"> - Sends out activity info to members and contacts - Executes PR received from COMM&MARKETING - Books hotels, restaurants
------------------------------	--

	<ul style="list-style-type: none"> - Creates flyer with info from CONTENT - Assist with the organization where needed <p>COUNCIL MEETINGS</p> <ul style="list-style-type: none"> - Council meeting agenda proposal - Minutes of meetings - Put CM on website <p>ANNUAL REPORT</p> <ul style="list-style-type: none"> - Deliver an Annual Report with all data collected from the teams (<i>doc: annual report subjects</i>) - Put AR on website <p>ELECTIONS</p> <ul style="list-style-type: none"> - Collect CV, application form and support letter from institution to be sent to the members' main contacts - Publication in Belgisch Staatsblad <p>MEMBERS</p> <ul style="list-style-type: none"> - Keeps track of members, trials, new members - Ensures they will be introduced at different activities they participate in <p>GENERAL ASSEMBLY</p> <ul style="list-style-type: none"> - Send GA docs to members by mail - Minutes of meeting - List with attendees to be signed when entered - Voting forms - Put minutes on website
--	--

FLOW ACTIVITY ORGANISATION

Structure in support of organising activities

BEFORE EVENT

1. Content committee
 - Suggest activity
2. Content-Organising-Communication committee
 - Discuss practicalities on organization
 - Make break even analysis
 - Create communication plan
3. Organising committee
 - Send following docs to the council for approval:
 - Flyer template of activity
 - Break even analysis
 - How to reach that amount of participants
 - Communication plan
4. Council
 - Meets up to decide
 - Sends its 'ok', 'ok, but...', not feasible because...
5. Organising committee
 - Teams:
 - Add activity

- Add break even analysis
 - Add budget sheet + spending
 - Add flyer info
 - Add signed expert/speaker forms
 - Send Office message that all docs are in Teams
 - Start organising event
 - Ensure speaker forms will be sent to Office for payment
 - Provides pics of activity or asks Office to provide pics
6. Office
- Create flyer + add flyer to Teams
 - Create Google forms for enrolment (share with everyone involved in activity)
 - Update website/social media with info activity from flyer and from Content committee
 - Send out mail to member and contacts
 - Add participant list which will be updated with payments on regular basis

AFTER EVENT

1. Communication-Content-Organising committee
 - Add pics on Teams
 - Write article on outcomes of course
2. Office
 - Update participant list with payments, absentees, no-shows
 - Update budget with income and expenses
 - Send survey via Google forms within 1w after closing the event (share with everyone involved in activity)
 - Send certificate to organisers, speakers, participants
 - Post article on outcomes of course on website and social media
3. Organisation committee
 - Sends: outcomes, content, and finances to council within 3w after event took place
4. Council
 - Looks into results of event and evaluates

ANNEX 2: PROPOSAL COUNCIL RESPONSIBILITIES NEW STRUCTURE

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

- Attendance at two live council meetings per year (January, April)
- Attendance at Annual Conference – (April)
- Participation in council Teams meetings (June, September and feedback meetings on submitted activity proposals)
- Contribute actively to the agenda proposed for each meeting
- Contribute actively to 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 and the symposium e.g. charring sessions, hosting meetings, welcoming new members etc.
- Keep close liaison with the Office Manager and copy her in all the correspondence
- Any other duties required

Specific tasks and responsibilities are summarized in the following table:

POSITION	SPECIFIC TASKS
President	<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	<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	<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.
Content committee	<ul style="list-style-type: none"> • 1 council liaison + 1 vice-liaison • Communicates about new ideas and topics in the pipeline to council • Communicates outcomes of council meetings to the Content Committee Team • Two Council Members take on these duties in addition to general council duties. These council members will be assisted by the Content Committee team
Organisation committee	<ul style="list-style-type: none"> • 1 council liaison + 1 vice-liaison • Communicates about the practical organisation of events • Communicates outcomes of council meetings to the Content Committee Team • Two Council Members take on these duties in addition to general council duties. These council members will be assisted by the Content Committee team

Communication & marketing committee	<ul style="list-style-type: none">• 1 council liaison + 1 vice-liaison• Communicates about new ideas and communication plan• Communicates outcomes of council meetings to the Content Committee Team• Two Council Members take on these duties in addition to general council duties. These council members will be assisted by the Content Committee team

ANNEX 3: PROPOSAL SYMPOSIUM

Symposium

A mini conference that allows **lecturers and experts to discuss** a specific topic and latest developments, examine issues and trends within health and social care.

- It will be smaller and **more focused** on a singular topic of discussion.
- There will be a more **in-depth discussion and exchange of ideas** from experts within the field and attendees.
- **Solutions and recommendations** can develop from these discussions and flow into next step actions.
- The findings from this symposium can help others with the field and be a **stimulation to seek new knowledge and findings** within health and social care.

Proposal symposium spread over 2 days	
DAY 1	
09:00-12:00	Registration
12:00	Welcome and introduction of the day Presentation + Q&A
12:10	First round table moderated by X
12:45-14:00	Presentation/KN Expert presentations (3) Followed by debate and questions
14:00-14:45	Lunch & coffee: sandwiches
14:45-16:00	Second round table moderated by X Presentation/KN Expert presentations (3) Followed by debate and questions
16:00-16:15	Closing of the day (including conclusions)
16:15-17:45	Networking reception
DAY 2	
09:00-10:15	First round table moderated by X Presentation/KN Expert presentations (3) Followed by debate and questions
10:15-11:30	Second round table moderated by X Presentation/KN Expert presentations (3) Followed by debate and questions
11:30-11:45	Closing of the day (including conclusions)

	CONFERENCE	SYMPOSIUM
Scale	-larger scale -many speakers	-smaller scale
Speakers	-academics, celebrities -students -career researchers -specialist guests invited to speak	Presenters and panel, experts in their field from various institutions and backgrounds allowing for a broad but detailed discussion with opinions from across the specialized field.
Time	A few days to a week	A day
Format	Sessions: -Poster sessions -Presentations -Speakers -Discussions and panels -Workshops More sessions can be in progress at the same time.	More of a precise and slender focus on one topic and usually discussed by a panel
Outcome	A great way to tell/show your findings from your research to the world	Discussing research with your peers and being able to implement your findings into further research.