

European Committee for Homeopathy

MEETING MINUTES

DOCUMENTATION SUBCOMMITTEE



Meeting name/purpose	Documentation subcommittee meeting		
Date	13-14/11/2015	Time	13/11: 14:30 – 18:15 14/11: 09:00 – 13:15
Location	Brugge, NH Hotel (Belgium)		
Attendees	Caroline Vandeschoor Susanne Rehm Beate Schleh Rienk Stuut Jutta Czedik-Eysenberg Daniela Hacke (only on 13/11 14h30-17h via Skype)	Apologies	Daniela Hacke Christa Raak Francis Treuherz Hamburg Library
Minutes written by	Caroline Vandeschoor	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	13/11 15min
2	Short reports of member libraries (5 minutes each!)	all	13/11 30min
3	Report on Council meeting of April 2015	Caroline	13/11 15min
4	Update of ongoing projects: IGHDR, ECH Thesaurus, Library information on website, Joint dissertation list, Journals database, ...	all	13/11 30min
5	Congress Vienna Nov 2016: structure, contents <i>(information session/invited speaker, poster exhibition)</i>	Caroline	13/11 1h30
6	Discussion and finalisation of Links list	Rienk	14/11 3h
7	Any other business	Anyone	14/11 30min

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DISCUSSION OF TOPICS

1	<i>13/11</i>	<i>Welcome & Approval of minutes of the previous meeting</i>	<i>Caroline</i>
Discussion	The minutes of the last meeting (Feb 2015) were presented.		
Conclusions	There were no comments on these minutes and they were accepted.		
Action items		Person responsible	Deadline
None			

2	<i>13/11</i>	<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	<i>13/11</i>	<i>Report on last Council meetings</i>	<i>Caroline</i>
Discussion	Caroline gave a short report on the council meetings of April 2015 and 13 Nov 2015.		
Conclusions	N/A		
Action items		Person responsible	Deadline
None			

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4	13/11	Update of ongoing projects	All
Discussion	IGHDR, ECH Thesaurus, Library information on website, Joint dissertation list, Journals database, ...		
Conclusions	IGHDR: status quo. Dr Cataldi, LMHI Secretary for Education, asked about the Guide and possible cooperation. To be continued. ECH Thesaurus: status quo. Journal database: contains old data of various libraries (also non-members of the SC). Updates take time, but may still be interesting, in order not to lose the value of the existing information. Everyone to check their data and update when time permits. No time schedule was defined. Joint dissertation list: last update is from October 2014. Daniela sends this version to Caroline, to be put on the new website. Susanne will index 14 new dissertations (< Daniela). Library information on website: old texts to be sent to each member to check. Location on the website to be checked with Chris when the new website is online. General texts on Doc SC on website: need to be revised, has been done in Brussels 2014, where are the conclusions? To be continued.		
Action items		Person responsible	Deadline
Journal database: send login details to SC members who are in the database.		Daniela	18 Nov 15
Journal database: everyone to check their journal holdings and report back to the group about their plans with it.		All	1 Jan 16
Journals database: explain about ways of editing the current data.		Daniela	asap
Journal database: update data, time permitting.		All	ongoing
Dissertation list: send latest version to Caroline.		Daniela	18 Nov 15
Dissertation list: contact Chris to put it on the new website and to ask about possibilities concerning search options (as well as for the journal database).		Caroline	20 Nov 15
Dissertation list: index 14 new dissertations.		Susanne	1 April 16
Library information for website: send current texts to everyone to check. Check with employer whether it's ok to put this information on the website.		Caroline	20 Nov 15
Library information for website: everyone to check and adapt text if necessary, send back to Caroline.		All	1 Jan 16
Library information for website: contact Chris to make the necessary adaptations for adding library information at the page of the Doc SC.		Caroline	15 Jan 16

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5	13/11	<i>Congress Nov 2016 Vienna: structure, contents</i>	<i>Caroline</i>
Discussion		From the minutes of the previous meeting (still relevant): "From the answers of the audience to the questions of the SC at the last GA in Brussels 2014 can be concluded that there is a need in better knowing and understanding information resources in homeopathy. Further training in search strategies was wished. These two topics have been identified for possible contributions of the SC to the Congress in Vienna. It is suggested to include both topics into the research session, so SC members have the possibility to join other research sessions. Two half days (?) will remain for our own SC meetings." Possibilities for presentations, training sessions and workshops were discussed. Time slot for these is still unsure.	
Conclusions		The following will be offered / organised by our SC: 1) Presentation on information resources in homeopathy and CAM, by our own SC. Goal: to enable practising doctors, researchers, pharmacists to find information on homeopathy and CAM which can support them in their work. This is not a workshop but a presentation (questions can be asked). Format will be a PPT (with screenshots and hyperlinks). Basis will be the wishes the ECH members expressed during GA Nov 2014. Links List can be used as a reference. Susanne made a first draft. Has to be decided who will do the presentation (2 people?). Rienk (being a doctor) will do the introduction. 2) Training on search strategies and valuable resources for doctors and researchers. An external speaker will be invited. 3 people will be contacted, from which proposals we can then make a decision. E.g. Thomas John Allen, WHO Library & Information Networks for Knowledge (by Caroline) / Expert with good presentation skills of the Utrecht University Library (by Rienk) / A person to be contacted or found via EAHIL (by Daniela). 3) Poster presentation. Needs to be decided upon. Possibility = "Analysis of homeopathic literature with CamQuest". Daniela will work out an idea. Would a 2nd poster session be useful or not, if so, about what? Time slots for these presentations are still unclear. It is important to have them when many people can attend, as the subject should be interesting for many doctors / subcommittees. Proposal to have them on Thursday 17/11 10-11 am and 11h30-12h30 am. Doc SC members will not have to pay a registration fee as long as they DO NOT ATTEND any of the other congress events apart from their own. What about conference bag, coffee breaks etc.? Similar situation for the Patient SC.	

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Action items	Person responsible	Deadline
Contact Reinhard Flick to discuss time slots for presentations and general time schedule for Doc SC.	Caroline	1 Dec 2015
Define package of what Doc SC members want to participate in (conference bag, coffee breaks, welcome reception etc.) and a proposal will be made by the organising committee.	Caroline	1 Dec 2015
Send Congress info to SC members.	Caroline	asap
Contact an expert in search strategies and valuable resources for doctors and researchers, ask for conditions to give a presentation of 1 hour maximum (shorter is OK as well) on 17 Nov 2016 in Vienna.	Caroline Rienk Daniela	1 Jan 2016
Make a first draft of the PPT on information resources in homeopathy and CAM and send it to the SC members .	Susanne	1 March 2016
Review the PPT on information resources in homeopathy and CAM and send comments back to Susanne.	All	15 March 2016
Write abstract of the PPT presentation for the congress programme.	WHO?	WHEN?
Decide on who will give the PPT presentation at the Congress and who will introduce the external speaker.	ALL	WHEN?
Send a proposal for a poster presentation on CamQuest	Daniela	15 Jan 2016
Think about whether a 2 nd poster session be useful or not, if so, about what.	All	1 Jan 2016
Decide whether or not it would be necessary for Caroline to come to Germany for a work meeting on the final preparation of the presentation.	All	Summer 2016
When the new ECH website is online (somewhere this week): check it out, particularly our Doc SC section and report back any comments to Caroline (to report to Chris).	All	1 Dec 2016
Discuss alerting service by Carstens Foundation	Susanne	asap

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6	14/11	<i>Discussion of Links list</i>	<i>Rienk</i>
Discussion		The contents of the latest version of the links list was presented by Rienk and reviewed by the group. Chris came in for a short discussion about the possibilities on the website.	
Conclusions		Links list will be finalised by Caroline, who will send it to Chris, with a list of specifications. Chris will send us a dummy version which can then be checked by all before it is put on the website. Search facilities will need to be checked, url-checker needs to be implemented etc. At a later stage a revision procedure needs to be set up.	
Action items		Person responsible	Deadline
Finalise Links List (correction of texts, adding missing url's etc.)		Caroline	20 Nov 15
Define specifications of the Links list and e-mail them with the excel-file to Chris.		Caroline	20 Nov 15
Check dummy version of Links List on website, once Chris sends it, send all comments back to Caroline.		All	asap
Send the final document to Chris to put on the website.		Caroline	asap
Set up a revision procedure.		All	Next meeting