

CFPA-E Training Commission

Location Antwerp, Belgium

Date 25-26 October 2012

Participants

Nation	Name	Company, Address, Telephone, E-Mail	
Belgium	Alain Verhoyen	ANPI Parc scientifique Fleming, Granbonpré 1 BE-1348 Louvain-la-Neuve Tel. +32 10 47 52 63 alain.verhoyen@anpi.be / www.anpi.be	present
Denmark	Heidi Juel Johansson	Dansk Brand- og sikringsteknisk Institut Jernholmen 12, DK-2650 Hvidovre Tel. direct +45 36 275 775 06 hjj@dbi-net.dk / www.dbi-net.dk	apologies received
Finland	Riitta Piironen	Suomen Pelastusalan Keskusjärjestö SPEK Ratamestarinkatu 11, FI-00520 Helsinki Tel. +358 9 4761 1332 riitta.piironen@spek.fi / www.spek.fi	present
France	Patrick Hebbelynck	Centre National de Prévention et de Protection (CNPP) Pôle Européen de Sécurité CNPP-Vernon B.P. 2265, F-27950 Saint-Marcel Tel. +33 (0)2 32 53 64 90 patrick.hebbelynck@cnpp.com / www.cnpp.com	present
Germany	Ingeborg Schlosser	VdS Schadenverhütung Pasteurstr. 17a, DE-50735 Köln Tel. +49 221 77 66 472 ischlosser@vds.de / www.vds.de	present
Italy	Tiziano Zuccaro	Aias Associazione Italiana fra Addetti alla Sicurezza Sede locale Via dei Mille, 8 , IT-60015 Falconara AN Tel. +39 071 910 701 tzuccaro@genan.it / www.aias-sicurezza.it	present

Portugal	Ana Ferreira	Associação Portuguesa de Segurança Electrónica e de Protecção Incêndio APSEI R. do Conselheiro Lopo Vaz, Ed. Varandas do Rio, It AB, escritório D, PT-1800-142 Lisboa Tel. +351 219 527 849 tecnico@apsei.org.pt / www.apsei.org.pt	present deputy for M.J. Conde
Slovenia	Mateja Gris	Slovensko združenje za požarno varstvo Slovenian Fire Protection Association Dunajska cesta 369, SI-1231 Ljubljana-Crnuce Tel. +386 1 514 24 74 info@szpv.si / www.szpv.si	apologies received
Spain	Mirna Rodríguez García	CEPREVEN Sagasta 18, ES-28004 Madrid Tel. +34 91 445 73 81 / 75 66 mrodriguez@cepreven.com / www.cepreven.com	present
Sweden	Lars Brodin	Brandskyddsföreningen Årstaängsvägen 21c, SE-11587 Stockholm Tel. +468 588 474 16 lars.brodin@svbf.se / www.svbf.se	present
	Tobias Plantin	Tobias.Plantin@svbf.se	present
Switzerland	María Luisa Artero, Deputy Chairman	Swissi AG Nüscherstrasse 45, CH-8001 Zürich Tel. +41 44 217 43 89 marialuisa.artero@swissi.ch / www.swissi.ch	apologies received
United Kingdom	Howard Passey, Chairman	Fire Protection Association London Road, Moreton in Marsh Gloucestershire GL56 ORH Tel. +44 1608 812509 hпасsey@thefpa.co.uk / www.thefpa.co.uk	present

Abbreviations

GC	Guideline Commission of CFPA-E
MC	Management Committee of CFPA-E
RC	Research Commission of CFPA-E
SC	Security Commission of CFPA-E
TC	Training Commission of CFPA-E

Minutes of meeting

CFPA-E Training Commission

Minutes by Howard Passey (UK)

Location Antwerp

Date 25-26 Oct 2012

Point	Notes	Who	Deadline
1:	<p>Welcome & opening of the meeting</p> <ul style="list-style-type: none"> Passey opens the meeting and welcomes all to Antwerp (Belgium). Thanks passed to Alain Verhoyen and ANPI for hosting the meeting and making excellent arrangements. Passey welcomes new participant Tobias Plantin from SVBF who will be taking over from Lars at forthcoming meetings. 		
2:	<p>Appointment of Deputy Chairman</p> <ul style="list-style-type: none"> Passey explained to the meeting that Artero was in the process of leaving Swissi and hence would no longer be attending TC Meetings. He asked for a volunteer or nominations for a new Deputy Chairman. No one was at that time prepared to commit or nominate and hence Passey undertook to take notes. 		
3:	<p>Approval of the agenda</p> <ul style="list-style-type: none"> Agenda receives unanimous approval 		
4:	<p>Minutes of last meeting</p>		
4a:	<p>Cologne – 19-20 April 2012</p> <ul style="list-style-type: none"> Ref 8a – requirement to protect names still outstanding. Passey to discuss with MC Ref 8a – Certitecna issue. Passey confirmed this was discussed at the GA. Hebbelynck explained that as a new General manager had taken over at CNPP time was required to discuss this issue with him. CNPP have planned an internal meeting with Certitecna in December 12. The minutes are approved unanimously. Passey went on to record his personal thanks and that of the TC and CFPA-E for the excellent work that Artero had contributed during her time on the Commission and offer her every best wish for the future. This was unanimously supported by the TC. 	<p>Passey</p> <p>Hebbelynck</p>	<p>Dec 12</p> <p>Dec 12</p>
5:	<p>Reporting of CFPA Europe</p>		
5a:	<p>General Assembly</p> <ul style="list-style-type: none"> Next General Assemblies of CFPA-E: 30–31 May 2013 in Belgium <ul style="list-style-type: none"> New members and structure of MC discussed Croatia potential new B2 members – they are considering CEA – change of name Schlösser to chair from next year. 		

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> Prevention Forum Expert Groups to continue – publishing structure established, can start work again follow 1 year hiatus 		
5b:	<p>Management Committee</p> <ul style="list-style-type: none"> Next meetings, published minutes and other information: www.cfpa-e.eu -> login see 12 <p>– Website</p> <ul style="list-style-type: none"> Passey outlined progress and showed example designs <p>– Use of CFPA-E logo for Diploma holders</p> <ul style="list-style-type: none"> Passey distributed a number of example designs for discussion. It was confirmed: - <ul style="list-style-type: none"> All Diploma holders for all Diplomas get use of the logo Logo must show what Diploma they hold All text in English – Idea 1 is the best Need guidelines as to where they can use it Email footer Business card Website – related to the individual only Personal specification Passey to facilitate designs for all Diploma types and following discussion at MC distribute. Passey also explained that the MC have requested that development of Guidelines and Training courses work hand in hand in future. There needs to be a clearer approach. Keep website up to date by adding new info constantly. 	<p>Passey</p> <p>Commission Chairs</p>	<p>Jan 13</p> <p>Dec 12</p>
5c:	<p>Security Commission</p> <ul style="list-style-type: none"> Next meetings, published minutes and other information: www.cfpa-e.eu -> login see 12 GL Security for Museums – once published check for possibility of related course GL – Fire Safety for Museums already exists. GL on broader aspects of Risk management under consideration ASIS interested in closer co-operation with CFPA-E – they have little fire expertise 	Schlosser	April 13
5d:	<p>Guidelines Commission</p> <ul style="list-style-type: none"> Next meetings, published minutes and other information: www.cfpa-e.eu -> login see 12 Discussed new GL proposals Schlosser – VdS new course on photovoltaic's – not yet run for installers / designers / planners Hebbelynck – CNPP – runs course on photovoltaic's for 2 years Schlosser – VdS – thermographs for photovoltaic – popular for experts only. 		

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> Discuss with GC 	Passey	Dec 12
5e:	Research Commission <ul style="list-style-type: none"> Next meetings, published minutes and other information: www.cfpa-e.eu -> login see 12 RC – Battery safety project. Detailed proposal to MC if approved use consultant to chase EU funding for fire testing Prepare list of projects being undertaken in each country 		
6:	Proposals of new courses		
6a:	Introduction to Fire Investigation: <i>review and discuss proposal</i> <ul style="list-style-type: none"> Should it be 3 or 5 days? Based on NFPA Guide 921 Zucarro proposed 5 days for this course Spain runs 5 days Just 5 day course (change template as noted) Distribute updated template for ratification – 1 month deadline for comments. Arson prevention course also discussed. Insufficient support so not progressed. 	Passey	Jan 13
6c:	Trade hazards: <i>review and discuss proposal, (Passey - UK)</i> <ul style="list-style-type: none"> Change to Management of Dangerous Goods Focus on liquids, gases, aerosols, storage, dusts etc Not DSEAR – aim at SMEs with small quantities of dangerous goods 	Passey	April 13
6d:	Perimeter Protection & Detection Systems: <i>confirm SC proposal (I Schlosser)</i> <ul style="list-style-type: none"> Approved with changed title to Perimeter Protection Systems 		
6e:	Gas-System Operator: <i>to consider changing from a 2 day course to a 1 day course</i> <ul style="list-style-type: none"> Add same footnote as with the Sprinkler Systems Operator about end user/competent maintenance inspections Gas system operator – stays at 2 days Sprinkler System Operator – reduced to 1 day duration. Update template. 	Passey	April 13
6f:	Systems Inspection: <i>review and discuss proposal (Rodriguez Garcia – (Spain)</i> <ul style="list-style-type: none"> Similar course in France Some concern over content and level i.e. for certifiers may take 6 months Focused on specialist inspectors or others? Hebbelynck to work on proposal to revise and discuss at next meeting 	Hebbelynck	April 13
6g:	Other potential course proposals for discussion: Fire Intervention Team Leader <ul style="list-style-type: none"> Sweden & UK & Portugal to consider for discussion at next meeting Fits well in CFPA-E existing training program 2.5 days for Spain would work 	Plantin, Passey, Ferreira	April 13

Point	Notes	Who	Deadline
6h:	<p>Proposal for next meeting</p> <ul style="list-style-type: none"> ▪ Ventilation System Operator <ul style="list-style-type: none"> ▪ Some interest from members ▪ IS to develop template ▪ To be discussed at next meeting. 	Schlosser	April 13
7:	Review of existing course delivery		
7a:	<p>Pathways and Linkages</p> <ul style="list-style-type: none"> ▪ Passey described with the use of a flow chart how the some of the CFPA-E courses were interlinked in the UK. Links exist with academic and professional qualifications. A general discussion was held. Notable items included: - <ul style="list-style-type: none"> ▪ More complicated course linkages in Italy to drive business ▪ Germany – shorter courses used as refresher training for Technical Cycle Diploma holders ▪ Belgium – links with A-First dissolved. Not currently running any courses but considering picking up CFPA-E syllabuses ▪ Sweden – 5 weeks across 12 months. Exam for technical Cycle at end of week 3 and Management Cycle at end of week 5. 3rd week is Fire Risk Assessment course. ▪ Spain – courses run in blocks. 1st to end of Management cycle. 2nd block focused on specialist courses ▪ Portugal – Technical Cycle started in October 2012. One block straight through ▪ Finland – students ‘collect’ 1 day courses + 5 day course with homework for Technical Cycle ▪ All to draw up flowcharts showing linkages for discussion at next meeting 	All	April 13
7b:	<p>To discuss how members manage tutor mentoring and control</p> <ul style="list-style-type: none"> ▪ France – new trainers attend course first then deliver with existing experienced trainer and then deliver themselves. One full time quality manager just for training. Feedback should not only be of a critical nature. ▪ Italy – certificated teachers following Ministry rules. Collect feedback – must be positive to remain as a teacher. ▪ Finland – Hot work courses – tutor agreement. If broken teacher released. Have over 1000 teachers and 4000 courses per year. Can't evaluate all so tends to focus only on problems when identified. ▪ Germany – collaborative approach to development. Must be able to teach. One VdS individual participates in whole or part to monitor each course, delegate feedback etc ▪ Spain – only CEPREVEN members can deliver training for them. Teacher meeting at end of year. Party of sorts. Share experience etc. best teacher of the year awarded a certificate based on student feedback. ▪ Portugal – tutors must be certificated as a teacher (as per Italy). Annual meeting with all. 		

Point	Notes	Who	Deadline
8:	Quality		
8a:	To consider revised wording to MQS (Hebbelynck) <ul style="list-style-type: none"> ▪ To be discussed at next meeting. 	Hebbelynck	April 13
9:	Collaborative working		
9a:	Qualification standards – (to discuss if all responses to questionnaires have been received and collated) <ul style="list-style-type: none"> ▪ Passey – UK to chase those that haven't sent questionnaires back 	Passey	April 13
9b:	The EQF and EUSAFE project: <ul style="list-style-type: none"> ▪ Important to complete questionnaire so that we can link CFPA-E courses to EQF ▪ EUSAFE proposal / project. Presentation discussed. <ul style="list-style-type: none"> ▪ send ppt to members ▪ all to investigate for discussion at next meeting including link to EU – what is it? ▪ ENSPHO – suggests MOU with CFPA-E/CFPA-I? ▪ Raise with MC 	Passey All Passey	Oct 12 April 13 Dec 12
9c:	e-Learning, Collaboration/mutual benefit and criteria for Diploma, Certificate and Attest <ul style="list-style-type: none"> ▪ General discussion. Notable issues: - <ul style="list-style-type: none"> ▪ Can we offer CFPA-E courses as e-learning? ▪ How do we verify the identity of the learner? ▪ E-Learning – completion certificate ▪ If want CFPA-E qualification then attend member business premises to take test – unlikely ▪ Or CFPA-E goes to trainees? ▪ Piironen says Norway has solved problem as they use e-learning for Hot Work – to inform TC. ▪ All to consider and investigate to discuss next time ▪ Should TC develop e-learning as a specific CFPA-E activity? ▪ Proposal to create working group on e-learning to discuss LMS options and material development. ▪ For next meeting: - <ul style="list-style-type: none"> ▪ Bring information on training resources for e-learning and describe e-learning experiences and modules which may be available for sharing. ▪ Consider also potential for working group to look specifically at a module on fire safety on construction sites. 	Piironen All All All	Dec 12 Dec 12 April 13 April 13
10:	Recurrent items		
10a:	Presentation from new members <ul style="list-style-type: none"> ▪ None 		
10b:	Presentation from existing members – UK <ul style="list-style-type: none"> ▪ Presentation from UK <ul style="list-style-type: none"> ▪ E-Newsletters 		

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> ▪ Add CFPA-E TC members to list ▪ Send presentation to members of TC ▪ Spain to present at next meeting ▪ Rodrigues-Garcia made a short presentation on the new CEPREVEN website. 	<p>Passey</p> <p>Rodriguez-Garcia</p>	<p>Oct 12</p> <p>April 13</p>
10c:	<p>Activities of members</p> <ul style="list-style-type: none"> ▪ France – difficult first quarter, not just a fire related issue but across all training. Has picked up since but remains difficult. Training doing better than 2011 and expecting difficult year in 2013 also. ▪ <i>In open discussion it was established that all organisations see a peak in training delivery in Sept/Oct/Nov</i> ▪ Finland <ul style="list-style-type: none"> ▪ Fire Safety info – new website – contains free information ▪ PowerPoint material and teacher guide developed for fire safety in companies available ▪ Some also in English ▪ Leaflet & teacher guide for Fire Safety at Home (for visitors) and immigrants. Pirronen to send link ▪ Belgium – providing financial support to federal government campaigns on promoting domestic fire safety issues ▪ Italy – difficult situation – low delegate numbers generally the problem ▪ Germany – training running ok. Fire safety courses running better than security. New conference arrangements – 3 conferences together and very popular exhibition in Cologne Dec 12. ▪ Sweden <ul style="list-style-type: none"> ▪ E-learning – new being developed 1.5 dedicated staff ▪ New income and increasing well ▪ Practical focused conferences ▪ Looking at fire fighting techniques 450-500 participants ▪ Houses built and comparable tests running ▪ General – all report increased marketing spend to achieve same delegate numbers ▪ Spain <ul style="list-style-type: none"> ▪ Training not bad but not good ▪ Lots of last minute requests causing difficulties ▪ Fluorinated gases course (mandatory) most popular ▪ FD&A courses with Honeywell running well ▪ Ran free conference with financial support of CEPREVEN members and insurers ▪ Diversifying due to financial difficulties ▪ Portugal – 1st time delivery Technical Cycle – Fire Safety – popular. Major conference & exhibition with NFPA next year. 	<p>Pirronen</p>	<p>Dec 12</p>
11:	<p>Any other business</p> <ul style="list-style-type: none"> ▪ None 		

Point	Notes	Who	Deadline
12:	Dates and venues of next meetings		
	<p>18-19 April 2013 – Denmark 10-11 October 12 – Lisboa, Portugal 10-11 April 2014 – Italy (TBC) 9-10 October 2014 – Spain (TBC) April 2015 – Sweden?</p> <p>Passey passed on his thanks once again on behalf of the TC and CFP-A-E to Alain Verhoyen and ANPI for hosting the meeting and excellent arrangements and Dinner.</p> <p>Passey also passed on his thanks and that of the TC to Lars Brodin for who this will be his last meeting. Lars has been a member of the TC for many years and was thanked for his work and contribution over that time.</p>	<p>Zuccaro Rodriguez- Garcia</p>	<p>Apr 13 Oct 13</p>