

CFPA-E Marketing and Information Commission
Location Helsinki, Finland

Date 13 April 2015

Participants

Nation	Name	Company, Address, Telephone, E-Mail	
Spain	Mirna Rodriguez Garcia	CEPREVEN Sagasta 18, ES-28004 Madrid mrodriguez@cepreven.com / www.cepreven.com	Present
Germany	Ingeborg Schlosser	VdS Schadenverhütung GmbH Pasteurstr. 17a, D-50735 Köln ISchlosser@vds.de / www.vds.de	Present
Belgium	Jeanine Driessens	ANPI, Parc scientifique Fleming, BE-1348 Louvain-la-Neuve jeanine.driessens@anpi.be / www.anpi.be	Present
Finland	Helena Grönstrand	SPEK, The Finnish National Rescue Association Ratamestarinkatu 11, FIN-00520 Helsinki helena.gronstrand@spek.fi / www.spek.fi	Present
Norway	Håvard Kleppe	Stiftelsen Norsk brannvernforening Ensjøveien 16, Pb 6754 Etterstad, 0609 Oslo havard.kleppe@brannvernforeningen.no / www.brannvernforeningen.no	Present
Sweden	Tobias Plantin	Brandskyddsföreningen Årstaängsvägen 21c, SE-11587 Stockholm Plantin@svbf.se / www.svbf.se	Absent
Portugal	Gonçalo Sítima	Associação Portuguesa de Segurança Electrónica Present e de Protecção Incêndio APSEI R. do Conselheiro Lopo Vaz, Ed. Varandas do Rio, It AB, escritório D, PT -1800-142, Lisboa rp@apsei.org.pt	Absent
United Kingdom	Jane Thurgood	Fire Protection Association London Road, Moreton in Marsh Gloucestershire GL56 ORH jhurgood@thefpa.co.uk / www.thefpa.co.uk	Absent

Minutes of meeting CFPA-E Marketing and Information Commission

Minutes by Helena Grönstrand

Location Helsinki

Date 13 April 2015

Point	Notes	Who	Deadline
1:	Welcome & opening of the meeting		
	<ul style="list-style-type: none"> Mirna opens the meeting and welcomes all to attend it. 		
1a:	Apologies for absence		
	<ul style="list-style-type: none"> Mirna comments that Jane Thurgood, Gonçalo Sitima, Tobias Plantin can't attend the meeting. Moreover, Trine Leth has left DBI and no new representative is named. DBI will send a new member to the commission's next meeting. 		
2:	Introduction of Members		
	<ul style="list-style-type: none"> All attendees introduce themselves 	All	
3:	Approval of the agenda		
	<ul style="list-style-type: none"> Agenda receives unanimous approval. 	All	
4:	Presentation from SPEK		
	<ul style="list-style-type: none"> Slides of SPEK, The Finnish National Rescue Association 	Helena	
5:	Election of the secretary of Commission		
	<ul style="list-style-type: none"> It was agreed Helena will write the minutes of this meeting and the actual election of the Secretary of the Commission will postpone for the next meeting. 	All	
6:	Reporting of CFPA Europe	Mirna	
6a:	Management Committee (MC)	Mirna	

	<ul style="list-style-type: none"> • CFPA-E needs more members. Some of no-members want to join but they can't afford. Suggestion: they could prove to work in CFPA-E, but don't need to pay for the first year. • Discussion: Invitation for the potential members and starting package for new members, short stories or mini-interviews to show the meaning of the membership • Conclusion: A webpage for the members: how to become a member, what are the benefits of the members, Invitation for the new members • Conclusion: mini-interviews of present members will be included to the website, to news section. The questions will be written for the interviews. • Continue contacts with countries as Russia, Estonia, Poland, Malta, Netherlands, Croatia, Czech Republic in order to assure their membership. • New CEN standard on services for fire safety systems and security systems (for installers): Dangerous for all Who Have a running certification for installers. Are discussing about a Guideline to try to keep up the quality whenever possible. Prepare a Proposal for a CFPA-E position paper to send out. • Discussion about the developing a course on the topic of services for fire safety systems and security systems (for installers) AT LEAST to try to keep the quality level. • The ongoing process of looking for a Director of CFPA Europe. 	<p>Håvard</p> <p>Mirna Ingeborg</p> <p>Jeanine, Ingeborg, Mirna</p>	
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Point	Notes	Who	Deadline
6b:	<p>Security Commission</p> <ul style="list-style-type: none"> • Training: 3 new courses have been developed and approved by the training commission: <ul style="list-style-type: none"> - Physical Security Techniques (3 days) - Intruder Alarm System (3 days) - CCTV Systems (3 days) • Guidelines: <ul style="list-style-type: none"> - “Developing Evacuation and Rescue Plans for Works of Art and Heritage Buildings” - “Recommendations for the Control of Metal Theft” • The Security Commission is also working on Guidelines for Security in Schools and starts with information regarding business intelligence/cyber-security. 		
6c:	<p>Training Commission</p> <ul style="list-style-type: none"> • Sue Tyley has left FPA and no deputy is named. Tobias Plantin from Sweden is the deputy and he must take over until the GA. • Name the candidate as successor of Sue Tyley • Sue Tyley would be ready to continue the EQF work on consulting basis, bring to the Commission, discuss, report to MC. • Portugal and Spain have been tasked as the next couple to peer review. They will concentrate on the fire Protection Manager: Technical Cycle course. • Proposal of new courses: Systems Inspection, Ventilation Systems Operator, Fire Intervention Team Leader. • The proposal of Security Courses was unanimously accepted by the Training Commission. • The development of training packages is needed to do by MIC. 		
6d:	<p>Research Commission</p> <ul style="list-style-type: none"> • MC unanimously agrees to shut down the research commission in the next GA due to low attendance to the meetings and the definition of collaboration is not the same for all the members of this commission. The work of this Commission does not progress. • Guideline and Security Commissions will take care of the statistics. 		

7:	Marketing Project and Work Schedule		
	<ul style="list-style-type: none"> Marketing Survey got only 12 answers, it must be asked again during the meetings in Helsinki. The migration of hosting the website is now taken care by Pinchaaqui. The updating the calendar could be done by Pinchaaqui in the future, too. Conclusion: In the calendar it's allowed to publish events when the member is somehow involved with the organizing of the event or is a sponsor of it or the event is somehow internationally interesting. Moreover, during the first year of the calendar it's allowed to publish events in which the member will have a stand. The maximum amount of the published events is 4/country. The headline of the calendar is Upcoming events of CFPA-E members. Nowadays Mirna updates the private part of website. Could Peter do it? The members of MIC should have the passwords to the private part of website. The Photo Gallery is going to be established in the private part of website. The first newsletter need to be ready during April. Information of it will be given during the week in Helsinki. Pinchaaqui makes the newsletter, MC approves before publishing. It must be subscribed because in some countries the legislation prohibits managing massive mailings without the acceptance of the receivers. Therefore the newsletter has to be promoted so people can subscribe it. The content of the newsletter can be caught from the news of the website. However all the contents can't be from the same member. CFPA-E needs a corporative e-mail address, e.g. info@cfpa-e.eu 	<p>Mirna</p> <p>Peter</p> <p>Jeanine, Mirna</p>	<p>24.4.2015</p>

Comentario [MRG1]: Nowadays Mirna and Peter update the private part of the website. Could Peter do all this work?

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> The list on ongoing projects in member associations is needed. This is the proposal of MC. The projects can be researches or otherwise relevant projects. The name, description and contact person is needed. The list will be made by Pinchaaqui. The Interactive presentation of CFPA-E is almost finished, but it needs a little modification. CFPA-E in Wikipedia, Improvements internal structure of website and Initiation package will be handled in the next meeting. Some logos are needed for the roll up. The design of the roll up is a template, so the texts can be translated. The lanyard could be an alternative for the pin. Jeanine will ask for an offer of lanyards and flat usb memory cards. Discussion: The persons who work with CFPA-E, could have CFPA-E logo in his/her visiting card. Short presentation of CFPA-E is needed for the courses, 4-5 slides. The main points can be pick up of the interactive presentation. The slides can be translated. The Guidelines need a template and a photo for each Guideline. The members of commissions should provide, to MIC, the photos and a short summary describing the Guideline. The first step for annual conferences could be to combine CFPA-E conference to an existing conference of a member, as an international part of it. Proposals and schedule of potential conferences are needed. How to promote CFPA-E in member countries? The Open Door events can be organized in the same time in all countries, activities: presentation, exhibition, brunch, video connection to other events, show trainings, guidelines and other news Håvard presented of the fire safety campaigns in Norway. 	<p>Mirna</p> <p>Mirna</p> <p>Jeanine</p>	

Comentario [MRG2]: The list will be made and upload to the website by Pinchaaqui

8:	Proposals of new topics		
	<ul style="list-style-type: none"> • Discussion: How to engage the members of commission to work together? • Members of other commissions can be asked to join MIC's meetings. Small tasks, not too big, help to make commitment. It's important to remember this commission isn't for producing everything, but it can be used to get new ideas of marketing and information and to make some preparations. 		
10:	Collaborative working with other commissions		
	<ul style="list-style-type: none"> • This point is linked to the previous point and the discussion will continue at the next meeting. 		
11:	Dates and venues of the next meeting		
	<ul style="list-style-type: none"> • 16 th September 2015 – Madrid, Spain after the lunch • 17 th September 		