



MINUTES COHEHRE COUNCIL MEETING

Ghent, Belgium

8th-10th of January 2014

1. APOLOGIES

2. MINUTES COUNCIL MEETING: PHONE CONFERENCE SEPTEMBER 2013

3. PORTFOLIO

An extra newsletter will be drafted, featuring the tasks of the council. It will be made clear that the task of a council member comprises more than just a single subject. The tasks could be adapted on yearly basis. This will be launched before the newsletter in February together with the new Call for Nominations on which the vacancy for Auditor will be added.

Previous description of council roles (see **Annex 1**: notes Jen)

General responsibilities (see **Annex 2**: notes Madalena)

4. CONFERENCE 2014 – GRONINGEN, THE NETHERLANDS

4.1. Keynote Speakers

Quantified self	Martijn De groot, research director, from the Quantified Self Institute (http://quantifiedselfinstitute.org/)
Families under pressure	Agnes Uherezky, COFACE
U-mapping	will be replaced by 'Development in Health Care provision': Luk Winter (to be confirmed by Cor)
Self-management in work and family life	Joost Keers

4.2. Dean's meeting

The subject of U-mapping has been put aside as it was too much on the strategic level. Deans are wanted to engage in activities. It was suggested to approach Luk Winter, who bought one of the Dutch hospitals recently. This would be an illustration about development in society; a shift from private institutions, which is interesting. It raises the question of what it would mean for the role of the profession if care is privatized.

Luk Zelderloo was also approached to get in discussion with the deans for what concerns the options in Horizon 2020 and Erasmus+.

The afternoon session would end in groups of deans opting for a specific project and how to go from there. Robbert Boonk will approach Luk Winter. If not, the minister of health in the Netherlands will be approached to talk about changes in health care provision, community care, government responsibility to privatization.

Another focus in that meeting might be on how the North, East, South could contribute in Cohehre. In many

projects there is an own contribution expected. It would be valuable to work out a checklist to engage in such an opportunity where countries in the North could contribute more than the South in order to be able to facilitate any country to participate.

Coehre should come forward with strategies from the meeting.

4.3. Elections

The following vacancies will be due for election:

- One President, for a period of 3 years
- Two council members, for a period of 3 years
- Three members for the Nominating Committee, for a period of 2 years

As the present auditor will retire this year, the vacancy for auditor will be added to the Call for Nominations.

4.4. Review committee/abstracts

The review panel has been expanded this year with new reviewers. There will be another round of reviewing if abstracts are rejected or recommendations have been given to improve the abstract.

30 abstracts have been submitted.

20 oral presentations including 3 post-graduate presentations (which will be reviewed as staff presentation).

7 poster abstracts including 1 student poster.

12 research papers.

15 project abstracts.

3 workshops

Every parallel session ends with 5 minutes discussion, chairs will make sure that the schedule is kept, so that there can be an easy change of session.

4.5. Honorary members

Hein van der Hulst has been put forward for Honorary Membership for his valuable contribution to the Coehre Academy.

The Council has also proposed Cor. It was a unanimous decision of the council. The next president will conduct the closing ceremony and announce the honorary member. It will be made clear that Cor was not involved in the decision.

It was proposed that Cor could have an advisory function as consultant for the next president in order to pass on knowledge, which counts for the deans meeting as well.

4.6. New meeting: 'Introduction for Social Work representatives and New Members'

It was suggested to add a new meeting that targets Social Work representatives and new members. This meeting will be called 'Introduction for Social Work representatives and new members' and will run parallel to the Parallel Workshops 11.15-12.45 on Thursday 10/04. Two council members or the academy will take the lead of this meeting.

The goal is to get to know each other and their needs. It would be an opportunity to discuss how to take them on board. Specific activities or themes might be discussed in order to organise a meeting for the next conference which will meet their needs. It was raised to ask the new members to make a Pecha Kucha to present themselves.

4.7. General Assembly

Contains:

- decision making and questions
- disagreements
- elections
- approvals for Annual Report and Budget.

4.8. Closing Ceremony

Announcement for new activities

5. CONFERENCE 2015 AND 2016

5.1. Conference 2015

Semmelweis University, Budapest, Hungary

Theme

It was discussed that the theme could be in line of 'Development and Cooperation' as responsibilities shift when thinking about privatization. There will be a closer cooperation between education and work field.

Call for abstracts

The subject was broached of having the abstract submission page up on the Web page in September even if the other information is not available yet. The submitted abstracts should go immediately to the person in charge. The abstract process involvement of the host institution is minimal.

Student conference

Even though the host institution has more knowledge for what concerns the local activities and surroundings, it would be very valuable to at least listen to the information passed on by the organisers of last year's student conference. Teachers from the previous student conference will attend the conference but won't need to pay the conference fee.

It was put forward to have the provisional student program up before Christmas.

5.2. Conference 2016

Derby will be contacted to see whether they would be interested in hosting the conference 2016. The other proposed host institutions are Austria, Barcelona and West-Scotland

6. COEHRE ACADEMY

6.1. Feedback on 2013 activities

DATIC	<ul style="list-style-type: none">• larger participation numbers than expected• very positive feedback (Annex 3)• consider to continue with DATIC, maybe in 2015
ICHCI	<ul style="list-style-type: none">• very good evaluation both on organization, workshop and contents – official feedback is very positive
Erasmus+	<ul style="list-style-type: none">• positive feedback from participants (no formal evaluation).• Work point: it was not clear what the expected outcome was for each small group• <i>Suggestions for improvement of this format of workshop:</i><ul style="list-style-type: none">- Definition of themes prior to enrollment- People to choose their groups at enrollment- Define expected outcome for the group work

6.2. Future meetings

6.3. New structure of Academy & Plan 2014

Proposed new structure for the Academy:

Council members	Filip & Ulla-Maija
Invited members	Madalena & Aija
External consultant	Hein

Activities for 2014 and responsibilities

Health 2020	19-21 February 2014	Ghent, Belgium	
Experiencing health care in a resource poor country – Preparing, coaching and supervising students	21-23 May 2014	Oslo, Norway	Madalena Hein
H2020	September 2014	Helsinki	Aija Ulla-Maija
IP-meeting	20-22 October 2014	Rotterdam, The Netherlands	Filip Hein
Innovative teaching and learning methods	November 2014	Krakow, Poland	Ulla-Maija Filip

6.4. Budget

The budget was stretched and it was proposed to rise the budget for 2015, seeing the activities that are going to be organized in the future. Also, a research seminar might be added in 2015.

6.5. Publication

Two different articles will be written. It was suggested to write a book, a Coehre publication about the extensive programs experience, introduction, history, practice, results...an instrument that could be used for sharing good practices.

6.6. Research

Instead of focusing on research itself, the focus should shift more into 'How to link education and research and what are best practices in that', which will be a topic of a seminar in 2014. This will be the starting point and might result into creating an Interdisciplinary Applied Research (/ integrated care) Network. This would be an added value as there is no known similar network that will improve education. Coehre could be of relevance in the search for good partners for applied research. 'Research and innovation' was the proposed name. Institutes can then put subjects forward. It is a bit early to find a structure.

6.7. Horizon 2020

It was proposed to choose a sub-action of Horizon 2020 and focus on this. This could be poured into a new seminar, maybe in 2015. Actions should be looked into and planned ahead. If interesting topics come out of this, Coehre could provide facilities and support the process of application writing. Coehre will utilize the formula that Coehre facilitates but the members take away the decisions that suit them and it might not only be Coehre institutions. It could attract new council members. In order to bring an added value to our institutions, it might be considered to have someone responsible within the council for this. Coehre could be a link. It should be thought through how Coehre could be kept in the loop after the link has been established. The gain for Coehre could be more bilateral agreements, Coehre could be an added value to apply for a project and play a central role instead of only facilitating contacts. The question remains how Coehre could be a structural partner.

The idea was also raised that Coehre as a consortium could apply for Horizon2020, if not, one of the member institutions will need to take the lead. This will be taken up with Luk Zelderloo. Headlines of maximum 10 pages will be sent in advance. It has to be linked to the impact on people's lives. It has shifted from basic research into applied research. May or June might be the best period to decide, latest September 2014. The seminar location depends on where the facilitators are based. If they would be Belgian, it would be better to have it in Belgium.

It arose that 'Health promotion and disease prevention: improved inter-sector cooperation for environment and health based intervention' could be an interesting topic, as well as 'focus on empowerment for disabled people'.

In the conference, it will be announced that in September a seminar will take place concerning Horizon2020 and that there are different areas that could be worked on together f.ex. ict and health. Other members could bring in expertise.

6.8. Coehre book

Coehre book is the ideal environment to put people together as platforms can be created and a question could be presented. Coehre could be a dissemination tool, data collecting,... Coehre book and council member profile on research orientation should be established.

6.9. Social work

The integration of Social Work into the consortium is an on-going topic. The suggestion was made to have a Social Work representative within the council or a council member, responsible for the integration within Coehre, so that the Social Work needs can be voiced and acted upon. It's important for development in society, a mix of responsibilities.

7. MEMBERSHIP ISSUES

Trial Members are proposed to become a full member. By April it will become transparent if trial membership translates in full membership. If not, it might be an idea to rethink individual memberships.

8. BUDGET

In 2014, €10.000 is allocated to funds, which will be divided as follows:

Bike rental	€40/student
10 staff grants	€500 euro/staff, with a maximum of €6.000
6 students	€400/student

9. ANNUAL REPORT 2012

Sections will be distributed to Council Members and should be submitted to Isabelle by 22.2.13

10. NEWSLETTER

Two newsletters will be issued. One for end of January/early February concerning the Call for Nominations and role descriptions. The other one for late February/March with the news.

11. WEBSITE

It's observed that the website is remaining static and that parts are missing.

Suggestions for improvement have been made:

- Look into websites that advertises conferences and seminars
- Replace Coehre Academy tab by Seminars And Workshops tab
- Link of Coehre seminar should be brought to the homepage of each of the institutions, so that it would come up in Google
- Make the main picture into a roller of alternating 15 pictures
- Conferences should only be on the website up to last year

12. ERASMUS+

Strategic partnerships are formed. The council came to the conclusion that an IP is not enough, multiple actions should be stated. It was proposed to apply jointly but not all institutions have the same capacity which will inevitably lead to exclusion. The consortium would like to turn this around so that not only the strong partners are included. Coehre has a duty to find combinations to include smaller or less experienced institutions in applications.

13. BENCHMARKING

Can Coehre play a more central role in benchmarking, is the question. There is a need for Examples of Good Practice of benchmarking. It was raised that Coehre could maybe mean something for quality insurance.

14. DATES OF NEXT MEETINGS

June and January meeting are going to be organized in Budapest.

ANNEX 1: Jen's notes on Role Descriptions for Council Members

President

The President is the key representative for the organisation. S/he will steer the strategic development of the organisation and ensure the organisation remains financially viable. S/he chairs Council meetings as well as the General Assembly and will have the casting vote in any deliberations. The President will manage relationships with other linked organisations. Prepare the annual budget for consultation.

Vice President

This role is assumed by a council member in addition to other duties. The Vice President's main role will be to deputise for the President but s/he may be invited to take on defined tasks by the President.

General Secretary

In addition to general council duties this person is responsible for establishing and maintaining links with the membership through the newsletter and other correspondence. S/he is responsible for ensuring notes are kept of Council Meetings and the General Assembly along with other significant meetings e.g. Annual COEHRE Academy Meetings as well as Dean's and International Coordinator Meetings at the Annual Conference. S/he 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.

Treasurer

This will always be a Belgian. S/he will have responsibility and works closely with the Office Manager to ensure effective and efficient operational financial management of the organisation and act in accordance with the Council's decisions regarding financial matters.

Annual Conference Coordinator

This council member will have overall responsibility for planning and coordinating the programme for the annual conference according to the agreed conference theme and sub-themes or pillars e.g. contacting and booking speakers, informing them of what they will be entitled to in the way of travel and other expenses etc.

Suggestion: combine Annual Conference Coordinator and Student Conference Coordinator
Creates a place for Marketing person

Annual Student Conference Coordinator

This Council member will ensure 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

This Council member is responsible for coordinating and issuing a call for abstracts for papers and posters on the key themes of the annual conference. S/he will also coordinate the evaluation of submissions by a team of experts from the membership and coordination of parallel session content at the conference.

Joint Leadership of COEHRE Academy

Coordinate activities in Academy. Organising ICHCI preparation seminars, Capacity Building workshops and dean's seminars. Generally creating an environment and help to create partnerships for educational development and research between partners can develop. To nurture and manage 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 academy by two co-operating members.

General Council Member Duties

- Attendance at two council meetings per year (January and June)

- Participation in council telephone conferences (September and March)
- Attendance at Annual Conference and Council meeting – (April)
- Undertaking of tasks related to organisation and smooth running of the annual conference e.g. chairing sessions, hosting meetings, welcoming new members etc.
- Any other duties required
- Keep close liaison with the Office Manager and copy her in all of the correspondence

Potential new role: Publication/Marketing Coordinator

Publicise aims and achievements of the organisation. Raise the profile of the organisation. Emphasize the diverse work that Coehre undertakes apart from the yearly conference. Communicate an advertising or marketing brief to an external organisation or consultant.

ANNEX 2: notes Madalena on General Responsibilities

General Functions in the Council

1. Participate in the council annual meetings (January, April and June)
2. Contribute actively to the agenda proposed for each meeting
3. Contribute actively in the implementation of the decisions taken by the council
4. Participate in the Conference
5. Contribute actively to the Annual Report

Specific Function in the Council: **Staff Conference**

1. Develop the time plan of the conference
2. Articulate with the host institution
3. Develop, in collaboration in the Council and host institution, the staff programme
4. Develop guidelines for abstract submission
5. Develop criteria for abstract evaluation
6. Develop abstract types and structure

1st Mandate (April 2011, Lisbon to April 2014, Groningen)

Specific functions in the Council: **COEHRE Academy**

1. Participate in the Academy meetings (January, April, October)
2. Collaborate in the development of the Seminars/Workshops Plan for the year (Academy)
3. Develop the evaluation method and instrument for evaluating the activities carried out
4. Collaborate in the definition of the Agenda and activities to be carried out in the COEHRE Academy Meeting during the Conference (namely: Report on the results of the activities of the year)
5. Assume responsibility for one of the seminars/workshops implemented
6. Guarantee smooth process throughout the seminar
7. Evaluate the activity
8. Write small report on the evaluation activity

Other functions: **Conference**

1. Participate in the abstract reviewing committee
- Participate in the development of the staff programme

DEVELOPING AND TEACHING INTERCULTURAL COMPETENCE

Workshop for faculty members held at Istanbul, Turkey 1st to 4th October 2013-10-19

Analysis of Evaluation

There were 17 completed forms used in this analysis. 20 members attended 2 were missing on the final day and one form was not received.

Four major areas were explored by the participants which required either a Yes/NO response or a graded response with 5 possibilities. Space was also provided for 'Remarks' in relation to each of the required areas.

1) General impressions of this seminar

Organisation of the seminar	16 Yes 1 DNA
Worthwhile attending	17 Yes
Interested in future seminars organised by COHEHRE	16 Yes 1 DNA
Opportunity to discuss your views	14 Yes 1No 2 ticked the space between Yes and NO
Do you think the cost with respect to the experience was worth it?	15 Yes 2DNA

Remarks

I liked it a lot especially the exchange with colleagues, impressions from Istanbul and networking opportunities
 A nice way of meeting people who also are teaching and exchanging
 Very well organised, nice to be moved over the days through the storytelling Well done!
 Extremely well organised with a great variety of learning opportunities
 Pleasant group – open minded Teachers are devoted and competent
 More time to exchange best practices
 Need for more opportunity to discuss – missed sharing views

2) Organisation of the Seminar

Information sent in advance	Excellent 3	Good 9	Significant 5
Information during the Seminar	Excellent 5	Good 8	Significant 4
Hotel accommodation	Excellent 0	Good 4	Significant 4
	Significant 4	Mediocre 4	Poor 2 DNA 1
Catering facilities; meals, coffee breaks	Excellent 12	Good 5	
Seminar venue	Excellent 9	Good 5	Significant 2 DNA1 Local
organisation	Excellent 9	Good 5	Significant 3

Remarks

Accommodation located in a good area but with limited on-site facilities
 It was more than I could expect – kind of noisy hotel
 I would have been happy to pay more for better accommodation

3) Program

Wednesday:	Developing cultural awareness	Excellent 4	Good 7	Significant 5	DNA 1
Thursday:	Developing cultural knowledge	Excellent 5	Good 2	Significant 6	DNA 4
	Keynote: Health Indicators	Excellent 6	Good 7	Significant 2	DNA 1
		Mediocre 1			
	Keynote: Introduction Muslim culture	Excellent 2	Good 5	Significant 4	DNA 1
		Mediocre 3	Poor 2		
	Visits: Mosque	Excellent 2	Good 5	Significant 4	DNA 1
		Mediocre 3	Poor 2		
Friday:	Developing cultural skills	Excellent 8	Good 5	Significant 3	DNA 1

Remarks

Looking forward to reading Toran's paper – the noise made it difficult to concentrate
Wish to visit hospital or clinic – good balance between speaker and dialogue
Introduction to Muslim culture good, but distorted by noise – further paper will add understanding
Introduce students and health practitioners to the programme
I would have liked more practical work – interaction – on Friday I am not ready yet for all the models(theory)
More time to investigate? The expectancies, wishes and beginning level of the group members. Goal setting together.

4) Suggestions to improve quality, on topics for the future or any other relevant comment

I really enjoyed the variety in learning opportunities. I would be very interested in exploring competence in mental health care across cultures and the challenges of teaching this in cross-disciplinary settings.
The big group could divide into health professionals to meet local health professionals to get impressions how they think and how they are challenging daily life – doing nursing practice In this melting pot of Istanbul I want to know how local nurses think culture into their daily work
Culture competence/ diversity in health and social care
Local student involvement would/ may encourage other visiting students
Timetabling workshop for partners to lead.
Focussing on EU project opportunities
Observation in the street, school and historical (longer time)
Translate for language problems
Application transcultural's model to nursing practice – exercises
Improvements: First cultural sight then speakers – more time to discuss subjects
More encounters with locals, Maybe look at the home of a Turkish family or family/organisation in the country where the next event is held.
I liked the practical games and excursions and theory at the last day – a nice sequence
And thank the Turkish host for their hospitality.

Summary of Evaluations

The *General Impressions of the Workshop* came across very positively in particular everyone who filled in the form said it had been a worthwhile experience. There were one or two people who did not answer all the questions but this one was answered by everyone. Overall then the impression was positive with the only proviso being the need to have more discussion time. Undoubtedly this was seen as a good way of meeting people and exchanging ideas. The use of story-telling as a means of providing continuity was also welcomed.

In respect of the *Organisation of the Seminar* the balance was certainly very positive in particular in relation to the catering facilities where 12 of the respondents felt they were excellent. Information availability was also well thought of with most feeling that it was good or indeed excellent However clearly the hotel accommodation did not fall into these categories with 9 people finding them either mediocre or poor. There was even one participant who would have been prepared to pay for better accommodation.

The *Program* itself also had good ratings. It is perhaps interesting to note that the two most highly rated events were the keynote presentation on Health Indicators and the day entitled Cultural skills. All the sessions on Wednesday and Friday were rated significant or better while 2 sessions on Thursday received both Mediocre or Poor ratings from 5 of the participants. There were a number of disparate comments about this part of the workshop with some concern about the difficulty of hearing the Paper on Muslim culture due to the noise from drilling the road outside and I am sure they will value the paper when it is available. There was also a feeling that it would have been good to visit a hospital or clinic as is reiterated in the suggestions made. The idea of meeting local health professionals to exchange experiences and ideas also sounds worthwhile

There are many ideas and suggestions included in the final points made some are personal e.g. the exploration of mental health care across cultures others are more general, the need for translation. Others are general such as the application of transcultural models to practice. It will be worthwhile considering some of these as we move forward to our next project.