



**AGENDA COHEHRE COUNCIL MEETING
GHENT, BELGIUM
13-15TH OF JUNE 2012**

1. Apologies

Cor was caught up in traffic. Therefore, Jen presided the meeting until his arrival.

Madalena da Silva

2. Approval minutes Council Meeting

2.1. Approval January 2012 (Gent)

Pg.3 European funding.

Charlotte participated in ARCA, where conference was supported by Lifelong Learning programme.

This should be explored.

2.2. Approval March 2012 (phone meeting)

2.3. Approval April 2012 (Aalborg)

The council will liaise closely with Banja Luka. A copy of the conference book plus guidelines will be sent to Bojan in Banja Luka and the council will encourage them to come to Kuopio and start to liaise with Coehre.

Jean Bauwens will stay on as the auditor.

The council went through the annex from Banja Luka.

3. Approval Minutes General Assembly Aalborg

4. Evaluation Coehre conference Aalborg, Denmark

Paul Beenen, from Oliveira, would be interested in organizing a future conference.

4.1. Participants evaluation

MONKEY SURVEY (see Annex 1)

The council feels that, looking at the quantitative data, not a huge sample of participants filled out the evaluation form. 25% answered but based on this, people were satisfied or very satisfied with very few exceptions.

Most of the respondents attended between 5 and 9 sessions. 93% felt that it was worth the price to attend the conference. The information that was sent out beforehand was not good enough. In the future, every update on the host's website needs to be sent through to the participants. Surprisingly, only 54% were satisfied about the venue. Overall the participants thought that the programme was too full. 60% were satisfied about the length of the sessions.

SUMMARY OF REMARKS OF EVALUATION FORM

4.1.1. Keynotes

After careful deliberation, the council decided to limit the keynotes to 45 min., so that a lighter programme can be offered.

It was suggested to reduce the keynotes to 5 instead of 6. Taking out one keynote will give more room to networking possibilities.

A speaker with relevance to the Dean's meeting, with a political, quality assurance, etc. focus will be necessary for the Dean's meeting.

4.1.2. Workshops

The guidelines for the workshop leader need to be adapted, so that it is clear that a workshop needs to be a workshop and not a mini-lecture. Participants need to do some experiential learning, explore the subject and have a discussion.

Introduction to the workshops is not necessary anymore.

4.1.3. Programme

By reducing a keynote speaker, the programme won't be as pressured anymore.

The General Assembly will be reduced to the conclusions as all of the reports will have been sent through to every member.

4.1.4. Student programme

The remarks from the survey about student participation will be carried on to the student programme leaders. They will have to decide how much they should be integrated into the staff conference.

Post-graduates can choose whether they want to participate in the student conference or staff conference and will pay accordingly.

4.1.5. Networking

A Facebook page for the Coehre conference will be created.

The participants list will be added to the website and will be adapted on a weekly basis.

It was suggested that when people are registering, the students could be listed on the host's website.

With every update Isabelle can say that the networking list is available on the host website.

4.1.6. Conference venue

The distance to the city was the problem. Food and catering were next to perfect.

It should be stated whether at events canapés or full dinner will be served.

4.1.7. Conference

Informing about issues in education has been the main pillar of the conference but there should also be a pillar about teaching and assessment. It was suggested that this would be a good topic for workshops.

4.1.8. General Assembly

The recommendations should be discussed instead of going through the reports. Only some highlights or issues should be addressed.

4.1.9. Registration form

4.1.10. Website updates

Website updates will be sent through regularly by mail but not too many. Regular Facebook updates will be necessary.

4.2. Budget

Council travel and flight expenses are coming from the council budget.

If a profit has been made, 'the amount of participants x €50' will be deducted from it (see guidelines). What is left over will be split 50/50 between Coehre and the host.

Administration costs include cleaning, help from the economic department, IT and caretaker.

It is decided that € 100 euro will be granted to poster presentations per poster, not per person as that could escalate.

All the staff's working hours can't be included in the Administration costs. Time investment from staff can't be included but actual costs and some administrative costs can. It has been decided that it shouldn't be called Administrative Costs, as to avoid confusion, but Institutional Costs.

5. Conference 2013 – Kuopio, Finland

5.1. Theme

It was agreed that the title and main theme of the conference would be "Education for Citizenship and Participation in Health and Social Care"

The subthemes of the conference will be:

1. Safety and compassion in Health and Social Care Practice
2. Patients / Clients inclusion as Experts by Experience
3. Technology to support Human Well-being
4. Simulation Pedagogy

The council decided that Citizenship means: including all the people from the public. It has to be drawn back to ageing, etc. The theme is highlighted through means of the provided documents by Liisa.

5.2. Subtheme 1: Simulation Pedagogy

This will offer participants the opportunity to explore the role and methods of using simulation in learning and teaching. Experts in the field from Savonia University of Applied Science will lead and develop our thinking in this area.

Suggested keynote speaker: Heikki Paakkonen

Suggested workshop leader: Marja Silén-Lipponen

5.3. Subtheme 2: Technology to support human wellbeing

Learning technology and welfare technology are making rapid advances to improve the lives of students and those with needs for additional support in society. Keynote speakers and workshop leaders will share the latest advances in this field with participants.

Suggested keynote speaker: Marita Välimäki
Karina Lobell
Tamara Schellens

5.4. **Subtheme 3: Patient / client inclusion as experts by experience**

Service users, their families and carers have been important contributors to health and social care service planning and evaluation for some time. This subtheme will give an opportunity to explore their role in the design of education programmes as “Experts by Experience”.

Suggested keynote speaker: Kristian Wahlbeck

5.5. **Subtheme 4: Safety and compassion in Health and Social Care**

Safety and compassion in Health and Social Care –Patient / client safety is key to the commissioning of education programmes as well as health and social care services. This sub theme will offer an opportunity to reflect on this as well as the role of compassion in being a health or social care practitioner. It will consider how we can engender these values and attitudes within the education process.

Suggested keynote speaker and workshop leader: Prof. Paul Gilbert, clinical psychologist (Wednesday)
Kristian Wahlbeck

5.6. **Pre-conference**

The first option is to have a focus in this workshop on social media. In the past it was decided that the pre-conference workshop should be led and / or decided by the COHEHRE academy leadership. Filip stated that the Academy have a need for a 2 day workshop on capacity building for internationalization. The Council will review this and make a decision on the potential for an extra two day pre-conference workshop on this facilitated by the Academy leadership. In future pre-conferences will be provided by the host university and also the Academy.

The Council recorded their thanks to Liisa and her team at Kuopio for all the hard work they have put into the organization of the conference so far. The programme is very well advanced already.

The Academy would like a topic on Internationalisation as it seems to be relevant to mobility and citizenship (Annex 2:European Year article). If it would be a two day seminar, then it will have to start before the conference, on Monday.

5.7. **Dean’s meeting**

It was suggested to invite Frederik De Decker as he is very much involved in accreditation etc.

5.8. **Planning/time schedule**

5.8.1. Tuesday

It is decided to plan the Council Meeting at 17h-19.30h. Dinner at 20.00.

5.8.2. Wednesday

International coordinators meeting: 2h is sufficient. A keynote speaker needs to be approached. It is decided that 2 keynotes will be presented on Wednesday. It will give more diversity and more body to the day. These two keynotes will be reduced to 40 min. If it isn’t possible to cover the themes in 4 subthemes then another keynote will be added. The theme for the fifth keynote should then be related to the deans meeting.

15.30-16.00 Opening ceremony
16.00-16.40 Keynote 1 (40 min)
16.40-17.20 Keynote 2(40min)

The City hall is very close, 5 min., in relation to the university. Hotels are at walking distance.

Deans meeting: Cor will ask the deans which subject for a keynote might be of interest for them, it was also suggested to organize a workshop for deans.

5.8.3. Thursday

4 parallel workshops + 1 deans workshop

The workshops will be chaired by the council.

The General Assembly will last 1h30 and will start at 16.00 to 17.30

Thursday is Deans day

1st keynote is related to the deans. 45 min

From the parallel workshop on, deans and participants will split

At 20h00 there will be a networking opportunity: Informal dinner and drinks with host colleagues.

Poster presenters need to be there on Thursday. In the conference book we put that where poster viewing appears on the programme, the authors will have to be there. It will be called: **Facilitated poster viewing** (to show that it is different than previous years) at 15h15-16h00

It has been decided to have dinner on Thursday or maybe lunch on Friday with the new elected council members.

5.8.4. Friday

Parallel sessions. Local people were facilitating this in Aalborg, would this also be possible in Kuopio?

Dinner and dance venue will be at walking distance. Participants will need to enroll for this on the registration form and at registration desk on the first day, they will need to confirm it again.

A networking place should be foreseen, maybe in the same place where the posters are. People could have a chat and refreshment.

5.9. Keynote speakers / Workshop speakers

It was agreed that keynotes would be limited to 45 minutes each. In total there will be 4 keynotes which will be incorporated as follows:

Wednesday	2 keynotes	Evening at opening
Thursday	1 keynote Deans focused on issues of interest to the Deans e.g. policy, internationalization	a.m.
Friday	1 keynote	a.m.
	1 keynote	p.m.

Suggested keynotes are as follows:

WEDNESDAY	Prof. Paul Gilbert	Keynote and workshop on compassion focused care	UK
	Kristian Wahlbeck	Finnish Association of Mental Health. Keynote and workshop potentially with examples of experts by experience participating	Finland
THURSDAY	Frederik de Decker	Deans meeting	Belgium

FRIDAY	Marita Valimaki	Technology to support human well being	Finland
	Heikki Paakonen	Simulation pedagogy	Finland

The progress towards recruiting keynotes will be reviewed in September in a Skype Council meeting.

It was discussed whether to pay keynote speakers. We ask them for free, two nights hotel, flights, meals at conference venue will be paid by Coehre.

A council member should thank the speakers afterwards and have a little chat. Hosting the speakers might be an opportunity for them to network and meet other people.

Budget on presents for speakers should be set.

5.10. Student conference

Facilitators from Aalborg will join in the planning with the team from Kuopio. Liisa will liaise with Bo Grarup from Aalborg and use the planning from Aalborg as a basis for the student conference structure for 2013 then using local influences and the conference theme to guide content development. Charlotte will be the link from the council to the Student Conference Planning Team. In order to attract students from as many countries as possible, the Council need to ensure it is marketed clearly with the information that one student place is free from any member institution. It can also be promoted amongst participants in the ICHCI courses. Low priced accommodation needs also to be emphasized.

Post-graduate students are advised to participate in the staff programme. Other master students and phd students might be better participating in the staff conference as well.

On the registration form it will be asked to what kind of student they are and in which programme they will participate (staff or student) and pay accordingly.

5.11. Questions from organizing committee

5.11.1. International Coordinators meeting/ Deans meeting

INTERNATIONAL COORDINATORS MEETING

International coordinators meeting <-> COEHRE Academy meeting <-> General Assembly

Cor has a meeting in September with Finnish experts and will discuss the progress in the Erasmus Lifelong learning programme.

DEANS PROGRAMME

The Dean's programme will be coordinated by Cor. He will contact the deans to ask for suggestions. Their day will run parallel to the main conference from 10.15 to 15.15

Coehre is network but should also result in joint activities. Cor would like to realize this with presentations between the deans and maybe they could develop a joint degree, etc...

He would also like to follow up with the theme of benchmarking, some benchmarking exercises...

5.11.2. Keynote speakers

Keynote speakers are not paid for their contribution but the following costs are paid: 2 nights' accommodation and travel with meals at the conference as set out in the conference guidelines. Discussion took place around this topic and it was agreed that we would not make any changes to this at present. In the future, if conferences continue to make a profit the council might wish to change this arrangement.

It was agreed that keynotes speakers will be hosted individually by members of the council before and after their presentations.

5.11.3. Marketing

Discussion took place around the need for a flyer to promote the conference. It was decided this should be produced centrally by Isabelle. She will circulate the flyers to the members and each of the council members will forward this to its partners.

It was decided that the following should be a topic in the brochure: 'You don't know Coehre yet?' This is our fee system: become a Trial member (€350) + Early Bird Conference fee (register before 1st of March: €375, after the 1st of March: €475) for each of the participant from that institution. This is actually cheaper than the non-member fee for which you pay €725 per participant from that institution. Members pay half of the non-member fee when they register before the 1st of March. Coehre is an organization for institutions (it has to go through the institution), not for single participants and this needs to be made clearer. Put it on the website to contact Isabelle for more info. The fee for single participants (without institutions), non-member has been changed to € 725.

The same lay-out as the host's website needs to be used for this flyer.

Aalborg used the Coehre conference to show their partners that they are active internationally and that they hosted a conference, by means of Cor writing a few words about the host and the conference.

Cubamail is a kind of a flyer send by email, maybe this might be used to send it around. Pillars, conference, construction fees.

5.11.4. Conference fee for non-members

After discussion it was agreed that this should be lowered to €725 for the 2013 conference. An extra note will be added to the web site where conference fees appear in order to explain the benefits of trial membership in achieving cheaper conference fees.

5.11.5. Registration

Participants need to register on the host's website but all the registration forms will be sent to Isabelle, who will keep a list for invoicing.

5.11.6. Abstracts

Information on submissions needs to be included on the website.
The abstracts will need to be send in a word format instead of PDF's etc.

5.11.7. Participants in dinner dance

Approximately two thirds of the participants attended in Aalborg.

6. Membership

6.1. Membership fees received

There are still a lot of membership fees to receive.

Some have not paid for several years. Letters will be sent by Cor (registered post) to those organizations. Isabelle will send a further reminder to be sent to those who have not paid for one year 2011-12 at the end of June.

6.2. Members in crisis (low income countries)

Extensive discussion took place about the issue of how to offer support to countries who were

previously defined as Low Income Countries by the World Bank and also those worst affected by the financial crisis in the Euro zone. It is proposed to set up a limited fund e.g. € 3.000 in total to subsidize member organization active participation in Coehre activities. Applications for grants would be made by a given date each year and will include a rationale for the grant requirement. This arrangement will only be available as long as there is sufficient funding within Coehre to support this. There are sufficient funds set aside to support this for 2013. Beyond, this proposal will need to be made and agreed by the General Assembly.

6.3. How to attract new members from the South and the East of Europe?

It was suggested that new countries can apply for an extension of trial membership for three years. If this will be implemented, the council will stick to an earlier LIC list and add on the Southern Europe countries Greece, Spain, Portugal who are in great difficulties known world-wide.

The LIC fund in the budget of 2012 was set at €3.000.

For 2013 the council may propose the General Assembly to set aside some profits in continuation for the fund. The General Assembly needs to be explained where the money is going to. It is suggested to connect the grant to the involvement of the institution. This will enable the institution to participate in the conference.

6.4. Joint working between members

Charlotte and Liisa discussed issues concerning the conference and the conference website. Changes were recommended for how this should be set up for the next conference. The theme and sub themes need to be introduced asap.. This will appear on the COEHRE website and member organizations informed by email.

Cor and Filip met with Frederik De Decker. He will be able to act as a keynote speaker and facilitator to the Dean's Meeting

7. Coehre academy

7.1. Planning

Two representatives from member organizations have joined Hein and Aija.

Further IPs have been accepted.

ICHCI-5: is approved: Active Ageing
Coordinator Hogeschool van Rotterdam

ICHCI-6: Programme ICHCI-5: Changing towards a critical and innovative health professional- Showing leadership towards integral care –
Coordinator: Oliveira de Azemeis , Portugal

7.1.1. Mobility programme

4 people will be consulting the Academy. Aija and Hein are contact persons.

For the project for student mobility programs Rotterdam and Oliveira have applied. The IP: ICHCI-5 is approved!

Oliveira would like to organize ICHCI 6 for the mobility programme, Filip is confident that they will get this.

7.1.2. Capacity building

ICHCI-project meeting: Oliveira de Azemeis, Portugal on 24-26 October:

6 project groups. This will include a day and a half on capacity building. 60 people, mainly teachers, are expected to attend and is organized in Oliveira. Last year the meeting was funded by money from project coordinators

4 seminars in the next three years

5-8 December 2012 in Nijmegen: Experiencing health care in resource poor countries-preparing and coaching students.

Maximum: 20 participants

The same seminar will be planned next year.

Spring: DATIC

Organized in Turkey (Izmir or Istanbul). This will be the last version of DATIC.

Another capacity building seminar will be held on internationalization. This will be organized in Brussels.

It was agreed that provisional dates need to be published as far in advance as possible with detailed programmes to follow.

If any of the seminars create a slight operating financial deficit this is covered from the budget allocated to the COHEHRE Academy

Discussion took place as to whether the size of the board running the Academy (two council members and two academics co-opted from member organizations) should be extended. It was agreed this would remain at four members. The role of creating a list of researchers and potentially a seminar on how to apply for research funding were also discussed.

Cor suggested that 'Erasmus for all' may be able to provide funding to support seminar activities particularly in connecting higher education with society in the form of Healthcare. When organized in Brussels, Erasmus experts could be used. The focus is on institutional international coordinators. However, in the conference more departmental coordinators were interested as they are the ones handling with students the most and know most what the institution is about. The focus will be addressed.

Is there a link to publications of the paper under Academy. On website.

It was suggested to add an option for RESEARCH activities and to organise a seminar on 'How to apply for research funding'.

8. Alliances

8.1. EASPD

There is a need to inform EASPD about the next COHEHRE conference. Potential for joint activities to attract funding within Erasmus for all. It is recommended that we continue to meeting with EASPD once a year and continue to search for opportunities for joint working.

8.2. NACNAH /ASAHP

Their members have participated in joint staff / student exchange activities with Artevelde Hogeschool. In December 2013 there will be a world conference in which COHEHRE members may wish to be involved. Information will be circulated to the membership when it becomes available.

9. Any other business

9.1. Apeiron

We need to keep in contact with Apeiron to ensure they have representatives of staff and students at the conference in Kuopio and Groningen. We need to be sure they engage with COHEHRE activity in order to meet the requirements for running the conference in 2015.

9.2. Mail Lea Moua

Lea was asking for collaboration in the development of a degree programme in elderly care.

9.3. Poster guidelines

Guidelines for the poster presentation are needed.

9.4. Facebook

9.5. Guidelines for council members

It was proposed to make a 'job description' for being a council member and to draw up guidelines for this position. A kind of detailed agenda, what the day might look like, and what is expected from you, what you can claim and can't.

9.6. Conference presentations

In the future we need to have the presentations to put them on the site. Maybe the chair of the workshops can. Maybe on the guidelines you can write that the presentation used at the conference will be made available on the website. By submitting this abstract/keynotes/workshops you are giving your consent to appear in the conference book and to be made available on the conference website.

9.7. Website

RSS button:

The user subscribes to a feed by clicking a [feed icon](#) in a web browser that initiates the subscription process. The RSS reader checks the user's subscribed feeds regularly for new work, downloads any updates that it finds, and provides a [user interface](#) to monitor and read the feeds. RSS allows users to avoid manually inspecting all of the websites they are interested in, and instead subscribe to websites such that all new content is pushed onto their browsers when it becomes available.

The RSS button amounts to € 250. The interactivity would cost € 800. It is decided to go ahead with the RSS button. What concerns interactivity, Facebook will be used.

9.8. Marketing leaflet / flyer conference Kuopio

A flyer will be made and sent out to members with the request to send it through to their partners. The content will be about the organization and the conference.

Print more conference books that we can send to partners!

10. **Future meetings**

DATE	MEETING	FROM	TO
Thursday 4.10.2012	Phone meeting	9am (Belgian time)	11am
Wednesday-Friday 16-18.01.2013	Council meeting Ghent	2pm	2pm
Conference Kuopio 17-19.04.2013	Council meeting Kuopio		
Monday-Wednesday	Council meeting	2pm	2pm

10-12.06.2013	Groningen, NL		ISA-ask Groningen if this suits them
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11. Newsletter (to be sent out before end of June)

Content for newsletter:

Introduction	Cor
Conference in Aalborg	Jen
Conference in Kuopio (pre-conference, theme, subthemes, pictures)	Isa
Academy announcements and upcoming courses	Filip
Upcoming conference EASPD	Isa
News from alliances NACNAH and ASAHP news	ACTION-ISA-ask Lou to write something about this
Evaluation on ICHCI	Filip
Website updates	Isa
Partner search (1 page)	Isa- see mail Lea Moua
Testimony of the conference by one of the attendees	Isa-For now we can take some comments from the feedback
Poster winners	Isa