

Activities of the Board

This report covers the period from June 2016 to April 2018. It aims to give the members of HOPE a picture of the most important activities carried out by the Board of HOPE in different areas after the last General Assembly 2016 in Vienna.

HOPE Board meetings

During this period the Board met statutorily in Poznan, Dublin and Krakow. The details can be read on HOPE website on the reserved area for members.

HOPE and national, international organisations, events

Members of the Board together with Committee Members have also organised, participated in or supported events and spread information about HOPE through the following activities:

- Participation in the ENOC 20th Annual Conference in Vilnius, Lithuania, 20-21 September 2016 by Michel Kleuters, Ambassador of HOPE
- Participation in a national conference in Zagreb, Croatia, April, 2017 by Jan Hawerkate, President of HOPE. The topic was: How to build a national organization for Hospital Teachers.
- Participation in the first All Russian Conference of educational specialists in Moscow, Russia, September 2017 by Jan Hawerkate, President of HOPE
- Participation in HELP Conference in Sydney, Australia, Sept. 2017 by Anja de Jong, the Vice President of HOPE

Publications

Six Newsletters were issued during this period – all available on the website of HOPE:

1. A report from the HOPE Congress Vienna, 2016/09
2. Insight into the activities of member countries 2016/12
3. Insight into the activities of member countries 2017/4,5
4. Insight into the activities of member countries 2017/9,10
5. Insight into the activities of member countries 2017/12, 2018/01
6. Invitation and documents for the congress and General Assembly in Poznan, 2018/04

We thank Fabrizio Mencarini for his great help in the technical part of the editions, and Maria Schmidt, Christine Walser for the German translations.

- Preparing a new leaflet for HOPE.

- The Board completed the adaptation and update of the Internal Regulations of HOPE as a proposal to the members of HOPE.
- The General Data Protection Regulation has been compiled and applies from 25 May 2018. The rules of General Data Protection Regulation will have to be adapted in the coming period for daily use of data within HOPE.

The HOPE website

The website is maintained by Fabrizio Mencarini under the supervision of the HOPE Board. There have been several activities relating to the website:

- Placing membership cards under Board tag
- Placing ENOC and Ombudsmen list under CMs area
- Layout changes
- Constant security monitoring and security improvement with latest firewall technology
- Updating of the Committee Members list.
- Liaising with treasurer to update the online database of members as a part of the website
- The development of other pages and functions.

We thank Fabrizio Mencarini for the outstanding continued work on developing and maintaining the website. His support is much appreciated by HOPE members in order to access and use the HOPE website.

New countries, new members

The Board is committed to involve new countries and new members into the international work and supports the work of the new CMs. We appreciate the great job of the CMs for motivating people to get involved in HOPE:

- Mailing in French to French speaking countries (France, Flanders in Belgium, Canada) to get in touch with them.
- Contacting with hospital teachers from Russia, inviting them to the HOPE Conference in Poznan.

Collaboration with the Committee of HOPE

Communication and collaboration with the organizers of the congress in Poznan has also meant outreach work to support the Committee of HOPE in their work to make colleagues in their countries aware of the congress, to assist them with the documentation to obtain Erasmus+ Staff Mobility funding, and to support them to find new members.

The Board has given updates on the board meetings with sharing of the short reports of on the reserved area for CMs.

The Board and the Ambassador provide support to countries who wish to establish a national association.

Other projects

- Preparation of the Global Address List for Hospital Teaching.
- Managing the administration and distribution of HOPE membership cards.
- Starting honorary membership procedure within HOPE. Defined into the new internal regulations.
- Composing letter to the Belgian Tax Office
- Supporting the launch of a scientific journal about Hospital Teaching - an initiative of Michele Capurso
- Hosting Megan Gilmour (from Australia) in the Netherlands

Promotional items

- Developing HOPE products: screen cleaner, pens and stress balls.
- Preparing new flags and banners for HOPE

Workshops

The members of the board attend to the activity of some of the workshops and monitor the results.

Financial activities

- Assessment of transaction costs and bank charges while choosing a new bank for HOPE.
- Starting the process of setting up a club account with PTSB
- Contacting PayPal to set up an account for HOPE

- Updating the accounts of HOPE (setting up analysed receipts and payments and a budget summary sheet for 2017)
- Membership fee collection

Conclusion

This report of activities will be presented during the General Assembly 2018 in Poznan. Members should feel free to ask for more details if needed or send their suggestions about the report or the functioning of HOPE to the Board.

We find that we have worked according to the aims and proposed activities to attain these aims (*Statutes, article 3*):

- the organisation, the participation of/at its congresses, seminars and meetings,
- the publication of Newsletters and internet site,
- the sending of letters to those responsible for the teaching at a local level, national and European,
- the participation and co-ordination of European projects to put in place the management of a network of workshops.

We ask the General Assembly to release these activities to the Board.