

**EACH: Executive Committee and Summer Event Planning  
Committee Conference Call**

**MINUTES**

**1<sup>st</sup> April 2015**

**Present:**

Jonathan Silverman	EACH President
Myriam Deveugele	EACH Past President
Evelyn van Weel-Baumgarten	EACH President Elect
Gerry Humphris	r-EACH Chair
Marcy Rosenbaum	t-EACH Chair
Victoria Armstrong	SAS Event Management

**Administration:**

Stephne Graham	SAS Event Management
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The main purpose of this meeting was to discuss the desire for sub-committees to work more closely together

	<b>Subject</b>	<b>Action</b>
<b>1</b>	<b>Apologies</b> Karolien Aelbrecht of EACH.	
<b>2.</b>	<b>rEACH/yEACH</b> GH has been working on expanding the rEACH committee by inviting members of yEACH to join. Three members have confirmed their interest. As well, 4 previous eligible applicants in a previous call to the EACH membership who were originally not selected, have also been asked to join and have accepted. With seven potential new members the group has doubled in size. Assigning tasks to members will be discussed at the next rEACH meeting on Monday 6 <sup>th</sup> April. Members will be needed to head the various sub-groups as well as carry out the work. Three groups are already established: Medical Educational Research, Verona Codes and yEACH. . The group requires more publicity to raise awareness. The April issue of PEC has two pages available to run an article on rEACH, focusing on general aims, priorities, SIGs, subgroups. These details can also be included in the next Newsletter and on the website. It was suggested that rEACH set up a working group in the first instance, similar to the tEACH initiative carried out in Verona five or six years ago, to talk about general aims; what researchers might need; focus on priorities and group them in order of importance. MD offered to run a workshop on the aims of rEACH and how to achieve them, which could identify the relevant tasks and suitable members to manage them. The group will share tasks to move them on more quickly and set up the basic structure within the next six months. JS will ask MR to provide the	

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	task schedule used for setting up tEACH to pass on to GH. A database of research interests of EACH members needs to be created. Other sub-groups will be identified as rEACH grows and evolves. GH will ask yEACH members to become members of rEACH.	GH/JS/MD
<b>3.</b>	<p><b>tEACH</b> tEACH has 35 members from 18 countries worldwide and has developed two new sub-groups.</p> <ol style="list-style-type: none"> <li>1. Networking in different countries</li> <li>2. PR</li> </ol> <p>With more subgroups, some subgroups have reduced in membership to below a viable number and so a call was sent out to all EACH members for more members to join, stating the expertise requirements preferred. This resulted in 18 new applications, from as far away as South Africa, Sri Lanka and Australia. The core committee has reviewed all applications and appointed 8 new members. It has been difficult for more junior people to apply due to cost restrictions. More work has been done on curriculum development and train the trainers in Sri Lanka, Poland and South Africa. The pilot project continues in Poland. The next tEACH meeting will be held in Lisbon in April followed by Krakow in September 2015.</p>	
<b>4.</b>	<p><b>pEACH</b> The PR and advocacy committee of EACH has changed its name from prEACH to pEACH and now has 14 members with relevant expertise. The group met for the first time in Ghent in March. A session of displayed thinking resulted in the formation of 7 sub groups. These groups are active in looking at collection of evidence, PR activities, engaging with patient groups, rapid response approaches s, deciding the key message. The group has started well but requires more members, particularly patient representatives. Members of yEACH have been approached to join the group but cost has been a limiting factor. The group is using Go to Meeting and looking at interacting with tEACH and rEACH, having representatives on each other's committees.</p>	
<b>5.</b>	<p><b>EU Horizon 2020</b> JS has received an enquiry from the Italian leader of the EU Horizon 2020 project, asking for assistance from EACH to act as a disseminator of project results. They do not necessarily need research expertise as they need help in disseminating the products. The response time allowed is only two weeks but we would normally need more time to carry this out. JS has referred this to rEACH and Gerry has replied asking them to contact Lidia del Piccolo on this occasion. Lidia is discussing the request with Sabrina. GH will contact Lidia to find out if she has accepted the request. EACH will discuss this further at the next meeting as we may be able to help with future requests or set up our own 2020 research projects.</p>	JS/GH
<b>6.</b>	<p><b>Heidelberg</b> JS, MD and EvWB attended the first planning meeting in Heidelberg. At</p>	

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	<p>the meeting, they requested that MR and GH to be invited to the planning committee from the beginning to ensure a balance between teaching and research. More local people are also needed for the committee. JS, MD and EvWB are confident the planning is going well. They shared the Amsterdam programme and conference handbook with the local committee. A link has been set up between the Heidelberg committee and SAS, to ensure the membership lists are separated from the conference attendee list. It is hoped to use the castle for the conference dinner but this will be dependent on cost. Regular GoToMeeting monthly meetings and a further face to face meeting are being planned.</p>	
<b>7.</b>	<p><b>Institutional Membership</b> It was decided that it should be suggested to the members of the National Advanced Cancer Programme in the UK that the preferred option would be for them to become full members of EACH and be given their own page on the EACH website, as a SIG. Further discussion took place regarding other types of institutional membership.</p>	JS
<b>8.</b>	<p><b>Steering Committee Actions</b> EvWB and GH will discuss content for the PEC pages for April. There are now 304 registered members since the latest renewals. Anyone not renewed by the end of April will be removed from the current list. JS will send SAS a list of people who are in responsible positions within EACH who must remain members. An email will be prepared asking all on the final full membership list to recruit one person to join.</p>	EvWB/GH JS
<b>9.</b>	<p><b>PEC</b> MR and GH will provide articles for the PEC pages going forward. GH will provide information for the April edition (24 April) on the Verona meeting, recruitment of members and future events. Articles are preferred, rather than advertisements, detailing the work of EACH and upcoming events. All articles will be reviewed by Arnstein Finset.</p>	GH/MR
<b>10.</b>	<p><b>Next Meeting</b> The next meeting will be held on 13<sup>th</sup> May 2015</p>	