



# Plenary Session

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*\*HENRE 2 is a Thematic Network co-funded by the European Commission\**

# Items for discussion:

- Interim Report
- Financial position
- Recruitment & lapsed members
- Hosting meetings
- Staffing Timesheets
- Feedback

# Feedback on Interim Report

- This was sent to the Commission in good time.
- Difficult getting documents from people
- Project Management issue to address:  
Setting deadlines – requires good co-operation

# Year 1 Financial Review

- Target Staffing expenditure

**€161,408**

Actual Staffing Expenditure

**€147,110**

- Target Travel and Subsistence expenditure

**€223,641**

Actual Travel and Subsistence expenditure

**€55,811**

# HENRE 2 Recruitment

- Aim – to DOUBLE the size of the Network by the end of the project
- St Martin's College can't do this alone
- Solution – Each active member to find one more institution to recruit. May involve approaching lapsed members.
- Joiners pack to be posted on website

# Lapsed members

- University College of Health, Aalborg, Denmark  
Michael Christiansen
- University College of Health, Funen, The Radiographers Education of Odense, Denmark  
Steen Greve Schak & Helle Precht Andersen
- University of Applied Sciences, Bielefeld, Germany  
Annette Nauerth
- University of Applied Sciences, Gelsenkirchen, Germany  
Waldemar Zylka

- RheinAhr Campus Remagen, University of Applied Sciences, Koblenz, Germany      **Thorsten Buzug**
- University Hospital of Alexandroupolis Medical School of Thrace, Greece      **Stelios Moraitis & Joanna Hokali**
- University Hospital of Patras, Greece      **Eftychia Myritzi**
- University of Paris, France      **Philippe Oliver**
- Superior School of Health Technology of Porto, Portugal  
**Luisa Nogueira**
- Superior Institute of Saude do Alto Ave, Portugal  
**Nuno Alves**

- University of Oulu, Dept of Nursing and Health Administration, Finland Ritva Pakarinen & Pirjo Kejunen
- Pirkanmaa Polytechnic, Finland Marja Jaronen & Eija-Riita Alho
- The Sahlgrenska Academy at Goteborg University, Faculty of Health & Caring Sciences, Sweden Lena Ask
- Jonkoping University, Sweden Ulla Lindsteat & Liselotte Lundvall
- Department of Nursing, Faculty of Medicine, Lund University, Sweden Bodil Andersson & Sonia Galvan

- University of Hertfordshire, UK  
Richard Price & Martin Vosper
- Suffolk College, UK    Alison Wright
- Sor-Trondelag University College, Norway  
Kristin Rambech
- The University of South Bohemia, Faculty of Health &  
Social Studies, Czech Republic    Kiri Skopek
- The Society of Radiographers & Radiological Assistants  
Czech Republic    Josef Hyka

- Pancyprrian Society of Diagnostic & Radiotherapy Radiographers, Cyprus  
Maria Kyriakides, Achilleas Kalaidjis & Andrie Stylianou
- Semmelweis University, Hungary  
Erno Mako & Veronika Komives
- Medical University of Gdansk, Poland Piotr Lass
- Medical University of Lodz, Poland  
Arkadiusz Rotkiewicz
- Medical Faculty, Medical University of Warsaw, Poland  
Marek Golebiowski

- University of Medicine and Pharmacy, Cluj Napoca, Romania  
Silviu Sfrangeu, Iulian Serb & Raduion Macovei
- University of Medicine and Pharmacy “Gr T Popa” IASI Romania  
Georgeta Natasa Macovei, Oana Suteu, Radu Badea
- Jessunius Faculty of Medicine in Martin, Comenius University in Bratislava, Slovakia    Hubert Polacek
- Faculty of Public Health & Social Work, University of Trnava, Slovakia  
Martina Horvathova & Radovan Karkus

- Gazi University Cansu Alpaslan
- Inonu University Hikmet Geckil
- Turkish Soc of Medical Radiological Technologists  
Nergis Ceydeli & Havva Palaci

# Hosting meetings

## How to improve the budget spend

- European Commission stipulate we cannot submit group invoices.
- Often Institutions have an internal budget and pay for meals etc with no expectation of reimbursement from the project.
- If possible this should be discouraged as we cannot report this expense against the budget.
- Arranging for everyone to be given individual receipts may be more hassle but is also important for the successful outcome of managing the budget.

# Travel and Subsistence Claims

- Deadlines will be set after the meeting
- Following Year 1 we have identified a need to improve the timely submission of expense claims
- Reporting over 3 years = large amount of information to manage
- In the interests of good Project Management it is very important to know current expenditure. Do not have time to react / improve.

# Staffing Timesheets

- **Problem:** The reduction in Subgroup meetings could mean less staffing time spent on project resulting in fall in Budget spend for this category.
- It is therefore very important that you document the time spent working on HENRE in-between meetings.
- When you complete your timesheet please ensure that you include the following:
  - Meeting preparation, reading/translating agenda and materials
  - Meeting attendance
  - Meeting follow-up
  - Time spent on website and discussion forum
  - Time spent emailing other network members
  - Time spent recruiting potential members
  - Time spent completing surveys, compiling information, translating documents, research etc

# Feedback

- We want your membership in the HENRE 2 network to be a positive experience and we aim to support and assist you in all aspects of your participation, academic, financial or pastoral.
- To help us assess your experience of HENRE 2 and improve our performance please could you complete the evaluation form distributed at the end of this session.
- **THANK YOU FOR YOUR ATTENDANCE AND ATTENTION!!!!**