

**Minutes of Annual General Meeting (AGM)**  
Annual Scientific Meeting of INHED  
January 25<sup>th</sup> 2024 – Royal College of Surgeons in Ireland

Attended:

Deirdre Bennett (UCC, Co-Chair), Jason Last (UCD, Co-Chair), Anne Browne (University of Galway), Peter Cantillon (University of Galway), Crea Carberry (UCD), Eva Doherty (RCSI), Mohamed Elhassan Abdalla Elsayed (UL), Nora McCarthy (UCC), Aileen Patterson (TCD), Claire Poole (TCD), Aisling Smith (RCPI)

**1. Minutes of the 2023 AGM - Approved**

**2. AGM Documentation**

There was a brief discussion regarding documentation for the AGM. The documents for the 2024 AGM had been distributed to the INHED executive in advance of the meeting. The documents were made available in print for anyone attending the meeting on the day.

- Action: It was proposed and agreed that in future the INHED annual report, the AGM agenda and the minutes of the previous AGM would be made available in advance via the INHED website.

**3. RCSI Conference / INHED Review Day**

JL proposed a vote of thanks to the RCSI organising committee for organising an excellent two-day conference that had provided a well-organised and exciting two-day conference of educational presentations and opportunities. The AGM endorsed the vote of thanks to the RCSI.

- a. JL noted that the previous 2023 conference was the first time delegates were back face-to-face and that the RCSI conference was the first large-scale two-day conference that had been held for many years. The conference was also the time of handover from the previous leadership to the new co-chairs and as such the organisation was in a period of transition, administratively and strategically. He indicated that the period of transition would involve an exploration of the future governance and strategic activities of INHED.
- b. Later, following up on the concept of transition, DB proposed that there should be an INHED review day in which the future of INHED should be discussed and agreed.

- i. Action: It was proposed and agreed that the review day would include brainstorming around issues of governance, financing, the purposes of INHED et cetera.
- ii. Action: It was also proposed that the review day would provide an opportunity to review the membership of the INHED board with a view to inducting new members as well as facilitating the retirement of members who had already served for many years. To this end, it was proposed and agreed that the INHED co-chairs will issue a call for expressions of interest in joining the executive to be distributed by the existing executive members to senior members of academic leadership in the constituent schools with a view to attracting new members representing different professions and paying heed to the gender balance of the refreshed executive.
- c. There was discussion about designating a term of office for executive membership. Whilst this will need to be formally agreed following the INHED review day, there was general agreement that a three year term, renewable for a further three years should be the norm for executive membership.

#### **4. INHED Annual Report**

Matters raised regarding the report:

- a. Research:
  - i. Nora McCarthy reported that the RIME and HPERG grant calls had between them attracted 11 distinct bids. This represents a 2-to-1 ratio of bids to grants. It was agreed that this was an acceptable rate of application.
  - ii. The award winners for the medical Council of Ireland research in medical education grant were named as Dr Mary Higgins of University College Dublin, Dr Lucie Pollard of the University of Limerick and Dr Audrey Rice of Trinity College Dublin. The successful recipients of the INHED HPERG grants included Dr Maeve Carney of Trinity College Dublin and Dr. Maria O'Donnell of University of Limerick.
  - iii. Nora McCarthy was thanked for her work in taking responsibility for running the research call, overseeing the peer adjudication process and the reporting of the results to the successful and unsuccessful candidates.
- b. Finance:
  - i. It was noted that the closing balance of the INHED account at the 2023 AGM was €28,270 and was currently €26,109, i.e. a reduction of approximately €2000. However, the like for like financial position will only be assessable after conference and



when the grants are spent. The financial statement was approved. The current and future sources of income for INHED will be a topic for discussion at the INHED review day.

## 5. 2025 Annual Meeting

INHED 2025 will be hosted by UCC. Deirdre Bennett indicated that this would probably be in March 2025, but this needs to be confirmed.

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## Summary of Actions

- AGM agenda, minutes of previous AGM and INHED annual report to be placed on INHED website in advance of the AGM in 2025. **Action: INHED executive co-chairs and INHED administrator.**
- Issue of expressions of interest invitation for new members to join the INHED executive to be distributed by existing members of the executive to senior academic members of the health professions education schools in the seven collaborating universities, RCSI, UCD, TCD, University of Galway, UCC, QUB and UL. (Should we include the new UU medical school?). **Action INHED co-chairs and INHED executive members.**
- Book a date and arrange a venue for the INHED review day. **Action: INHED co-chairs and INHED administrator.**