



# rEACH

## Minutes rEACH in-person meeting

15-16/06/2018

	Discussion and decisions	Action items
Present	Vibeke Sundling, Frank Vitinius, Mara van Beusekom, Antoon Cox, Afonso Cavaco (new), Anne Moorhead, Barbara Schouten, Marij Hillen, Leonie de Visser (new), Julia Amann (yEACH/rEACH liaison; Friday only), Fien Mertens. Lode Verreyen briefly. Arwen Pieterse and Myriam Deveugele lead the meeting.	
Apologies	All other rEACH members replied to send their apologies.	
News from EACH	<ul style="list-style-type: none"> <li>Strategic plan: an analysis of EACH is carried out by Andrew McDonald and Ian Simpson. Results of interim report: EACH has a positive image, but does not communicate effectively. Better platform is needed, e.g. for SIGs. Final report will come in by the end of June. Recommendations: more training, more resources, more an advocate for good practice, expand support for countries with a relatively young health communication research field.</li> <li>Advisory committee: Lode Verreyen is the chair of the advisory committee (non-binding).</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Arwen:</b> Bring African Union suggestion to executive.</li> </ul>

	<ul style="list-style-type: none"> <li>• Elections: Several positions are open, including President-Elect, Treasurer, and various National representatives. There have not been enough nominations for the Netherlands, France or Italy.</li> </ul> <p>Related to the topic of the strategic plan for EACH it was suggested that the African Union could be contacted to discuss opportunities for sponsorship to increase representation of African countries.</p>	
Sub-committee chairs meetings	<ul style="list-style-type: none"> <li>• Arwen has regular meetings with the Chairs of the other committees to coordinate strategies regarding the committees' purpose, recruitment, active membership, and autonomy.</li> <li>• It was agreed that rEACH members will receive a badge to represent rEACH at the conference, so that participants can more easily approach rEACH with questions.</li> <li>• pEACH has drafted a social media strategy. The ICCH Twitter hashtag will be #ICCH2018.</li> </ul>	
ICCH - Networking event	<ul style="list-style-type: none"> <li>• Brief from Lode: <ul style="list-style-type: none"> <li>• The session should initially focus on 'RESEARCH' rather than rEACH</li> <li>• The session takes 1.5 hours; there's a dedicated room per committee.</li> <li>• The last 15 minutes can be used to present rEACH</li> <li>• Poster: A0 size, stick to the house style. JPEG. Send to Lode in July.</li> <li>• Have someone present who can welcome people who join the session later.</li> <li>• Show how rEACH is situated within EACH.</li> </ul> </li> <li>• Plan for networking session as discussed on Saturday:</li> </ul> <p><b>NETWORKING MEETING rEACH</b>  <b>When:</b> Sunday September 2, 13:30 – 15:00 (after lunch, no competing oral/poster sessions)  <b>Goal</b></p> <ul style="list-style-type: none"> <li>- Meet other researchers</li> <li>- Advertise about the work of rEACH (and what rEACH is)</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Marij:</b> add to agenda of next Zoom meeting: finalise plan for networking event, including strategy for advertising, and selection of members who will be present.</li> </ul>

- Gather information on what rEACH could do for researchers
- Gather information on whom who be willing to become active in rEACH
- Have fun

**Advertise meeting:**

- Mention the networking meeting in the rEACH pre-conference workshops
  - Prepare signs saying "Interested in research networking? That way" (with arrows pointing in different ways) (or the like) to signpost way to network meeting
  - Prepare poster to hang outside of the room: "Research network meeting: Researchers, here! Have your research drawn!" (or the like)
  - Advertise/announce on social media: twitter
- Also, vice versa: Advertise rEACH symposium during network meeting!

**Meeting itself: 1,5 hour:**

Activity 1: Blind colour-coded speed-dating:

- Everyone receives one of 4 colours upon entrance to the room
- 2 speed-dating sessions of each 15 minutes, match between 2 different colours each session
- Timeline per speed-date session: 1 min introduction for each of the 2 participants; discuss 3 minutes the question shown on the slide; last 3 secs: complete a short online survey e.g. in Mentl ([www.menti.com](http://www.menti.com)) and have the responses projected on the screen

The 2 questions for the speed-date sessions (one for each):

"How can EACH support you as a researcher?" and "What can you offer researchers within EACH?"

Activity 2: Drawing your research / visualization of the research landscape within EACH

Have someone to draw what researchers do, during the network meeting

Need large blank paper on the wall

Maybe banner on the top asking "Tell us about your research!" (or the like)

People tell about their work, and this is then drawn

	<p>Have pencils available for people to draw themselves as well? Back-up plan: have a draft landscape and everyone can colour it there</p> <p><b>rEACH members needed to:</b></p> <ul style="list-style-type: none"> <li>- Act as host, and stand next to the door to invite people in and give them a colour code and instructions for Menti login)</li> <li>- Stand next to the board(s) on which the drawing is made</li> <li>- Help with 'running' the speed-dates (announce start, end; encourage people to participate; etc)</li> <li>- Help with explaining what rEACH is doing throughout the meeting, e.g. by standing next to the poster and explaining our work</li> </ul>	
ICCH - networking poster	<p>Suggestions for adaptations of the rEACH networking poster draft:</p> <ul style="list-style-type: none"> <li>• Improve legibility</li> <li>• Shorten sentences</li> <li>• Photos of subgroups; contact details</li> <li>• Change dollar sign of funding group to euro sign</li> <li>• From past tense to present tense</li> <li>• Include a more direct invitation to participate in rEACH</li> <li>• Make flyers of the poster</li> </ul> <p>Myriam will ask her designer colleague to finish the design of the poster.</p>	➤ <b>Myriam/Mara:</b> finish poster and send to Lode by end of July.
ICCH – best poster awards	<ul style="list-style-type: none"> <li>• Marij, Leonie and Barbara will lead the poster review.</li> <li>• It was suggested to allow the creators of the top three posters to also pitch their poster, and then have a separate award for the best poster and the best pitch. Phones can be used for the rating of posters.</li> </ul>	➤ <b>Marij, Leonie and Barbara:</b> determine strategy for ICCH poster review.
Summer School group	<ul style="list-style-type: none"> <li>• The Summer School 2017 has submitted a paper to PEC for peer-review.</li> <li>• Current project group: Julia (lead), Mara, Myriam</li> <li>• No decisions regarding funding can be made until July.</li> <li>• Find funds/sponsorships, outside of EACH. E.g. technology companies, but no pharma.</li> </ul>	➤ <b>Arwen:</b> ask about Summer School funding at executive meeting.

	<ul style="list-style-type: none"> <li>• Alternatively, selective funding for those who need it could be considered. However, deciding on priority is likely to be a complex process.</li> <li>• Why is the number of applicants always around 15? High costs, but also limited advertisement.</li> </ul>	
Training group	<ul style="list-style-type: none"> <li>• It was suggested to make an inventory of topics that could be offered as a (pre-conference) course by members of rEACH.</li> <li>• Two pre-conference workshops are currently in development; Vibeke will develop a workshop to offer to the Summer Event.</li> <li>• Ask people who facilitated previous workshops for Summer Events whether they would be willing to develop it into a rEACH workshop.</li> <li>• Continue link with training group and assessment tools.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Vibeke:</b> with training group, discuss issue around intellectual property of the workshops to decide in December.</li> <li>➤ <b>Vibeke:</b> prepare workshop to pilot in December.</li> </ul>
Tools group	<ul style="list-style-type: none"> <li>• The tools overview is ready and on the website as an Excel file. Even though there is no searchable database yet, it would be good to present it at the ICCH – as a beta version, to ask for feedback.</li> <li>• It was suggested to add contact details of the developer/someone with relevant expertise within rEACH to the tools database. An alternative option would be to build a platform where users can exchange their experiences.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Marij:</b> develop a plan to keep the tools database updated; to discuss at December meeting.</li> <li>➤ <b>Marij:</b> discuss whether to provide expert contact details or user-experience only; to discuss at December meeting.</li> </ul>
Funding group	<ul style="list-style-type: none"> <li>• Now that the cost-action application has been submitted, the next application the funding group will focus on is 'Erasmus plus', under the lead of Alexia, with the aim to build a communication research network.</li> <li>• In the context of a potential rEACH newsletter, it was discussed that the funding group could circulate approx. 3 relevant calls to all EACH researchers.</li> </ul>	
Writing group	<ul style="list-style-type: none"> <li>• The Writing Group is currently preparing a paper for PEC.</li> <li>• To involve and reach researchers within EACH, the idea of a rEACH newsletter was discussed.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Leonie:</b> Develop a strategic plan for a rEACH newsletter; to be discussed at December meeting.</li> </ul>
Development rEACH	rEACH members' experience and suggestions for rEACH, based on journey map exercise:	<ul style="list-style-type: none"> <li>➤ <b>Marij:</b> Put on the agenda for leads meeting: discuss having a biannual</li> </ul>

	<ul style="list-style-type: none"> <li>• Current members became aware of rEACH through other people/other networks more than through email or advertisement.</li> <li>• Members have had quite a different experience when joining: from sending an email to applying with CV. Mostly positive but some doubt about whether they are senior enough to join.</li> <li>• Before joining it is unclear what the difference is between rEACH and researchers within EACH. What are the needs of EACH members who do not want to join the rEACH committee, but are researchers?</li> <li>• For new members it is unclear what they commit themselves to when they join rEACH. The expectations need to be made clearer.</li> <li>• It is agreed that the content that the current project groups cover works, but that more <i>active</i> members are required to get the work done.</li> <li>• Why members want to be involved in rEACH: to contribute and network.</li> <li>• Members would like to see more opportunity to explore new areas of research (e.g., building allied health professionals network) and to facilitate, promote and set up research collaborations (e.g., large-scale longitudinal multicentre trials).</li> <li>• Also provide support for rEACH members; e.g., organise a workshop in combination with the in-person meeting.</li> <li>• It is suggested to aim for a better balance of nationalities within the group.</li> </ul>	<p>Zoom meeting in between the in-person meetings to help encourage active membership.</p> <p>➤ <b>Mara:</b> Make a visual representation of the rEACH expertise document; send request to opt out.</p>
rEACH fund	<p>At the moment, the rEACH funds are used mainly to sponsor part of the Summer School (junior facilitator) and to provide dinner during the rEACH in-person meetings. Since obtaining travel funds is getting increasingly problematic for rEACH members, it was suggested to examine options for sponsoring of in-person attendance.</p>	<p>➤ <b>Marij:</b> put rEACH fund on the agenda for next leads meeting.</p>
Next in-person meeting	<p>Leiden, 30 November - 1 December 2018.</p>	<p>➤ <b>Marij:</b> add to leads meeting agenda: what parts of the in-person meeting are most useful for members to 'Skype' in to. Discuss purchasing a rEACH</p>

		microphone to increase call quality.
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## Action items

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- **Marij, Leonie and Barbara:** determine strategy for ICCH poster review.
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- **Marij:** discuss whether to provide expert contact details or user-experience only; to discuss at December meeting.
- **Leonie:** Develop a strategic plan for a rEACH newsletter; to be discussed at December meeting.
- **Marij:** Put on the agenda for leads meeting: discuss having a biannual Zoom meeting in between the in-person meetings to help encourage active membership.
- **Mara:** Make a visual representation of the rEACH expertise document; send request to opt out.
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