

# European Committee for Homeopathy

## MEETING MINUTES

### DOCUMENTATION SUBCOMMITTEE



|                             |                                                                                                                                    |                   |                                                               |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------|
| <b>Meeting name/purpose</b> | Documentation subcommittee meeting                                                                                                 |                   |                                                               |
| <b>Date</b>                 | 20-22/09/2017                                                                                                                      | <b>Time</b>       | 20/9 afternoon<br>21/9 morning + social event<br>22/9 morning |
| <b>Location</b>             | Gemeinschaftskrankenhaus Witten/Herdecke (Germany)                                                                                 |                   |                                                               |
| <b>Attendees</b>            | Caroline Vandeschoor<br>Susanne Rehm<br>Beate Schleh (not 22/9)<br>Rienk Stuut<br>Daniela Hacke<br>Christa Raak<br>Margaret Wyllie | <b>Apologies</b>  | Francis Treuherz<br>Sabine Radtke                             |
| <b>Minutes written by</b>   | Margaret Wyllie                                                                                                                    | <b>Moderator</b>  | Caroline Vandeschoor                                          |
| <b>Distribution</b>         | Caroline Vandeschoor                                                                                                               | <b>Enclosures</b> |                                                               |

## AGENDA

| Item | Agenda item                                                                                                 | Presenter | Time allocated |
|------|-------------------------------------------------------------------------------------------------------------|-----------|----------------|
| 1    | Welcome & approval of minutes of the previous meeting                                                       | Caroline  | 20/9 - 15 min  |
| 2    | Short reports of member libraries (except Christa & Daniela), max. 10 minutes each                          | All       | 20/9 - 45 min  |
| 3    | Report on the Specialist library for CAM University Witten/Herdecke                                         | Christa   | 20/9 - 30 min  |
| 4    | Presentation of recently-launched new database portal of the Carstens Foundation (incl. time for questions) | Daniela   | 20/9 - 30 min  |
| 5    | Report on Council meetings of November 2017 & April 2017                                                    | Caroline  | 20/9 - 15 min  |
| 6    | Update of IGHDR – Dealing with missing updates (group work)                                                 | Caroline  | 20/9 - 45 min  |

# European Committee for Homeopathy

## MEETING MINUTES

|    |                                                                                                                                                |                  |               |
|----|------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|
| 7  | Website – Section “Literature Searching”: discussion of proposal and finalisation for the website (group work)                                 | Daniela          | 21/9 - 90 min |
| 8  | Website – Section “Links”: testing, feedback, discussion on further proceedings (group work)                                                   | Caroline / Rienk | 21/9 - 90 min |
| 9  | Update of other ongoing projects: ECH Thesaurus, Library information on website, Joint dissertation list, Journals database, Journals list ... | All concerned    | 22/9 - 90 min |
| 10 | Brainstorming on new projects / Any other business                                                                                             | ALL              | 22/9 - 45 min |
| 11 | Discussion of organisation/location of next meetings                                                                                           | Caroline         | 22/9 - 30 min |

## DISCUSSION OF TOPICS

|                     |       |                                                                  |                 |
|---------------------|-------|------------------------------------------------------------------|-----------------|
| 1                   | 20/09 | <i>Welcome &amp; Approval of Minutes of the previous meeting</i> | Caroline        |
| <b>Discussion</b>   |       | The minutes of the last meeting (Nov. 2016) were presented.      |                 |
| <b>Conclusions</b>  |       | There were no comments on these minutes and they were accepted.  |                 |
| <b>Action items</b> |       | <b>Person responsible</b>                                        | <b>Deadline</b> |
| None                |       |                                                                  |                 |

|                     |       |                                                                                             |                 |
|---------------------|-------|---------------------------------------------------------------------------------------------|-----------------|
| 2                   | 20/09 | <i>Reports of member libraries</i>                                                          | All             |
| <b>Discussion</b>   |       | All members present gave a short update of the activities and situation of their libraries. |                 |
| <b>Conclusions</b>  |       | N/A                                                                                         |                 |
| <b>Action items</b> |       | <b>Person responsible</b>                                                                   | <b>Deadline</b> |
| None                |       |                                                                                             |                 |

# European Committee for Homeopathy

## MEETING MINUTES

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                            |                 |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------|
| <b>3</b>            | 20/09                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <i>Report on the specialist library for CAM University Witten/Herdecke</i> | <i>Christa</i>  |
| <b>Discussion</b>   | Christa presented a report on CAMbase, a literature database of more than 90,000 bibliographical datasets of more than 40 CAM journals which provides an overview of scientific publications on CAM. It includes a syntactical and semantic analysis search tool. There is free online access and it is widely used by scientists, researchers, physicians and patients. However, the operating system is outdated and funds are required to update this. |                                                                            |                 |
| <b>Conclusions</b>  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                            |                 |
| <b>Action items</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Person responsible</b>                                                  | <b>Deadline</b> |
| None                |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                            |                 |

|                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                         |                 |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------|
| <b>4</b>                                                    | 20/09                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <i>Presentation of recently-launched new database portal of the Carstens Foundation</i> | <i>Daniela</i>  |
| <b>Discussion</b>                                           | <p>Daniela and Christa hope to link CAMbase (see 3 above) with this portal.</p> <p>Daniela reported that CAM-Quest, CORE-Hom, HomVetCR, HomBRex are all now accessible through a single portal on the CF homepage, or via <a href="https://www.carstens-stiftung.de/databases">https://www.carstens-stiftung.de/databases</a> (The search interfaces are available in English, except for CAM-Quest which has searches in English and German.) These databases are aimed at researchers and access is free following registration. One advantage is that records can now be quickly updated, making this more time-saving. However, the administration for information requests is cumbersome and requires simplification. Future plans include the integration of a keyword field, the provision of links to abstracts for all entries, detailed web statistics to enable analysis of users' search characteristics, and frequent evaluation.</p> |                                                                                         |                 |
| <b>Conclusions</b>                                          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                         |                 |
| <b>Action items</b>                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Person responsible</b>                                                               | <b>Deadline</b> |
| Test functionality of database and send feedback to Daniela |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | All                                                                                     | asap            |

# European Committee for Homeopathy

## MEETING MINUTES

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                     |                 |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------|
| <b>5</b>                                                  | 22/09                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <i>Report on Council meetings of November 2017 &amp; April 2017</i> | <i>Caroline</i> |
| <b>Discussion</b>                                         | <p>1 <i>Homeopathic Links</i>: there had been a proposal from Thieme for a joint editorial board representing ECH, ECCH and LIGA to take on the journal.</p> <p>Group discussion highlighted the following points: this would require complete transparency; it would be good to enter into dialogue with other homeopathic groups but there is already some conflict re linking medical and non-medical homeopaths; it would involve a huge time commitment and ECH would need an editor on the board; it is currently difficult to source enough high-quality material for all printed (homeopathy &amp; CAM) journals; there are already enough places in which to publish articles, eg <i>Homeopathy</i>; it would not be the first place to go for information re meetings, proceedings etc;</p> <p>2 Accreditation of Schools: LMHI and ECH have different criteria; currently schools accredited by ECH are also accredited by LMHI but not <i>vice-versa</i> (LMHI recommend schools apply to ECH); LMHI is to form small groups of teachers in each continent to set the criteria to achieve a standard level of accreditation.</p> <p>3 Pharmacy Sub-Committee: will develop guidelines for a European Diploma for homeopathic pharmacists.</p> |                                                                     |                 |
| <b>Conclusions</b>                                        | The proposal for <i>Homeopathic Links</i> was not endorsed – the sub-committee felt that the future of publishing is not in printed material as free online platforms with open access are developing fast.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                     |                 |
| <b>Action items</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Person responsible</b>                                           | <b>Deadline</b> |
| Report Doc SC view re <i>Homeopathic Links</i> to Council |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Caroline                                                            | asap            |

|                                                                                |                                                                                 |                           |                 |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------|-----------------|
| <b>6</b>                                                                       | 20/9                                                                            | <i>Update of IGHDR</i>    | <i>Caroline</i> |
| <b>Discussion</b>                                                              | All reported on progress in contacting libraries to request updated information |                           |                 |
| <b>Conclusions</b>                                                             | It was agreed to delete the entries of centres which have not replied.          |                           |                 |
| <b>Action items</b>                                                            |                                                                                 | <b>Person responsible</b> | <b>Deadline</b> |
| Continue contacting centres re updating info (write to Costa Rica in Spanish). |                                                                                 | All                       | asap            |
| Incorporate modifications into website                                         |                                                                                 | Caroline                  | ongoing         |

# European Committee for Homeopathy

## MEETING MINUTES

| <b>7</b>                                                                              | 21/9 | <i>Website – Section “Literature Searching”: discussion of proposal and finalisation for the website</i>                                                                                                                                                                                                                        | <i>Daniela</i>  |
|---------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Discussion</b>                                                                     |      | <p>After some debate, it was agreed that the target audience are generalists and not specialists.</p> <p>Daniela presented a comprehensive outline comprising a basic schedule, databases and tutorials. Members thought the information should be on one page and that tiles would be more visually attractive than lists.</p> |                 |
| <b>Conclusions</b>                                                                    |      | <p>The format should be 3 groups of tiles – CAM, General, Unpublished/Grey. These would be colour-coded to show whether sites were free or charged a fee. These should include a general tutorial, site-specific tutorials, and databases.</p>                                                                                  |                 |
| <b>Action items</b>                                                                   |      | <b>Person responsible</b>                                                                                                                                                                                                                                                                                                       | <b>Deadline</b> |
| Check titles against Link list and inform Caroline and Rienk of any which are missing |      | Daniela                                                                                                                                                                                                                                                                                                                         | 1 Nov           |
| Format as discussed above.                                                            |      | Webmaster via Caroline                                                                                                                                                                                                                                                                                                          | 1 Nov           |
| Edit.                                                                                 |      | Margaret                                                                                                                                                                                                                                                                                                                        | 15 Nov          |

# European Committee for Homeopathy

## MEETING MINUTES

| <b>8</b>                                                                                                                                                            | 21/9 | <i>Website – Section “Links”: testing, feedback, discussion on further proceedings</i>                                                                                                                                                                                                                                    | <i>Caroline / Rienk</i> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Discussion</b>                                                                                                                                                   |      | <p>There are major delays and problems with entering/updating data on website; this is now compounded by the fact that Chris (webmaster) has left and there is as yet no replacement.</p> <p>There are problems with dead links and it is also very important to be able to export and import links and add new ones.</p> |                         |
| <b>Conclusions</b>                                                                                                                                                  |      | <p>Dead link data should be kept in the background (ie visible to the editor but not to the public).</p> <p>Updating of all links (content) should be done annually by the whole group.</p> <p>Descriptions need to be shorter and edited to fit one style.</p>                                                           |                         |
| <b>Action items</b>                                                                                                                                                 |      | <b>Person responsible</b>                                                                                                                                                                                                                                                                                                 | <b>Deadline</b>         |
| Enquire how links can be exported to a workable file and imported back                                                                                              |      | Caroline & Rienk                                                                                                                                                                                                                                                                                                          | asap                    |
| Enquire about functionality of link checker / robot with new webmaster                                                                                              |      | Caroline & Rienk                                                                                                                                                                                                                                                                                                          | asap                    |
| Links to be checked to ascertain if live or dead, descriptions (content) to be checked. Links to be divided among group members from the moment export is possible. |      | All                                                                                                                                                                                                                                                                                                                       | Spring 2018             |
| Edit to fit house style.                                                                                                                                            |      | Margaret                                                                                                                                                                                                                                                                                                                  | Easter 2018             |
| Talk to Cristal regarding a possible future webmaster.<br><i>Post-meeting: Adam Hearn has now been appointed.</i>                                                   |      | Margaret                                                                                                                                                                                                                                                                                                                  | asap                    |

# European Committee for Homeopathy

## MEETING MINUTES

|                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                    |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------|
| <b>9</b>                                                                                                                                                                                                                       | 22/9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <i>Update of other ongoing projects</i>            | <i>All concerned</i>     |
| <b>Discussion</b>                                                                                                                                                                                                              | <p>ECH Thesaurus: Susanne – multilingual thesaurus updated, patented by CF.</p> <p>Library information on website: Caroline – some logos need tweaking.</p> <p>Joint dissertation list: Daniela - there are now 757 updated entries; it has not been possible to upload these to the site.</p> <p>Journals database: Daniela - this should be added to both 'Publications' and 'Journals'</p> <p>Journals list: Caroline has checked this – some entries are in the Link list but not in 'Journals' and <i>vice-versa</i>; completely dead links to be removed (others kept in background); keep CAM journals which include homeopathy</p> |                                                    |                          |
| <b>Conclusions</b>                                                                                                                                                                                                             | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                    |                          |
| <b>Action items</b>                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Person responsible</b>                          | <b>Deadline</b>          |
| Library information – update logos, etc                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Webmaster via Caroline                             | asap                     |
| Dissertation list – 1 add up-date information, send dissertations for indexing to Susanne and create pdf<br>2 edit and send to Caroline                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Daniela<br>Susanne<br>Daniela<br>Daniela           | 1 Dec                    |
| Journals database – 1 add to Publications and Journals pages<br>2 write short introduction & provide editing instructions for all members involved<br>3 ask Sabine & Mark to add their data<br>4 add missing journals / issues |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Webmaster via Caroline<br>Daniela<br>All concerned | 15 Oct<br>ongoing        |
| Journals list – 1 check content and add new journals<br>2 edit<br>3 check layout                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Susanne<br>Margaret<br>Caroline                    | 15 Oct<br>1 Nov<br>1 Dec |

# European Committee for Homeopathy

## MEETING MINUTES

| <b>10</b>                                                                                                                                                          | 22/9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <i>Any Other Business</i> | <i>Rienk</i>    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------|
| <b>Discussion</b>                                                                                                                                                  | Website:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                           |                 |
| <b>Conclusions</b>                                                                                                                                                 | <p>Major work is required on the website and it must be updated regularly; old versions should be removed; move 'publications' out of the 'Media' tab and rename these 'Resources'; a 'Link' tab should be added on the home page; information on 'Regulation' should be available to all (now some countries are visible, some aren't).</p> <p>'Event publications': Anyone not attending an ECH event should be able, on payment of a fee, to access abstracts or proceedings.</p> <p>Resources (of Doc SC) should be accessible by all ECH members.</p> <p>Tile with 'journals' should list two things: List of Journals &amp; Journals database (via link to Carstens website).</p> <p>Log-in details required for Documentation SC members.</p> |                           |                 |
| <b>Action items</b>                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Person responsible</b> | <b>Deadline</b> |
| Check with Cristal re possible replacement for Chris; report back to Rienk and Caroline<br><br><i>Post-meeting: Adam Hearn has now been temporarily appointed.</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Margaret                  | asap            |
| Ask for log-in details for all Doc SC members                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Caroline                  | 15 Oct          |
| Carry out various checks and searches on the website in general & suggest proposals for improvement.                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ALL                       | Nov 2017        |
| Report all inconsistencies found to Council and webmaster (cf. conclusions).                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Caroline                  | Nov 2017        |
| Propose a different structure for the website, especially for the "Media" section.                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Caroline                  | Nov 2017        |

# European Committee for Homeopathy

## MEETING MINUTES

| <b>11</b>                                                                                      | <b>22/9</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <i>Discussion of organisation/location of next meetings</i> | <i>Caroline</i>                |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------|
| <b>Discussion</b>                                                                              | <p>2017, Nov 17-18 – ECH Symposium + Council, Prague</p> <p>2018, April 13-14 – ECH Symposium + Council, Athens</p> <p>Nov 16-18 – ECH Symposium + Council + GA + Doc SC, Sofia<br/>(meeting on Wed afternoon, Thurs full day, Fri afternoon)</p> <p>2019, April – ECH Symposium + Council, Scotland</p> <p>2019, Sep (?) – Doc SC, exact time &amp; location to be decided</p> <p>2020, Nov (or earlier) – ECH 2nd Congress + Council + GA + Doc SC,<br/>Riga or Tallinn</p> |                                                             |                                |
| <b>Conclusions</b>                                                                             | Doc SC Meeting 2019: proposal of Edinburgh (Margaret), or DHU, with visit to the Botanical Gardens (Susanne), or Robert Bosch (Beate).                                                                                                                                                                                                                                                                                                                                        |                                                             |                                |
| <b>Action items</b>                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Person responsible</b>                                   | <b>Deadline</b>                |
| Members to check own flight arrival times for Sofia on Wed 14 Nov and report back to Caroline. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | All                                                         | asap                           |
| Location and exact time of 2019 Doc SC meeting to be decided.                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | All                                                         | Autumn 2018<br>(at the latest) |