



**MINUTES COHEHRE COUNCIL MEETING
Ghent, Belgium
6-8 September 2017**

1. APOLOGIES

None

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

2. APPROVAL MINUTES

2.1. Council Meeting April 2017 (Setúbal, Portugal)

Approved

2.1.1. Definition of LIC countries

The grants and criteria for application have been discussed. An application form will need to be drafted in order to keep a good overview. Applications will have to be sent in to the Office Manager before the 1st of January 2018.

2.1.2. Definition Associate Membership

Criteria to become Full Member:

- Institutions of higher education in Health, Rehabilitation and Social Care
- Provide at least two different full-time programmes in health, rehabilitation and/or social care

Criteria to become Associate Member:

- Institutions of higher education that are **not** in Health, Rehabilitation and Social Care
- Establishments, institutions, organisations, associations that subscribe the aims of the association and that are not institutes of education
- The formal request for accession must be supported by either the Consortium Council or one of the full members or two associated members. For the acceptance as a new member a majority of two thirds of the votes of the members present or represented is required. The General Assembly may delegate this authority to the Consortium Council.

Only Full Members are entitled to vote, the associated members have an advisory function.

All members are invited to the General Assembly and any other activity of the association, receive regularly relevant information and may appeal to the services and provisions of the association.

The members must contribute to the development of the association, subscribe the philosophy, comply with the aims and represent the association in a dignified manner.

At all times a member can resign from the association by simple notification to the president.

The same Full Member fees will be applied to the Associate Members or 350 annually?
Associate members will pay the same Full Member fee when attending activities organized by the COEHRE Academy.

2.2. Approval minutes General Assembly 2017 (Setúbal, Portugal)

Approved

3. EVALUATION COEHRE CONFERENCE 2017 – Setúbal, Portugal

3.1. Participant evaluation survey

The items and comments, mentioned in the survey results, have been discussed and added to the different sections of the conference. These comments will be taken into account when organizing the next conference which will take place in Ghent, Belgium.

Other items that could be taken into account when organizing the next conference:

- There should be no overlap in Parallel Sessions. A real difference between them is a necessity.
- A breakfast meeting could be organized for new members and first participants and could be foreseen with a different colour lanyard or fluo background of their info on badge.

3.2. Conference budget

To be looked into.

4. CONFERENCE 2018 – Ghent, Belgium

Staff Conference date: 18th-20th April 2018

4.1. Theme & Subthemes

Theme: Rapid change in health and social care: opportunities and threats

Subthemes:

- 1. Building resilience – this subtheme may include, but is not limited to, topics and discussion on the following e.g.**
 - Migration and higher education, recognition of prior learning, cultural sensitivity
 - Migration in health and social services, vaccination, culturally safe care, social benefits
 - Preventing and coping with burnout of professionals
 - Emotional resilience
 - Social resilience
- 2. Innovation and co-creation – this subtheme may include, but is not limited to, topics and discussion on the following e.g.**
 - Technological innovations in health and social care
 - Innovative inter-professional cooperation in education
 - Innovative inter-professional research
 - Patient involvement in health and social care

- Co-creation in service provision and health and social care research
- Social innovations

3. Developing Entrepreneurship – this subtheme may include, but is not limited to, topics and discussion on the following e.g.

- Human centered design
- Involvement of entrepreneurship in HE curricula
- Business start-up experiences in health and social entrepreneurship
- Transfer of entrepreneurial skills into ‘poorly resourced countries’
- Quality assurance of entrepreneurship in health and social care

4.2. Local Organising Team

4.2.1. Contract

A contract between the Host University and COEHRE will need to be provided.

4.2.2. Flyer

Flyers could be send out to external links as well, such as ENOTHE, EMFI, EMPODE...

It could be mentioned that the organization -not its members- can participate in COEHRE events at member rate.

4.2.3. Rooms

Energisers will be added to the programme

4.3. Keynote and Workshop speakers

An overview of Keynote Speakers and Workshop facilitators can be found in Annex.

Flights and hotel will be booked via Isabelle. When inviting speakers, it should be asked whether they could lead the workshop as well. If this wouldn't be the case, maybe they could put someone forward to do this.

Local people will chair the workshops

4.4. COEHRE Research space

The basic structure for COEHRE Research exists. The biggest challenge now, is to turn the structure in something more concrete. Research may develop in Capacity Building and could be a platform for communication to develop and foster relationships between members. Ideas such as organizing a Summer School or a Seminar on how to write articles were raised.

The Horizon 2020 Seminar has now been passed on from the Academy to Research. It usually takes place in week 11, the beginning of March, for 2 to 3 days. Helsinki has offered to help on Horizon 2020, which could be renamed e.g. Research Collaboration Meeting, Plan research application, How to get funds, etc.)

4.5. COEHRE Academy space

Usually, 4 activities are planned 2 years in advance. Horizon 2020 has been transferred to COEHRE Research.

At the yearly workshop in April, the Academy makes sure that its members express their interests. Capacity Building Seminars are built around the needs of the members.

4.6. COEHRE Strategic Management

The council were walked through the last meeting in Portugal. It is apparent that there is a need to know what the interests are in order to determine the focus of the meeting in Ghent.

A Core Group and Task Force will need to be established in order to provide a worth while programme for the Strategic Management day. A short survey will be sent round to get an idea of their interests and what the preference of topics for discussion would be. It will also need to be made clear that more will be invested in the Strategic Management day. On the basis of their answers, deans will then need to be found, matching the needs of the Strategic Managers to present and organize the desired topic.

Two council members, Jen and Jeroen, will be the link for the Core Group and will contact the selected Strategic Managers to start up the Core Group. In order to show that there will be a bigger investment in Strategic Management, an event could be set up to organize a Management Building Seminar and/or it could be suggested to join the seminar that will be organized by the Research team in Helsinki, previously known as Horizon 2020.

The website content on Strategic Management will be reviewed, the objectives in particular. If needed, info could be added on the core group and task force. A closed blog will be set up, accessible to the strategic managers only, so that more detailed info could be shared with each other.

Strategic managers will join the Academy meeting for the first 15 min. and will join Research for the last 15 min. The idea was voiced to organize a Pecha Kucha summary of the Research meeting.

4.7. COEHRE Student conference

In order to have a qualitative high conference, it was decided to allow no more than sixty students. It has been expressed that Student Presentations should be more funded and in depth. Therefore more guidance could be given beforehand in the form of documents for preparation. A reference list could also be asked for the Student Presentation.

Students will not be invited to hand in a poster as it is impossible to combine the poster presentation with the site visits and general student conference programme.

Six tutors will be needed.

The suggestion was made to prepare Student Conference Guidelines. As the Student Conference is an academic event, quality assurance details should be added as well. It also needs to be made clear what the vision is towards payment of facilitators, etc.

4.8. International Networking Space

The international networking space could be led by a COEHRE member, with a background as International Coordinator.

4.9. Internationalisation

As the interest has been expressed on numeral occasions to get tips for application on international projects, it was suggested to bring back Domenico Manente as a speaker. Last year this was scheduled in the pre-conference, which meant that not that many members could attend.

4.10. Abstracts

4.11. Website

The website will need to be running by the end of September/beginning of October 2017.

4.12. Conference book

It was decided to step away from the paper version of the conference book and provide a PDF conference book online, which will be accessible 2 weeks prior to the start of the conference. As there won't be a hard copy anymore, abstracts will be featured online as well.

Participants, staff and students, will still receive a printed timetable.

4.13. Elections

4.14. Closing Ceremony

4.15. BLOG

Blogs will be created to share on problems, interests and good practice, look for partners, write articles...

It was raised that the Academy, Research and Strategic Management should each have one.

5. FUTURE CONFERENCES

2018: Arteveldehogeschool, Belgium

2019: UVic – Universitat Central de Catalunya, Spain

6. COUNCIL ROLES AND RESPONSIBILITIES

The roles and responsibilities have been updated. See annex.

7. WEBSITE

The website will need to be updated with the new council information. COEHRE Academy, Research and Strategic Management will send an update of their page.

The old website will need to be deleted.

8. NEWSLETTER

TOPICS	
Evaluation conference Setúbal 2017	Attila
Call for abstracts 2018	Annemie en Ester
Theme/subthemes/dates Conference 2018	Isabelle
Student conference content 2018	Attila
COEHRE Academy upcoming events	Isabelle

9. FUTURE COUNCIL MEETINGS

Skype	14.11.2017 15:00	
Meeting	START 17.01.2017 09:00 END 19.01.2017 12:00	Arteveldehogeschool Ghent
Meeting/Conference	17.04.2018 Organising team meeting 18.04.2018 Council meeting in the morning	Arteveldehogeschool Ghent
Meeting	PLAN A 13-16.06.2018 PLAN B 6-8.06.2018	Vic

Approved and signed by the council members:

Jennifer Lewis Smith	
Attila Dobos	

Jeroen Martens	
Aija Ahokas	
Annemie Spooren	
Ester Goutan Roura	

Rapid change in health and social care: opportunities and threats

Wednesday 18 th April 2018	Thursday 19 th April 2018	Friday 20 th April 2018
<p>8.30 Registration opens</p> <p>13.00 – 13.30 Opening ceremony</p> <p>13.30 – 14.15 Keynote: Rapid change: opportunities and threats <i>Paul De Grauwe, London School of Economics, UK</i></p> <p>14.20 – 15.45 Internationalisation of higher education <i>Domenico Manente, EASPD, Belgium</i></p> <p>15.45 – 16.15 Refreshments</p> <p>16.15 – 17.15 Keynote: Developing Entrepreneurship <i>Lieven Desomviele and Isabelle Vandevyvere IDEA Factory, Arteveldehogeschool, Belgium</i></p> <p>18.00 18.30 Walk to...</p> <p>18.30 Opening Reception</p>	<p>07.00 – 08.15 Early Run / Walk / Yoga</p> <p>09.00 – 10.15 General Assembly</p> <p>10.15- 11.00 Keynote: Building resilience <i>Paul Gilbert, University of Derby, UK</i></p> <p>11.00 – 11.45 Refreshment and poster viewing with authors</p> <p>11.45 – 13.15 Parallel workshops:</p> <ol style="list-style-type: none"> 1. Developing Entrepreneurship 2. Building resilience 3. Innovation and co-creation 4. International coordinators' meeting 5. Strategic Management meeting <p>13.15 – 14.15 Lunch</p> <p>14.15 – 16.30 Networking space</p> <ol style="list-style-type: none"> 1. Networking & development space for Research activities 2. Networking & development space for Academy activities 3. International coordinators 4. Development space for Strategic Management <i>(1st 15'@Academy, last 15'@Research)</i> <p>17.00 Social programme according to the registration</p>	<p>09.00- 09.45 Keynote: Innovation & co-creation <i>???</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 & Dance</p>

Subtheme	Key note speaker	Workshop facilitator	Responsible person
Building resilience – this subtheme may include, but is not limited to, topics and discussion on the following e.g. <ul style="list-style-type: none"> • Migration and higher education, recognition of prior learning, cultural sensitivity • Migration in health and social services, vaccination, culturally safe care, social benefits • Preventing and coping with burnout of professionals • Emotional resilience • Social resilience 	<i>Paul Gilbert</i> <i>University of Derby</i> <i>UK</i>	?	Jen
Innovation and co-creation – this subtheme may include, but is not limited to, topics and discussion on the following e.g. <ul style="list-style-type: none"> • Technological innovations in health and social care • Innovative inter-professional cooperation in education • Innovative inter-professional research • Patient involvement in health and social care • Co-creation in service provision and health and social care research • Social innovations 	?	?	?
Developing Entrepreneurship – this subtheme may include, but is not limited to, topics and discussion on the following e.g. <ul style="list-style-type: none"> • Human centered design • Involvement of entrepreneurship in HE curricula • Business start-up experiences in health and social entrepreneurship • Transfer of entrepreneurial skills into ‘poorly resourced countries’ • Quality assurance of entrepreneurship in health and social care 	<i>Lieven Desomviele and Isabelle Vandevyvere</i> <i>IDEA Factory</i> <i>Arteveldehogeschool</i> <i>Belgium</i>	<i>Lieven Desomviele and Isabelle Vandevyvere</i>	Jeroen
Rapid change: opportunities and threats	<i>Paul De Grauwe</i> <i>London School of Economics, UK</i>	?	?
Internationalization of higher education	<i>Domenico Manente</i> <i>EASPD, Belgium</i>		Isabelle

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 Attila Dobos <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 COEHRE Academy • Organises seminars and Capacity Building workshops • Two Council Members take on these duties in addition to general council duties. These council members will be assisted in the leadership of the COEHRE Academy by a core group and task force
COEHRE Research Ester Goutan Roura Annemie Spooren	<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 • Two Council Members take on these duties in addition to general council duties. These council members will be assisted in the leadership of COEHRE Research by a core group and task force
COEHRE Strategic Management Jeroen Martens Jen Lewis Smith	<ul style="list-style-type: none"> • Coordinates activities in COEHRE Strategic Management • Organizes strategic management seminars and stimulate structured interaction • Two Council Members take on these duties in addition to general council duties. These council members will be assisted in the leadership of the COEHRE Strategic Management by a core group and task force
Annual Conference Coordinator Jeroen Martens	<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 • Oversees contacting and booking speakers, informing them of what they will be entitled to in the way of travel and other expenses etc.
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. • Quality assures the learning and teaching content and level of academic outcomes • Oversees contacts and books tutors and visiting
Annual Conference Scientific Programme Coordinator Annemie Spooren Ester Goutan Roura	<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.