

European Committee for Homeopathy

MEETING MINUTES



DOCUMENTATION SUBCOMMITTEE

Meeting name/purpose	Documentation subcommittee meeting		
Date	16-18/11/2016	Time	16/11: 10:00 – 18:00 18/11: 09:00 – 12:30
Location	Imperial Riding School Renaissance Vienna Hotel (Austria)		
Attendees	Caroline Vandeschoor Susanne Rehm Beate Schleh Rienk Stuut Jutta Czedik-Eysenberg Daniela Hacke Christa Raak	Apologies	Francis Treuherz
Minutes written by	Christa Raak	Moderator	Caroline Vandeschoor
Distribution	Caroline Vandeschoor	Enclosures	None

AGENDA

Item	Agenda item	Presenter	Time allocated
1	Welcome & Approval of Minutes of the previous meeting	Caroline	16/11 15min
2	Short reports of member libraries (5 minutes each)	all	16/11 30min
3	Congress presentations: last preparations	Daniela & Christa Caroline	16/11 rest of the day
4	Discussion and finalisation of Links list – Possible Skype discussion with Chris Connolly	Caroline	18/11 90min
5	Update of ongoing projects: IGHDR, ECH Thesaurus, Library information on website, Joint dissertation list, Journals database ...	All concerned	18/11 60 min
6	Report on Council meeting of April 2016	Caroline	18/11 15 min
7	Discussion of organisation/location of next meeting	Caroline	18/11 15 min
8	Any other business	Anyone	18/11 30 min

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DISCUSSION OF TOPICS

1	16/11	<i>Welcome & Approval of Minutes of the previous meeting</i>	<i>Caroline</i>
Discussion	The minutes of the last meeting (Nov. 2015) were presented.		
Conclusions	There were no comments on these minutes and they were accepted.		
Action items		Person responsible	Deadline
None			

2	16/11	<i>Reports of member libraries</i>	<i>All</i>
Discussion	All members present gave a short update of the activities and situation of their libraries.		
Conclusions	N/A		
Action items		Person responsible	Deadline
None			

3	16/11	<i>Congress presentations: last preparations</i>	<i>Daniela & Christa Caroline</i>
Discussion	The prepared presentations were held and discussed. They were then modified and finalized for the congress.		
Conclusions	N/A		
Action items		Person responsible	Deadline
None			

4	18/11	<i>Discussion and finalisation of Links list – Possible Skype discussion with Chris Connolly.</i>	<i>Caroline</i>
Discussion	Better search options were discussed, as well as other requirements of the List The Skype contact with Chris did not work, because the Internet line was too weak. Rienk had another Skype meeting with Chris on Saturday.		
Conclusions	Increase search options, add country codes to the search options, provide a Dead Link Checker as well as Export possibilities. Enquire about editing.		

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	options.		
Action items	Person responsible	Deadline	
Discuss the conclusions above with Chris at a Skype meeting (Sat 19 Nov) and report back on this meeting.	Rienk	30 Nov	
Follow-up of the required changes.	Caroline/All		

5	18/11	<i>Update of ongoing business: IGHDR, ECH Thesaurus, Library information on website, Joint dissertation list, Journals database</i>	<i>Caroline/All</i>
Discussion		IGHDR, ECH Thesaurus, Library information on website, Joint dissertation list, Journals database	
Conclusions		IGHDR: needs to be updated. This will be done in 2017, by our next meeting. The working procedure will be similar to the one of the previous update. Journal Database: The old journal database will be put on the website for Doc SC Members only (access restrictions to be checked with Chris). List of CAM/Hom Journals on the website (excel file): Journal titles need to be checked with the Link list. Caroline will ask her student to do this. ECH Thesaurus, Joint dissertation list, Website Caroline will check with Chris on the latest version of the Thesaurus, the IGHDR and the Dissertation List on the Website, which haven't been uploaded yet. Susanne provides a new title page & picture for the Thesaurus. Also Daniela will provide a new title page & picture for the Dissertation List. The layout of the Doc SC section on the ECH website will be changed completely (following the layout of the EAHIL website). Seven pictures will be put on the website with "read more" to click : About, Literature Searching, IGHDR, Journals, Dissertations, Thesaurus, Links. Caroline asks Chris and the council how to implement this. In the section "About" the Doc SC members will be listed, preferably with a photo or the logo of their organisation. This would be linked to the website of this organisation. Beate and Rienk need to report back if they want to provide their pictures and/or Logo on the ECH website. A new section on "literature searching" will be provided, with information on how to conduct literature searches in scientific databases. This section will contain the two congress presentations, as well as a list of relevant tutorials on database searching. Daniela will take care of this list.	

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Action items	Person responsible	Deadline
Update of IGHDR: allocate the tasks and provide a work plan (send list of institutions, email to use, example letter etc.)	Caroline	1 Jan 2017
Update of IGHDR: contact libraries an follow-up on the updating process.	All	1 July 2017
Update of IGHDR: incorporate the new data in the Guide on the website.	Caroline	1 Sep 2017
Journals Database: ask Chris to upload in a Doc SC section only.	Caroline	20 Dec 2016
List of CAM/Hom journals on the website: check this list with Link list.	Caroline	1 April 2017
Contact Chris about new layout of the Doc SC section on the ECH website	Caroline	20 Dec 2016
Ask Chris to upload latest versions (already provided) of the Thesaurus and the Dissertation List. Enquire about the latest version of the IGHDR which was on the old ECH website (but now seems to have disappeared).	Caroline	20 Dec 2016
Provide a new title page for the Dissertation List (conform ECH design), as well as a picture to represent the Dissertation List on the website.	Daniela	1 March 2017
Provide a new title page for the Thesaurus (conform ECH design), as well as a picture to represent the Thesaurus on the website.	Susanne	1 March 2017
Provide a picture to represent the IGHDR on the website.	Caroline	1 March 2017
Compile a list of relevant tutorials on database searching.	Daniela	???
Send final feedback on the use of a photo and/or logo for the "About" section of the Doc SC.	ALL	1 Jan 2017

6	18/11	<i>Report on Council meeting of April 2016</i>	<i>Caroline</i>
Discussion		Not discussed because of lack of time.	
Conclusions		Caroline will send the topics of the Council meetings to the group. More information can be given if necessary.	
Action items		Person responsible	Deadline
Send topics of the last two council meetings (since last Doc SC meeting) to the group.		Caroline	20 Dec 2016

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7	18/11	<i>Discussion of organisation/location of next meeting</i>	<i>All</i>
Discussion		The next SC Documentation Meeting is scheduled for September 2017.	
Conclusions		Christa (Herdecke) and Beate (Stuttgart) can offer a meeting place for the meeting. It is important to fix a date when all members can be present.	
Action items		Person responsible	Deadline
Initiate a doodle survey to decide on the meeting dates.		Caroline	15 Dec 2016

8	18/11	<i>Any other business</i>	<i>All</i>
Discussion		1) <u>Evaluation of the Congress</u>: a congress every two years is considered too much by this SC, because of repetition of lectures and speakers (boring). 2) <u>Adverse effects</u>: Caroline has been asked by the SC Politics whether she knew anything about adverse effects in homeopathy with regard to literature. Christa reports on the meta-analysis "Adverse effects of homeopathy, what do we know? A systematic review and meta-analysis of randomized controlled trials" (Stub,T) and the controversy about it. 3) <u>Projects for the next two years (2016-2018)</u>, to report on in the GA: • Complete update of the IGHDR • Work further on the new Link list on the ECH website, i.e. improve the search options and continue working on the links themselves • Expand the information on literature searching and put this on the website for ECH members • Fully review the section of the Doc SC on the website to make it more user friendly • Possible other new projects to support the working of ECH, fitting within the aims and possibilities of the Documentation SC	
Conclusions		The importance of adverse effects in homeopathy has been mentioned. In response to Stub's meta-analysis, there is a letter by R. Mathie → <i>Do we need this as a conclusion?</i>	
Action items		Person responsible	Deadline
Christa sends the published letter from Mathie to all.		Christa	1 Dec 2016