

# Minutes of meeting CFPA-E Marketing and Information Commission

**Minutes by** Helena Grönstrand

**Location** Tel-Co

**Date** 22 November 2016

**Participants:**

**Mirna Rodriguez, Spain (Chair)**  
**Ingeborg Schlosser, Germany**  
**Kamila Kempná, Czech Republic**  
**Jan Smolka, Czech Republic**  
**Guido Zaccarelli, Italy**  
**Helena Grönstrand, Finland (Minutes)**

Point	Notes	Who	Deadline
1:	<b>Welcome &amp; opening of the meeting</b>		
	<ul style="list-style-type: none"> <li>Mirna opens the meeting and welcomes all to attend it.</li> <li>Tommy Arvidsson sent his apologies for not to attend to the meeting.</li> </ul>		
2:	<b>Vds Exposition in Cologne on 7<sup>th</sup> and 8<sup>th</sup> December</b>		
	<ul style="list-style-type: none"> <li>The design of the stand was approved in las meeting and the booth will be ready on 6<sup>th</sup> December. The cost will be approximately 1500 euros.</li> <li>The roll up is ready.</li> <li>The USB-cards arrived today. The printing on both sides are good. 300 will be taken to the booth.</li> <li>TV-screen will be settled into the booth for power point presentation. It has the Internet connection. The website of CFPA-Europe can be showed and the information of Guidelines and contents of some of them, too.</li> <li>Some of the Guidelines will be printed and brought to the booth. Also some leaflets of training courses.</li> </ul>	<p>Ingeborg, Mirna</p> <p>Ingeborg, Mirna</p>	<p>6<sup>th</sup> Dec.</p> <p>6<sup>th</sup> Dec.</p>

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	<ul style="list-style-type: none"> <li>Tommy, Mirna and Kamila will be organizing the booth on 6th December.</li> <li>Mirna and Kamila will organize the schedule of the personnel of the booth on 6th December.</li> <li>Invitation for exhibitors by VdS to have some snacks in the evening of the 6<sup>th</sup> December. An email will be send about this.</li> <li>Presentation by Miguel of CFPA Europe on 7th Dec 3.30 pm and by Tommy in English and Ingeborg in German on 8th Dec at 2 pm in the conference of fire safety experts.</li> <li>The last proposals of the text for the leaflet are needed on Wednesday 23rd November. Then the text will be send to Pinchaaqui by Mirna and on Friday to Ingeborg. The leaflet will go for printing on Monday next week.</li> <li>Pia's suggestion of the professional English speaking person to do the last language edition and corrections will be taken account when the next document will be proessed.</li> <li>The idea of asking marketing material from member countries will be left out because of the language problem.</li> <li>VdS will invite the attendants of CFPA Europe to the dinner on 7th Dec. This will be informed to the members.</li> </ul>	<p>Tommy, Mirna, Kamila</p> <p>Ingeborg</p> <p>Miguel, Tommy, Ingeborg</p> <p>all, Mirna</p> <p>Ingeborg</p> <p>Mirna</p>	<p>6<sup>th</sup> Dec.</p> <p>7<sup>th</sup>-8<sup>th</sup> Dec.</p> <p>23<sup>rd</sup> Nov.</p> <p>28<sup>th</sup> Nov.</p>
<b>3:</b>	<b>November Newsletter</b>		
	<ul style="list-style-type: none"> <li>Newsletter was agreed and will be send tomorrow.</li> <li>6 summaries of member countries have arrived. One per Newsletter will be published for the first time in January Newsletter.</li> <li>Also publishing the news about the topic of the next newsletter will be started in January Newsletter.</li> </ul>		
<b>4:</b>	<b>The topics for discussion</b>		
	<ul style="list-style-type: none"> <li>Power Point and Interactive presentations: the map has to be made again because of the wrong colours of the new members and the logo of Czech Republic needs to be changed.</li> <li>The website: the plural corrections in the name of CFPA Europe have been made.</li> <li>The new area has been created for MIC. All information will be loaded in couple of weeks. The password will be sent by Mirna.</li> </ul>	<p>Mirna</p> <p>Mirna</p>	

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	<ul style="list-style-type: none"> <li>The reminder has been send to the member countries to get more news to the website.</li> <li>Guideline descriptions: Pinchaaqui is working for short description and photo of each Guideline. The photos have to be bought. Descriptions and photos are ready in January</li> <li>Training Commission is working for the training schedule. The changes will be on webpage in March.</li> <li>SEO: Search engine optimization will be improved by Jan. The website needs to be improved with some plugins which can be installed by him. Jan needs the administrative access to the website.</li> <li>YouTube channel for CFPA Europe will be created by Jan. Introduction videos of members and interactive presentation are good content. Mirna will request the member countries to give videos of themselves.</li> <li>The presentations of Miguel and Tommy or short summary/interview (approx..2 minutes) could be recorded at VdS Conference.</li> <li>Ongoing research projects: Mirna will send a new reminder. In January they will be started to publish on website.</li> <li>Wikipedia: The same text as in leaflet will be used, Peter will be asked again.</li> <li>Common campaigns: No new information. This will be handled in the meeting in March.</li> </ul>	<p>Miguel, Ingeborg</p> <p>Jan</p> <p>Jan</p> <p>Ingeborg</p> <p>Mirna</p> <p>Mirna</p> <p>all</p>	January
<b>5:</b>	<b>Next meetings</b>		
	<ul style="list-style-type: none"> <li>Skype meeting 17<sup>th</sup> January 2017 at 15.00.</li> <li>Meeting in Stockholm 16<sup>th</sup> March 2017.</li> </ul>		