

Marketing and Information Commission – Minutes

4 October 2018

Zurich, Switzerland

1: Welcome & opening of the meeting

a. Apologies for absence. As Mirna is absent (best wishes to Mirna from us all), Guido is the temporary Chairman of the MIC commission (and Secretary).

b. Welcome to the new members from Greece, Maria and Yannis, and a welcome for Helena's return (Finland).

Present: John Briggs, Tommy Arvidsson, Guido Zaccarelli, Ingeborg Schlosser, Jeanine Driessens, Wolfgang Neumuller, Yannis Kontoulis, Maria Lazarimou, Miguel Vidueira, Kamila Kempna, Jan Smolka, Helena Gronstrand.

2: Approval of agenda (all members)

Approved.

3: Reporting of CFPA Europe

a: General Assembly (T. Arvidsson).

b: Security Commission (I. Schlosser)

c: Training Commission (J. Briggs)

d: Guidelines Commission (M. Vidueira)

e: MIC Commission (G. Zaccarelli), present situation and previous meetings.

4: Topics for discussion and to do list.

	Topic	Decision	Who
4.1	Minutes of meetings	Minutes of all meeting will be uploaded in the private part of the website. All Commissions are kindly requested to appoint a person who will upload all documents related to that commission. This person will be able in the future to help more in the website and in the newsletter, and in general to help MIC.	All commissions
4.2	Upload of documents	Pinchaaqui will send the instruction to upload the documents to the appointed persons.	Pinchaaqui
4.3	List of guidelines	The list of guidelines appears not attractive enough. The topic of the guideline, and not the number, should be in bold characters. A cross-link system, with guidelines grouped for topics, would be better. Members of the Guideline Commissions are requested to write their proposal and send them to Pinchaaqui. Probably documents with turnpage are easier to read on a mobile; the use of the existing keywords/tags, or summaries, would help a cross link search.	All members of the GC
4.4	List of guidelines	Pinchaaqui is requested to provide some proposal for the list of guidelines, based on the ideas received from GC. In the next MIC meeting the proposals from Pinchaaqui will be examined.	Pinchaaqui
4.5	Technical articles.	All members are requested to send to Guido at least one technical article for year. Presently we only have two articles published on the website. Technical articles can be in English or in the national languages; in this last case a short abstract in English is needed.	All
4.6	Technical articles	Technical articles need to be published with the name of author, a national flag indicating the language of the article, a picture. In the upper part of the section, it's necessary to insert the sentence "the technical article do not reflect the opinion of CFPA-E but only the opinion authors" or something like that. Members of the MIC will decide the exact text.	Pinchaaqui
4.7	Technical article	In December Guido will send an email to all members that did not provide one technical article for 2018.	Guido
4.8	ISBN registration	Jan and Kamila inform that ISBN registration of documents is not for free. MC commission is requested to decide if the ISBN registration of guidelines is interesting. CFPA-E has a registered office in Denmark, if the MC decision is to register the guidelines, Jan will contact Pia in order to proceed.	MC Commission / Jan and Pia

	Topic	Decision	Who
4.9	Participation to exhibitions.	CFPA-E participation to Expoprotection (Paris, France, 6 to 8 November 2018) and to VdS Fire Safety Cologne (Cologne, Germany, 4 to 5 December 2018) are approved. 200 USB sticks are needed for Cologne and 200 for Paris. Jeanine apologizes but she is not available in next weeks, so Mirna is asked to provide information about the production. Participation to other exhibitions (Athens GR Feb-Mar 2019, Bergamo IT Sep 2019, Ostrava CZ Sep 2019) is to be decided.	Mirna
4.10	Social network	Jan is available to open a CFPA-E <i>group</i> on LinkedIn, open only to members and closed to public. MC Commission is requested to decide about the opening of an LinkedIn <i>page</i> open to everybody, which requires work and contents.	MC/Jan
4.11	Email database	Helena tried to subscribe to the newsletter, the system tells her that she already subscribed, but she does not receive the newsletter. Probably it's necessary to check the newsletter database. Who has to do it? Pinchaaqui?	Pinchaaqui?
4.12	MIC operations	Tommy reminds the results of the MIC enquiry, asking for more help by all.	All
4.13	Newsletter	Guido shows the documents received from Mirna about the 2018 results of the website and of the newsletter. We had a sudden decrease in the number of subscribers, probably due to the new GDPR rules. All members are requested to increase their efforts to increase the number of subscribers.	All
4.14	MIC members	Slovenia, Portugal, Serbia and Norway are kindly requested to send an appointed person to the MIC commission.	Slovenia, Portugal, Serbia and Norway
4.15	Questionnaire	Questionnaire on National Fire Regulations. So far we have information from Austria, Belgium, Denmark, France, Germany, Italy, Slovenia, Sweden. Guido will send the file again. All other members are kindly requested to fill the questionnaire. The section "National Regulations" has been already published on the website.	Guido / All
4.16	Webinars	All members are requested to publish webinars in national languages on the CFPA-E website.	All
4.17	GDPR	Implemented.	///
4.18	Newsletter	The September newsletter has been sent (but see point 4.11).	///
4.19	Translated guidelines	Guidelines in national languages are increasingly uploaded on the website. All members are requested to provide CFPA-E guidelines in national languages to upload on the CFPA-E website, if possible: some members translate them and sell them, so in this case it is not possible to upload them on the CFPA-E website, which allows a free download.	All
4.20	Slides in courses	All members are requested to confirm that a short CFPA-E presentation is normally shown during all member courses.	All
4.21	Promotion	The Training Commission is collecting information in order to promote each course and will send it to Mirna.	TC

5: Proposals.

	Topic	Decision	Who
5.1	New section of website	Jeanine proposes to insert on the website a section for job search, something like "Do you want to work with..." in which single members can insert news. It could improve interest in the website.	TBD
5.2	Members description	Ingeborg proposes to add a simple description of members (it's already available) in the section where there is the list of members.	TBD
5.3	Members actions	Maria proposes, in the next MIC meeting, to dedicate a couple of minutes to all members, to let all know what exactly all members are doing to improve the knowledge of CFPA-E in all countries.	TBD

6: Dates and venues of next meeting.

MIC meetings: March 21, 2019, in UK (the exact place is still to be decided)

General Assembly: May 22/23 2019, Stockholm, Sweden

MIC meetings: October 17, 2019, Milan, Italy