

**AGM Meeting 29th August (Friday) 2014, 1600-1645, Innsbruck, Austria**

**Agenda and Minutes**

Meeting point: Conference venue, room: SR1

**Present-board members:** Felix Naughton (convenor, chair), Anne Marie Plass (ordinary board member and convenor-elect), Panayiota Andreou (secretary, minute-taking), Gjalt-Jorn Peters (webmaster), Lisa Warner (treasurer), Anne van Dongen (secretary-elect), Dominika Kwasnicka (applications manager-elect), Monika Wagner (local organiser Innsbruck)

**Absent-board members:** Maria Karekla (applications manager), Katerina Kassavou (ordinary member-elect)

Other Synergy members present: four in total

**Agenda:**

1. Synergy's planned activities:
  - a) 2015 Expert Meeting: Mhealth for behaviour change: opportunities, challenges and future directions (facilitators: Lucy Yardley, Susan Michie, Robert West); distribution of flyers
  - b) Method of identifying i) future Synergy Expert Meetings and ii) conference workshops: open call vs approach
2. Discussion of proposed Synergy facilities to promote collaboration and networking across EHPS (e.g. SIGs)
3. Ideas or suggestions from members for Synergy activities which may support collaborative working and excellence in research within the society
4. Hand-over of board (new members in, change of roles):
5. AOB

**Minutes:**

- 1. Synergy 2013 AGM meeting:** minutes approved - no further comments added
- 2. Evaluation of the Synergy Expert Meeting 2014** - The Expert Meeting (EM) was assessed as successful with lively discussion and participation. The current format was well-accepted by the delegates; the feedback from the evaluation forms will be added

later (c/f **Anne van Dongen**). The organisation of the EM was very good primarily due to the ongoing support of the local organiser (Monika Wagner).

### **3. Synergy's planned activities:**

**a) 2015 Expert Meeting flyers:** they were given to all delegates to distribute at their departments

### **b) Methods of identifying future Synergy Expert Meetings and conference workshops: open call vs approach:**

- Suggestions for methods in identifying topics:
  - Asking delegates for their suggestions and possible facilitators (as per Create model)
  - Email EHPS members: to propose topics, circulate existing list of topics (in a survey format) if they are interested in attending, if they consider themselves as experts as facilitators or delegates, if they prefer 2-day (EM) or 1-day (Conference workshop)
- Other suggestions: consider possibility for a half-day or full day EM ("EM light"); topics: trial methodology (2016 EM), measuring socio-economic status (possibly as conference workshop)
  
- To discuss above issues further at the next winter meeting

### **4. Collaboration and networking across EHPS**

- **SIGs - 2014:** the facilitator of the SIG 'Methods for Changing Environmental Conditions for Health' did not show up so the SIG meeting was cancelled; the SIG 'Theories and Techniques of Behaviour Change' had 4 participants; the SIG 'N-of-1 research' had 6 participants and the facilitator (Derek Johnston) reported in the evaluation form that the meeting was useful and it was worth having it next year as well.
- **SIGs- suggestions:** possibility to hold them at lunch time on the 1st day (although this will clash with the EHPS members meeting-discussion forum) or at the end of the 1st day of the conference after the keynote; circulate a separate email reminder to the conference delegates for the date/time of SIGs; to send a reminder to SIG facilitators (around a month before the conference) to circulate an agenda to the SIG members of their groups; survey amongst SIG members on what they want to discuss at their SIGs.

**5. Funding grants links in a list:** Katerina Kassavou will check the feasibility of creating a document with a list of grant opportunities across countries; to approach National Delegates group for further information

### **6. AOB:**

- Anne Marie Plass to step down from the Synergy board after the 2016 conference
- Suggestion at the National Delegates Meeting to identify facilitators for e-courses - to discuss the issue further at the next winter meeting
- Thoughtful and pretty presents given to the board members stepping down and family photos of the board were taken.