

CFPA-E Training Commission

Location Luzern, Switzerland

Date 13–14 October 2011

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
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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	apologies received

Portugal	Ana Ferreira	Associação Portuguesa de Segurança Electrónica e de Protecção Incêndio APSEI R. do Conselheiro Lopo Vaz, Ed. Varandas do Rio, lt 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
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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	present
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 María Luisa Artero (Switzerland)

Location Luzern

Date 13–14 Oct. 2011

Point	Notes	Who	Deadline
1:	Welcome & opening of the meeting <ul style="list-style-type: none"> ■ Passey-UK (Chairman) opens the meeting and welcomes all to Luzern (Switzerland) – pleased to note that 8 countries out of 13 (8 persons) are attending the meeting. ■ Artero-Switzerland welcomes all delegates to Luzern and transmits the greetings of Hubert J. Rüegg, CEO of Swissi AG and CFPA-E chairman. ■ He thanks María Luisa Artero and Swissi for hosting the meeting. 		
1a:	New participants <ul style="list-style-type: none"> ■ None 		
2:	Approval of the agenda <ul style="list-style-type: none"> ■ Agenda receives unanimous approval 		
3:	Minutes of last meeting		
3a:	Stratford-upon-Avon 14–15 April 2011 <ul style="list-style-type: none"> ■ 9b: Hebbelynck-France: 2010 was a very successful year, €10,5 Mio., which is 35% of the revenue (not 45%). ■ 9b: Conde-Portugal was present (not Ferreira). ■ Artero-Switzerland will correct the minutes from 14–15 April 2011 and publish them again. ■ The minutes are then approved unanimously. ■ The TC Chairman and members pass their thanks to Artero-Switzerland for her excellent work. 	Artero	Nov 11
4:	Reporting of CFPA Europe		
4a:	General Assembly, Schlosser-Germany informs <ul style="list-style-type: none"> ■ Last General Assembly was on 8 June 2011 in Boston (USA) <ul style="list-style-type: none"> □ Austria is back to CFPA-E □ New Status for CFPA-I by the UNO □ Elections of the Board: Hubert J. Rüegg (chairman), Jesper Ditlev (new vice chairman) □ Information from Italy: manager charged and imprisoned because of negligence in the field of fire protection □ New Strategy presented ■ Next General Assemblies of CFPA-E: 31 May to 1 June 2012 in Milano, Italy; 30–31 May 2013 in Belgium ■ CFPA-I (16 member countries), board seats: 3 Europe, 1 USA, 3 Asia, 1 Australia 		

Point	Notes	Who	Deadline
4b:	<p>Management Committee, Passey-UK informs</p> <p>– Peer review</p> <ul style="list-style-type: none"> ■ A peer review in the strict sense is not feasible (costs, language issues) ■ We want to install a sharing of best practices on a regular basis ■ Passey-UK is certified by 2 bodies as a training provider ■ Germany: their 9001 assessor asks a regular improvement of the quality. They are accredited by the ministry of the Baden-Württemberg so that their courses are subsidised by European Money (Förderprogramm Fachkurse aus den Mitteln des europäischen Sozialfonds, www.esf.de, manuela.geleng@ec.europa.eu) ■ Ferreira-Portugal: They are supervised by DGERT (government) and listed as a training centre ■ Verhoyen-Belgium: The end result should be the main focus: What has the student learnt and was the examination adequate? They are accredited as a training centre which enables companies to detract the course fees from their taxes ■ Artero-Switzerland: EduQua Certification (Swiss certification body of training provider) is the aim. The first step is to harmonize the rhetorical teaching skills of all teachers, organizing internal vocational courses in rhetorical teaching skills subjects. The second step is to get the basic teaching certificate which is recognised in Switzerland for each teacher (SVEB1). Then they will apply to the EduQua Certification for the training centre ■ Rodríguez-Spain: The focus is also on the end result. They interview the students after the course but also the superiors in order to get to know whether the students are able to apply the taught knowledge. ■ Hebbelynck-France: Training centre have to be accredited as an official training centre so that the costumer company can deduct the course fees from their taxes. OPQF interview the students after the course. In the 9001 system they have integrated several indicators to monitor the quality of the course. Immediately after the course and again 3 months later the students are interviewed the quality of the course. ■ To discuss on next meeting: <ul style="list-style-type: none"> □ The delivering of the Fire Safety Technical Cycle. All members put their materials on Mantacore before next meeting- □ How we appoint and monitor our trainers /tutors. <p>– Marketing and promotion</p> <ul style="list-style-type: none"> ■ Passey-UK will send a questionnaire about course statistics <p>– E-Learning</p> <ul style="list-style-type: none"> ■ Passey-UK: Basic courses have been put in e-learning frames (courses of 4-5 modules of 10-15 minutes) ■ Brodin-Sweden: They support companies with knowledge, films and pictures to enable them to create their own e-learning modules ■ Schlosser-Germany: They have produced modules of 10-15 	<p>All</p> <p>Passey</p>	<p>Mar 12</p> <p>Jan 12</p>

Point	Notes	Who	Deadline
	<p>minutes on PowerPoint for fire brigades. Internet Academy for Safety for self-study with interactive parts and questions (www.vfdb.de/ias)</p> <ul style="list-style-type: none"> ■ Ferreira-Portugal: They are going to start with e-learning ■ Artero-Switzerland: They produce each year 6 e-learning modules (10-15 minutes) for marketing purposes. The last can be downloaded here: http://www.swissi.ch/weiterbildung/e-learning/kurzlektionen.html#c219 . At the end of each year, the 6 e-learning modules are sold on CD for CHF 235.— (ca. € 190.—) ■ Hebbelynck-France: 2 e-learning products, in CD for small companies, on the company net for big companies. Ideas: refresher courses for the Fire Safety Technical Cycle students. Serious Games is an on-going course in e-learning format. ■ Rodríguez-Spain: 1 e-learning course, 12 hours, students need 60 hours to complete the course, € 350 per student. A new course is projected for insurance companies- ■ Verhoyen-Belgium: They offer no e-learning at the moment ■ Artero-Switzerland will collate the information about e-learning on a worksheet on the document Excel file called «Courses_Titles_Countries» <ul style="list-style-type: none"> ■ Last MC meetings: <ul style="list-style-type: none"> □ 1–2 September 2011 in Zurich (Switzerland) ■ Membership matters: Hungary and Croatia have been contacted. Netherlands, Iceland will be contacted ■ The MC is looking for contacts in Greece, Turkey, Slovakia, Czech Republic, Poland and Bulgaria. If somebody can provide a contact person, they can submit them to Passey-UK ■ Next meetings: <ul style="list-style-type: none"> □ 17–18 November 2011 in Zagreb (Croatia) □ 15–16 March 2012 in Malmö (Sweden) □ 17–18 September 2012 in Zurich (Switzerland) □ 22–23 November 2012 in London (UK) ■ Published Minutes of the MC: www.cfpa-e.eu -> login see 11a 	Artero	Nov 11
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4c:	<p>Security Commission, Schlosser-Germany informs</p> <ul style="list-style-type: none"> ■ Last meeting on 3–4 May 2011 in Vernon (France) ■ Next meetings on 10 November 2011 in Zürich (Switzerland) and on 10 May 2012 in Stratford-upon-Avon (UK) ■ New 1-day course (Attest), «Management of Key and Access Systems». When the course has been approved by the SC, Schlosser-Germany will present the course in the TC for final approval. ■ Published minutes of the Security Commission: Mantacore -> Security Commission -> SC meetings 	Schloss.	Mar 12
4d:	<p>Guidelines Commission, Passey-UK informs</p> <ul style="list-style-type: none"> ■ Last meeting on 22–23 September 2011 in Stratford-upon-Avon (UK) ■ Next meetings on 22–23 March 2012 in Como (Italy) ■ Guideline 12, Hot works, is going to be revised ■ Guideline 27, Fire Safety in apartment buildings, has been 		

Point	Notes	Who	Deadline
	<p>completed</p> <ul style="list-style-type: none"> ■ Proposals: Fire resistance with performance calculations (fire modelling), Fire safety in laboratories, Grain handling and storage, Protection of business and people (natural perils, BCM), Fire safety in museums ■ General comment: What is the aim of the guidelines? Some think guidelines are revised that much, that they seem very watered in their meaning. A good example is no 22, a bad one no 21. Reasons for the suggestions and decisions within the guideline are sometimes missing. Passey-UK is going to take up the issue with the MC. ■ Published Guidelines and Minutes of Guideline Commission on: www.cfpa-e.eu -> login see 11a <p>– Existing Guidelines which would support new course(s): review proposals</p> <ul style="list-style-type: none"> ■ TC members will review the ratified guidelines on a regular basis and present new courses if they think it appropriate 	Passey	Mar 12
		All	Mar 12
4e:	<p>Research Commission (RC), Passey-UK informs</p> <ul style="list-style-type: none"> ■ Last meeting on 22–23 September 2011 in Stratford-upon-Avon (UK) ■ Next meeting on October 2011 in the UK ■ They are looking for ideas for their research work ■ Published Minutes of Research Commission on: www.cfpa-e.eu -> login see 11a 		
5:	Proposals of new courses		
5a:	<p>Thermography: <i>review and discuss proposal for 3- and 5-day courses (Schlosser-Germany)</i></p> <ul style="list-style-type: none"> ■ Introduction to Thermography, 3-days: <ul style="list-style-type: none"> □ Discussed changes in the prerequisites, examination (none), it will be an attest course □ Working group countries: France, Spain □ Template approved with the discussed changes ■ Basics of Thermography, 5-days: <ul style="list-style-type: none"> □ Discussed changes in the title (Thermography of Electrical Installations) □ Working group countries: France, Spain □ Template approved with the discussed changes 		
5b:	<p>Fire Alarm Operator: <i>review and discuss proposal, not received yet (Schlosser-Germany)</i></p> <ul style="list-style-type: none"> ■ Schlosser-Germany will present a proposal before next meeting 	Schloss.	Feb 12
5c:	<p>Gas System Operator: <i>review and discuss proposal (Schlosser-Germany)</i></p> <ul style="list-style-type: none"> ■ Working group countries: UK, Sweden, Portugal, Spain ■ Template approved without further changes 		
5d:	<p>Fire Investigation: <i>consider also feedback from SC questionnaire (Zuccaro-Italy)</i></p> <ul style="list-style-type: none"> ■ Schlosser-Germany: The questionnaire wanted to investigate 		

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	<p>whether there is a demand for a CFPA-E course on the topic of fire investigation</p> <ul style="list-style-type: none"> □ 7 countries submitted their feedback □ There are already officially recognised and regulated courses for experts investigating arson (3 countries) □ 4 countries expressed their interest in a CFPA-E course on the topic of fire investigation, 1 introductory to fire investigation with the aim of raising the awareness of arson, 1 for future fire investigation experts <ul style="list-style-type: none"> ■ A 5 days course seems too long for an introductory course and too short for an expert course ■ Suggestion: propose a 3-days course Introduction to Fire Investigation and a 10-days course Fire Investigation for Experts 	Zuccaro Verhoy.	Feb 12 Feb 12
5e:	<p>Installation of Products for Passive Fire Protection in Buildings (Gris-Slovenia)</p> <ul style="list-style-type: none"> ■ Discussed changes in the title (Installation and Inspection of Products for Passive Fire Protection in Buildings) ■ Working group countries: UK, Portugal, Belgium, Spain ■ Template approved by the TC with the discussed changes. ■ Subject to confirmation from Slovenia. Passey-UK will contact Gris-Slovenia and give the answer to Artero-Switzerland until December 2011, in order to include this course in the leaflet 2012 	Gris Passey	Nov 12 Dec 12
5f:	<p>Other potential course proposals for discussion</p> <ul style="list-style-type: none"> ■ No proposal presented during the meeting 		
5g:	<p>New proposals for next meeting</p> <ul style="list-style-type: none"> ■ Passey-UK will make a proposal: Trade Hazards 	Passey	Feb 12
6:	Quality		
6a:	<p>Minimum Quality Standard for CFPA-E Training (Courses and Examinations): confirm commitment from all CFPA-E TC participants</p> <ul style="list-style-type: none"> ■ The following countries have submitted the commitment: Belgium, Denmark, Finland, Italy, Portugal, Slovenia, Spain, Sweden, Switzerland and UK. ■ The countries which have not yet submitted their commitment are therefore asked to send it to Artero-Switzerland as soon as possible but before next meeting. ■ MQS has to be amended to ensure that quality of courses delivered by subcontractors is managed by the contracting country to their own standards. Hebbelynck-France will make a proposal to Passey-UK who will present the proposal to the MC. ■ There is a need for a more effective control of subcontractors when the contract is terminated. Needs to be addressed in the MC by Passey-UK. ■ Artero-Switzerland will publish the scanned commitments on Mantacore -> Other TC Documents -> Agreed Documents -> MQS_CFPA-E_TC_Commitment 	All Hebbel. Passey Passey	Mar 12 Nov 12 Nov 12 Nov 12
7:	<p>Development of a structured training programme</p> <ul style="list-style-type: none"> ■ Excel file called «Courses_Titles_Countries» containing the following items: 		

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> □ CFPA-E Courses Organised in Countries □ CFPA-E Job Titles Recognized in Countries by the Market □ CFPA-E Training Programme vs Job Title / Function □ CFPA-E Subsidies in the Member Countries ■ All members are asked to revise the information for their country before every meeting. The document can be completed via Mantacore. The information can also be sent to Artero-Switzerland who will then complete the document ■ Countries which do not run courses (or do not inform the TC about their courses) are to be erased from the list ■ The document is on Mantacore -> Other TC Documents -> Courses -> Courses_Titles_Countries 	All	Mar 12
7a:	<p>Review and confirm spreadsheet «Courses_Titles_Countries» now complete</p> <ul style="list-style-type: none"> ■ The documents have to be updated by the members for instance the overview of the courses which are run by the members. Send changes to Artero-Switzerland. 	All	Nov 12
7b:	<p>Subsidies: confirm details for each country</p> <ul style="list-style-type: none"> ■ Document was not updated during the meeting due to a lack of time ■ Members are asked to submit further information to Artero-Switzerland 	All	Mar 12
8:	Continuous Professional Development (CPD)		
8a:	<p>Reference table of the CFPA Courses with period of validity – update and confirm complete</p> <ul style="list-style-type: none"> ■ The information is included in the Excel file called «Courses_Titles_Countries» item CFPA-E Courses Organised in Countries, which was not updated during the meeting because of a lack of time. ■ Artero-Switzerland sends a proposal to Passey-UK who will revise the proposal and send it to all members with a deadline for comments. If feedback is not received before the deadline the proposal will be considered as accepted. 	Artero Passey All	Nov 11 Nov 11 Dec 11
9:	Collaborative working		
9a:	<p>Qualification standards, Sue Tyley informs</p> <ul style="list-style-type: none"> ■ Questionnaire of qualification standards has been sent to all members ■ Some countries already submitted their answers. Some seem to follow the same levels as the UK. In some countries things are changing that is why they cannot give a definitive answer to the issues raised by the questionnaire. ■ Sue Tyley will send a summary with the already submitted answers to all members. The countries who have not yet submitted their answers should then be able to do it and are asked to submit them to Passey-UK 	Tyley All	Nov 12 Dec 12
9b:	<p>Opportunities</p> <ul style="list-style-type: none"> ■ Networking should be furthered by presenting what every country does besides the CFPA-E courses. <ul style="list-style-type: none"> □ Passey-UK will present an overview of his company's activities 		

Point	Notes	Who	Deadline
	<p>at the next meeting. This will be a standing item on future agendas and all countries will be invited to present on an ongoing basis</p> <ul style="list-style-type: none"> ■ Rodríguez-Spain: Further the image of CFPA-E courses by organising a conference every 2-3 years, sponsored by big companies. Passey to discuss with MC at next meeting. ■ Schlosser-Germany: It could also be an opportunity to further the knowledge about CFPA-E courses in conference which are already been organised by countries 	<p>Passey</p> <p>Passey</p>	<p>April 12</p> <p>Mar 12</p>
10:	Recurrent items		
10a:	Presentation from new members		
	<ul style="list-style-type: none"> ■ No new members 		
10b:	Activities of members		
	<ul style="list-style-type: none"> ■ Verhoyen-Belgium: 2006 ANPI was split in consultancy and training (A-First). ANPI had a 5 year non competition agreements for training. ANPI has stopped with the former subcontractor A-First because they did not adhere to the required procedure (giving access to the training to ensure the course and examination quality) ■ Piironen-Finland: not present ■ Hebbelynck-France: 2011 was a successful year for training (as was 2010). In 2012 they will offer 45 new courses in fire protection and other topics. Fire Investigation is successful, target people are insurance clerks. A Master of GRISSE is offered (agreement with the University of Nantes). A second Master on Risk Management and Natural Hazards (agreement with a Specialist School) ■ Munkebo-Denmark: not present ■ Schlosser-Germany: Next year they will offer the Explosion protection manager course. They have started 2 new courses Aspects of law for installers and engineers in fire safety and Thermography for photo voltaic installations. The conferences outside Germany are growing (Rumania, Poland, Netherlands, Ukraine) ■ Zuccaro-Italy: not present ■ Ferreira-Portugal: 2011 were some changes in the national regulations which influenced the offered course selection. Basic fire fighting and fire prevention, Sprinkler system basic course, Evacuation Steward. In 2012 they want to deliver the Fire Safety Technical Cycle, Security Technical Cycle, Hotel fire safety and Principles of fire safety at work. In 2012 they will hold a conference (4-5 days) about fire safety with international referents. ■ Nikolic-Serbia: not present ■ Gris-Slovenia: not present ■ Rodríguez-Spain: The training revenue is on the same level as the prior years but it needs a lot more effort. New courses for the green industries. The Fire Safety Technical Cycle is very popular, they have delivered it 3 more times than planned. The Greenhouse course is running very well because it is mandatory by law. The e-learning courses and the bespoke courses are 		

Point	Notes	Who	Deadline
	<p>running very well.</p> <ul style="list-style-type: none"> ■ Brodin-Sweden: Next year they will offer the courses Explosion protection manager and Fire safety on construction sites.. ■ Artero-Switzerland: The CFPA-E courses as well as the others are running well. The company is in a change process: the subsidies from the insurers are cancelled as of next year. The company has been restructured; its new name is Swissi AG. ■ Passey-UK: 2011 the main work was to further the links with the University of Derby and produce the e-learning modules. By the end of 2011 they will have a site to deliver practical courses (10 min. from the main office) 		
10c:	<p>Website</p> <p>– <i>Status – Ideas – Development</i></p> <ul style="list-style-type: none"> ■ The TC member list has been transferred from the extranet site to the open accessible website: http://www.cfpa-e.org/training_commission_member.asp ■ The course overview has been published: http://www.cfpa-e.org/course_overview.asp . It is linked to the member's web site. ■ The members, who want the pdf to be linked to their course site, send the link of their course site to Bitten Bygbjerg (bn@dbi-net.dk). ■ Create an Info-share area, for example with information about prosecutions of managers because of neglecting fire protection ■ Passey-UK will send an email to all, to ask them to submit ideas before the next MC meeting in November 2011 about what the new internet site should offer 	<p>All</p> <p>Passey All</p>	<p>Jan 12</p> <p>Oct 11 Nov 11</p>
10d:	<p>Leaflet 2011 / 2012</p> <p>– <i>Consider any further changes required for 2012 Leaflet</i></p> <ul style="list-style-type: none"> ■ The new leaflet 2011 is complete and offers the required information. No further enhancements are needed at the moment ■ All information concerning the Leaflet 2012 has to be send to Astrid Gartung (agartung@vds.de) until the End of January 2012 <ul style="list-style-type: none"> □ Actualized course templates with the course code on the title: Artero-Switzerland □ CFPA-E Courses Organised in Countries: Artero-Switzerland □ Members of the Training Commission: Artero-Switzerland □ Members of the Security Commission: Schlosser-Germany □ Members of the Guideline Commission: Tommy Arvidsson (Sweden) □ Members of the Research Commission: Per-Erik Johansson (Sweden) □ Diploma and Certificate Holders 2011: all members 	<p>Artero</p> <p>All</p>	<p>Jan 12</p> <p>Jan 12</p>
11:	Any other business		
11a:	<p>Extranet of www.cfpa-e.eu</p> <ul style="list-style-type: none"> ■ www.cfpa-e.eu -> user name: 100052 -> password: dbix 		
11b:	<p>Webmaster of www.cfpa-e.eu</p> <ul style="list-style-type: none"> ■ The webmaster is Bitten Bygbjerg (bn@dbi-net.dk) 		
11c:	<p>Mantacore Working Platform</p> <ul style="list-style-type: none"> ■ https://epos.mantacore.se/ts/sites/site387.nsf?OpenDatabase&L= 		

Point	Notes	Who	Deadline
	<p>ENG</p> <ul style="list-style-type: none"> ■ Brodin-Sweden informs that they are going to close down the Mantacore platform. They are going to have a replacement for Mantacore. He is going to keep the TC informed, specially Passey-UK and Artero-Switzerland. ■ Passey-UK will address this issue also in the MC. 	<p>Brodin</p> <p>Passey</p>	<p>Mar 12</p> <p>Nov 11</p>
11d:	<p>Thank you's</p> <ul style="list-style-type: none"> ■ Passey-UK thanks Artero-Switzerland for the hospitality and the excellent organization of the TC meeting in Luzern where we have felt very welcome. ■ Passey-UK also passes on his thanks to all members for their participation and especially to Artero-Switzerland for her work as deputy. 		
12:	Dates and venues of next meetings		
12a:	<p>CFPA-E Training Commission</p> <ul style="list-style-type: none"> ■ 19–20 April 2012 in Köln (Germany), Schlosser-Germany will send information about the hotel and the shuttle train from the airport to Köln <ul style="list-style-type: none"> □ Start: 19 April 2012, 14.00 hrs □ End: 20 April 2012, 12.30 hrs ■ Attention, new date: 25–26 October 2012, Belgium (Verhoyen-Belgium has confirmed the invitation) ■ 25–26 April 2013, Denmark ■ 10–11 October 2013, Lisboa, Portugal 	Schloss.	Jan. 12
12b:	<p>End of the meeting</p> <ul style="list-style-type: none"> ■ Friday, 14 October 2011, 12.30 hrs 		