

Resilient Health Care Society

Minutes for 24th Executive Committee meeting

Tuesday 10 September 2024, 11:00 – 12:00 UTC

The purpose of this meeting is to determine the Secretary position, to discuss ExCom assistants, and to continue planning for the 2025 meeting.

In attendance: Kazue Nakajima, Axel Ros, Tarcisio Saurin, Mary Patterson, Carl Horsley, Takeru Abe (as assistant to President)

Apologies: Siri Wiig

Agenda items as follows:

1. Approval of the minutes of 12 June Ad Hoc meeting (Moved: Nakajima/
Seconded: Ros) - accepted
2. Carl Horsley welcomed as newly elected member of the Executive Committee
3. Secretary position
 - With Robyn Clay-Williams stepping down from the ExCom, the Secretary role is vacant. The requirements of the role were discussed. Carl Horsley has agreed to take the Secretary role.
4. Executive Committee assistants (Article 10, Statute)
 - Article 10 of the statute allows for the appointment of up to 4 assistants to aid the ExCom. Kazue Nakajima requested that Takeru Abe be appointed as Assistant to the ExCom – accepted (Ros/Horsley). Takeru then joined the ExCom meeting.
 - There are also other potential roles for assistants which will be discussed at the next meeting.
5. RHCS 2025 Meeting
 - Tarcisio provided an update on the planning for the joint meeting in Brazil, October 2025. The location was confirmed as being in Canela and they have signed a contract with the chosen hotel. It is a joint meeting with the Resilience Engineering Association (REA) and is also supported by a local Technical Society.
 - Tarcisio discussed the recent meeting with the REA executive. The proposal is for the following:
 - Single registration process and fee
 - Accommodation will be separate to the registration fee and include lunches

- The REA and RHCS meetings operate as two tracks of the same meeting
 - 1x day Young Talent Programme (YTP); 1x day joint meeting; 2x days RHCS
 - Will ask registrants about which track they will be choosing
- Discussion of the differing views of REA and RHCS regarding financial expectations of the meeting. REA relies on the meeting to fund the YTP day, as well as using expected profits to fund their website etc. They are open to discussing profit sharing. Concerns raised as RHCS set up as a not-for-profit society and have focused on keeping costs of attendance low. Tarcisio noted that costs in Brazil are low so likely to be relatively affordable. The local organisers are also pursuing sponsorship opportunities.
- The Call for Papers will be announced next week. RHCS will need to provide two people to be part of the Scientific Committee. The Exec will still help review submissions as per previous years. The papers will be received through a common portal but we will have control over the papers presented at RHCS. There may be papers suitable to be presented in joint sessions.

Actions:

- 1) Kazue to contact Jane O'Hara and Janet Anderson re Scientific Committee
 - 2) Ongoing discussions re reconciling different needs of REA and RHCS
6. New member applications
- Professor Paul Bowie is senior academic working for NHS Scotland and HSSIB. He is a human factors practitioner, and leads human factors and patient safety education programmes. Nominated by Mark Sujan and Carl Horsley. Application approved – Kazue to inform him
7. Update of online activities
- Webinars: A webinar was held earlier this evening of “Writing Resilient Healthcare into Policy”. Attended by over 30 members. The meeting made use of a recently written process to protect the privacy of those in the meeting, and that will make it easier to post the webinars on the RHCS YouTube channel.
 - Website: The website is being updated so please forward any photos or other materials from the Stavanger meeting. There are still issues accessing the talks from the St Augustine meeting which Mary is sorting out. The update will also link to the Canela meeting site.
8. No further business
9. Kazue to notify the ExCom of the date of the next meeting