

CFPA-E Marketing and Information Commission
Location Vernon, France

Date 6th April 2016

| Nation | Name | Company, address, email | |
|----------|------------------------|---|---------|
| Spain | Mirna Rodriguez García | 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 |
| Norway | Monica Varan | Stiftelsen Norsk brannvernforening Ensjøveien 16, Pb 6754 Etterstad, 0609 Oslo monica.varan@brannvernforeningen.no www.brannvernforeningen.no | Present |
| Sweden | Tobias Plantin | Brandskyddsföreningen Årstaängsvägen 21c, SE-11587 Stockholm Plantin@svbf.se www.svbf.se | Present |
| Denmark | Pia Mark | DBI - Dansk Brand- og sikringsteknisk Institut Jernholmen 12 2650 Hvidovre Pma@dbi-net.dk www.dbi-net.dk | Present |
| Belgium | Alain Verhoyen | ANPI, Parc scientifique Fleming BE-1348 Louvain-la-Neuve Alain.VERHOYEN@anpi.be www.anpi.be | Present |
| Italy | Guido Zaccarelli | S.T.Z. - Studio Tecnico Zaccarelli S.r.l. Via Lodovico il Moro 17 20143 Milano Italy guido.zaccarelli@studiozaccarelli.it stz@pec.it | Present |
| 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, ESCRITORIO D, PT – 1800-142, Lisboa rp@apsei.org.pt | Absent |



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| United Kingdom | Jane Thurgood | Fire Protection Association London Road, Moreton in Marsh Gloucestershire GL56 ORH ihurgood@thefpa.co.uk www.thefpa.co.uk | |
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Minutes of meeting CFPA-E Marketing and Information Commission

Minutes by Monica Varan

Location Vernon

Date 6th April 2016

| Point | Notes | Who | Deadline |
|-------|---|----------|----------|
| 1: | Welcome & opening of the meeting | | |
| | <ul style="list-style-type: none"> Mirna opened the meeting and welcomed all to attend it. | | |
| 1a: | Apologies for absence | | |
| | <ul style="list-style-type: none"> Mirna commented that absents could not attend the meeting. | | |
| 2: | Approval of the agenda | | |
| | <ul style="list-style-type: none"> Agenda was approved. | All | |
| 3: | Election of the secretary of Commission | | |
| | <ul style="list-style-type: none"> Monica volunteered to write the minutes of this meeting | Monica | |
| 5: | Reporting of CFPA Europe | | |
| 5a | Management Committee (MC) | Ingeborg | |
| | <ul style="list-style-type: none"> Tommy Arvidsson is the new director of CFPA-E. The next General Assembly will be held in Madrid 18-19 May 2016. The work to recruit new member countries is still in progress. IBS from Austria will apply, and also a company Global Innovation Technologies, z.s. from Czech Republic. CFPA MC have decided that CFPA should be more present at other conferences and also member's conferences. | | |

Comentado [A1]: Done

Comentado [A2]: Ingeborg: do you know the name?

| Point | Notes | Who | Deadline |
|-------|---|----------|----------|
| 5b: | Security Commission <ul style="list-style-type: none"> • New training courses: <ul style="list-style-type: none"> - Physical Security Techniques - Intruder Alarm Systems - CCTV Systems • New guidelines: <ul style="list-style-type: none"> - Guideline: Security in schools, estimated to be finished by the end of 2015 - Guideline: Evacuation in arts and heritage buildings, finished soon - Guideline: How to prevent metal theft • New papers: <ul style="list-style-type: none"> - Working on business intelligence. Safety on internet. There is drafted a guide with general advices for managers/CEOs in small/medium enterprises. | Ingeborg | |
| 5c: | Training Commission <ul style="list-style-type: none"> • Training Commission is working with a new certification for fire safety engineers. • Training Commission is working on a common framework to level their training based on European Qualification Framework. • Peer review Portugal and Spain • Proposal of new Courses: <ul style="list-style-type: none"> - Fire Safety Systems – Intermediate level - Fire Intervention Team Leader - Property Risk Management for Risk Engineers | Mirna | |
| 5d: | Guideline Commission <ul style="list-style-type: none"> • Guideline Commission is working on specific guideline for school fires. • Each member will have responsibility to update some guidelines, to ensure continuity. • Future guidelines: Solar panels and electric cars. | | |

Comentado [A3]:

Comentado [A4R3]:

Comentado [A5]: Mirna: could you fill in the information you shared?

Comentado [A6]:

Comentado [A7R6]:

| Point | Notes | Who | Deadline |
|-------|--|--|----------|
| 6: | MIC: Topics for discussion and to do list | | |
| | <ul style="list-style-type: none"> General Assembly: <ul style="list-style-type: none"> - Madrid 18th and 19th of May. The Marketing Commission must send a report on activities. How to attract more members to CFPA-Europe: <ul style="list-style-type: none"> - Write promotional text to attract members on website. Highlight the benefits. The interview with the Risk Manager in Desigual must be viewed on the website as well. Håvard proposed that the interview should first be placed under "News", and then organized under "About". <ul style="list-style-type: none"> - Both the work of, and a general presentation of CFPA-E will be presented at the next meeting with Insurance Europe. The meeting will be held in October this year. Afterwards, we will send a letter to Insurance Europe and ask if they will help to spread the newsletter. Website updates: <p><i>News:</i></p> <ul style="list-style-type: none"> - The news presented today are all from Germany and Denmark. It is important to increase traffic. Therefore, are all countries encouraged to send in news to Mirna. Suggestions: - - The news should reflect that the members of CFPA are interesting and competent. - Ingeborg will send an email to every chairperson requesting more news. <p><i>Calendar:</i></p> <ul style="list-style-type: none"> - The calendar shows not many activities. MIC had a discussion whether the calendar should show each members activities or just CFPA-activities. <p><i>General website discussions:</i></p> <ul style="list-style-type: none"> - Suggestions: Write more about the members, not just the country. - Discussion about the purpose of the website. The discussion was closed by Ingeborg as the General Assembly has decided the strategy for the website. MIC are to implement it. | <p>Mirna</p> <p>Mirna</p> <p>Ingeborg</p> <p>All</p> <p>Ingeborg</p> | |

Comentado [A8]: I replaced Training Commission for Marketing Commission

| Point | Notes | Who | Deadline |
|-------|---|---|----------|
| | <ul style="list-style-type: none"> Newsletters: Invite to join the newsletter or ask to distribute them. Put information from CFPA-E in members own newsletters, also invite to join CFPA-newsletter. Belgium and Denmark already practice this. Pia suggested that MIC should make a plan for newsletters. <ul style="list-style-type: none"> - Helena will write a letter in order to "spread the word" about CFPA-E. Aim: to attract members and followers for the newsletter. - Suggestion: make to generic texts for national newsletters, one short and one longer. Make it easier to use for members. Pia will write a proposal, Mirna will send existing text to Pia. Webpage usage and downloading statistics update: <ul style="list-style-type: none"> - See attachment to the minutes with statistics. - Downloading guidelines: MIC decided to make it easier to download the guidelines, as it is much to fill in for the costumer as it is today. The costumer should only have to fill inn their name and email. There should also be a prefilled checkbox to join the newsletter. - The guideline description should be changed to attract more customers for downloading. Suggestion: short description about the guideline plus small picture. Write the name instead of number on guideline. Add keywords and organize in alphabetical order. Course overview: <ul style="list-style-type: none"> - Instead of PDF-overview there should be a list with the course name, keywords of the course and link to more information of the course. Also: show which country who provides the course. New banner: <ul style="list-style-type: none"> - Already paid for and on the way. Webpage for members: <ul style="list-style-type: none"> - Most is not updated. Ingeborg will send an email to Peter and ask for update info. MIC agreed to publish agenda and minutes from MIC. Ask Pinchaaqui for budget. | <p>All</p> <p>Mirna Pia</p> <p>Ingeborg Mirna</p> | |

Comentado [A9]: Information added

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| | <ul style="list-style-type: none"> - The MC have asked MIC to solve this. - Who will attend will be up to each country, there will be a special prize for members. Ingeborg will ask for a special prize also for costumers. - Suggestions: rollup, screen with presentation, USB-card as a give-away for signing up on newsletter. - Ask GC on which guidelines to present. - The MIC will continue the discussion in the next meeting. | All | |
| 9: | Proposals of new topics | | |
| | <ul style="list-style-type: none"> • CFPA Training Commission decides to make a diploma, and the possibility to use the CFPA-logo in business cards (for students who passed the course). In addition: maybe a list over those who have gained permission to use the logo/passed the course on the website. | | |
| 10: | Collaborative working with other commissions | | |
| | <ul style="list-style-type: none"> • No topics besides those already discussed in previous points. | | |
| 11: | Dates and venues of the next meeting | | |
| | <ul style="list-style-type: none"> • The next meeting is in Köln October 12, 2016. All members of the Commission are asked to block the week until final decision is made. Time for the meeting is to be agreed for by email. • There will be a meeting by Skype etc. June 15, 2016 at 15.00 | Ingeborg Mirna | |