



COEHRE Council Meeting Budapest, Hungary 11th-13th of January 2017

1. Apologies

Jeroen Martens

Present: Jennifer Lewis Smith, Liisa Koskinen, Célia Soares, Attila Dobos, Aija Ahokas

2. Minutes Council phone meeting – November 2016

4.4	Parallel workshops See conference section
4.5.	Summary of meeting with Patricia for what concerns the Strategic Management meeting has been sent out
5	Honorary members Any member who has made an outstanding contribution to the organisation and are still pursuing their efforts into COEHRE should be rewarded with an Honorary Membership. This will mean free participation in the conference. The main change to the definition of Honorary Membership is that the honorary member shouldn't be retired anymore. Isabelle and Jen - will look into writing a new text, which will be taken to the GA.
	Old website As Bournemouth started up the website, it is physically on their server. Maybe Jen could contact Sue Kensley It was hosted by Belgian afterwards, who sold his business to Pop.com Jen - will get in touch with Sue (isabelle to give contact details Sue) Isa and Jen - will set out a day to deal with it. Isabelle to get in touch with pop.com before that date. Isa - In the next newsletter emphasize that they have to use .com website. Isa - Check contract pop.com

3. Conference 2017 – Setúbal, Portugal

3.1. [Website](#)

The conference website is up and running.

Isa - send mail to members that registration is open in the newsletter

- add staff and strategic management programme

Conference team - Check upon arrival if participants will really participate in Dinner/Dance and ask if they have finalised the choices for the social programme.

3.2. [Programme](#)

The Staff programme has been updated and finalized.

3.3. Survey

Isabelle – Update Survey Monkey with Liisa’s remarks

3.4. Strategic Management meeting

The Strategic Management meeting has been discussed and ideas put forward. The use of postcards and a new blog will be new tools to remind the participants of what they would like to achieve in their institutions and how to achieve these goals.

Isa – print A5 postcards, 3 p/p, numbered, see specifications Jen. Postcards will be send throughout the year.

Isa – set up a blog as an online action learning chat for people with similar interests

Organising team - provide coffee, tea and lunch in the same meeting room

The possibility of having the KN speaker of 'Developing 21st century competences' for the Strategic Management meeting was discussed. If it wouldn't be possible for the speaker to spare time for this meeting, an alternative has been put forward.

Isa – look into costs if Ulla-Maija will need to be replaced for the Strategic Management meeting and communicate this to Patricia. Lien Byls and Isabelle Potiau were put forward as possible replacements.

3.5. Student conference

The Student Conference progress has been elaborated upon. The structure of the Student Conference will be kept but the content will be adapted to the local facilities and problems.

Isa – send out grants mail (according to Erasmus funding)

- how many free student places are there for Portugal

- by the end of Feb we need to know the amount of staff grants

- simulate expenses/accommodation/flights for speakers

- keep close look on student registrations, (don't send reminders as yet)

3.6. Budget

The proposed budget has been approved.

3.7. Grants

Staff Grant x 10 €500 (€375 registration fee + €125 towards travel/accommodation)

Student Grant x 6 €400 (€200 registration fee + €200 towards travel/accommodation)

The criteria for entitlement of grants need to be redefined as not that many partners are entitled of one at the moment. The list of grant countries will be revisited supported by the Erasmus list.

Attila – send list of Erasmus scholarship entitled countries to Isa

Isa – send institution a grant mail

3.8. Elections

Overview:

Jen Up for re-election (Elected in 2014 for 3 years)

Liisa Term is up

Célia Up for re-election (Elected in 2014 for 3 years)

Jeroen Elected in 2015 for 3 years

Attila Elected in 2015 for 3 years

Nominating Suzanne: re-elected in 2016 for 2 years

committee Toini: up for re-election (Elected in 2015 for 2 years)

Sandra: up for re-election (Elected in 2015 for 2 years)

Isa – to list up job descriptions and tell nominating committee what we are looking for

- adapt elections on website

- send out an open call for candidates

Célia – will have a chat with Anna Ramon to paint a realistic picture of the position

3.9. Workshop facilitators

Guidelines for speakers at conferences need to be set up in order to ensure more collaborative working.
Isa -to put the general info into a letter to attach to the mails

3.10. Honorary members

Under consideration.

3.11. Abstracts

Nearly 60 abstracts have been received.

4. **Future student registrations**

This year will be the trial year for what concerns the limitation of student registrations in order to maintain the high standard of quality of the Student Conference. A discussion followed on how to proceed when the maximum amount of 50 students registered before 29th of January would be exceeded. It was suggested to take the experience to the following years and adapt the rules accordingly. The question arose if we should always limit the student numbers or to do it according to the ability of the host institution being able to accommodate more than 50 students. For what concerns this year's registrations, registrations will be closely monitored and decisions will be taken in the occurrence of exceeding the pre-defined amount of 50 students.

5. **Conference 2018 Arteveldehogeschool Ghent**

The next conference will take place at the Arteveldehogeschool in Ghent, Belgium. A presentation/movie will be shown at the conference.

Isa – patricia and Isa to look into maybe making a flyer or a gadget from Arteveldehogeschool

6. **COEHRE Academy**

An overview of activities has been given and can be found on the website. The COEHRE Academy plan frequent Skype meetings.

There is a need for a definition of a COEHRE Academy course.

The role of COEHRE in partner institutions' workshops/seminars needs to be defined:

- One of the requirements for a student course should be granting credits.
- If a course is credit bearing, set up by partners of COEHRE and in which COEHRE advised, who is the owner of the course?
- Use of materials, logos, define structure of the courses. Quality standard, not ownership.

Isa – put it on the agenda for April

7. **COEHRE Research**

A strategy format has been drafted. It was suggested that a summer school could be organized with subjects such like: how to write a proposal or research methods.

Liisa and Célia - send it to Isabelle, an edited version will be put online.

Liisa – to think it over whether she would like to stay involved in research after retirement of the council

Isa - to look at the spending pattern over the past years of the academy

8. **COEHRE Strategic Management**

The COEHRE Strategic Management will follow a similar evolution as the COEHRE Academy.

The Strategic Management meetings have evolved into a more structural meeting, a platform to discuss topics that are hot for strategic management. A core group will be formed and a task force will be set up in the future to see what would support the Strategic Management best. This will be all taken up at the Strategic Management meeting in April.

Patricia - could maybe send Isabelle the e-mail addresses from the nursing deans platform that she is part of

9. Business structure of COHEHE Academy, COEHRE Research and COEHRE Strategic Management

An overview of how the 3 branches operate, the expected costs that come along with it and actions that will need to be undertaken in order to achieve a smooth running will need to be drafted. Guidelines will be written for all 3 branches so that the expectations and reimbursements are clear.

Council - Make an overview of the three branches (see above)

- write guidelines for the 3 branches so that it is clear what the expectations are, rules on reimbursements, what is paid by COEHRE and what can be paid on Erasmus mobility...

Isa – send conference guidelines to the council as an example

Academy - Review the amount asked to participate in an academy seminar

10. EASPD Meeting

The topic of the EASPD conference has been discussed. Ways to strengthen the relationship has been brought up. It was suggested to participate in their conference yearly.

Isa - to look into budget

11. Budget/audit

It was suggested to add a few columns next to the Budget Sheet 2016 to have an immediate overview of what has been spent in comparison to what has been budgeted.

Isa – to add columns next to Budget sheet with real spending

12. Portfolio

The portfolio will need to be refined.

Isa - to send the text to Jen for edit

- will print the portfolio on heavier paper

13. Council Membership

A discussion took place whether there would be a possibility to create an Associate Membership fee at the LIC membership rate (€850). It is anticipated that there would be a great interest from non-European institutions or companies. It needs to be looked into if there would be any restrictions stated in the Statutes and Bylaws.

Isa - to check bylaws

- if this would be possible, it should be publicized online. An introductory letter and portfolio should be then send to them

- check who belongs to the LIC countries and make a new list according to the Erasmus list.

Countries entitled of a grant will be reviewed

Attila – will send the Erasmus list to isa

14. Annual Report 2016

TOPICS	
General overview	Jen
A review of 2016 - Key achievements	Jen (a bullet point list will be made with the help of Liisa. Jen will pour it in a text)
Key issues for Coehre to address in 2017	Jen/Liisa
Budapest conference evaluation	Célia (see article newsletter)
Coehre academy	

- Budget - Publication: ulla maija has something written in accordance with Eipen, might be good to put it in.	
Financial Report 2016	Isabelle
Membership status	Isabelle
Office report	Isabelle
Council member activities	Isabelle
Council meetings	Isabelle
Auditors report	Christine
Nominating committee	Suzan, Toini, Sandra

15. Newsletter

Review article about the Horizon 2020 & Erasmus+ seminar, Helsinki	Aija
Review article about Inspiration, Innovation & Iteration, Oulu	Ulla-Maija (Attila will remind her)
COEHRE Conference Setúbal	Isa
COEHRE Academy updates	Attila/Aija
Elections	Isabelle

16. Council meetings

START	FINISH	PLACE
04.04.2017 10 AM		Setúbal, Portugal
June		Ghent, Belgium

Signed and approved by the council:

Jennifer Lewis Smith	
Liisa Koskinen	
Célia Soares	
Jeroen Martens	
Attila Dobos	
Aija Ahokas	