

European Committee for Homeopathy



MEETING MINUTES

DOCUMENTATION SUBCOMMITTEE

Meeting name/purpose	Annual meeting		
Date	22 November 2014	Time	09:00- 18:00
Location	Brussels, Hotel Bloom		
Attendees	Caroline Vandeschoor Susanne Rehm Daniela Hacke Beate Schleh Corinne Charroin Rienk Stuut	Apologies	Ute Bertram, Jutta Czedik-Eysenberg, Francis Treuherz, Hamburg Library, Isabella Leese, Isabel Serrano
Minutes written by	Corinne Charroin	Moderator	Caroline Vandeschoor
Distribution	Caroline Vandeschoor	Enclosures	none

AGENDA

Item	Time	Agenda topic	Presenter
1	09:00 – 09:15	Approval of Minutes of the previous meeting	Caroline
2	09:15 – 09:45	Reports of member libraries	all
3	09:45 – 11:00	H2020e Strategy Paper	Caroline
4	11:00 – 11:30	Anniversary Book project	Caroline
5	11:30 – 11:50	Report on Council meetings	Caroline
6	11:50 – 12:15	Presentation of homeopathy journals at meeting Nov 2015 Bruges	Caroline
7	12:15 – 12:30	Update of journal list on website: Discussion of inclusion / exclusion criteria (e.g. only European journals?) Impact factors. Listed in Databases	Susanne
8	13:30 – 14:15	Congress Nov 2016 Vienna: structure, contents	Caroline
9	14:15 – 14:30	ECH Archive – State of affairs	Beate

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10	14:30 – 15:30 16:00 – 16:30	Discussion of Links list	Rienk
11	16:30 – 17:00	Update of ongoing projects	All
12	17:00 – 17:15	Website satisfaction survey	Caroline
13	17:15 – 18:00	Report of achievements 2012-2014 Planning of future projects	Caroline
14	18:00 – 18:15	Next meetings	Caroline

DISCUSSION OF TOPICS

1	09:00 – 09:15	<i>Welcome & Approval of minutes of last meeting</i>	<i>Caroline</i>
Discussion		The minutes of the last meeting (Oct 2013) were presented.	
Conclusions		There were no comments on these minutes and they were accepted.	
Action items		Person responsible	Deadline
None			

2	09:15 – 09:45	<i>Reports of member libraries</i>	<i>All</i>
Discussion		All members gave a short update of the activities and situation of their libraries.	
Conclusions		N/A	
Action items		Person responsible	Deadline
None			

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3	09:45 – 11:00	<i>H2020e Strategy Paper</i>	<i>Caroline</i>
Discussion	Caroline explained the participative strategy process for the years 2015-2020, which started off with a kick off meeting in London (April 2014) and has resulted in the H2020e Strategy Document. This document has been sent to all members associations. At the moment the ECH council likes to know how the ECH members think about the plan. Members can agree with the whole document or just sections of it. Every subcommittee needs to vote on the document. Remark: A plan and time schedule on implementation is missing for the moment. There was a discussion about the role of the ECH in the registration of remedies. The expertise for regulatory affairs is missing within ECH. Does ECH even have a role in RA? What can be the task of the subcommittee in the Strategy process? How do we see the future of the Documentation subcommittee within H2020e? Rienk likes to arrange the links list in such a way that other workgroups of the ECH can contribute to sections of it.		
Conclusions	1) The Strategy Paper was approved of, with comments. 2) The group thinks that an extra meeting in Spring is needed to define projects and develop a working plan to support H2020e. 3) To define what the information needs are of the different subcommittees with regards to ECH in general and H2020e more specifically.		
Action items	Person responsible	Deadline	
Ask for feedback from other subcommittees on what their information needs are with regards to ECH and H2020e. Caroline will collect the questions and scan/mail them to the whole subcommittee.	Caroline	During AG Nov 2014	
Proposal for a new project: to set up an information service on the ECH website (intranet) for members only. Doc SC members to be mailed with this proposal and to be asked for feedback: what do you think about this idea and are you able to contribute	Caroline	Dec 2014	

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4	11:00 – 11:30	<i>Anniversary Book Project</i>	<i>Caroline</i>
Discussion	Budget around 50,000 EUR. Philip Eisele of IGM will do interviews for the book. Sponsoring is asked (invitation letter provided). It's planned to be published for the 25 th anniversary meeting in Nov 2015 in Bruges.		
Conclusions	Photos of the first ECH meetings are still missing and need to be collected. Mary Gooch, as first coordinator, would be an ideal person to be interviewed.		
Action items		Person responsible	Deadline
Contact Mary Gooch and ask for photos.		Susanne	Dec 2014
Look for photos of previous meetings, ask other ECH people for photos.		All	Early 2015
Suggest Mary Gooch as a person to be interviewed.		Caroline	23 Nov 14
Contact possible sponsors		All	asap

5	11:30 – 11:50	<i>Report on Council meetings</i>	<i>Caroline</i>
Discussion	General report on council meetings was given.		
Conclusions	None		
Action items		Person responsible	Deadline
N/A			

6-7	11:50 – 12:30	<i>Presentation of homeopathic journals at meeting in Bruges 2015.</i> <i>Update of journal list on website</i>	<i>Caroline</i> <i>Susanne</i>
Discussion	For the next meeting in Bruges, the Doc SC is asked to organise a presentation of journals from different countries and various publishers. The journals would be sample copies and as we expect 150 persons, we need a large sample of issues.		

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Conclusions	Criteria: journals for medical doctors, patients, qualitative good journals for "Heilpraktikers" The publishers must be contacted by the Secretary of the ECH. Replies from the publishers should be forwarded to Caroline.	
Action items	Person responsible	Deadline
Write a first version of a letter to publishers in French, explaining the goal	Corinne	Dec 2014
Translating the letter in English	Caroline	Jan 2015
Sending the list of homeopathic journals for everyone to comment on.	Susanne	12 Jan 2015
Correct journals list	All	26 Jan 2015
Including the impact factor list	Corinne	26 Jan 2015
Sending the French and English letter with a list of publishers to Charlotte, who will mail the publishers.		1 Feb 2015

8	13:30	<i>Congress Nov 2016 Vienna: structure, contents</i>	<i>Caroline</i>
Discussion	Topic not discussed because of lack of time.		
Conclusions	Will be discussed at Spring meeting.		
Action items	Person responsible	Deadline	
N/A			

9	13:30 – 13:45	<i>ECH Archive</i>	<i>Beate</i>
Discussion	When the office of the ECH moved from Brussels to Berlin, ECH decided to hand over documents from the archives of the ECH to the archives of the Institute for the History of Medicine of Foundation Robert Bosch at Stuttgart, Germany. There were two deliveries so far, the first one in 2013, a supplementary delivery in 2014. Altogether the total body of records comprises approximately ten shelf meters of documents including digital media. They are composed in several European languages, whereas English was used most frequently. Their contents are fully indexed in a database and resemble the activities of the ECH from the date of its foundation until 2012. The original order of the archival documents was maintained. Therefore, the arrangement of the inventory to		

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	some extend reflects the internal organizational structure of the ECH with its several subcommittees. The funds are stored under the internal reference number "VECH". The use for scientific research purposes is only permitted after prior written approval of the ECH Board. A fee is demanded to consult the archives.		
Conclusions	None		
Action items	Person responsible	Deadline	
None			

10	13:45 – 14:00	<i>Website satisfaction survey</i>	<i>Caroline</i>
Discussion	Would it be useful to have a new satisfaction survey? We did one in 2009, response was low.		
Conclusions	Better to ask for statistics first and decide later if a survey is necessary.		
Action items	Person responsible	Deadline	
Ask webmaster (Chris) for statistics of visiting the site.	Caroline		

11	14:00 – 17:00	<i>Discussion of Links list</i>	<i>Rienk</i>
Discussion	Rienk made a structured list of 200 links with levels to get the needed information. Structure was discussed.		
Conclusions	Put in 1st level the categories of homeopathy, CAM, general. For libraries, only put those in relation with homeopathy, not too general because in this case, all libraries should be put.		
Action items	Person responsible	Deadline	
Rework the file and send it to us for commentaries	Rienk	1 Jan 2015	
Revision of the link list	All	30 Jan 2015	
Send to Council for feedback	Caroline	1 Feb 2015	
Ask the Council to exchange ideas with programmer concerning a searchable database and to put it on the website (with a search option)	Caroline		
Implement tagging in the database	WHO?	WHEN?	

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12	17:00 – 18:00	Update of ongoing projects	All
Discussion	Journals DB, dissertations list, IGHDR, text on Documentation SC, Library information leaflet.		
Conclusions	Journals DB must be updated. There is some change in the text of presentation of the Documentation SC (cf. EAHIL website). List names and contact details of the SC members, with a link button to information on their library.		
Action items		Person responsible	Deadline
Send the new login to access DB		Daniela	Feb 2015
Update the journals holdings		All	By next meeting
Ask Charlotte to put the updated list of dissertations on the website		Daniela	Feb 2015
Revise texts on the Doc SC on the website		Caroline	By next meeting
Ask council to add library information at the page of the Doc SC and contact programmer to make the necessary adaptations.		Caroline	By next meeting

13	18:00 – 18:30	Next meetings & Congress	Caroline
Discussion	Celebration of ECH 25 years: 20-22 November 2015 in Bruges. SC meeting should take place on Friday 21 and Saturday 22. 1st ECH Congress: 17-19 Nov 2016 in Vienna. 3 days of congress followed by 2 days of SC meetings and GA.		
Conclusions	As opposed to our “normal” meetings, the meetings that coincide with general meetings don’t allow us enough meeting time, so not enough time to develop and work on projects. We’ll hold an extra SC meeting in Spring 2015.		
Action items		Person responsible	Deadline
Send emails to SC members proposing a meeting in Spring		Caroline	Dec 2014