



Minutes of the in person meeting December 1-2 2017

| Subject | Discussion and decisions | Action steps and follow-up by whom | Deadline/person |
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| Welcome | Present: Antoon Cox (Friday); Marij Hillen; Melissa Horlait (new member); Elizabete Loureiro; Fien Mertens; Anne Moorhead; Alexia Papageorgiou (ZOOM); Koen Pardon (Saturday); Carla Sa Couto (new member); Barbara Schouten; Vibeke Sundling; Mara Van Beusekom; Peter Vermeir (Friday); Arwen Pieterse and Myriam Deveugele leads of the meeting | | |
| Apologies | Karolien Aelbrecht (leaves the group); Julia Amman (rEACH/yEACH liaison); Afonso Michael Cavaco; Pal Gulbrandsen (on hold); Gerry Humphris; Sandra Jorna-Lakke (interested member); Veronica Lambert; Janke Oosterhaven (interested member); Evelyn Van Wheel (representative of EC); Frank Vitinius; Siyang Yuan (new member) | | |

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| Hello Goodbye | <p>Welcome to our new chair Arwen Pieterse, who takes over from Gerry. Gerry stays an active member of rEACH but asked to step down as chair due to personal reasons.</p> <p>Marij Hillen and Mara van Beusekom will be installed as co-chairs during the Porto conference as foreseen.</p> | | |
| Report from the project groups | <p>Summer School: Lead and report Mara See website for report</p> <p>The new planning group will need to apply for the EACH annual fund (possibly in March 2018) to obtain sponsoring for the 2019-edition of the Summer School.</p> <p>Tools group Lead and report Marij Has now received information from tools developers of 11 out of our list of 36 coding tools, which are collected in one Excel sheet. This is clearly not enough yet, but it is a start. During the in-person meeting the group has:</p> <ol style="list-style-type: none"> 1. Decided on the degree to which we want to align the structure/length of information provided by developers for the database 2. Decided that the members of the group would complete the extraction of the remaining tools in our database ourselves 3. Decided on the precise structure and make-up for the online searchable database (such as search fields) <p>We will decide about the alignment with the tEACH database once we have more information about its layout.</p> | <p>Mara: send evaluation report/transfer document around for next in-person meeting</p> <p>Arwen: reserve time to discuss Summer School at June meeting</p> <p>Myriam: check whether evaluation report is on EACH website</p> <p>Marij, Arwen, Barbara complete extraction</p> | <p>Send around in May 2018</p> <p>Done, OK</p> <p>Extraction completed by March 1, 2018</p> |

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| | <p>Funding group Lead and report Anne: The members discussed the resubmission of the Cost Action application.</p> <p>Research Training group Lead and report Becky: please see ppt attached</p> <p>SIG group Lead and report Arwen: The SIG group has not been active in the past period.</p> | | |
| Plans for project groups in the upcoming months | <p>The Funding group will resubmit their proposal in April 2018.</p> <p>The Research training group will submit 3 pre-conference workshops for the 2018 ICCH conference. These pre-conference workshops could later be expanded to 2-3 day workshops.</p> <p>Tools group. It was suggested that thinking about how you can determine quality criteria for tools could be added value for rEACH in the future – to develop a ‘tool-tool’. Barbara, Arwen and Marij will extract information about the remaining tools to be included in the tools database.</p> | <p>Anne and Alexia (with help of the others) to resubmit the proposal</p> <p>Vibeke, Fien and Mara to submit a pre-conference workshop</p> <p>Myriam: email two developers to gather information on tools</p> | <p>April 2018</p> <p>Feb 5, 2018</p> |
| Paper Tulskey et al | It was discussed that rEACH could aim for regular pieces on the PEC pages, relating to potentially relevant research directions in communication research, and that rEACH could play a role in finding funding for international collaborations to tackle these more complex topics. | Peter to prepare a first draft for a paper on the role of privacy regulations | |
| News from EACH | The Executive has asked for an external advisor on their strategic plan and has discussed his report on how EACH could be reshaped to grow | | |

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| Research symposium at ICA, Prague, May 2018 | Suggestions for presentations that can showcase the type of research conducted by EACH members were discussed. Myriam will head the symposium and its preparation. Maximum of five people, excl. facilitator. Interested in attending, depending on availability of funding: Anne Moorhead, Julia van Weert/Barbara's post-doc (may already have funding), Elizabete Loureiro, Mara van Beusekom | Arwen finds out to what extent funds are available for travel costs. Myriam: lead discussion between the presenters | |
| Liaisons | tEACH liaison: Lode Verreyen yEACH liaison: Julia Amann Executive liaison: Evelyn van Weel pEACH liaison: to be appointed | | |
| rEACH PEC-pages | Suggested topic: regulations for data protection and implications for patients | Arwen: check deadline for next rEACH PEC pages | |
| Project groups for the next period | Suggestions for relevant new project groups were made and the most appropriate size of existing project groups was. Summer School: Mara, Julia Tools group: Marij, Barbara, Arwen, Gerry Funding group: Alexia, Anne, Peter, Carla, Coen, Elisabeth (Melissa?, Frank?) Training group: Vibeke, Toon, Mara, Fiene rEACH symposium: Marij, Carla, Anne, Vibeke EACH pages: Arwen ICA lead: Myriam At the next meeting the other project group ideas will be discussed: mentoring collaboration; e-health/new media/innovation; ethics; networking/collaboration/cohesion. | Mara: ask Julia to take over as lead of Summer School project group Funding group: check who will remain members of their core group. Myriam: ask Siyang Yuan which group she wants to join | |
| rEACH Symposium at ICCH in Porto | A project group was started (lead, Marij) to prepare a symposium on how researchers can maximize the use of social media, and Twitter in particular, for their research. | Marij and others to prepare the symposium; discuss potential overlap | Feb 5, 2018 |

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| | | or collaboration with pEACH. | |
| ICCH Porto 2018: Pre-conference workshops | <p>Workshop titles</p> <ol style="list-style-type: none"> 1. Realist review – a new method of systematic review in health care: Why, when and how? Fien Mertens, 2017 2. Visual design in healthcare communication research: Why, when and how? Mara van Beusekom, 2017 3. Coding patient-health care provider communication: Why, when and how? Vibeke Sundling, 2017 <p>Other suggestions: Shuangyu, translating research into multilingual clinical communication training. Toon suggested a to prepare a workshop on podcasts</p> | | |
| Policy of rEACH for recruiting new members | <p>We discussed ideas for possible advantages that membership of rEACH could offer (e.g. reduction for active members), above possibilities of networking and gaining experience in working on a committee. This should be further discussed at a following meeting.</p> <p>New members are welcome</p> | <p>Arwen to put on agenda for next in-person meeting: what can we offer to new rEACH members to ensure active commitment? Elisabeth: send tEACH call to Arwen</p> <p>Arwen to prepare an e-mail to be sent to EACH members to invite new members</p> | |
| Date and place for next meeting | June 15-16, 2018 in Ghent (for the last time!) | Myriam to organize the practicalities of the meeting | |

