



DOCUMENTATION SUBCOMMITTEE

Meeting name/purpose	Documentation subcommittee meeting		
Date	28.03.2022	Time	09.00 - 12.00 CET
Location	Online via Zoom (due to Covid-19 pandemic travel restrictions)		
Attendees	Daniela Hacke (DH) Evi Hartmann (EH) Isabella Leese (IL) Christa Raak (CR) Beate Schleh (BS) Rienk Stuut (RS) Margaret Wyllie (MW)	Apologies	Corinne Charroin (CC) Sara Fox Chapman (SFC)
Moderator	Daniela Hacke	Minutes	Margaret Wyllie

AGENDA

Item	Time	Agenda topic	Presenter
1	09.00	Welcome & approval of minutes of previous meeting	Daniela
2	09.10	Reports from member libraries	All
3	09.40	ECH Council – feedback from meetings (paper tabled)	Margaret
4	10.00	Current Journals	Evi
5	10.10	Dissertations & Theses – a) collection of European data b) links to international items b) presentation	All All All
6		IGHDR	Margaret
7	10.30	Link List update	Rienk
8	10.45	Website – a) Lit Searching: Caroline's ppt b) shared files	Christa, Daniela Margaret
9	11.15	Updating homeopathic terminology	Margaret
10	11.30	Collate files from SC Research into packages of topics	Margaret
11	11.45	New SC member: Dirk Carius	All
12	12.00	AOB	All

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DISCUSSION OF TOPICS

1	9.05	<i>Welcome & approval of minutes of 07.12.2021</i>	<i>Daniela</i>
Discussion summary		Minutes approved.	
SFC, an American vet, would like to join the SC. All agreed she should be included.			

2	9.10	Reports from member libraries	All
Discussion summary		Mostly not minuted.	
DH can no longer attend meetings in working hours; all agreed that future meetings be held in evenings or at weekends.			
CR reported on CAMBase: doubled entries have now been removed.			
A 2010 review of early scientific literature will be updated and optimised, once funding has been sourced to employ an instructor to undertake the work. It might be more successful to seek funding from multiple sources, including ECH.			
Action items		Person responsible	Deadline
Arrange future meetings for times when DH and SFC can attend.		All	for Nov meeting
Write funding proposal.		CR	when convenient

3	9.35	<i>ECH Council: a) strategy (paper attached) b) Ukraine</i>	<i>Margaret</i>
Discussion summary		a) Council has drawn up 7 strategic proposals for future action. These will be presented to members at the Symposium on 7 May and they will be encouraged to participate in topics that interest them. SC Doc has been asked to collate a glossary of some homeopathic terms and concepts; these will first be updated by SC Research and Education members into language more appropriate to the 21 st century.	
PR & Communications are an integral part of good practice and our social media, newsletter and website are all in process of improvement. SC members are encouraged to like/share/follow items on ECH's social media.			
Databases and finances are also being overhauled, for accuracy and transparency. There is over €400k in the accounts and a budget will be set when the income and spending patterns become clearer.			
b) Ukraine: Council had offered help to the Ukrainian Homeopathic Assoc and also to a pharmacist in Odesa. Neither required any action from ECH. Instead, we will support member organisations in countries where there are refugees with whatever help might be required.			

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Conclusions	a) The aim is to raise ECH's profile in Europe and to include members in carrying out strategic plans.
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4	<i>9.45</i>	<i>Current Journals list</i>	<i>Evi</i>
Discussion summary	Nothing to report – list regularly updated.		
Action items	Person responsible	Deadline	
Send details of any new/previously unknown journals to Evi.	All	as applicable	

5	9.50	Dissertations & Theses	All
Discussion summary		a) collection of foreign papers b) links to international items It is impractical, and would require enormous resources, to compile a database for the above. Many already exist and there is no need to duplicate work. Links to these should be added to our webpage.	
c) presentation – this requires a more modern presentation, similar to that of the Link List.			
Conclusions		c) RS and MW will upgrade the presentation once the links are complete.	
Action items		Person responsible	Deadline
All send weblinks of dissertation and theses databases to DH.		DH	as available
Improve presentation.		RS / MW	when links complete

6	<i>9.55</i>	<i>IGHDR update</i>	<i>Margaret</i>
Discussion summary	2017 entries to be updated this year (20)		
Conclusions	MW will ask SFC to help with this.		
Action items	Person responsible	Deadline	
Update 2017 entries	MW / SFC	2022	

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7	9.00	<i>Link List</i>	<i>Rienk</i>
Discussion summary		Nearly complete – some small details remain to be finalised.	
Conclusions		Once complete, SC members should each occasionally check a topic to ensure it is kept updated.	
Action items		Person responsible	Deadline
Finalise Link List		RS	asap
Check topics		All	occasionally

8	9.50	Website: a) Lit Searching b) shared files	Christa, Daniela Margaret
Discussion summary		a) ppt almost complete - then can be edited; no further update planned; information can be accessed via Link List	
b) in hand: IT expert currently working with Council members to enhance online security and will also provide file-sharing facility.			
Action items		Person responsible	Deadline
Send ppt to MW for final edit		DH	when complete

9	10.00	<i>Updating homeopathic terminology</i>	<i>Margaret</i>
Discussion summary		see Agenda point 3 above	

10	10.05	<i>Topic Packages</i>	<i>Margaret</i>
Discussion summary		SC Research are collecting data on different topics, eg AMR, Arnica etc, for easy reference by researchers, practitioners, students, etc. SC Doc will then collate the information into packages.	
Action items		Person responsible	Deadline
Collate info		All	when received

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11	<i>10.10</i>	<i>new SC member: Dirk Carius</i>	<i>All</i>
Discussion summary		Dirk has created a website of digitised homeopathic journals and is keen to join our SC. DH had asked him to provide a plan of his proposal(s) and his aims, but he has not yet done so. She will contact him again to see if he is still interested.	
Action items		Person responsible	Deadline
Contact Dirk Carius		DH	when convenient

12	<i>10.35</i>	<i>AOB</i>	<i>All</i>
Discussion summary		RS and IL have some old homeopathic books which they offered to anyone interested; they will compile a list of titles to send to members.	
Action items		Person responsible	Deadline
Compile list of titles of surplus books.		RS / IL	when convenient

Next ECH General Assembly: 18-20 Nov, venue to be decided.

SC Doc will probably arrange own meeting to suit; Utrecht was suggested as a possible venue if a face-to-face meeting.