



MINUTES COEHRE COUNCIL MEETING

Phone meeting
September 2016

1. APOLOGIES

Jeroen Martens

Célia Soares

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

Isabelle Delarivière

2. ACTION LIST COUNCIL MEETING JUNE

The actions have been discussed and new actions stipulated.

3. COEHRE CONFERENCE 2017 – Setúbal, Portugal

The conference team has set up the conference website already:

<http://193.137.46.242/ips/coehre/index.html>

All other matters related to the conference will be discussed in the November meeting.

3.1. Theme

The European Commission has decided that there is no 'European Year' in 2016, thus ending a successful 33-year tradition which began in 1983. Therefore the theme has been selected, based on suggestions made in the conference survey.

3.2. Student conference (3-7/04)

- It was suggested to have someone over from the next conference to experience the student conference and to get to know what is expected for future conferences.
- An absolute maximum of 60 students could be allowed so that the quality of the student conference can be guaranteed. Applications should be sent in by a certain date in order to divide the places fairly among the applying institutions. Criteria of application will be drafted.

3.3. Staff conference (5-7/04)

3.3.1. KN/WS speakers

Dr Mikko Häkkinen has confirmed to take a lead on the KN and WS regarding 'Addressing the humanitarian crisis'.

3.3.2. Pre-conference

3.3.3. Abstracts

3.4. Budget

A budget draft will be discussed in November.

3.5. Elections

As Liisa will finish her term, she will be leaving COEHRE in April. A profile has been 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

Célia and Jen will stand for re-election.

4. 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)

5. WEBSITE

A new COEHRE website has been created and points of improvement have been discussed.

<http://www.arteveldhogeschool.be/ahsgezondheidszorg/coehre/>

6. NEWSLETTER/WEBSITE articles

TOPICS	
Message from the president	Jen
Intro to newsletter Incl. welcome to send ideas/suggestions for topics for Strategic Management meeting in April	Isa
Evaluation conference Derby 2016	Célia
Re-divide Research so that Academy, Strategic Management and Research have same structure	Isa
Student conference 2017	Attila
Staff conference 2017 incl. theme, subthemes	Isabelle
Check COEHRE Academy upcoming events on website	Aija, Attila, Madalena
Article on DATIC experience	Attila
COEHRE Strategic management	Jen

7. COEHRE RESEARCH

The core group still needs to be selected for COEHRE Research. The structure of COEHRE Research is going to be based on the Academy structure.

8. DATES

Skype meeting	Tue 29/11 10:00
Budapest meeting	Tue 11/01 09:00-Fri 13/01 12:00

Signed and approved by the council:

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

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.