



MINUTES COEHRE COUNCIL MEETING
Setúbal, Portugal
June 2016

1. APOLOGIES

Jeroen Martens

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

2. APPROVAL MINUTES

2.1. Council Meeting April 2016 (Derby)

Approved

2.2. Approval minutes General Assembly 2016 – Derby, UK

Approved and signed

The legal side of the COEHRE organisation has been discussed. Any candidate standing for election needs to bring a copy of their passport with them. This instruction could be passed on to the nominating committee.

3. EVALUATION COEHRE CONFERENCE 2016 – Derby, United Kingdom

3.1. Participants evaluation

The Staff survey results have been discussed and points of improvement were voiced:

- Dinner party: Welcome word by Jen and/or someone from the organizing team
- The length of each social program activity will be mentioned
- Dinner and dance will not stop at 11pm
- Newcomers will receive a different coloured 'talk to me, I'm new in town' sticker/badge
- In order to increase the visibility of the host institution, someone from the organizing team will introduce the speakers.
- There will be an active involvement of the council members to increase the membership of COEHRE by working on a new list of contacts in order to ensure 'new' participants.
- A special introduction price might be introduced
- There won't be an oral presentation for the posters anymore. People will stand by their posters and could answer questions if necessary.
- KN presentations will now be limited to 30 min. + 10 min. Q&A
- Use of microphones

3.2. Conference budget

To be looked into.

4. CONFERENCE 2017 – SETÚBAL, PORTUGAL

Conference date: 5th-7th April 2017

The council was joined by the Setúbal organizing team where a brainstorm followed in order to come to a preliminary program, which can be found in annex **(ANNEX 1)**

The Setúbal organizing team:

- | | |
|--------------------------|--|
| → Célia | Council member
celia.soares@ess.ips.pt |
| → António | Student conference
Participation as tutor
antonio.freitas@ess.ips.pt |
| → Gabriella and Madalena | Organisation
gabriela.colaco@ess.ips.pt
madalena.silva@ess.ips.pt |
| → Patricia | Management team
Link between the local team and the director
patricia.arguello@ess.ips.pt |

4.1. Practical arrangements

4.1.1. Website

The website will be running in September/October.

4.1.2. Finances

Invoices will go via the team to Isabelle to be paid.

4.1.3. Student accommodation

Two have been selected:

- The Blue Coast Hostel (€16) : <http://www.bluecoasthostel.com/index?l=2#blue-coast-hostel> (40 places)
- Hotel Bocage (double €39 euros): <http://www.hoteisbocage.com/hotelbocage/>

In order to have a qualitative high conference, it was decided to allow no more than fifty students. The rules will need to be established.

The student conference tutors will be: Burak, Kristof, António, Attila

4.1.4. Administrative support

The organising team will be looking into this.

4.1.5. KN and WS speakers

It was suggested to allocate more time to get into communication with the participants.

Therefore the KN will take 30 min. and 15 min. will be allocated to Q&A. Flights and hotel will be

booked via Isabelle.

4.1.6. Welcoming newcomers

It was mentioned in the survey feedback that newcomers felt that it was difficult to get into the conference as COHEHRE feels like a big family. It was proposed to give the newcomers a different coloured badge or sticker with 'talk to me, I'm new in town', they will also be introduced to other people.

4.1.7. Internationalisation

The proposed title is 'Key Action 2' for which Carmen Arroyo from EASPD was thought of as a speaker. Carmen could elaborate on project approval Key Action 2. She could give tips for application on international projects. This would be a presentation and workshop. Carmen will be contacted and would know best what the session would best be called. A link could be made to the academy workshop in October.

4.1.8. Transport

People come from different hotels by bus or taxi to IPS, for the way back a bus will be foreseen from IPS to the city center.

4.1.9. Social programme

Following ideas came forward:

- Wine cellars
- Cheese maker
- Tile painting

Enrolling should happen beforehand on the registration form.

It was suggested to bring in shops to the conference as way of sponsorship. 1m² at a certain amount of money to sponsor the conference.

4.1.10. New survey

The Coehre conference evaluation form has been reviewed.

4.2. Theme & Subthemes

Theme: Educational implications of globalisation and global citizenship

Subthemes:

1. **Addressing the humanitarian crisis**

- Outcomes of aggression and violence
- Disaster management
- Refugees
- Migration
- Intercultural issues

2. **Educational development for globalization**

- Education export
- Information transfer
- Internationalization in the curriculum
- Skills for working in poorly resourced countries
- Brain drain and labour migration
- Interdisciplinary working

- Voluntary service
- Ethics on education of globalization
- Recognition of prior learning in immigrant populations (theme of the management meeting?)

3. Developing 21st century competences

- E-health
- Communication
- Information transfer
- The expert patient
- Strategies for reaching isolated populations
- Networks for developing professional competences
- Tele Health and Social Care
- Supporting isolated health and social care workers

4. Patient safety and risk management

- Risk behaviours
- Risk assessment
- Effects of risk society
- Protection of children and vulnerable adults
- Intercultural sensitivity and communication
- Interprofessional education
- Health promotion and prevention strategies
- Global pandemics and chronic illness

4.3. Internationalisation

Theme: Application for Key Action

5. FUTURE CONFERENCES

2018: Arteveldehogeschool, Belgium

2019: VIC, Spain (to be confirmed)

6. COEHRE ACADEMY

Future workshops/seminars will be featured on the new website and sent to the members.

A few working points came up:

- How could COEHRE Academy raise its profile? FB, mails...
- Decide with the task force who is the core group since Ulla-Maija has left the council
- It needs to be written down clearly how the vision is towards payment of facilitators, etc. Therefore it would be advised to draft Guidelines.

7. COUNCIL ROLES AND RESPONSIBILITIES

(ANNEX 2)

As Liisa will finish her term, she will be leaving COEHRE in April, in Setúbal. Célia will stand for re-election.

A profile needs to be drafted for the elections in April in Setúbal.

The following requirements for a COEHRE Research council member were listed:

- Phd
- Experience in leading and coordinating int. research projects
- Experience of organising and facilitating capacity development seminars in research
- Supporting and facilitating others
- Confidence in expressing self in writing and speaking English
- Able to support and foster new partnership working and publications

7.1. General secretary and PR

As Publication/Marketing coordinator is outdated it was opted to use 'General Secretary and PR'. The role of Liaison Social Care has become broader to serve all professions and was incorporated in the objectives. The tasks have been adapted to the role.

Part of the PR strategy will be organizing workshops at other conferences in order to increase COEHRE visibility. Flyers will be needed to inform the public of COEHRE's objectives.

7.2. COEHRE Research

Liisa and Célia have presented the objectives for this role. It was suggested to set up a task force, similar to the COEHRE Academy, to take on these duties.

8. WEBSITE

The new website has been discussed and items to improve were brought forward. It has been decided that the COEHRE logo can definitely benefit from jazzing up but keeping the iconic shape is still favourable.

9. NEWSLETTER

TOPICS	
Message from the president	Jen
Call for abstracts (to be sent out in September)	Liisa
Evaluation conference Derby 2016	Célia
Theme/subthemes/dates conference 2017	Organising team
Student conference 2017	Attila
COEHRE Academy upcoming events	Aija, Attila, Madalena
COEHRE Research	Liisa
COEHRE Strategic management (could also ask the deans for ideas for upcoming conference, etc.)	Jen/Jeroen

10. DATES

Skype meeting	Mon 19/09 10:00
Skype meeting	Tue 29/11 10:00
Budapest meeting	Tue 10/01-Fri 13/01

Approved and signed by the council members:

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



COEHRE Annual Conference 2017: STAFF PROGRAMME



Educational implications of globalization and global citizenship

Wednesday 5 th April 2017	Thursday 6 th April 2017		Friday 7 th April 2017
<p>8.30 Registration opens</p> <p>Pre-conference activities for networking (open for all attending members)</p> <p>9.00 – 10.00 How to make best of YOUR COEHRE (Jen Lewis-Smith & Liisa Koskinen)</p> <p>10.00 – 12.00 Application for Key Action 2 (Carmen Arroyo de Sande, Development Manager, EASPD)</p> <p>12.00 – 13.00 Break (at own expense)</p> <p>13.00 – 15.30 COEHRE Academy (Aija Ahokas & Attila Dobos)</p>	<p>09.00 – 10.00 General Assembly</p> <p>10.15- 10.55 Keynote:</p> <p>11.00 – 11.45 Refreshment and poster viewing</p> <p>11.45 – 13.15 Parallel workshops:</p> <ol style="list-style-type: none"> 1. Addressing the humanitarian crisis 2. Educational development for globalization 3. Developing 21st century competences 4. Patient safety and risk management 5. Developing collaborative research <p>13.15 – 14.15 Lunch</p> <p>14.15 – 16.00 Networking space</p>	<p style="text-align: center;">STRATEGIC MANAGEMENT DAY</p> <p>Globalization and global citizenship (Jen Lewis-Smith & Patricia Claessens)</p>	<p>09.00- 09.40 Keynote: Developing 21st century competences</p> <p>9.45-11.05 Parallel sessions</p> <p>11.05 – 11.45 Refreshments</p> <p>11.45 – 13.05 Parallel sessions</p> <p>13.05 – 14.00 Lunch</p> <p>14.00 – 14.40 Keynote: Patient safety and risk management</p> <p>14.45 – 16.00 Students’ presentations</p> <p>16.00 – 16.30 Closing ceremony</p> <p>19.30 – 23.30 Dinner & Dance</p>
<p>16.00 – 16.30 Opening ceremony</p> <p>16.30 – 17.10 Keynote: Addressing humanitarian crisis</p> <p>17.10 – 17.50 Keynote: Educational development for globalization</p> <p>18.30 Reception at IPS campus</p>	<p>Look for collaborative partners, meet with colleagues Research Internationalisation & Education</p> <p>17.00 Social programme according to the registration</p>		

Subtheme	Key note speaker/ Workshop facilitator	Responsible person
Addressing the humanitarian crisis <ul style="list-style-type: none"> • Outcomes of aggression and violence • Disaster management • Refugees • Migration • Intercultural issues 	Dr Mikko Häkkinen, North Karelia UAS	Aija Ahokas
Educational development for globalization <ul style="list-style-type: none"> • Education export • Information transfer • Internationalization in the curriculum • Skills for working in poorly resourced countries • Brain drain and labour migration • Interdisciplinary working • Voluntary service • Ethics on education of globalization • Recognition of prior learning in immigrant populations (theme of the management meeting?) 		
Developing 21 st century competences <ul style="list-style-type: none"> • E-health • Communication • Information transfer • The expert patient • Strategies for reaching isolated populations • Networks for developing professional competences • Tele Health and Social Care • Supporting isolated health and social care workers 	Champalimaud Foudation	Madalena
Patient safety and risk management <ul style="list-style-type: none"> • Risk behaviours • Risk assessment • Effects of risk society • Protection of children and vulnerable adults • Intercultural sensitivity and communication • Interprofessional education • Health promotion and prevention strategies • Global pandemics and chronic illness 	Dr Luisa Lima	Célia Soares
Internationalization: Application for Key Action	Carmen Arroyo de Sande, Development Manager, EASPD	Liisa & Aija
Strategic Managers' meeting: Educational implications of globalization and global citizenship		

POSITION	SPECIFIC TASKS
President Jennifer Lewis Smith <i>Passport copy + proof of address</i>	<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 Liisa Koskinen <i>Passport copy + proof of address</i>	<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 Jeroen Martens <i>Passport copy + proof of address</i>	<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"> • Updates social media, oversees the website and increases 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 • 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. • 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.
COEHRE Academy Aija Ahokas Attila Dobos	<ul style="list-style-type: none"> • Coordinates activities in the Academy • Organises seminars, Capacity Building workshops and strategic management seminars • Two Council Members take on these duties in addition to general council duties. These council members will be assisted in the leadership academy by the task force
COEHRE Research Célia Soares Liisa Koskinen	<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
COEHRE Strategic Management Jeroen Martens Jen Lewis Smith	<ul style="list-style-type: none"> •
Annual Conference Coordinator Liisa Koskinen	<ul style="list-style-type: none"> • Responsible for planning and coordinating the programme for the annual conference according to the agreed conference theme and sub-themes or pillars e.g. • Contacts and books speakers, informing them of what they will be entitled to in the way of travel and other expenses etc. • Internationalisation
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.
Annual Conference Scientific Programme Coordinator Célia Soares	<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.