

## MEETING REPORT

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In attendance:

### DELEGATES

AG	Dr. Cristina Aguzzoli, Italy
WZB	Prof. Bozena Walewska-Zielecka, Poland
KB	Karen Bronner, Israel
STC	Prof. Shu-Ti Chiou, Taiwan
MH	Marianne Hochet, France
DLZ	Prof Diane Levin-Zamir, Israel
KP	Dr. Kaja Põlluste, Estonia
MS	Dr. Manel Santiñà, Spain
NS	Dr. Nan Sonne, Denmark
NT	Dr. Ng Teik, Malaysia

### CONGRESS SECRETARIAT

JP	Prof. Dr. Jürgen Pelikan, Austria
BM	Birgit Metzler, Austria

### HPH GOVERNANCE BOARD

MK	Dr. Margareta Kristenson, Chair, Sweden
SF	Dr. Sally Fawkes, GB Vice-Chair, Australia
AC	Dr. Antonio Chiarenza, Italy
HH	Dr. Heli Hätönen, Finland
CIB	Dr. Cristina Iniesta Blasco, Spain
MNL	Dr. Ming-Nan Lin, Taiwan
AS	Alan Siu, Hong Kong

### INTERNATIONAL HPH SECRETARIAT

OG	Dr. Oliver Groene, HPH CEO, Germany
KK	Keriin Katsaros, HPH Coordinator, Germany
JB	Dr. Janika Blömeke, Manager Research & Innovation (OptiMedis), Germany

## Orientation *HPH Secretariat*

KK outlines recommendations and rules for the online meeting, including using the chat function to provide feedback and to request to speak.

## GENERAL ASSEMBLY SESSION I

### Welcome *GB Chair, M Kristenson*

MK welcomes everyone. Each of the 21 participants present at the start of the meeting introduce themselves and where they are from. The 2019 GA meeting report and agenda for the present meeting are approved.

### Report from the Governance Board *GB Chair, M Kristenson*

MK introduces all GB members and today's GA meeting topics and highlights HPH's overarching aim of work: to increase the value of membership. A report on the activities of the GB since the last GA and key actions agreed upon during the 2019 GA meeting in Warsaw:

- New Secretariat
- New relationship to the WHO and need for a revision of the HPH Constitution, contract with Congress Secretariat, application to be an NGO
- Global Strategy 2020-2025
- Development of umbrella standards

MK states that the transfer of the Secretariat from Copenhagen to Hamburg in August-September 2019 was smooth and effective. An independent audit report on the previous secretariat in Copenhagen (CPH) was carried out and received by the GB on May 21, 2020; accounts were found to be correct and prepared in accordance to grant contributor's guidelines.

However, before they can be accepted, the report needs to address the management of HPH fees received after the transfer of the Secretariat to OptiMedis, Hamburg. The records received from the former Secretariat were found to be incomplete as they lack exact information about members who have paid, and invoices issued by the former Secretariat during and after August 2019.

### Decision

Before the audit report can be accepted, the following issues need to be addressed: 1. overview on the fees received by CPH after the transfer to HPH, 2. specification of the process by CPH to check for HPH fees on their account, 3. transfer of fees erroneously received by CPH which need to be transferred to HPH.

MK outlines current collaboration with key HPH partners: WHO and IHF (International Hospital Federation). The Secretariat is working on strengthening collaboration and has already had constructive dialogue with both.

STC points out that resources on previous work and collaborations of task forces were not transferred to the new website. OG responds that a lot of the information was not up-to-date and therefore not all information was transferred. CA suggests an archive function for TF groups to look at old materials.

### HPH Constitution (attachments 1,2) *H Hätönen*

HH introduces the status of the HPH Constitution and rationale for changes made. In this first stage, some specific items were addressed that need to be decided on before the next GA meeting where elections of the new GB shall take place. Attachment 2, describing changes for these items, is shared and HH provides further detail about the amendments one by one by going through the document.

## Discussion

MNL states that qualifications for the GB Chair should be discussed and suggests that the candidate should first be a member of the GB. HH adds that there must be a balance between continuity and new ideas and GB members must have sufficient experience to carry out the role. There is a discussion about the length of terms any one individual should be able to serve. BWZ points out that if the GB Chair must serve on the GB first, and then is given 2 terms as the GB Chair, this would be too long.

There is discussion about whether concrete decisions can be made now before more detail is added. WBZ suggests that decisions on the constitution can only be made once all GA members have had an opportunity to vote. STC adds that those in Task Forces should be able to be chosen for the Congress Secretariat Scientific Committee. This suggestion is supported. MS suggests that discussed changes are made and the document is redistributed.

MK and HH explain that there are some decisions which must be made very soon, as there are subsequent decisions that will be made at the October General Assembly.

## Decision

It is suggested that the GB Chair can be re-elected only once (Article VI). More detail is needed regarding the release of the GB from liability (Article V). Task Forces will be added to Article VIII, 3. The GA decides that delegates should be given more time to think about changes to the constitution and voting will take place by e-mail. An additional meeting will take place if 2/3 majority of the GA do not support the changes. Before the next GA, further suggestions for changes in the constitution shall be circulated, including updated texts on the mission, background documents, and relationships to the WHO.

## Election Process of GB Members (attachment 3) *H Håtönen and S Fawkes*<sup>1</sup>

The proposal for electing new GB members is described. The election committee is described as being in charge of developing procedures for the identification of candidates for election of new GB members.

## Discussion

STC adds that we should encourage eligible network coordinators to put their hand up for the GB, but the proposal says the election committee shall decide who is suitable. MK states that it is not a question of popularity, rather the board should reflect diversity and what is needed in the GB so a process to achieve this is important. She explains that this is a normal process in Sweden.

MNL requests clarification on the process. MK explains that everyone is welcome to suggest candidates in addition to the 2 people (for the present two seats to be elected on) who are to be suggested by the election committee. JP adds that the committee could propose a priority list. BWZ suggests having a more democratic process.

## Decision

SF and AC shall revise the proposed process according to above discussion i.e. that the election committee shall prepare a list of not two, but four candidates for the two seats. In addition, at the GA meeting all GB members with voting right are welcome to suggest more names of candidates.

## Short Break

## International HPH Secretariat Update *O Groene*

OG introduces key staff of the International Secretariat. KK introduces herself. The transfer process is presented and OG reports that the relationship between the Secretariat and GB is characterized by frequent and constructive discussions and that work processes are well-aligned.

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<sup>1</sup> The election process of GB members was discussed during session II and has been transposed to fit the relevant agenda topic.

Key activities of the new Secretariat are outlined: new website, preparation for new HPH umbrella standards, draft of e-learning and implementation platform, COVID-19 related communication materials, and contribution towards person-centred guidelines for preserving family presence in challenging times. Additional activities that are pending include a webinar series for Task Force and Working Groups, strengthening partnerships, updated project management software to be used for HPH administration procedures, involvement of HPH coordinators, and reaching out to HPH users in hospitals, clinics, and care centres.

OG presents the yearly budget of the Secretariat: 155.925€ (budget of the former secretariat: 222.612€). He adds that with the transfer of fees of 25.000€ (6.12.2019) and 14.343€ (20.1.2020), there has been a negative cash flow for the new Secretariat up until April. For 2020, 134.746,67€ in member fees has been deposited, with more coming. Currently we have 552 members, including 24 ratified since transferring the Secretariat. A review of membership files received from CPH showed inconsistencies. Updating the files has been a considerable administrative burden, and the Secretariat is establishing a professional project management software to facilitate HPH network administration.

Regarding partnerships, the HPH Secretariat is in dialogue with Planetree International, the International Hospital Federation (IHF), WHO, and plans to submit a FENSA application after updates to the constitution. A Baltic Region HPH conference is planned for October.

### Discussion

Delegates congratulate OG and his team on his good work and are happy with the updates provided. There is further discussion regarding TF materials on the old website and the need to establish formal partnerships with the WHO and IHF.

### Decision

The activities and budget of the Secretariat are approved. The Secretariat will look at options of making an archive of former Task Force documents for the website.

### Contract for Conference Secretariat (attachment 4) *B Metzler*

BM outlines the arguments for a contract between the HPH Network and the Conference Secretariat/ Gesundheit Österreich GmbH. It is stated in the HPH Constitution that there should be a Conference Secretariat, which shall normally be in a WHO Collaborating Centre (WHO-CC). New WHO policies state that such tasks are no longer within the scope of activities of WHO-CCs. The change in WHO policies mean that there is currently no formal mandate for an HPH Conference Secretariat, therefore a contract between the HPH Network and Gesundheit Österreich is needed.

BM presents key aspects of the new contract:

- Contract is in alignment with the corresponding article in the new HPH constitution and refers to it
- Topic: scientific preparation and scientific coordination of activities for the International HPH Conferences by the Conference Secretariat in close cooperation with the HPH Governance Board and the Local Host
- Duration: 18 months
- Outlines responsibilities of the Conference Secretariat
- Timelines and coordination mechanisms
- Reimbursement of work of the Conference Secretariat by the Local Host is regulated in the contract between the Conference Secretariat and Local Host
- Coverage of financial risks for conference lies fully with local host.

### Decision

The General Assembly agrees to the contract.

Pause

## GENERAL ASSEMBLY SESSION II

24 Participants are present

### Framework for the new HPH Global Strategy 2020-2025 (attachments 5, 6) *S Fawkes and CI Blasco*

SF reports on the development of the HPH Global Strategy for 2020-2025 that was drafted integrating text from meeting report in Warsaw and corresponding workshop. Some elements and ideas have been reframed. Priorities have been reduced from 6 down to 3 by removing those related to organizational matters. SF points out that unlike the previous Global Strategy, the new one does not direct networks to undertake particular activities as they are autonomous and can have their own action plans. CIB adds that as this is a long-term strategy, it is meant to be high-level, brief, and easily able to be communicated so people understand what has been determined as strategic areas for action for the HPH Network. SF works her way through the draft strategy and gives further explanation.

#### Discussion

JP comments that the goals are ambitious and long-term and that we need a framework to point us in the right direction. SF answers that the next step is to convene the Working Group to further define the action plans. KB states that she can foresee issues moving forward with implementing HPH in hospital and health care settings because it is not a part of any collaboration system; HPH values and vision must be translated into the way the system works to facilitate HPH activities. OG proposes that these issues will be addressed as operational activities linked to the strategies, rather than being addressed in the strategy document itself. MK adds that the role of management and facilitation of HPH activities are also well-aligned with initial proposals for the HPH conference in Paris.

#### Decision

The GA agrees to the Global HPH Strategy document and the process for further developing it.

### HPH Moving Forward (attachment 7) *O Groene*

OG begins by introducing the umbrella standards. He describes how current standards have been very successful and their revision for the HPH network is important. The development of a broader set of umbrella standards is being led by an ad-hoc working group including AC, OG and Dr. Rainer Christ. A workshop was scheduled for March 13<sup>th</sup> but was postponed due to COVID-19.

The umbrella framework being used was developed by AC, has 7 overarching domains: organizational commitment, staff/workforce, accessibility, patient-centered care, health care environment, involvement & participation, and promoting health in the wider society. The framework draws upon 7 existing standard sets and their measurable elements. The measurable elements of all standard sets have been compiled for review in a spreadsheet. The next steps include GB members, coordinators, TF and working groups being invited to a DELPHI Panel to rate standards, sub-standards, and measurable elements in relation to their comprehension, applicability, and importance. There will be a second panel and a final list of standards, sub-standards, and measurable elements will be compiled.

OG asks the GA if network coordinators and TF leaders would contribute to the development process.

#### Discussion

There is discussion concerning the involvement of TF leaders in the development process. MNL stresses the importance of including environmental aspects. AC adds that it is very important for TF leaders to contribute. CA adds that the COVID-19 emergency has taught us a lot about the relationship between healthy lifestyle and disease and suggests staff health promotion be included.

#### Decision

The General Assembly agrees to the roadmap to finalizing the umbrella standards and agrees to contributing to their assessment.

OG presents the eLearning and implementation platform, which will be linked to key outputs of the HPH Network: HPH fundamentals, strategy, umbrella standards, outputs of TF and working groups, implementation methodology, and outcome assessment, for example. The platform will be designed to focus on and support local implementation of projects using course principles. A slide is shown clarifying the general design concept: clarifying concept > sharing ambition > implementing the task. OG introduces the IHI Open School Platform

(<http://www.ihl.org/education/IHIOpenSchool/Pages/default.aspx>) and describes how the implementation of concepts learned during the course might look. More discussion is needed. OG asks the GA if they agree to the general direction of the eLearning and implementation platform.

### Discussion

MNL suggests adding target audiences to the course. The GA expressed interest in the course development.

### Decision

The General Assembly agrees to the general direction of the eLearning and implementation platform.

### International HPH Conferences *J Pelikan*

JP gives an overview of preparations and resources that went into planning of the 2020 conference in Seoul, Republic of Korea. 839 abstracts were submitted, with 94% of those coming from Asia. Due to the COVID 19-pandemic, the conference had to be cancelled and there are several open issues: should we postpone to a new date, what type of conference should this be (in-person, virtual, hybrid), and rescheduling of keynote speakers and abstract submitters.

A new date is difficult to decide on due to COVID-19. A regional/national conference might be possible but would be unrewarding as the Korean HPH just held a national HPH conference in May. The Korean host is sceptical about hosting a virtual conference due to economic risks.

JP presents 3 possibilities for future International HPH Conferences with risks and advantages:

- in-person conference
- virtual conference
- hybrid conference

The results of the survey sent to HPH members are presented. 397 responses were received. Approximately 72% responded that they are interested in taking part in a virtual conference and would be interested in presenting virtually. 65% would be willing to pay to participate and 48 % feel confident that their employer would pay the fee, 30% are unsure.

### Decision

The GA supports the move towards (partial) virtual conferences where in-person meetings are not feasible. Moving forward, the Korean HPH Network shall further discuss with the Congress Secretariat which option is most appropriate for the local hosts, and to discuss its timing. France is willing to host the 29<sup>th</sup> conference in Paris in June 2021. More time is needed to plan the next HPH conferences. Final decisions should be taken during the GA in October. The General Assembly agrees.

### Planning International HPH Network Activities: Proposal for Webinar Series *K Katsaros*

KK presents the idea for a webinar series. In the past, Task Forces and Working Groups were given only limited time at the General Assembly to present their work. For this GA meeting, giving each Task Force and Working Group their own session is not possible due to time constraints. The goal of the webinar series is to give these groups more time to present their work and for others to gain interest. Additionally, this would provide momentum between the General Assembly meetings and give the group the opportunity to make more frequent contact.

The Secretariat proposed holding six webinars between now and the end of the year. The Secretariat would provide technical support and each Task Force leader, network coordinator, or Working Group

would be responsible for the content and leading the webinar. KK asks the General Assembly for their feedback.

#### Discussion

HH suggests that we can also invite others outside of the International Network to participate. CLB adds that professionals with relevant experience be invited to speak. KK reports from the TF on Child and Adolescents, TF Leader Ilaria Simonelli that they have shown interest and have already begun to organize a webinar tool. OG adds that standards and eLearning platform could be webinar topics. Some webinars might be restricted, others could be more open.

#### Decision

The General Assembly agrees to the webinar series.

#### AOB

No items were suggested.

#### Closure *M Kristenson*

MK thanks the General Assembly for a productive meeting. She looks forward to international network members working together to create a more productive network with value for all members.

## Action Items

Action	Assigned
Distribute edit of constitution to reflect changes to Articles V, VI, and VII	HH
Add Task Forces to Article VIII, 3	JP
Assess possibility of adding an archive to the website	Secretariat
Creation of a working group for the Global Strategy	SF
Prepare overall (“umbrella”) standard set with brief preamble, by the end of September	OG, AC
Prepare brief guidance documents on self-assessment and quality improvement, by the end of December	OG, AC