

## Minutes Synergy AGM

Friday the 19<sup>th</sup> of July 2013

Bordeaux, France



Present: Felix Naughton (convenor, chair), Anne Marie Plass (ordinary board member and convenor-elect), Gjalt-Jorn Peters (webmaster, minute-taking), Anne van Dongen (Synergy member) and Juliane (check last name w/her or Dominika).

Absent with notification: Panayiota Andreou (secretary), Lisa Warner (treasurer) and Maria Karekla (ordinary board member).

### Minutes:

0. **Evaluation Synergy Expert Meeting 2013** - Overall, the Expert Meeting (EM) was a success; the current format where experts pool their expertise and learn from each other was well received. However, the communication with the local organization was very challenging. This was a consequence of the absence of a Local Organiser, which forced Synergy to rely on the commercial organizer, which was less than smooth, partly because they were in fact not paid to assist Synergy. As for the participants and evaluation forms, the participants were generally enthusiastic, and the only question that didn't score high was the one about the balance between didactic and interactive workforms. This was most likely a consequence of the mismatch between participants' expectations, which were probably based on Create and the previous Synergy workshops which were primarily teaching workshops, and the current interactive, collaborative form.
1. **2014 EM - Implementation Intention and Action Planning Interventions in Health Psychology: Evaluating the state of the art and developing guidelines for best practice and future research** (facilitators: Martin Hagger and Aleks Luszczynska).
2. **Discussion/brainstorm/suggestions for Synergy facilities to promote collaboration and networking across EHPS** - We should consider to make a role/task out of the grant overview initiative. We currently do not have time to implement this, but we expect the organization of the Innsbruck Synergy activities to be much less time-consuming.
3. **Ideas for future Synergy EMs that support collaborative working and excellence in research within the society** - Two ideas were suggested. The first was working in developing countries (e.g. intervention development, implementation, and sustainability; research; needs assessments, etc). The second was e-health, with a special focus on e-health literacy/illiteracy. In addition, possibilities for connecting the Synergy initiatives were suggested. For example, workshops can lead to EMs, which can lead to SIGs (e.g. if in two years, the current tentative idea to organize an EM about systematic reviews and meta-analyses is realized, we can approach the organisers and attendants of the 2013 workshop on meta-analyses). Similarly, it would make sense that 2013 EM attendants are approached to organize a workshop in the following year. Finally, it was suggested that the workshops can be in EM<sup>lite</sup> form: half-day or day-long expert meetings. The SIGs may also be interested in this.
4. **Board positions available from Sept 2014** - We should contact Maria and discuss whether to also recruit a third board member as a backup for her, should this be of any help to her (in fact, given the fact that Anne Marie, Maria and Gjalt-Jorn will have to step down fairly soon, as well, this may also be useful as a shadowing period). Also, we should check with Lisa what to do re: her maternity leave.
5. **AOB** - We should think about a way to measure Synergy impact, for example by looking at the networking grants etc.

### Things to remember:

- Make sure we are clear to EM applicants that this is not a teaching workshop, and their pooled expertise will determine the quality of the EM.
- Make sure there is enough variation in the workforms in the EM (introduce Martin, Aleks and Memon, so that Memon can use his expertise to assist them).

- Consider adding the grant opportunity overview as a task for ordinary board members.
- Add Synergy Impact Assessment to Midwinter meeting agenda

**Action points:**

- Add question about optimal workshop duration (e.g. 2 vs 2.5 days)
- Add pictures, testimonials, and evaluation quotes to the website
- Introduce Martin, Aleks and Memon, so that Memon can use his expertise to assist them in generating varied and active workforms
- Change terminology on Synergy website to consistently use EM, conference workshop, and EM<sup>lite</sup>.
- Lift size restriction for attachments in SIG mailing lists
- Provide Stefan with the criteria for the workshops, so that these can be implemented in the Innsbruck abstract submission system
- Set up SIG for 2013 EM
- Ask Aleks and Martin to invite experts to the 2014 EM
- Check with Maria whether we should also recruit a third board member as a backup for her/to shadow her.
- Change to English language banking system (Dutch banks offer the possibility of doing all communication in English; perhaps German banks, too?)
- Check with EC whether shadowing members (kind of like 'elect'-members, except that shadowing members are not yet in the board) are allowed to attend the Midwinter Meeting
- Compile a list of the Synergy board members' home addresses

**Action points I just remembered and that I put here to make sure we won't forget:**

- Send Stefan, Eugen and Lisa (the Innsbruck people) the money we have for lunches, dinners, etc, per participant (perhaps provide all information, also about the facilitator fees etc, so that they have an idea of how flexible the available amount per participant is depending on the number of participants).
- Make sure the half-day workshops in Innsbruck and Cyprus are in the afternoon, and coordinated with the Create workshop to enable Create members to follow them. Also, prof. Kreitler explicitly requested this and mentioned that her workshops would probably be attended better in that case, as she knew of some PhD. students who were unable to attend because they were in Create.

[ original agenda ]



AGM meeting 19<sup>th</sup> July (Friday) 2013, 13.45 – 14.45 – Bordeaux

Meeting point: At the main registration desk at 13.45

**Meeting room: TBC**

1. Synergy's planned activities:
  - 2014 Workshop: Implementation Intention and Action Planning Interventions in Health Psychology: Evaluating the state of the art and developing guidelines for best practice and future research (facilitators: Martin Hagger and Aleks Luszczynska); distribution of flyers
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. Board positions available from Sept 2014:
  - i. Secretary
  - ii. Ordinary member
5. AOB