



**Minutes from EONS Communication Working Group  
Face-to-face meeting  
Friday, 18 January 2019, 09.30 – 16.00 hrs, Lisbon, Portugal**

**Friday 18 January**

**Participating:**

Johan de Munter (JdeM) (co-Chair), Kristina Olausson (KO) (co-Chair), Graca Braz (GB), Carlos Cargaleiro (CC), Maria Dias (MD), Paz Fernandez Ortega (PFO), Stelios Katsaragakis (SK), Mary Tanay (MT), Sara Torcato Parreira (STP), Eugenia Trigo Arjona (ETA), Ioanna Tsatsou (IT), Charlotte Weston (CW), Eleonora Varntoumian (EONS Communication Intern) (EV)

New member - Nieves Gil Gomez (NGG), Ioanna Tsatsou (IT)

**Apologies:** Manuela Eicher (ME), Emma Woodford (EW) (EONS COO), Helen Oswald (HO) (Communications Manager)

**Agenda:**

1. Welcome, introduction and apologies
2. Previous minutes and matters arising
3. News from the EONS Board
4. EONS Strategy & Working Group Objectives
5. ECND19
6. Communication tools
7. Current projects
8. Budget & Priorities
9. Next face-to-face meeting
10. AOB – Meeting Closure

**Minutes:**

Ad 1. Welcome, introduction and apologies (JdeM, KO)	Actions (A)
<p>JdeM welcomes all WG members. Apologies for HO, EW and ME.</p> <p>JdeM updates the WG members that there are a few changes within the WG. There are 4 members leaving the WG (GB, PFO, ET &amp; EM) and 3 new ones joining (NG, IT &amp; CC). Gifts for leaving people.</p>	
<p><b>Ad 2 Previous minutes and matters arising (KO)</b></p>	
<p><b>1. RECaN Project</b> LS joined through Skype during the last minutes. We are working on the RECaN project on how to launch it and the data has been presented during EONS11- done.</p>	<p><b>A#1: JdeM/KO to make a letter with a hard copy of the Education Framework to</b></p>



<p><b>2. <u>ECND19</u></b> We need to talk with a MEP to host the meeting in Brussels – done.</p> <p><b>3. <u>EONS Education Framework</u></b> This was launched in May during ECND2018 – done. JdeM and KO proposed to draft a letter including a hard copy of the Educational Framework to send to health and education ministers. We need to let them know the importance of recognizing cancer nursing and motivate them to get involved. -GB emphasized the importance of including the data from the RECaN project. -JT proposed to give them the hardcopy herself. -SB suggested to be sent by EONS since it’s different to receive that from a European level. -JdeM replied that its up to the national societies and minsters if they want to take a step forward or leave it behind. -GB said that the EU elections are a good opportunity to motivate policy makers to make an impact and that the Advocacy WG should get more involved with the Parliament. -NBB suggested to translate the framework into their native languages and JdeM proposed to use the translation grant from EONS.</p> <p><b>4. <u>Review/Renew ECND website</u></b> KO announced that this has been done. JdeM informed that there was a new person who would take care of the website, but he couldn’t complete it because of health issues. JdeM reminded that we need to create a task group for the website to work together probably with HO and Steve Rowett (EONS Website Manager). Next year we will work more intensely on in and we are planning to merge the website into EONS website.</p> <p><b>5. <u>Social Media</u></b></p> <p><i>i. <u>LinkedIn Page</u></i> We have created a new LinkedIn page. We need to disactivate the previous one.</p> <p><i>ii. <u>Snapchat</u></i> We decided not to include this tool within the EONS social media usage.</p> <p><i>iii. <u>Instagram</u></i> We started with 73 followers and we have now exceeded our followers to 307 thanks to STP and EV.</p> <p><b>6. <u>National societies and WGs</u></b> Amgen requested about an education tool on breast cancer and MD helped them. It was a project on a new chemotherapy for a new drug on biosimilars. The project has finished for the time being.</p>	<p><b>send to health and education ministers.</b></p> <p><b>A#2: Create Task Group for ECND19 Website.</b></p> <p><b>A#3: Follow EONS on LinkedIn <a href="https://bit.ly/2A03TOI">bit.ly/2A03TOI</a> &amp; try to find old password for disactivating <a href="https://bit.ly/2WpNoEU">bit.ly/2WpNoEU</a></b></p>
<p><b>Ad 3. News from the EONS Board (JdeM)</b></p>	
<p><b>1. <u>Budget</u></b> JdeM reminds members that we might have lost some income from ECCO but we have put aside some savings for the WG. In any case we need to spend very carefully.</p> <p><b>2. <u>Collaboration with ESMO</u></b> JdeM informed the group that we had a good collaboration last year with ESMO and we are planning our next EONS12@ESMO2019 in Barcelona. JT mentioned that she attended a Conference by ESMO and there were only 2 cancer nurse participants. She asked JdeM to check with the Board if we can make a Joint Session together with the medical society,</p>	<p><b>A#4 JdeM to check with Board if we can make a Joint Session together with ESSO.</b></p>



perhaps with ESSO.

**3. Administration**

JdeM informs members that we are moving our administration in Belgium so we can facilitate all payment processes.

**4. Events**

We have two big events scheduled, EONS12 and ECND19. We need to get people to register for EONS12. . For ECND we are very much hoping for strong participation in Eastern Europe because it is important to empower nurses there and get them to work together. We will soon know the location for the next ECND19 meeting.

**5. EONS Projects**

We are busy with the papers and evidence collected by the RECaN project. Target is also coming online.

**6. Surveys**

We are currently running two Surveys, the Young Cancer Nurses and Biosimilars Survey.

- For the YCN Survey:

We need to support the YCN in communications and keep the Survey ongoing until the end of March.

- For the Biosimilars Survey:

We need to keep the Survey ongoing until the end February in order to attract more respondents. We are also needing to fundraise some more for this project.

**A#5 Promote the Young Cancer Nurses and Biosimilars Survey until the end February/March.**

**Ad 4. EONS Strategy & Working Group Objectives (JdeM, KO)**

JdeM reminded that EONS Strategic plan and organisational roles are already updated in the website. He highlighted though that every meeting update is still important.

**1. New YouTube Channel**

JdeM informed that there is a new EONS YouTube Channel which has been activated again. He encouraged members to subscribe, be consistent with posted and keep updated.

**2. Creation of a task group to conduct a Communication Guidelines booklet**

HO, JT, MT will manage the task group. Deadline is the end of March to present to all WG members and afterwards share with the rest of the members at ECND19 in May.

**3. Environmental Sustainability (quality) form for travel policy**

KO asked if we could have an Environmental Sustainability (quality) form for travel policy and whether its ethic or not to put in policy. CV suggested to host a Skype call to make some guidelines on how to travel. GB wondered whether we should have that meeting before or after ECND19. CV added that there is a need for an annual plan to discriminate roles within the WG for each task. KO emphasized that this document is necessary especially if we take into consideration that EONS12 will be held in Barcelona and suggested to hold that meeting face-to-face during ESMO Congress. SK agreed and said that it will also be very cost efficient to minimize our WG's expenses. GB agreed as well, said that it is already expensive to take personal holidays to attend the event and suggested to host the meeting on Friday after the opening session given the low-cost flights before the weekend. JdeM proposed to schedule a call in the beginning of September to plan everything for November. He will check with EW if there are any

**A#6: JdeM calls everyone to subscribe in our new YouTube Channel link: [bit.ly/2Ub1p7p](http://bit.ly/2Ub1p7p)**

**A#7: KO, JT, MT to conduct a Comms Guideline booklet by end of March.**

**A#8: SK and NGG to schedule a Call to conduct an Environmental Sustainability (quality) form for travel policy.**

**A#9: JdeM/EV to create a**



<p>updates by ESMO and highlighted the importance of environmental, financial sustainability and ethical issues in order to promote transparency and working together. SK and NGG will conduct the document.</p> <p><b>4. <u>WhatsApp Group</u></b> JdeM suggested to create a WhatsApp Group so that the WG members can communicate effectively with each other.</p> <p><b>5. <u>Draft Invitation to invite national societies to ECND19</u></b> MT has contacted 5 people but has not received a response because of the workload and language barrier when it comes to collaborating with national societies. JdeM suggested to put her in contact with Rudi Brike to provide her with an updated excel document to find the key persons in each society (<a href="mailto:mary.tanay@kcl.ac.uk">mary.tanay@kcl.ac.uk</a>).</p> <p>JdeM encouraged all members to contact directly the Chairs if they have any new ideas.</p>	<p><b>WhatsApp Group with all the WG members.</b></p> <p><b>A#10: JdeM/KO to draft an invitation letter to be reviewed and afterwards send out to national societies.</b></p> <p><b>A#11: JdeM to bring MT in contact with RB for national societies' data bank.</b></p>
<p><b>Ad 5. ECND19 (JdeM, KO)</b></p>	
<p>JdeM asked GB if there is a task group within the Advocacy WG for ECND2019. GB replied that she needs to check with the WG Chairs. JdeM suggested to contact them so that they can start with the task groups.</p> <p>He asked HO and EV to be involved for the Communications since most members are active on a volunteer basis.</p> <p>He also proposed to define the hashtag: #ECND19Go4Safety which was approved by the WG.</p>	<p><b>A#12: JdeM to send an email to put pressure on starting the task groups for ECND19.</b></p> <p><b>A#13: JdeM inform about the new hashtag #ECNDGo4Safety.</b></p>
<p><b>Ad 6. Communication tools (EV)</b></p>	
<p>EV welcomed everyone to the meeting and encouraged all WG members to contact her directly in case they have any questions/ideas or need some help.</p> <p>She began with a brief description on how we managed to almost double all our Social Media followers/like on Facebook, Twitter, Instagram, LinkedIn, YouTube. She shared tips for each Social Media channel (Do's and Dont's) and asked members to share their personal thoughts/concerns. She continued by mentioning the GDPR and Copyright Regulation in the EU and the importance for EONS to keep compliant as we have already done in our website (<a href="http://www.cancernurse.eu">www.cancernurse.eu</a>). She asked members to check regular EONS Digital Magazine for Masterclasses and stay informed and read our newsletters. Some of the members wondered if we should have an Annual plan for the Communications and EV shared that there is already a Cancer Calendar approved to proceed with raising a voice with many campaigns. LS suggested to have an event on February 4<sup>th</sup> during World</p>	<p><b>A#14: LS suggested to plan an event for World Cancer Day, 4<sup>th</sup> February.</b></p>



Cancer Day.	
<b>Ad 7. Current projects (JdeM)</b>	
<p><b>1. <u>Branding guidelines</u></b> CW informed that the branding guidelines are already done and asked MD to help her with updating them.</p> <p><b>2. <u>Proposed paper on safety guidelines</u></b> LS suggested to have a paper with guidelines for safety by creating a RECaN phase 3b/4. We need to collect the data on their importance. We have the perfect set to proceed with that. Perhaps a joint paper is needed</p> <p><b>3. <u>Social media guidelines</u></b> JdeM emphasize the importance of efficient communication within the WGs and suggested to proceed with conduct the social media guidelines, as mentioned above.</p>	<p><b>A#15: CW and MD to update branding guidelines.</b></p> <p><b>A#16: LS suggested have a joint paper on patient safety</b></p>
<b>Ad 8. Budget &amp; Priorities (JdeM &amp; KO)</b>	
<p>JdeM and KO reminded that we need to check if we can schedule meetings during EONS event so we can reduce our expenses.</p> <p>Our priorities for the time being are EONS12 and ECND19. We need to continue collaborating with ESMO to become more financially independent and select the country which will host ECND19.</p>	
<b>Ad 9. Next face-to-face meeting (JdeM &amp; KO)</b>	
JdeM & KO informed that the next meeting will take during the ECND19 when all EONS WGs will join together.	
<b>Ad 10. AOB – Meeting Closure</b>	
JdeM, KO and LS thanked everyone for attending the meeting, encouraged the WG members to contact them in case any questions arise and do not hesitate to contact them directly if they have any new ideas.	