

<b>HOPE CONGRESS 2018 POZNAN</b>		
<b>COMMITTEE MEMBERS' &amp; BOARD MEMBERS' MEETING</b>		
<b>Draft minutes</b>		
<b>14<sup>th</sup> May 2018, Barcelona Room, 12.30 -16.00</b>		
<b>Item</b>	<b>Task</b>	<b>Member and Action</b>
<b>1.0</b>	<b>Welcome and Opening of the CMs and Board Meeting</b> The President welcomed attendees and thanked Maria Schmidt (MS) Theodora Armenkova (TA) and Marianthi Papadimitriou (MP) for the preparation and organisation of this meeting and expressed hope for a fruitful meeting.	<b>President</b>
<b>2.0</b>	<b>Chair Persons for the Meeting</b> MS and TA were appointed as chairpersons in Marianthi 's absence . MP to chair the meeting on Tuesday 15 <sup>th</sup> .	<b>President</b>
<b>3.0</b>	<b>Appoint Minute Takers for the Meeting</b> Kim Davies (KD) appointed as minute secretary for duration of meeting. Volunteers were requested to possibly assist but there were none.	<b>Chair persons</b>
<b>4.0</b>	<b>Apologies (Attendance list) 22 present</b> MP sent her apologies for Monday and will join on Tuesday. No other formal apologies were received from committee members. MS explained that although committee members were contacted about attending this meeting several who are not present did not respond. MS expressed that we need to resolve this as it is unsatisfactory situation and that we need to work on a system for this for the future. Attendance ....22CMs, 6 board members and 6 guests	<b>Chair persons</b>  <b>Action point.</b> CMs review process for apologies
<b>5.0</b>	<b>Welcome to new BMs, CMs, deputy CMs</b> This item differed until Tuesday 15th	<b>Chair persons</b>
<b>6.0</b>	<b>Vienna Congress follow-up</b> Brigitte Gruber (BG) reported that Vienna 2016 HOPE Congress had been a great success thanks to the hard work of the team and delegates. She reported that the Hospital School in Vienna has a new director who will attend the next congress .Brigitte also reported that the school has a new logo.	<b>Brigitte Gruber</b>
<b>6.1</b>	<b>Approval of minutes of last Committee Meeting Vienna 2016</b>	<b>CMs</b>

<p>6.2</p>	<p><b>Approval of minutes last General Assembly</b></p> <p>The draft minutes of CM meeting have been published on the CM’s area of the website for perusal prior to the meeting.</p> <p>MS pointed out that in the introduction of new CM’s section there was a spelling mistake for Armenia’s CM ..... Another error pointed out in Vienna 2016 minutes is that that Germany had indeed asked members to help contribute funds to make it possible for Armenia to go to congress in 2016 but they had <b>not</b>(as it says in the 2016 minutes) supported Armenia for a ten year period. This needs to be amended. Maria thinks it was confused with the collaboration t and support which Switzerland have had with Armenia. Christine Walser (CW) explained the situation and will provide the correct sentence for inclusion in amended final minutes.</p> <p><u>General assembly minutes</u></p> <p>The draft minutes of the General Assembly have been published on website for perusal prior to the meeting.</p> <p>A mistake was pointed out in the section about Internal Regulations. Maria explained that the Vienna minutes say that Maria Schmidt and Mona Meister(MM) had concerns about changes in the internal regulations. It was explained that it was not that they were against changes but that as the document at the time had not been up on the screen that it was felt that it was not possible to discuss or comment in that forum and that a 15 page document could not be memorized and commented on easily without being available .This section of the draft minutes will therefore be amended for the final version.</p> <p>It was brought up that that in the G.A minutes in Vienna 2016 there were some errors with quotes from the statutes. It quotes from 3 articles (6.5, 11.1 and 21.1 ) on different points. These should be treated separately ...ie quote, sentence and say which article, then the next and name article and so on. It was pointed out that article 21.1 does not exist as article 13 is the final one. MS expressed a need to get these matters correct. There was a request that if possible in future draft minutes should be published earlier preferably in a matter of months on the website rather than almost 2 years as it is too long a time gap. This will enable members to be more able to comment, correct and offer feedback instead of waiting until the next congress meeting. This was accepted in principal.</p>	<p><b>Action</b> Secretary to amend</p> <p><b>Action</b> Secretary to amend For final minutes</p> <p><b>Action</b> secretary to amend for final version minutes</p> <p><b>Action</b> ...KD to amend for final version of minutes</p>
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<p><b>7.0</b></p>	<p><b>Ambassador's report</b></p> <p>Michel began by thanking Marianthi for inviting him to give his ambassadors report at this congress meeting and reporting that HOPE is now 30 years old. Michel explained that the tasks of the Ambassador are to support the Board and to advise any member who asks for support. Michel then gave a full report on his activities for HOPE since the last congress.</p> <p><b>ENOC Conference</b></p> <p>In 2016 Michel was asked by the Board to represent HOPE at the 20th Annual Conference of the European Network of Ombudspersons for Children ( ENOC) in Vilnius, Lithuania. This ENOC-conference was on the 20th – 21th of September 2016 and the Theme of the conference was “Equal opportunities for all children in education”. Following our meeting in 2015 with the Dutch Ombudsperson, Mr. Marc Dullaert in the Hague, HOPE was invited by the Organization of the conference of the European Network of Ombudspersons for Children. ENOC wants to establish links and share information and strategies with independent children's- rights- institutions, children's ombudspersons, commissioners for children, or local points on children's rights in national human rights- institutions or general ombudsman offices.</p> <p>The Board of HOPE asked Michel to attend this conference to introduce HOPE, tell the Ombudspersons about our activities and try to make the connection between the two European Organisations for Children.</p> <p>After responding to the organisation of the Congress that HOPE was very honoured and happy with this invitation Michael received the congress programme with the message that there was 10 minutes time slot in the workshop “Children in Hospitals” for his presentation about HOPE.</p> <p>Michel arranged for copies of HOPE flyers and the Charter of HOPE to be put in the conference bags for participants. I was very happy that they honoured this request. Michel then focussed on his presentation about HOPE as a European organisation, a short history, our aims and our workshops and congresses, as much as possible referring to our website and the materials of HOPE.</p> <p>At the conference Michel placed leaflets of HOPE, booklets “Caring about...taking care of”( both parts) and some boxes with postcards on the information table and by the end of the conference most of the HOPE materials had been taken away by participants. Michel also</p>	<p><b>Michel Kleuters</b></p>
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<p>collected useful for HOPE and send this afterwards to our HOPE President.</p> <p>During the ENOC conference Michael noted that noticed that it is very important for Governments and Departments of all European countries to receive charters and plans in their mother-language. So Michael was able to mention the translations of our Charter as they are published on our website.</p> <p>Michel told us about a very interesting video-presentation called "Let's talk young" by David Lallemand , general coordinator of this video-project, communication advisor/ project manager, Office of the Ombudsperson for Children's rights in Belgian, French community). <a href="http://www.enoc.eu">www.enoc.eu</a> : ENYA 2016 "EQUAL OPPORTUNITIES FOR ALL CHILDREN IN EDUCATION" CHILD PARTICIPATION PROJECT</p> <p>Michel explained that he thought this this could be a very good example for the Board of HOPE making a video about hospital teaching. I think it is also for all of us very interesting and worthwhile to listen to the expectations and wishes told by children and adolescents who are or were sick in hospital or at home in different European countries.</p> <p>Michel explained that he noticed that the breaks the actual topics " Education for Roma-children" and everything about the "Children of refugees and immigrants" asked a lot of time and attention of all the Ombudspersons and other present. The item "Education for Children and Adolescents with medical Conditions had not much urgency at that moment. However everybody Michel talked to was very interested in our HOPE work and they were happy to know that there is a European Organisation concerned with education for sick children and adolescents.</p> <p>Michel said that he would advise us to contact your own National Ombudsperson for Children to introduce ourselves to him/her and to talk about your own national situation of hospital teaching. As he believes Ombudspersons for Children are very powerful regarding decision makers and can help you where and when we want to increase hospital teaching in our countries. The list of participants of that congress and their e-mail addresses is on the HOPE-website on the reserved area for C.M.'s.</p>	
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### **Megan Gilmore Meeting**

In June 2017 Michel met Megan Gilmore of “Missing school” from Australia. She made a trip through Europe and Canada to get a lot of information about hospital teaching, the organisation of it, the use of ICT for distance-learning, and so on. Michel was happy to give information about the organisation of hospital teaching in the Educational Service Centres in the Academic Hospitals of the Netherlands, our National Network Ziezon , and about the Professional Profile for Hospital teachers.

Michel explained that Megan also had a meeting with Anja(ADeJ) and Jan Haverkate (JH)in the Netherlands. AdeJ) explained that Megan is working on distance learning and using robots and that she hopes to show a video later about this later.

### **Poznan Congress**

In September 2017 Michel was invited by Kasia (KWH) and Beata (BL) for a meeting in Poznan to support the organisation of the 11th HOPE-congress and the Board of HOPE agreed to this..

Here follows Michael’s report to the Board of his visit to Poznan and the meeting he had with KWH, BL , Sabrina Zymierska and Anna Paczos from the Poznan Congress Centre. This PCC is part of the World Trade Centre organisation:

*“ Before I made my preparations for the meeting I had already received information about all preparations so far and I looked at the Congress website.*

*So, I already knew that a congress-buro was involved and already made a lot of preparations in co operation with Kasia and Beata.*

*It is total different situation comparing this with the organisation of all the other HOPE-congresses: I think this is the first time in history that an organizing buro is involved in the organization of a HOPE-congress.I am very curious about the experiences of Kasia and Beata working together with a organizing buro. Especially for the organizers of the next HOPE-congresses.*

*The meeting took place on Thursday 14 th of September at the NOVOTEL POZNAN CENTER. This will be the congress venue for the 11th HOPE-congress.*

*After a warm welcome we got a tour by the Hotel manager through the lobby ( renovating), conference rooms, foyer, wardrobe, restaurant, hotel rooms that can be booked by the participants and answers to all our questions.*

*All conference rooms, foyer and restaurant are on the 1th floor. In the foyer there is the possiblity for the registration desk/ information point and the HOPE-information stand. There is also*

the possibility for coffee breaks and Poster presentations ( there will be also a permanent working digital poster presentation).

I was very happy with the general congress room for about 400 persons. (The Amsterdam - 264 m2 and the Rotterdam - 330 m2). There are good audio and vision facilities and technical support.

For congress materials and meetings of the Organisation team and meetings of the Board of HOPE the OSLO-room ( 51 m2) or Dublin-room ( 50 m2) is available.

I can say that this Congress venue will be an excellent place for the 11th HOPE congress.

After the tour we went through all the questions I wrote in my preparation.

My conclusions are:

- There is a very good cooperation between the organizers of HOPE, PCC, Local Government and the University of Poznan that reinforce each other in achieving a high quality congress. A lot of organisational preparations are already realized and now the focus is on the preparations of the content of the Congress and the P.R. specially to the (not-) members of HOPE, the Polish colleagues, local and national officials and the media. Poznan is a very nice city with nice people and a lot of places that are worthwhile to visit. I have great faith in the total organisation of this 11th HOPE-Congress. I am convinced that, thanks to the excellent cooperation between all those involved parties and the hard work by the organisers, this Congress is going to be a success. I keep in touch by e-mail with Kasia and Beata to be informed of all the preparations till the start of the Congress and to help if asked. "

### **Working on the document "Internal Regulations" with Jan Haverkate.**

Below is Michel's report on the work he did with Jan Haverkate on the Regulations of HOPE:

In July 2017 Jan and I worked on a proposal for the Board meeting about the results / proposals of changes in the Internal Regulations that came out of the G.A. in Vienna.

After discussion in the Board the Internal Regulations with the proposed changes were sent to you all with the request to comment on the proposals. In March 2018 Jan and I looked at the comments that Jan received to integrate these comments in the new proposed concept for the Board. After the Board agreed this last version has been sent to you (via the HOPE website) for discussion in this CM-meeting and the G.A.

### **Conclusion**

Michel concluded by saying how proud he is to be ambassador of HOPE and to still be making a contribution to the Network of hospital teachers but that he believes we ,the CMs and the board are the best ambassadors of Education for sick children and adolescents by representing our your national colleagues and their work in this Board/CM meeting and you representing the work of HOPE to national colleagues. Michel ended by

	<p>offering the meeting participants his support and thanks.</p>	
<p><b>8.0</b></p>	<p><b>Poznan Congress Update</b>  Kasia Wilucka- Haczkowska(KWH) explained the arrangements for the Poznan congress :  The formal Opening ceremony will be in white room of City Hall. There will be volunteers in congress T shirts to support attendees ...this is a result of liaison and co operation with the university. Attendees need to sign up for workshops .The biggest room is Amsterdam room and sometimes 2 workshops will be held in either end. KWH reported that 205 people will attend from 31 countries. Kasia explained that a scientific committee of 6 had looked at ....45 blind versions of abstracts . Regarding the the congress website KWH hopes that it is intuitive as intended.  KWH explained the preparations and organization for the HOPE congress 2018 involved special school 110 and Educadis foundation . The technical side was managed by Poznan international world trade and that they and the congress secretary...met regularly over the last 2 years .They also liaised with Poznan local authority and the university and also with Michel Kleuters. Regarding the congress logo and colours BL explained that the logo... was the result of 3 colour drawing competition- winner .....the meaning /symbolism is appropriate for teaching sick children...green... for hope ...red for passion and blue for safety.  KWH went on to explain the CM dinner arrangements....She then explained the arrangements for school visits on Tuesday and that some will be by bus and all will be led by English speaking volunteers. There are 9 schools of various types...not all are hospital schools to be visited and that we have to bear in mind some schools can accommodate fewer visitors. The point was raised that some people were dissatisfied with their school result especially when they registered early on . BL explained that she was responsible for this and apologized but there was still some dissatisfaction with this and some feeling that this was not a good solution.. JH expressed that it is actually a privilege to be able to visit a school for us especially a hospital school. MS raised the question of who is attending and from which countries so KWH read out a list including people on day passes from Poland.</p>	<p><b>Kasia Witucka- Haczkowska</b></p>

<p><b>9.0</b></p> <p><b>9.1</b></p>	<p><b><u>News from CMs and Definitions of CM and CP</u></b></p> <p>We heard short reports on hospital education from committee members of several countries</p> <p><b>1. Croatia</b> ... Ivanka from Croatia showed a presentation about developments in Hospital education. Teachers and experts there are creating links and liaising to develop Hospital education programmes and have held a conference. HOPE has been supporting in this and Ivanka explained how mainstream schools have hospital schools attached to them. They would like continued support and suggestions from HOPE members and other countries.</p> <p><b>2. Romania</b> ... There are now 20 hospital school teachers paid by government, 3 of these are full time and others part time. Sister Marie and Mihai are starting up centres in 3 main hospitals in Bucharest and they will be opening another. Also there is a new Hospital Education Association with about 11 members.</p> <p><b>3. Luxembourg</b> There are many changes taking place at present. There are currently 5 teachers and 2 will retire and those remaining are very new. There is only one hospital school and there is a new administrative system. The assistant director of education is Robert Kirsch so he will be supportive.</p> <p><b>4. Bulgaria</b> ....TA explained that the hospital schools have been closed . This has resulted in them applying to they a bank to pay salaries for 3 teachers in Sophia ,Plodvic ... and Varna ....There are hopes that some new hospital builds in Sophia may mean a hospital school being developed. In Bulgaria in order for any tuition a parent of a sick child has to approach the authorities and needs to have had 30 days consecutive off school which is impractical and needs changing. Hospital education is mostly currently delivered by volunteers so reports not accepted by home schools or local education authorities.</p> <p><b>5. Israel</b> .... In Israel they want hospital teachers to be seen as a separate and different as unique profession. To this end they are working with UK hospital teachers.</p> <p><b>6. Norway</b>...No report as no reps from there</p> <p><b>7. Sweden</b>... It was reported that there has been an organization for hospital teaching since 1955 and hospital teachers have existed and worked since then. It was explained that starting from 2015 there have been big changes in Hospital education especially regarding the qualifications requiring them to have the same qualifications as other non hospital teachers other teachers. In 2016 new regulations were brought in</p>	<p><b>CMs</b></p>
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<p>9.2</p>	<p>resulting in Hospital schools starting to be inspected on regular basis. The current children's ombardsperson has a strong interest in hospital teaching. There are many developments but also many difficulties for instance to get sufficient school rooms.</p> <p><b>8. Germany ...</b>Mona (MM) explained that in Germany there are many differences from area to area in how hospital education operates. The organizers of hospital education all meet once a year and are discussing ways forward for hospital education. There are currently discussions on ways forward and particularly about reintegration back to school.</p> <p><b>10 Armenia....</b>The hospital school is very thankful for the co operation with Switzerland this is between medical authorities and hospital education... The reports completed by hospital schools do not feature in education legislation but many home schools accept these report and this can help back up that the child has covered the work. After 21 days a hospital school provides a report . In Armenia they try not to make the children repeat a year after hospitalization and absence from home school.</p> <p><b>CM and CP /definition...</b></p> <p>It was felt that there was a need to discuss and clarify the roles and definitions of about committee members and Contact persons .This matter has surfaced since we now have more members from non-European countries and some countries (mostly non European) who have a few or even just one member. We need to be clear on the definitions. MS explained that it has been the case that contact persons would traditionally be a person in a country without members (she gave an example of Algeria) who would know about HOPE and we would have their details to keep them informed of matters of HOPE etc. Ade J reported that there are 9 people listed as contact persons . After a discussion we agreed that they can vote and join the committee. We need to verify if they are paying members and if they so then they can be a committee member, attend the CM the meeting and vote at the G.A. JH brought up that this could be a piece of work for the HOPE website group to investigate and look into who wants to still be a contact person, try to</p>	
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	<p>contact and if no success then remove them from the list . Paying members even if categorised as CP's like Australia and New Zealand have voting rights as it says in the statutes. This needs clarification in the new internal Regulations. JH gave some examples of people/countries who have not responded to several calls and emails. It was decided that the inactive contact persons will be contacted one last time to see if they still want to be members. Fergal brought up that their details are on the on the contact list and we need to check with them that it is ok for them to be on this under GDPR .</p>	
<p><b>10.0</b></p>	<p><b>Number of HOPE members/memberships</b></p> <p>The point was raised that there used to be a section on the public section of the website where the number of members from each country was displayed and the function of this was to verify that HOPE was a viable organization in a country, keeping up its membership and which countries were active etc. MS explained that the list had been retrospective so showed a country's membership from the previous year. Brigitte Gruber (BG) explained about how at one point due to timing etc Austria was listed as having one member, an embarrassment especially in the year of the congress. Fergal explained that the page which caused the problem went up in error and was supposed to be just for Fabrizio Mencarini and (FM)and Fergal Mc Namara (FMcN) to view in order that Fabrizio could see if someone who was registering on the website was a paid up member and so login and be allowed access to members area .A discussion followed about whether or not we should re instate the page which had numbers of members under country headings or not. Opinion varied and for example there was a point raised in favour as it could be useful if people are thinking of joining HOPE for them to see the amount of members in their country and this might influence their action. A lengthy discussion ensued. Opinion differed and many people voiced their preferences . A vote was proposed and auctioned on the re instatement of this country list. The meeting voted in favour of placing the details of numbers of members from countries on a page on the website retrospectively for the previous year. It will be a work in progress and will be retrospective.</p> <p>CW requested that we also publish /report on the amount of fees/funds collected from each country.</p> <p>FMcN and JH do send out a letter of thanks to Switzerland</p>	<p><b>Maria Schmidt, Christine Walser, Brigitte Gruber</b></p> <p><b>Action</b> Following vote there was a decision made to have Numbers of members from each country on a website page .</p>

	<p>because they as a country donate a considerable amount of money to HOPE which is as a result of fundraising. CW would like a list of the countries and how much raised from each country as committee members are accountable for the fees they receive and pass on. It was brought up where and when might this happen for instance on the website or at the GA. So aside from the question of countries and numbers this brought us back to the discussion from earlier about the need for be a list of members on the website and the question of having a list of peoples emails . The question was raised about when the page with the numbers from countries had been removed .Jan said this is all part of the problem of publishing a list of members and providing a list of members names , complying with data protection etc. However there is also the fact that regarding having countries and just numbers and amounts listed that does not have any relevance to data protection. Numbers not data protection ...just Germany 4 ... There was some discussion and some confusion ensued about email lists as opposed to country, member lists and data protection. This also led to the point that we need to remember that membership runs from January covering the calendar year , not academic year so membership fees need to be paid accordingly.</p> <p>-</p>	
<p><b>11.0</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p>	<p><b>Raising Awareness</b></p> <p>The president Jan Haverkate raised the idea of creating an Awareness day for Hospital and Home Teaching around sick children and their education.. There was an idea about it being a pyjama day and the question was raised of Who and What would it actually be for and What message would we be trying to get across? JS explained that we perhaps it would aim be make all the different groups aware...politicians, mainstream schools about the fact that sick children still need continuity of education. It was proposed that an interested group work on this and including possibly devising, designing a symbol or logo. It was agreed that CMs will pass this on to ask the members and ask for ideas and contributions for this. (see action)</p> <p><b>HOPE Products</b></p> <p>The president showed the meeting the new products/gifts including rulers, stress balls and screen cleaners.</p> <p><b>Honorary Members of HOPE....</b></p>	<p><b>President/ Board members</b></p> <p><b>Action</b> CM's to report to members, gauge interest and ask for ideas etc</p> <p>JH</p>

<p>JH explained that the proposal from the board is to make four honorary members of HOPE. He reported that that 3 of them who were former presidents have accepted this proposal. He explained that having honorary members is written in the statutes and this award will be a bridge between the founder members and now as this awarding of honorary membership lapsed and had not been put into practice since founders. We will find a solution and in internal regulations record a procedure to follow for this in future but that the present arrangement at this congress would be a temporary solution. A lengthy discussion followed about how this had been decided and whether we should continue and go ahead with this with awarding these current honorary memberships.) Opinion was expressed that this was something which should not have been decided on in this way and it was pointed out that some organisations encounter problems when they appoint /award life time honorary memberships. There was much discussion about this decision and about how and if the General Assembly should vote on this and how it would be unfair and embarrassing to vote on individuals to receive them who were actually present .JH referred us to the section 2B in draft internal regulations which concerns detailed about honorary members. The following quote was read out:  "The ambassador is chairman of a panel that assesses a proposal for honorary members. The panel consists of the ambassador and 3 rotating honorary members of HOPE."  . The opinion was expressed that this point on draft regulations should be brought up in general assembly and that this should not go ahead just because the board decided it. However it was felt that it would be too personal and would be uncomfortable for the nominees and the meeting to discuss the current temporary proposal in the GA when the named honorary members are present. Ade J reminded the meeting that that the board felt that as it is in the statutes this issue needed addressing quickly and this seemed a solution to bridge the gap where no honorary members had been appointed for a long period. JH proposed that at the G.A we ask to approve new procedures for future decisions about awarding honorary memberships .Regarding accepting the proposal for the current 3 honorary members J.H proposed we take a vote on this and it was seconded by was seconded by Christine Walser . The point was raised that in future there should for instance be clear criteria about who may be nominated and made honorary</p>	<p><b>Action</b></p> <p>After vote decision to continue with awarding 3 honorary memberships at GA on Friday</p>
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	<p>members and that these matters should be very carefully considered and not rushed through .</p> <p>A vote went ahead proposing that we stick with the current decision about the 3 honorary members and announce at the General Assembly Meeting was taken and passed.</p>	
<p><b>12.0</b></p>	<p><b>Mailing List / Website CM page NB ( this section was deferred ..so discussion took place on 15<sup>th</sup> May )</b></p> <p><b>CMs , mailing list , mail chimp info ...</b></p> <p>CW brought up that there had been some doubling up of dissemination of information such as the HOPE newsletter to members as it has been sent out by the board as well as by her. She sought clarification on this as she has always been a diligent and active an active CM and would like to be sure of CM's role. .MS brought up that in committee members task list it states it's their job to inform members about HOPE business but now that the board has come up with the mail chimp list without any consultation this is impacting the task profile of committee members. It was explained that this came about because so few people were accessing the HOPE website and so this was a way of directing them to this. Fabrizio (FM) had a new method or option at his disposal it was not intended to impact on CM's and their roles. CM asked who would have received the mail chimp and FMcN explained it was only members who had registered on the website and that this was a trial one off and would not be used again. Marianthi Papadimitriou (MP)explained that committee members are important and this is what makes HOPE successful. Moni Almassy (MA) explained the reasons why she started as a second method sending the newsletter to members was as she felt when she had been sending link to committee members to send out it was rarely downloaded so this seemed a waste of all the hard work and she was hoped this would reach a wider audience. FMcN accepted the feelings and views of the CMs. This again raised a question about what decisions the Board of HOPE can make. MP expressed that any proposals or decisions which is of direct concern to CMs must be relayed to them . It was brought up that we need to be aware of the members in countries where there are inactive CM's or only one or two members. There followed a general discussion about the number of users of the Website and that the lack of users is not necessarily a reflection of lack of interest but that maybe the development of the website is something we need to continue with. We were</p>	<p><b>Maria Schmidt, Christine Walser</b></p>

	reminded that there is a workshop around the website.	
<b>13.0</b>	<p><b>Global Address List (this item was deferred until 15<sup>th</sup> May....Discussion took place on 15<sup>th</sup> May )</b></p> <p>JH explained that this idea of a global list is linked to the creation of the scientific journal on hospital education by Michel Capurso as this global list would be a way of locating organizations who were involved in hospital education. Jan explained to start that there would be no personal details, email addresses etc it would only involve organizations. Tose Tunison , a retired hospital teacher is compiling the list so we can send information to her and she will input the details . MS requested that we see some concrete examples from the Netherlands but this was unavailable . It was suggested that instead of relying on searching / input perhaps instead of huge lists like in Germany it might amount to 500 or so schools and organizations that instead we could perhaps suggest some key words or terms which could be searched in Google . Christine Walser explained that a problem she has encountered when she has attempted to get names of organizations was that they refuse to be put on the be put on the list .</p>	<p><b>Jan Haverkate/</b></p> <p><b>Action</b> CMs will attempt to add some details for their countries</p>
<b>15<sup>th</sup> May 2018, Barcelona Room, 9.00- 12.00</b>		
<b>14.0</b>	<b>Welcome and appointment of Marianthi Papadimitriou (MP) as chair for today</b>	<b>Chair persons</b>
<b>15.0</b>	<p><b>HOPE Workshops:</b></p> <p><b>Charter of Hope presentation...</b></p> <p>Addie presented <b>The Charter of HOPE</b> which is now available in 25 languages in addition to English. Addie thanked all the committee members for translations Fabrizio (FM) who did so much work putting the translations on the website in an effective way .She explained that seven languages namely Czech, Maltese, Icelandic , Lithuania , Latvian , Serbian and Slovenian still need translation. In response to this request a number of members present agreed to attempt to solve this through their contacts and liaise with Addie.</p> <p>The issue of Copyright came up as this has purpose of protecting the charter and this will need consideration . This can be addressed in the Workshop on the Charter of HOPE.</p> <p><b>Map of HOPE Workshop Presentation</b></p> <p>MP introduced Maria Schmidt and this workshop and explained for those unfamiliar with it that the purpose</p>	<p><b>Addie Sierksman</b> Guest speaker</p> <p>.</p> <p><b>Action</b> Several CMs agreed to liaise with Addie on translations.</p> <p><b>Maria Schmidt</b></p>

<p>was to present eventually a worldwide picture of Hospital Education.</p> <p>MS explained that she has been leading this workshop which is a work in progress and its aim is to provide an insight and information into hospital education and schools their set ups around the world..MS reported on many initial technical problems which have now been resolved but one of the problems she feels now is that there are many gaps and inconsistencies as many countries had not yet filled in the information. So at present there are many gaps and a general inconsistency with the amount of information that countries have entered. MS explained that this is another attempt to really get this project going but that if there is insufficient response then she will have to abandon the project. Maria demonstrated the map and showed examples from Greece , Germany and Bulgaria and explained that in the foreword section members can give a general explanations about variations in their country as this has been flagged up as a problem with providing information. There was a discussion about the possible problems with completing this task and reasons for inconsistency in the contributions . For example in some countries it is difficult to actually source these figures and in some countries, Switzerland for example it is to do with regional variations. Christine Walser brought up for instance the in Cantons in Switzerland and the non reply and non compliance, permission needed from organizations . Concern was also voiced over how hospital education is often changing so the entries will need to be regularly updated. MS estimates that it will only take a little time from a few people in different countries to make this a success. . MP suggested setting a deadline with which MS agreed and ...MS requested if possible people aim to attempt filling this in by Autumn/Fall of this year. Some committee members are not present and will be emailed to request to do this task and will be asked to keep the workshop updated . It was agreed that this is a useful tool and especially useful for HOPE to use to try to support countries like Bulgaria in their current predicament in the way we have helped Romania. MP pointed out and explained the discrepancy with Macedonia and then followed a short general discussion about map changes and also the fact that we will need to expand this European map to a world map. MS explained how to find the map on the website.</p>	<p><b>Action</b>  CMs to fill in some information on their countries by Autumn/fall 2018  CMs will be emailed on this as some are absent</p>
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	<p>Annette.</p> <p>-It is operated as an online...bank except that for new signatory would require visit from him and the second signatory initially. . MP suggested someone from Luxembourg . We will find someone as being second signatory. FmcN explained the idea of making JH a second signatory as it is easy for him to travel to Luxembourg.</p> <p><b>Financial Report, Accounts</b>  MS raised that we have 2 accounts, the savings account and the current account. MS inquired as to why we do not have details about the savings/deposit account. FMcN explained that no or very little interest accrued or movement so it remains the same.  Ms reported that in the past there had been some interest. There has been no expenditure or income it has E40,508 .63 and MS requested that we have a report on savings account. FMcN explained that his format was based on the former treasurer. So FMcN expressed that this is good to get feedback.</p> <p><b>Institutional /Organisation Accounts</b>  MP brought up the point which she says has been raised before that the fees for organization is perhaps too low. It is 30 euros as against 15 E for individuals and organization could have say 10 teachers. MP suggested a minimum fee per head. MS explained that they only have one vote and they don't really have advantages. It was concluded that we can continue this point of discussion another time.</p>	
17.0	<p><b>Board members: Criteria for nomination</b>  Marianthi raised the question of what are the criteria for appointing new board members and it was generally thought that any new members of the HOPE board should have previous experience of HOPE in addition to being involved in hospital schools and /or hospital education. There was a discussion the current position/ vacancy on HOPE board for newsletter editor . It was agreed that there was no need for a rush to get a replacement for Moni Almassy(MA) immediately and that for a period of time there could be 5 members and that the committee members should try to help in finding and appointing a new suitable person. There was general agreement about</p>	<p><b>CMs</b></p> <p><b>Action</b>  MA helped by CMs to seek new Newsletter editor</p>

	this.	
<b>18.0</b>	<p><b>Russia:</b>  Marianthi (MP)brought up that Natalia had expressed a wish to become committee member for Russia and it was agreed that yes...following on from a a discussion about role of CP's and CMs this would be possible .Jan Haverkate as president will approach Natalia at this congress and inform her of this and how the procedure works.</p>	<p><b>Marianthi Papadimitriou</b></p> <p><b>Action</b>  JH contact Natalia</p>
<b>19.0</b>	<p><b>New Internal Regulations of HOPE</b>  MP explained that the new draft internal regulations had been circulated and she thanked people especially MS and CW for their feedback and contributions JH started by saying how in yesterday's meeting Michel Kleuters had explained in his ambassadors report(see item 7:3 ) the procedure and timescale followed by him and Jan to bring this last draft version up for discussion here after having published for perusal on the HOPE website with the original in black and red type used for new additions. JH explained that there had been discussion and changes especially as said between him , MS and CW C. Jan invited further comment and views on the changed new draft internal regulations. Maria Schmidt had some points to raise and the draft internal regulations and they were presented on the screen.</p> <p>The first point Maria raised is about data protection policy and the fact that it does not have to feature on our internal regulations as this is something in law we must abide b and is not a choice and it is not part of our internal regulations and does not need to be there. MS explained that she has raised that the details about how the GDPR (general data protection regulation ) should be in a prominent place on the website and this has been actioned . There was a discussion about whether we need to have any mention of GDPR in the internal regulations and that it was perhaps good as a reminder to people about what has to be complied with. JH agreed it can be removed .Another suggestion was that it could feature as appendix to the regulations which could be adapted and/or removed etc if the law changes but the final conclusion of the meeting was that this mention be removed from Internal Regulations .</p> <p>The second point Maria raised was addressed to Michel Kleuters (MK) and it was regarding the last note on the end of the draft regulations point 20. MS spoke about the difference between statutes and internal regulations and</p>	<p><b>President /All</b></p> <p><b>Action</b>  JH MK remove wording about GDPR on Internal Regulations</p> <p><b>Action</b></p>

	<p>said that the <b>statutes</b> need to be agreed by general assembly ,then registered with Belgian government using a lawyer and/or notary etc and that following this they then have to be published in the Belgian state journal and only then they are valid .Maria said that it states that the internal regulations of HOPE do not need to go through this process , they are more flexible ,they are voted on . Maria brought up that it is stated that the internal regulations of HOPE were published in the Belgian state journal with the date etc. Maria expressed her confusion at our internal regulations being so published?</p> <p>Michel and Jan believe that this is a mistake it should read <b>statutes not Internal regulations</b>. MS also reported that it says it is in Belgian state journal of 10<sup>th</sup> March 2017 and Maria has searched and it is not there. JH will look into it and search his archive as this is what we were told by the notary. A suggestion that it is included in journal of 23<sup>rd</sup> March 2017 followed.</p> <p>JH then pointed out that 2 items from yesterday's agenda remain unaddressed and that they need to be addressed really before we continue with discussion on internal regulations .( <b>return to points 12 and 13</b> .)</p>	<p>Amend error re statutes/regulations and look up archive to check dates mentioned ...10<sup>th</sup> March/23<sup>rd</sup> March ...in Belgian state journal</p>
<b>20.0</b>	<p><b>Data Protection policy</b> - collection of data, storage, usage, consent, etc</p>	<b>CMs</b>
<b>21.0</b>	<p><b>HOPE website</b> - Modernisation of the website Maria Schmidt explained that the website workshop which she had led was currently inactive. She explained that she had found it necessary to abandon it and she had explained that to JH and handed over to him . MP volunteered to take a lead on re starting this up. -</p>	<p><b>CMs/Marianthi Papadimitriou</b></p> <p><b>Action</b> MP volunteers to lead HOPE Web Site Workshop</p>
<b>22.0</b>	<p><b>Presentations:</b> <b>Scientific journal about hospital teaching.</b> Michele explained that this journal will be free to everyone and that it already has the support of 5 international associations. The journal will be a practice</p>	<p><b>Martin Dixon</b> <b>Maria Marinho</b></p>

	<p>based journal and the hope is to reach many and it will be free to read/access and he is already looking for authors. After the brief presentation Michele will send committee members an email about it .He has found a suggested publisher called Ubiquity Press which is a reputable publisher. He is in the process of working out the budget and funding with the international association and HOPE board. It is hoped that the first journal will be published around January 2020.</p> <p><b>“Well at School” Chelsea Community Hospital School website.</b>          Maria explained about the Well at School website, its aims are and how it came about . It is intended to help teachers in mainstream schools who have only limited time to Maria explained that the content is not exhaustive and that there are other areas being devised The site is being re designed and this is about making it concise and user friendly and the workshop will be about people contributing their ideas and suggestions for the development of the site.</p> <p><b>“Children with medical needs: What schools and settings need to know” A NASEN guide.</b>          MP gave a presentation about this guide which is published in UK and explained its relevance in that much of its content is relevant to children in hospital education and similar settings.</p>	<p><b>Marianthi Papadimitriou</b></p>
<b>End of Committee Meeting</b>		