

CFPA-E Marketing and Information Commission
Location Köln, Germany

Date October 12th 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 | Absent |
| 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 | Absent |
| Norway | Monica Varan | Stiftelsen Norsk brannvernforening Ensjøveien 16, Pb 6754 Etterstad, 0609 Oslo monica.varan@brannvernforeningen.no www.brannvernforeningen.no | Absent |
| Sweden | Tobias Plantin | Brandskyddsföreningen Årstaängsvägen 21c, SE-11587 Stockholm Plantin@svbf.se www.svbf.se | Absent |
| Denmark | Pia Mark | DBI - Dansk Brand- og sikringsteknisk Institut Jernholmen 12 2650 Hvidovre Pma@dbi-net.dk www.dbi-net.dk | Absent |
| Belgium | Alain Verhoyen | ANPI, Parc scientifique Fleming BE-1348 Louvain-la-Neuve Alain.VERHOYEN@anpi.be www.anpi.be | Absent |
| 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 |

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| 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 |
| United Kingdom | Tommy Arvidsson | Director CFPA Europe 29 Kingsmead, Chester, CH2, 1EF, United Kingdom Tommy.arvidsson@cfpa-e.eu | Present |
| United Kingdom | Jane Thurgood | Fire Protection Association London Road, Moreton in Marsh Gloucestershire GL56 ORH jthurgood@thefpa.co.uk www.thefpa.co.uk | Absent |
| Czech Republic | Kamila Kempná | Global Innovation Technologies, z.s. AZ-Tower Prazakova 1008/69 639 00 Brno kamila.kempna@git-eu.org www.git-eu.org | Present |
| Czech Republic | Jam Smolka | Global Innovation Technologies, z.s. AZ-Tower Prazakova 1008/69 639 00 Brno jan.smolka23@gmail.com | Present |

Minutes of meeting CFPA-E Marketing and Information Commission

Minutes by Guido Zaccarelli

Location Köln, Germany

Date October 12th 2016

| 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. Tommy Arvidsson, Director of CFPA-Europe, joins the MIC Commission. Kamila Kempná and Jan Smolka are the new representative of the Czech Republic, who recently joined CFPA-Europe. All the present welcome Kamila in the MIC Commission. Jan is absent as he is attending a different Commission. | | |
| 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"> Mirna proposes a change in the order of the agenda, and due to its importance the first topic will be CFPA at the VdS Fire Safety Cologne on next 7th and 8th December. The proposal is approved unanimously. Agenda of the meeting is approved. | All | |
| 3: | Election of the secretary of Commission | | |
| | <ul style="list-style-type: none"> Guido volunteers to write the minutes of this meeting. | Guido | |
| 4: | VdS Exposition in Cologne on 7th and 8th December. | | |
| | <ul style="list-style-type: none"> Ingeborg shows the rendering of the CFPA-Europe stand for the VdS Exposition in Cologne. After a long discussion, all members make proposals about the messages, the colors, the position and width of the Europe map with the indication of all the CFPA-E Associations. The marketing material for the stand is examined. Some minor changes are proposed about the stand, like for example to enlarge the Europe map and to shift the roll-up to the corner. The design of the stand is approved. The final cost of the stand will be about 1400 Euro. | | |

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| | <ul style="list-style-type: none"> Many proposals are made about the leaflet, which needs a refresh for what regards pictures, colors and the written message. In particular the written part must shorter and must contain only what can be of interest for attendants. | | |
| | <ul style="list-style-type: none"> Tommy offers himself to prepare a first proposal for the new leaflet. The written part of the leaflet will have to concentrate on what is CFPA-E and what it can offer. The map will be inserted and there will be the indication of the newsletter and of the CFPA-E website. | Tommy | Nov 4 |
| | <ul style="list-style-type: none"> All members will examine Tommy's proposal for the leaflet and will be free to make their proposal about it. The proposal will be sent to Mirna. | All | Nov 11 |
| | <ul style="list-style-type: none"> The map of Europe with the associated members needs to be updated with the new members, Austria and the Czech Republic, to be shown in dark blue. | Mirna (?) | Nov 11 |
| | <ul style="list-style-type: none"> All members logos need to be verified. | All | Nov 11 |
| | <ul style="list-style-type: none"> Mirna will prepare the final version of the leaflet. 1000 leaflets will be printed for the exposition, the price will be about 50 Euro. In order to prepare the print, the final version of the leaflet needs to be ready before the half of November. | Mirna | Nov 18 |
| | <ul style="list-style-type: none"> All members agree that, at the Cologne exhibition, the USB cards will be given in exchange of the presentation cards and possibly also of the consent to join the CFPA-E newsletter. | | |
| | <ul style="list-style-type: none"> The CFPA-E stand at the exhibition will need personnel. Jan (CZ), Kamila (CZ), Miguel Vidueira (E), Mirna (E), Peter Stoker (UK), Pia (DK) and Tommy (S) (in alphabetical order) are volunteers to work at the CFPA-E stand. Other volunteers are welcome. | All | Nov 18 |
| | <ul style="list-style-type: none"> A schedule of CFPA-E personnel at the stand needs to be prepared, in order to guarantee the presence in both days and a correct turnover during all the exhibition. A presence for the evening before (Dec 6th) is needs, too, in order to prepare the stand. | Mirna (?) | Nov 18 |
| | <ul style="list-style-type: none"> At the evening of the first day (Dec 7th) there will be a dinner (exhibitors will offer it), so VdS needs to know in advance how many will stop for the dinner. | All | Nov 18 |

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| 5: | Reporting of CFPA Europe | | |
| 5a | Management Committee (MC) <ul style="list-style-type: none"> Ingeborg refers about the Management Commission and the Security Commission. Mirna refers about the Training Commission and Guidelines Commission. 4 new guidelines are almost ready for publication and 4 new courses are in preparation. All members are invited to send interesting news to Mirna for the newsletter, possibly every two or three months. | <p>Ingeborg</p> <p>Mirna</p> <p>All</p> | <p>Every two or three months</p> |
| 6: | Topics for discussion. <ul style="list-style-type: none"> All agree that each member will have to find one person who will be in charge to send information to Mirna, in order to update the website and the newsletter. All members are asked to send the name of the person to Mirna. Kamila and Jan (CZ) offer help to update the CFPA-E website and to supply suggestion for it. All members are asked to promote the VdS exhibition of Cologne in December, by means of their own websites and newsletters. Tommy explains the CFPA-E Strategy for the years 2015-2017. All agree that the mini-interviews did not offer the expected results, so this topic is temporarily eliminated. All agree to include in the newsletter also news about what will happen in the future and short information about the topic of future newsletters. Criteria to choose the news for the newsletter need to be found: all agree to publish news which come, if possible, from the maximum number of countries. If there are too many news for a single newsletter, a link to the CFPA-E website will be inserted. Next newsletter will be in December, better if at the end of November. All are asked to send to Mirna news for the next newsletter. The Pinchaaqui offer no. EST-1655 (Euro 225) is approved in order to insert a MIC section in the CFPA-E website. | <p>All</p> <p>Jan</p> <p>All</p> <p>All</p> | <p>Nov 11</p> <p>Nov 18 (?)</p> <p>Nov 11</p> <p>Nov 11</p> |

