

## **Marketing and Information Commission – Agenda**

16-17 September 2015  
Madrid, Spain

**1: Welcome & opening of the meeting**

- a. Apologies for absence

**2: Approval of agenda** (all members)

**3: Presentation of CEPREVEN** – Slides about new areas of work.

**4: Election of the secretary of Commission** (at the last meeting Helena wrote the minutes)

**5: Reporting of CFPA Europe**

- a: Management Committee (M Rodríguez)
- b: Security Commission (I Schlosser)
- c: Training Commission (M Rodríguez)

**6: Topics for discussion and to do list.**

- How to attract more members to CFPA-Europe:
  - Information in the webpage: how to become a member, what are the benefits of the members, invitations for the new members. To discuss (Håvard and all)
  - Mini-interviews to show the meaning of the membership and to include to the webpage. To discuss (I Schlosser, M Rodríguez)
- Continue contacts with new countries in order to assure their membership. (M Rodríguez, I Schlosser, Jeanine and all members)
- Website updates: Calendar, news, areas, sections. To discuss (all members)
- Report of visits into the website during the year. Progress (M. Rodríguez)
- Photo Gallery: Current situation. To discuss.
- Newsletters: Level of response to the Newsletter of May 2015. Newsletter of September 2015. To discuss (all members)
- List of ongoing projects on the website. Current status. To discuss (all members)
- Interactive presentation of CFPA – E.
- CFPA Europe in Wikipedia.

- Initiation package. To discuss (all members)
- Roll ups. Current status.
- Publicity products: USB cards/neckband CFPA. To discuss (all members)
- Short presentation of CFPA for courses (4 or 5 slides)
- Logo of CFPA-E in visiting card of persons who work with CFPA-E. To discuss (all members)
- Develop a template for Guidelines. Current status.
- Annual Conferences. To discuss (all members)
- The Open Door Events. To discuss (all members)

**8: Proposals of new topics and ideas** (all members)

**10: Collaborative working with other commissions** (all members)

**11: Dates and venues of next meeting**

16 September 2015: Meeting will start at 1300hrs and end at 1800hrs.

17 September 2015: Meeting will start at 8:30hrs and end at 1200hrs.