



MINUTES COEHRE COUNCIL MEETING

Ghent, Belgium

9th-11th of January 2012

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1. APOLOGIES

Madalena da Silva

2. COEHRE FINANCES

2.1. Balance 2010

2.1.1. Membership fees - Over € 40.000 in unpaid fees. 15 have paid out of 37 members. For 2012 members will need to pay again before the annual conference to cover the cost of membership from January–December 2012. We do not know if any of these unpaid fees are from members who may not wish to continue due to a change in fee structure. Reminders need to be sent out. Membership fees for 2012 are due to be paid before 1.4.2012.

2.1.2. The conference in Lisbon has costs of over €44.000 but the budget was €36.000. This needs to be addressed for clarification and then taken up with the Red Cross School.

2.1.3. Coehre Academy needs to show costs and benefits in the same location on the balance sheet.

Finances were revisited at the end of this meeting and it was agreed to organize the balance sheet slightly differently.

3. CONTRACT ARTEVELDE HOGESCHOOL

A new agreement has been made with the Artevelde Hogeschool for hosting the COEHRE office. We have to pay VAT now as well as the salary and on costs. The proposal is that we make the agreement for three years. It would be possible to renew annually however a three year proposal increased the stability. The only risk with the three year agreement is the instability and weak position of the COEHRE finances.

4. MEMBERSHIP

- Trial membership (Bergen, Laurea, Celje). These organizations to be sent invoices for January – Dec 2012 full membership.
- Two new trial membership for 2012 (West Scotland, Liberec) invoices to be sent for trial membership Jan–Dec 2012.
- We need to monitor the membership as we have no countries within the EU who are now classified as Low Income Countries (LIC) therefore they will not be entitled to a reduction in membership fees any longer and as a result may withdraw from COEHRE. It is thought the members from eastern and southern Europe will be most affected by this.

5. COUNCIL MEMBERS ALLOCATION OF TASKS – allocation of a role for Liisa

To be added into the COEHRE Portfolio:

“Liisa will be responsible for the coordination of the abstract review process as well as the organizations of the parallel sessions and poster presentations during the conference. Liisa will also observe and report on the quality of the learning activities during the conference.”

6. BUDGET 2013

A discussion took place and a budget was set for 2013, resulting in the following changes:

- Expenditures: € 25.000 instead of € 24.000 last year
- Council meetings: 3 meetings/year: € 7.500 instead of 4 meetings/year: € 10.000
- LIC fund: changed from € 3.000 to € 700 as there are no LIC-countries at the moment
- Reduce reserve from 2.5% to 1%
- 34 members lie at the basis of the calculation

BUDGET 2013				
Revenues				
<i>Interests</i>				100,00
<i>Membership fees</i>		<i>fee</i>		
	Full members	34	1.400,00	47.600,00
	Taster members	2	350,00	700,00
	LIC members	0	950,00	0,00
	Associate	1	500,00	500,00
				48.800,00
<i>Conference</i>				42.000,00
Total revenues				90.900,00
Expenditures				
<i>Administrative and organisation costs</i>				
	Administration office			25.000,00
	Web-site			500,00
	Stationary / office set-up			500,00
				26.000,00
<i>COHEHRE Academy</i>	3 activities	3	2.500,00	7.500,00
<i>Preparatory conference visits</i>	1 activity	1	750,00	750,00
<i>Council business meetings</i>	(3 x per year, incl. conf)	3	2.500,00	7.500,00
<i>Auditor</i>	1 activity	1	500,00	500,00
<i>Alliances</i>	3 activities	3	750,00	2.250,00
<i>Marketing & PR materials</i>		12	150,00	1.800,00
				20.300,00
<i>Conference</i>				37.000,00
<i>LIC fund</i>	reduction on activity fees	0	0,00	0,00
				83.300,00
<i>Reserve for unexpected expences</i>		1%		833,00
Total expenditures				84.133,00
Result				6.767,00

It was suggested to join forces with other organizations such as Eipen, Denmark.

It was of a concern that too much time is spent on the conference which results in less time to deal with the finances, etc. Conference subjects should therefore be reduced to 3 hours.

7. COEHRE ACADEMY

- 7.1. Strategic meeting with Hein van der Hulst and Aija Ahokas due to take place this week. They have recently joined Madalena and Filip. They are planning to create a strategic vision for the next three years.
- 7.2. Meetings of the **ICHCI program teams** met in Groningen **15-18/11/2011**. The focus is on coordination and capacity building. The capacity building work was good but can be improved next year to have the meeting running at the time and to have members facilitating the capacity building. This took place at the same time as the Dean's meeting. Oliveira (Red Cross School) in Portugal will host this meeting. Those attending this year have been new to the network. A similar activity will take place in October of 2012.
- 7.3. **DATIC Workshop 7-10/11/2011** – training for members. Participants were late in applying. COEHRE invested around €2.000 on this. The evaluation was really positive. The only negative comments were that it was run in Bruges away from the places which needed to be visited. In future this would need to be planned in more of an intercultural situation e.g. city centre location. It was decided that this training should run again in 2013.
- 7.4. Task force being developed for an **IP in Community Work**. It is hoped this will go forward in 2013. Another IP is being planned for and **IP in Active Ageing** focused on Rotterdam. Filip is supporting this. Most partners involved are COEHRE members.
- 7.5. **Curriculum Development** – four institutions will apply for a curriculum development bid in 2013. Five partners all COEHRE members.
- 7.6. **Future plans** – there are thoughts on running two future workshops e.g. workshop on placing students in developing countries (no location decided) and also on intercultural competencies to be run in Izmir, Turkey. Any other ideas are welcome. Another workshop could be run on curriculum development and collaboration in curriculum development. (Especially in relation to Erasmus for all) However it would be safer to reduce the funding to the Academy to €5.000 Euros and not the €7.500 Euros planned in the budget.

8. COEHRE NEWSLETTER – JANUARY – suggested content

Jen and Isabelle to work on this after each meeting and follow up with Skype / telephone meetings. Suggested content for January:

- Intro from Cor
- Introducing Isabelle
- Newsletter – Jen and Isabelle to draw together after meetings
- DATIC course
- Project meeting ICHCI groups
- 2 new applications to Europe –active aging and community care
- Conference past
- Future conference
- EASPD activities
- Website – new information and updates

- Dean's meeting
- Financial position – sensitively
- Academy strategic plan for next three years
- Publications

9. CONFERENCE 2012

Overview of topics to discuss with Nina tomorrow:

9.1. Student Conference – Paul Beenen and Joost were due to help however Paul appears to have lost his job at the Red Cross Medical School. He will withdraw but enough tutors are involved. Nina is hoping the next year two of her tutors will be involved in the organization of the next conference. A group of students will be able to work with older people in their homes, site visits and presentations are arranged. Some project work will be started before students leave home ready for making comparisons between home and Danish ways of working.

9.2. Staff conference – is registration for the pre-conference day separate from the conference i.e. people paying separately for these events. It must be self supporting and cost 50 – 70 Euros. In future this needs to be clearer and be the responsibility of the academy.

ACTION – JLS to clarify this with Nina tomorrow.

9.3. Bus travel at the conference – a ticket to use public transport for the length of the conference would be 15 Euros. This should not be included in the cost of the conference. The cost of the special offer tickets should be paid by participants.

9.4. Finance - Sponsorship has been gained to bring in extra income – 50.000 Danish kr.

9.5. Social program

A city walk “looking up” has been arranged.

Friday - the closing dinner will be in a restaurant. Negotiations are continuing for transport and a final price in a restaurant. We need to ask people if they are intending staying for the dinner to save on wastage. A group of older people to lead us in Danish dances – to be decided by Nina.

Saturday - Social Program Day trip to Skagen – people need to sign up for this in advance minimum number of 20 people required.

9.6. Conference Book can be produced mid March. COEHRE office to provide key information e.g. abstracts for parallel sessions, finalized programme, welcome from Cor.

- Welcome / introduction from President
- Final programme
- Accepted abstracts / schedule for presentations
- Biographies of keynote speakers and workshop facilitators

9.7. Oral Presentations / Workshops / Posters Timing of presentations in parallel sessions / keynotes - presentations should be left at registration to a central folder. Guidance to be provided to presenters and workshop leaders once the final programme running order has been decided. Guidance notes to be provided with confirmation of acceptance.

9.8. Registration – Wednesday and Tuesday evening. There needs to be a special registration desk for presenters and workshop leaders where they leave their PowerPoint presentation on one laptop. It would be helpful if every presentation could then be sent to all auditoria.

9.9. Student helpers for conference – a group of 10 – 12 students will be needed to support the running of the conference – initially this will be to focus on the registration process but as the conference progresses, reception will need to be continued to be manned with at least one student in each keynote, parallel session and workshop session to assist where necessary to promote the smooth running of each session.

9.10. International Coordinators Meeting - Initial presentation from Anne-Marie Otteslev from the Danish International Agency (45 minutes) followed by Group work on the following themes with members considering how the new policy will affect their ways of thinking and working in the future. (45 minutes) Each group to be chaired by a member of the Council.

- Focus on discussion of new planned ways of working in Erasmus for all and the new possibilities this may offer. – **Cor facilitating**
- Strategic partnership and sustainable cooperation with a focus on capacity building – **Charlotte facilitating**
- Education and relationships with stake holders – **Jen facilitating**
- How will the new process facilitate knowledge transfer between educational systems and countries? – **Filip facilitating**

One person to feed back key points from each group. (30 minutes)

Three breakout rooms required with flipcharts available in each room.

9.11. Photographs – we will not have Patrick available to take pictures we need to ask Nina to arrange for this and to have the pictures taken throughout the conference displayed as the conference closes.

9.12. Deans Meeting – Cor needs to speak to Joanna (Dean at Aalborg). Theo also needs to be consulted. Ideas for this meeting were discussed at the meeting last autumn.

A full day seminar needs to be organized with management training for the deans on the Thursday of this conference. Cor to contact the Chair of the Dutch / Flemish Accreditation Agency – Karel Dittrich. The emphasis will be on quality assurance, bench marking and accreditation. There will be an emphasis on collaborative provision e.g. joint degree vs. parallel provision etc. The guest facilitator will also present a Keynote presentation on Thursday if he is able to attend. If he is able to do this, the programme will be adjusted to accommodate this. (Taking out the introduction to workshops.) The Dean's track will need to be published / emailed to Deans of member organizations once available.

Within this Dean's Seminar a slot needs to be available for Deans to focus on their own issues e.g. ways the changes in health systems influence the ways in which we design and deliver our curricula, examples of good practice etc. Attendance at the Dean's meeting needs to be restricted to those who are Deans and therefore who have executive management responsibilities related to higher education in member organizations.

9.13. COHEHRE Academy Workshop – sharing information and ideas from the strategic plan.

This will be followed up by group work and conclusions. This needs further development work and will depend on the ongoing work of the Academy strategic plan.

9.14. Keynote speakers - Jeanette Pols - explored potential for this person to deliver the session on welfare technology. Agreed she looks very suitable.

9.15. A telephone discussion took place with Nina clarifying issues over the conference in Aalborg – Firstly issues raised by Nina were addressed.

- How many students needed to assist in conference organization?
At least 10 – 12 students required. This may be the same 10 throughout or a team of different students each day. Initially they would assist in registration but as the conference progresses they will be needed to assist at the reception desk and in rooms to support speakers and other activities. Helping to run the conference. Help finding the right room, etc.
- Finances pre-conference workshop
It was clarified that the fee as charged will need to cover the costs. Only cost is Jacob's salary. Profits will go back in Coehre conference fund to support the council activities. It was planned that a charge of €150 would be made of the pre-conference day. This fee was discussed. The Council members were concerned that this may be too high and that a charge of around €100 may be more appropriate.
Following the meeting it was agreed to charge €150.

The council members and Nina then worked through issues relating to the conference on a day by day basis:

DATE	
TUE 17.04	Following the council meeting (4-6pm) at 6.00h it is planned for the Council to meet with the organizing committee. It is now agreed that this will be a meeting in the University (possibly followed by dinner) to enable the council and organizers to finalize any issues and confirm any arrangements necessary prior to commencement of the conference.
WED 18.04	<p>9.00-10.00 Registration opens Separate registration desk for to be made available for keynote speakers/ workshop leaders and other oral presenter to download their PowerPoint presentations onto one computer.</p> <p>Registration payment: They get a message that registration is final after payment. Some people might need an invoice as they can't pay electronically.</p> <p>Benedicte used to receive all applications, sent out invoices, kept a list..</p> <p>10.00 am International coordinators workshop Anne-Marie Otteslev (Danish National Agency) will do a presentation for 45 min., followed by 45 min. of group discussion, then 30 min. conclusions / feeding back. Rooms needed - Keynote speech. And feedback session - 1 room for 40 participants + 3 extra rooms needed in between for breakout sessions.</p> <p>12.00 Lunch An opportunity with easy access to meet people with the same background, as filled out on the registration form.</p> <p>13.30 Academy workshop</p> <p>15.30 Coffee break</p> <p>16.00 Opening ceremony Nina asked for clarification on who needed to take part in this. Cor normally opens the conference. Local representatives e.g. the Mayor or University Rector or Dean may wish to speak a few words of welcome. Often there is a cultural aspect to this so it was suggested that the Senior Sports Group might want to organize some folk dancing with participants here. Anything could be included that that gives us an Aalborg feel. However the time allowed for this is opening ceremony is relatively short.</p> <p>17.30 Keynote - Welfare technology It was agreed that Jeannette Pols would be very acceptable however there may be an alternative suggestion via an organization in Copenhagen. We just need to be assured that the person chosen for this is suitably experienced to fulfill a keynote speaker role. Nina has secured sponsorship for travel for a speaker from overseas for this presentation.</p> <p>As far as conference planning and liaison with speakers / workshop leaders is concerned, Madalena will continue doing as much as she can and The rest of the Council will support her throughout, taking over any responsibilities she is not able to undertake herself. Therefore it is fine for Nina to contact Madalena if she wishes however Madalena may feel she wishes to suggest Nina deals with other 'council Members.</p> <p>20.00 Opening cocktail</p>

	<p>The timing of this event allows time to change clothes and refresh at hotel before start It will take place in the City approximately a 15 minute walk from most Hotels</p>
<p>THU 19.04</p>	<p>Deans Meeting In order to have more deans attending, we might have a parallel event running for deans all day on Thursday. More consultation is needed on this. Cor will be in touch with the Deans.</p> <p>8.00-9.00 Posters preparation People who are to present posters will put their posters up between 8.00 and 9.00. Students could help them.</p> <p>9.30-11.30 Parallel workshops Coffee will be served outside the workshops as not to lose time. A chairperson will be added to each group.</p> <p>13.30 Parallel workshop / Deans meeting The Deans Meeting will be held at the same time of the Parallel workshop.</p> <p>16.00 Sharing good practice Nina suggested the Idea Clinic. The organisation will talk about how they work, what the project entails, etc. Everybody loved the suggestion.</p> <p>16.30 General Assembly</p> <p>Free evening <u>Nina proposed 3 options:</u></p> <ol style="list-style-type: none"> 1. Visiting Nordkraft Art Gallery: based in the city centre, they will show us around the building, the activities that are going on, etc. 2. Tour around the old part of the city 3. Physical activity that will take around 45 min.
<p>FRI 20.04</p>	<p>9.00-9.45 Plenary session Lis Pugaard will be the presenter. She is also on the students program. Lis will have 45 minutes for her presentation. 15 minutes will be allocated for people to move to different rooms. Liisa drafted up a schedule and suggested we could start at 10 with parallel sessions. 1 hour and 20 minutes will be spent on the parallel sessions.</p> <p>10.00-11.20 Parallel Sessions</p> <p>11.20-11.45 Poster viewing and Coffee</p> <p>11.45-13.05 Parallel sessions</p> <p>13.05-13.45 Lunch</p> <p>14.00-15.00 Student presentations/workshops Students, divided in 4 groups, will make presentations and go into discussions. Participants will also meet the student groups. Nina suggested to foresee 1 hour instead of 45 minutes.</p> <p>15.15 Closing Plenary Session: Lena Borell People will have enough time to get to conference room.</p> <p>16.15-16.45 Closing ceremony (30min)</p>

9.16. Open questions

9.16.1.Nina suggested for the opening ceremony:

A Square Dance Group would like to introduce the conference participants to square dance in the Central Hall, outside the conference room. She wondered when it could be scheduled in. It is decided to have the square dancing in the opening ceremony, in the Central Hall.

The coffee break will be held in open hall. The host will welcome everybody and introduce the Square Dance group.

Nina was asked whether Anneke van der Plaats has confirmed yet. Nina received a mail from Madalena with her confirmation.

9.16.2.Parallel session: Empowered ageing

Marleen Gouwman has shown an interest into speaking at the conference and has been put forward by Madalena.

9.16.3.Parallel session: Welfare Technology

It could be Jeannette Pols or Danish person (name?)

9.16.4.Proof of Attendance

The hosting institution delivers a Proof of Attendance to the participants.

9.16.5.Student proof of participation

9.16.6.Photographer

It was suggested that a student could do it or Nina had an ever better idea of asking a photographer from Senior Sport, as there are 3 professional photographers in the group.

If nobody could be found, we could share the job among ourselves.

9.16.7.Cor asked Nina to send him the budget plan as the council will need to approve the budget.

Nina mentioned that an amount of €7.000 for the keynotes would cover their costs.

9.16.8.How will the registration take place?

There will be an electronic payment module on the host's website

9.16.9.Friday evening and Saturday

It was of a concern that when people register they will be very enthusiastic about taking part in the Closing Dinner but on arrival they might change their minds so Nina will double-check at registration desk.

Saturday is not included in the budget.

9.16.10.Preliminary program launch

Someone wondered when the Preliminary Program would be launched. Nina said it could be launched after the confirmation from the presenters of Welfare Technology and Empowered ageing.

9.16.11.Conference Book

The review process for abstracts will take a long time. Articles for the conference book will be sent to Isabelle and Nina around February. Madalena and Nina agreed that all of the information and articles should be collected by 28th of Feb, in a Word document..

9.16.12.Application form launch

9.16.13.Evaluation form

Two weeks after the conference, the Evaluation form will be added on the website of the hosting institution. A link will be added in order to state that Pictures and more info are available on the Coehre website.

10. GENERAL ASSEMBLY – AALBORG 2012

Notice of the meeting, agenda, minutes and annual report needs to be sent out mid-February!

Council Elections - Charlotte and Filip have both come to the end of their terms of office. They are both entitled to stand again and will consult with their managers before offering to do so. The Nomination Committee need to be made aware of this. This can be announced on the web site and forwarded by Isabelle to member organizations. Two vacancies will also emerge on the Nominating committee (Aija Ahokas – eligible for re-election and Mimi – need to check if eligible for reelection)

Honorary Membership – no proposals have been received to date. This should appear in the autumn news letter. The council decided to nominate Lily de Vlieger.

11. ANNUAL REPORT 2011 allocation of sections

Actions by 21 February - Council members to send completed sections to Isabelle .

- | | |
|--------------------------------|---|
| • General overview | Cor |
| • Review of key achievements | Cor |
| • Conference evaluation | Charlotte and Liisa |
| • Academy | Filip |
| • Financial report | Cor and Isabelle |
| • Balance sheet | Cor and Isabelle |
| • Membership | Isabelle |
| • Office report | Isabelle |
| • Council Member Activities | Each council member writes own |
| • Overview of Council meetings | Jen |
| • Honorary membership | Jen |
| • Auditor's report | Jean Bauwens to be invited to audit accounts and report |

12. CONFERENCE 2013

Apeiron – Cor and Jen to visit 9-11 February 2012. Purpose of the visit is to investigate the potential to run the conference there in Spring 2013 and also to complete the pre-conference check list.

13. MEMBERSHIP FEE

- Impact of the new membership fee on the structure
- Trial membership (Bergen, Laurea)

14. ANY OTHER BUSINESS

14.1. Skype meetings - to take place on

15 February 2012	8am Belgian time
23 March 2012	9am Belgian time

14.2. Contact sheet for Council Members – this is to be circulated after this meeting and Skype addressed will be included on this.

14.3. Focus of future meetings – in the June meeting 2012 we need to ensure we spend more time on issues e.g. finance / promoting and marketing the organization. Concern was raised over the amount of time which issues related to the conference can take up in the Council meetings which reduces time for discussion of other important issues. All to prepare two potential actions ready for the June meeting.