



## COHEHRE Council Meeting Ghent, Belgium 17-19 of January 2018

### 1. Apologies

Present: Jennifer Lewis Smith, Attila Dobos, Jeroen Martens, Aija Ahokas, Annemie Spooren, Ester Goutan

### 2. Minutes Council phone meeting – November 2017

Approved.

### 3. Conference 2018 – Ghent, Belgium

#### 3.1. Keynote speakers

<b>18.04</b> 13:30-14:15	<b>KN1</b> Rapid change: opportunities and threats <i>Confirmed</i>	Thomas Decreus
<b>18.04</b> 14:30-15:15	Internationalisation of higher education <i>TBC</i>	Asel Kadyrbaeva EASPD
<b>18.04</b> 15:45-16.30 <b>19.04</b> 11:45-13.15	<b>KN2</b> Developing entrepreneurship <b>WORKSHOP</b> <i>KN and WS confirmed</i>	Salvador Simó
<b>19.04</b> 10:15-11:00 <b>19.04</b> 11:45-13.15	<b>KN3</b> Building resilience <b>WORKSHOP</b> <i>KN confirmed, WS pending</i>	Ignaas Devisch
<b>20.04</b> 09:00-09:45 <b>19.04</b> 11:45-13.15	<b>KN4</b> Innovation and co-creation <b>WORKSHOP</b> <i>KN confirmed, WS will be presented by colleague</i>	Kathy De Witte

As the keynote speakers were discussed the subject of remuneration for their efforts has been addressed. The guidelines on keynote speakers will need to be revised.

#### 3.2. Budget

The conference budget will need to be completed with socials before approval.

#### 3.3. Grants

All students and staff grant applications have been approved.

- Staff grant  
€500 (€375 registration fee + €125 towards travel/accommodation)
- Student grant  
€400 (€200 registration fee + €200 towards travel/accommodation)

#### 3.4. STAFF Programme

The Staff Programme has been updated. (**ANNEX 1**)

#### 3.5. STUDENT Programme

The student programme has a community based approach. This year the students will not attend the opening ceremony. Instead they will start on Monday morning with the introduction of the assignment followed by a study visit to a community health center. It was decided that the moment where staff and students come together would be at

the keynote of Ignaas Devisch.

It was expressed that the level of outcome at the final presentations will need to be improved. Therefore, tutorship will be more direct and active. A guidance for tutors on how to tutor the group and to achieve the right level of quality will be drafted. The tutors will meet on Sunday to assure that everybody is on the same line of thinking.

The DiSi programme had originally been planned for 3 years but as it has been so successful over the years, it had been prolonged. At the end of the conference, the tutors will give feedback. These reflections could be taken into account in the creation of a new Student Programme.

### 3.6. STRATEGIC MANAGEMENT Programme

The Strategic Management programme will need to be worthwhile to attend through means of a good subject and a good speaker. Inside information about emerging issues on the horizon could be the subject.

#### **Part 1:**

This part could be filled in by an esteemed speaker. It was put forward that a lobbyist in the European Union would be perfect to elaborate on social welfare, wellbeing in the future in Europe, etc.

#### **Part 2:**

Go into the response of what COEHRE could give towards those challenges, whether to move into other directions or take on another strategy.

#### **Part 3:**

Wrap-up meeting: each of the pillars could present a summary on the outcome of their meetings and the possible results for the future.

### 3.7. International coordinators' workshop

The International Coordinators' Workshop will be introduced by Jen.

The workshop will be led by Yvonne van der Meijs and Montse Romero Mas.

There will be no Networking space for International coordinators in the afternoon, so that they have the chance to attend the Academy Meeting in order to be informed about future workshops and seminars for staff and students.

### 3.8. RESEARCH Programme / Abstracts

68 abstracts have been received. The abstracts are being processed and will be distributed among the reviewers in due time. The final acceptance of the abstract will be communicated by the 5<sup>th</sup> of February or by the end of February/beginning of March if something needs to be altered.

There will be 4 rooms with 20 min presentations, workshops and posters.

The goal of the Research Networking Space is to know each other and to facilitate collaboration. Other tracks that could be taken would be Speed Dating, Speaker's Corner to share ideas or present projects. A speaker could be invited to talk about European funding.

The reactions on the need of a platform could be gauged as well.

### 3.9. COEHRE Fellow Members

No names have been put forward.

### 3.10. Conference survey

As the survey results could push COEHRE into a new level of quality delivery or into sparking more interest, it was discussed on how to get more people into filling out the survey. It was suggested to organize a draw at the Dinner & Dance where an Amazon Voucher could be won.

### 3.11. Nominating Committee

The job of the Nominating Committee will be discussed and a task list will be drafted, so that it is clear what is expected from the Committee members.

### 3.12. Elections

Jen	Re-elected in 2017 for 3 years
Jeroen	Elected in 2015 for 3 years (up for re-election)
Attila	Elected in 2015 for 3 years (up for re-election)
Aija	Elected in 2016 for 3 years
Annemie	Elected in 2017 for 3 years
Ester	Elected in 2017 for 3 years
Nominating committee	1 nominating committee member to be elected Toini: re-elected in 2017 for 2 years Sandra: re-elected in 2017 for 2 years
Auditor	Christine Smeets

It was suggested to start looking for possible candidates for President in 2 years and an auditor.

#### 4. Future conferences

2019	Universitat de Vic – Universitat Central de Catalunya, Spain
2020	ZHAW, Switzerland
2021	Metropolia UAS, Finland

A Conference Action Plan will be drafted and sent to the future hosts as to know what to expect exactly.

#### 5. COEHRE Academy

##### 5.1. Evaluation 2017

- The COEHRE Academy structure will be reviewed. The structure consists of a Core Group and a Task Force. It was decided to cut down on the members of this Task Force.
- The Academy activities are increasing and student programs are gaining a lot of popularity.

##### 5.2. Planning 2018

- The idea has been put forward to ask someone for 1 day a week in order to do promotion as this is very weak at the moment, take care of Academy communication, help attracting new partners...

##### 5.3. Budget

- Project Management sheets will be introduced as to increase the transparency to the maximum.

#### 6. COEHRE Research

After the conference, needs will be defined in order to set up a better platform. The Research strategy will be determined by the Core and Task force. The Core Group consists of Annemie Spooren, Ester Goutan Roura, Célia Soares and Kris Thienpont. The Task Force will be formed at a later stage.

A research interest questionnaire has been drafted. Establishing needs, interests and putting people together are the main aims at the conference.

#### 7. Budget 2018 & 2019

The Budget 2018 & 2019 will be presented at the General Assembly.

#### 8. Annual report 2017

TOPICS	
General overview	Jen
A review of 2017 - Key achievements	Jen
Key issues for COEHRE to address in 2018	Jen
Setúbal conference evaluation	Attila
COEHRE academy/strat man/research	Academy: Aija/Attila Strategic Management: Jeroen/Jen Research: Ester/Annemie
Financial Report 2017	Isabelle
Membership status	Isabelle
Office report	Isabelle

Council member activities	Isabelle
Council meetings	Isabelle
Auditors report	Christine
Nominating committee	Suzan, Toini, Sandra

## 9. Membership

### 9.1. Leaving members

It was decided to send out a survey to trial members who don't wish to become a full member after their trial year and to leaving members. The feedback would enable COEHRE to review its performance.

### 9.2. Individual membership

Individual membership is not possible according to the statutes and bylaws.

## 10. Website update

Review/article about Ethics in Community Based Student Projects: Exploring the Possibility of a Win-Win Situation, Amsterdam	Andrea?
Review/article about Inspiration, Iteration & Innovation seminar, Oulu	Ulla?
Review/article about Culture in Healing, Budapest	Attila
COEHRE Conference Ghent	Isabelle
COEHRE Academy updates COEHRE Strat Man COEHRE Research	Attila/Aija
Elections	Isabelle

## 11. Audit

### 12. Sign previous council meeting minutes

### 13. Reserves

The amount of money to be used as investment should be determined. Therefore, it was suggested to get in touch with an accountant as to investigate what a stable reserve would be. The General Assembly and Auditor will be asked for approval.

### 14. Erasmus + Knowledge alliance project project

COEHRE is the secondary partner to help disseminate their findings.

## 15. Council meetings

A Council meetings outline has been drafted (**ANNEX 2**)

17.04.2018 14:00	Ghent, Belgium	
13.06.2018 09:00 15.06.2018 12:00	Vic, Spain	Annemie will attend by Skype
10.09.2018 10:00	Phone meeting	

Rapid change in health and social care: opportunities and threats

Wednesday 18 <sup>th</sup> April 2018	Thursday 19 <sup>th</sup> April 2018	Friday 20 <sup>th</sup> April 2018
<p>8.30 Registration opens</p> <p>13.00 – 13.30 Opening ceremony</p> <p>13.30 – 14.15 <b>Keynote:</b> Rapid change: opportunities and threats <i>Thomas Decreus, RITCS-Journalist De Wereld Morgen</i></p> <p>14.30 – 15.15 Internationalisation of higher education <i>Asel Kadyrbaeva, EASPD</i></p> <p>15.15 – 15.45 Refreshments</p> <p>15.45 – 16.30 <b>Keynote:</b> Developing Entrepreneurship <i>Salvador Simó, uVIC</i></p> <p>17.00 – 17.30 Walk to the City Hall</p> <p>18.30 Opening Reception @ City Hall <i>Jan de Maeseneer</i></p>	<p>07.00 – 08.15 Optional energiser</p> <p>09.00 – 10.15 General Assembly</p> <p>10.15- 11.00 <b>Keynote:</b> Building resilience <i>Ignaas Devisch</i></p> <p>11.00 – 11.45 Refreshment and poster viewing with authors</p> <p>11.45 Strategic managers leave for their own programme <i>Jeroen Martens, Patricia Claessens, Kim Bisschop, Jamie Bird, Marc Elie &amp; René Theunissen</i></p> <p>11.45 – 13.15 <b>Parallel workshops:</b></p> <ol style="list-style-type: none"> <li>1. Developing Entrepreneurship <i>Salvador Simó</i></li> <li>2. Building resilience <i>Ignaas Devisch</i></li> <li>3. Innovation and co-creation <i>Kathy De Witte</i></li> <li>4. International coordinators' meeting <i>Yvonne van der Meijs &amp; Montse Romero Mas</i></li> </ol> <p>13.15 – 14.15 Lunch</p> <p>14.15 – 16.15 <b>Networking space</b></p> <ol style="list-style-type: none"> <li>1. Networking &amp; development space for Research activities <i>Annemie Spooren, Ester Goutan &amp; Kris Thienpont</i></li> <li>2. Networking &amp; development space for Academy activities <i>Aija Ahokas &amp; Filip Dejonckheere</i></li> <li>3. International coordinators <i>Yvonne van der Meijs &amp; Montse Romero Mas</i></li> </ol> <p>17.00 Social programme according to the registration</p>	<p>09.00- 09.45 <b>Keynote:</b> Innovation &amp; co-creation <i>Kathy De Witte, Arteveldehogeschool</i></p> <p>9.45-11.05 Paper presentations - Parallel sessions</p> <p>11.05 – 11.45 Refreshments</p> <p>11.45 – 13.00 Paper presentations - Parallel sessions</p> <p>13.00 – 14.00 Lunch</p> <p>14.00 – 15.00 Students' presentations</p> <p>15.00 Closing ceremony</p> <p>19.30 – ... Dinner &amp; Dance</p>

## COEHRE Council Meetings - Outline Programme Planner

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Travel if attending branch Task Force meeting</b>	<b>Travel if attending only Council Meeting</b>	<b>9 – 12.30</b>  Available for Task Force branch meetings <ul style="list-style-type: none"> <li>• Academy</li> <li>• Research</li> <li>• Strategic Management</li> </ul>	<b>9 – 12.30</b>  Available for Council Business	<b>9 – 12.00</b>  Available for Council Business
<b>Travel if attending branch Task Force meeting</b>	<b>12.30 – 2 pm Lunch / activity time</b>	<b>12.30 – 2 pm Lunch / activity time &amp; Branch Task Force Departure</b>	<b>12.30 – 2 pm Lunch / activity time</b>	<b>12.00 onwards – lunch and Council departure</b>
<b>Travel if attending branch Task Force meeting</b>	<b>2 – 4 pm</b>  Available for Task Force branch meetings <ul style="list-style-type: none"> <li>• Academy</li> <li>• Research</li> <li>• Strategic Management</li> </ul>	<b>2 – 4 pm</b>  Available for Council Business	<b>2 – 4 pm</b>  Available for Council Business	<b>Council Members Travel</b>
<b>Travel if attending branch Task Force meeting</b>	<b>4 – 6 pm</b> Available for Skype meetings or other business.	<b>4 – 6 pm</b> Available for Skype meetings or other business.	<b>4 – 6 pm</b> Available for Skype meetings or other business.	<b>Council Members Travel</b>

Signed and approved by the council:

<b>Jennifer Lewis Smith</b>	
<b>Attila Dobos</b>	
<b>Jeroen Martens</b>	
<b>Aija Ahokas</b>	
<b>Annemie Spooren</b>	
<b>Ester Goutan</b>	

