

CFPA-E Training Commission

Location Como, Italy

Date 10-11 October 2013

Participants

Nation	Name	Company, Address, Telephone, E-Mail	
Belgium	Alain Verhoyen	ANPI Parc scientifique Fleming, Granbonpré 1 BE-1348 Louvain-la-Neuve Tel. +32 10 47 52 63 alain.verhoyen@anpi.be / www.anpi.be	Absent
Denmark	Heidi Juel Johansson	Dansk Brand- og sikringsteknisk Institut Jernholmen 12, DK-2650 Hvidovre Tel. direct +45 36 275 775 06 hjj@dbi-net.dk / www.dbi-net.dk	Apologies received
Finland	Riitta Piironen	Suomen Pelastusalan Keskusjärjestö SPEK Ratamestarinkatu 11, FI-00520 Helsinki Tel. +358 9 4761 1332 riitta.piironen@spek.fi / www.spek.fi	Present
France	Patrick Hebbelynck	Centre National de Prévention et de Protection (CNPP) Pôle Européen de Sécurité CNPP-Vernon B.P. 2265, F-27950 Saint-Marcel Tel. +33 (0)2 32 53 64 90 patrick.hebbelynck@cnpp.com / www.cnpp.com	Present (Day 1 via Skype)
Germany	Ingeborg Schlosser	VdS Schadenverhütung Pasteurstr. 17a, DE-50735 Köln Tel. +49 221 77 66 472 ischlosser@vds.de / www.vds.de	Present
Italy	Tiziano Zuccaro	Aias Associazione Italiana fra Addetti alla Sicurezza Sede locale Via dei Mille, 8 , IT-60015 Falconara AN Tel. +39 071 910 701 tzuccaro@genan.it / www.aias-sicurezza.it	Present

Portugal	Ana Ferreira	Associação Portuguesa de Segurança Electrónica e de Protecção Incêndio APSEI R. do Conselheiro Lopo Vaz, Ed. Varandas do Rio, It AB, escritório D, PT-1800-142 Lisboa Tel. +351 219 527 849 tecnico@apsei.org.pt / www.apsei.org.pt	Present
Spain	Mirna Rodríguez García	CEPREVEN Sagasta 18, ES-28004 Madrid Tel. +34 91 445 73 81 / 75 66 mrodriguez@cepreven.com / www.cepreven.com	Present
Sweden	Tobias Plantin	Brandskyddsföreningen Årstaängsvägen 21c, SE-11587 Stockholm Tel. +468 588 474 16 tobias.Plantin@svbf.se / www.svbf.se	Present day 1 only.
Switzerland	Hans-Heinrich Wolfensberger	Swissi AG Nüscherstrasse 45, CH-8001 Zürich Tel. +41 44 217 43 89 hans.wolfensberger@swissi.ch/ www.swissi.ch	Absent
United Kingdom	Howard Passey, Chairman	Fire Protection Association London Road, Moreton in Marsh Gloucestershire GL56 ORH Tel. +44 1608 812509 hpassey@thefpa.co.uk / www.thefpa.co.uk	Present

Abbreviations

GC	Guideline Commission of CFPA-E
MC	Management Committee of CFPA-E
RC	Research Commission of CFPA-E
SC	Security Commission of CFPA-E
TC	Training Commission of CFPA-E

Minutes of meeting

CFPA-E Training Commission

Minutes by Howard Passey		Location Como	Date 10-11 Oct 2013	
Point	Notes	Who	Deadline	
1:	Welcome & opening of the meeting			
	<ul style="list-style-type: none"> ▪ Passey opens the meeting and welcomes all to Como (Italy). Thanks passed to Tiziano Zuccaro and AIAS for hosting the meeting and making excellent arrangements. ▪ Passey explains that Hebbelynck is unfortunately unable to attend in person but will be joining the meeting for day 1 via Skype. ▪ Apologies have been received from Heidi Juel Johansson. 			
2:	Appointment of Deputy Chairman			
	<ul style="list-style-type: none"> ▪ Passey confirmed that Tobias Plantin had kindly agreed at the General Assembly to take on the Deputy Chairman role. ▪ Plantin explained that he would be happy to undertake the administrative and support aspects of this role but being concerned about his written English skills would not be able to take meeting Minutes. Passey undertook to do so for this meeting. 			
3:	Approval of the agenda			
	<ul style="list-style-type: none"> ▪ Agenda receives unanimous approval. 			
4:	Minutes of last meeting			
4a:	Copenhagen – 18-19 April 2013 <ul style="list-style-type: none"> ▪ The minutes are approved unanimously with 1 amendment: <ul style="list-style-type: none"> - Item 6a. To record that the Systems Inspection programme was originally proposed by Spain (Rodriguez-Garcia), subsequently supported by Hebbelynck and Schlosser. ▪ Passey recorded thanks to Hebbelynck for chairing this meeting in his absence and to Hebbelynck and Schlosser for writing such excellent minutes. 	Passey to update before uploading to website.	ASAP	
5:	Reporting of CFPA Europe			
5a:	Management Committee <ul style="list-style-type: none"> ▪ Members were referred to the meeting minutes posted on the CFPA-E website for detailed information. Website <ul style="list-style-type: none"> ▪ It was agreed that for the time being Passey would act as the named person from the TC for all matters related to the filtering of content for the website. Members should forward any information that would like uploaded to Passey. 	All		

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> Nominations from each member organisation have also been requested by Peter Stocker. His e-mail of 23 July 2013 refers. So far there has been no follow-up from Peter Stocker on this. Passey to discuss with Stocker at next MC Meeting 	Passey	Nov 13
	<p>Use of CFPA-E logo for Diploma holders</p> <ul style="list-style-type: none"> Following on from discussions at the last meeting and subsequent conversation between members of the TC, Passey explained that as it could be very time consuming and potentially problematic to administer the requirement for all Diploma holders to complete refresher training it is proposed that Logos will contain the holders registration / certificate number and the year that they completed the Diploma. This was approved by the TC. Passey to change logo designs. It was confirmed also that each Member will be responsible for dealing with instances of misuse of the logo in their country (and others where they may have subcontractor). Implement Terms and Conditions of use. Proposed that Members make download of logo available via website whereby it can be a requirement that holders accept the terms and conditions before being granted access. Terms and conditions to be updated to include advice on refresher training and an alternative version to be considered which explains to others what the logo means. It was agreed that logos for 'Certificate' holders would be developed also. Check possibility of making logo a registered trademark with Stocker. 	Passey	Dec 13
		All	None
		All	As req'd
		Passey	Mar 14
		Passey	Mar 14
		Passey	Dec 13
	<p>CFPA-E Certification of persons</p> <ul style="list-style-type: none"> The MC requested that the TC consider the potential of introducing certification scheme for students completing a CFPA-E course. Following discussion it was suggested that the use of the word 'certification' would be problematic and potentially require CFPA-E to become a certification body under BS EN ISO 17024. It was also agreed that to not do something could devalue CFPA-E learning. Would need a certification guideline for each course. Was suggested instead to look at introducing an 'approvals' scheme which would avoid the certification problems. Passey to discuss with MC. 	Passey	Nov 13
	<p>New strategy</p> <ul style="list-style-type: none"> Passey explained that ideas discussed at last TC meeting had been forwarded to the MC for review at their forthcoming meetings. 		
	<p>Peer Review</p> <ul style="list-style-type: none"> The desire of the TC to implement a peer review scheme amongst members was discussed with the MC at their last meeting. Passey requested that the MC fund peer review work to make it accessible to all. MC have requested that two peer reviews are undertaken in the next 12 months to consider the benefits or otherwise of different approaches as follows: - <ol style="list-style-type: none"> A peer review visit made between TC meetings. A peer review visit made immediately prior to next TC meeting. 		

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> The TC Chairman to report back to the MC on each after which the MC will reconsider the funding request. Volunteers requested to act as peer reviewers and to be peer reviewed. 	All - inform Passey	ASAP
5b:	<p>General Assembly</p> <ul style="list-style-type: none"> Next GA to be held in Copenhagen, Denmark on 20-24 May 2014. Participants will also have the opportunity to attend the Swedish Fire Protection Association Conference in Helsingborg, Sweden. Further information is available on the CFPA-E website. 		
5c:	<p>Security Commission</p> <ul style="list-style-type: none"> Schlosser gave update on work in SC. Looking to establish closer liaison between SC and GC. Current projects under consideration include: metal theft, business intelligence, ATM gas attacks. All information available in SC Meeting Minutes on website. 		
5d:	<p>Guidelines Commission</p> <ul style="list-style-type: none"> Minutes of GC meetings are available for review on the CFPA-E website. Zuccaro outlined recent discussions at the GC regarding a new document focused on <i>Fire Safety Engineering concerning the Fire Resistance of Buildings</i>. Zuccaro shared a copy of the draft and associated appendix. It was agreed that it would be useful to include reference to the guideline and its requirements in the TCs existing 5 day fire engineering course. Zuccaro to make a proposal 	Zuccaro	Mar 14
5e:	<p>Research Commission</p> <ul style="list-style-type: none"> Nothing to report. 		
6:	Quality		
6a:	<p>MQS</p> <ul style="list-style-type: none"> Hebbelynck to lead work to re-write MQS to provide a more positive, descriptive feel and strengthen wording so that it is clear what Members do (from a customer perspective). 1st bullet of 4.2 is too high level and needs removing / rewording. The level and depth of examination questions needs consideration. It was suggested that all members should utilise a standard PowerPoint template. This was not agreed but instead a few slides introducing CFPA-E to be developed and used by all members to ensure a consistent message to CFPA-E students. All to bring ideas and examples to next meeting. A list of subcontractors used by all members to be created, for both those within home country and outside, at next meeting. 	Hebbelynck	Mar 14
		All	Mar 14
		All	Mar 14
6b:	<p>Checklists</p> <ul style="list-style-type: none"> Passey to develop a checklist based on section 4.1 of the MQS document to support peer review work – to be utilised during visits and at TC meetings. TC to develop (at next meetings) and implement a questionnaire which covers key aspects of QA systems. To be used for each existing Member and new Members. 	Passey	Mar 14
		All	Mar 14

Point	Notes	Who	Deadline
7:	Course Pathways and Linkages		
7a:	Fire Safety Technical Cycle + flowcharts <ul style="list-style-type: none"> ▪ Members shared with the meeting their flowcharts which describe the linkages between certain CFPA-E courses and the approaches taken to delivery of the Technical Cycle in their country. ▪ All to send Passey copies of their flowcharts for collation and distribution. 	All	End Jan 14
7b:	Flowchart ideas <ul style="list-style-type: none"> ▪ Schlosser presented a flowchart idea on PowerPoint presentation for courses on Fire Protection Systems. An updated version following discussion at the meeting has been provided to Passey by Schlosser following the meeting and will be distributed to members separately. ▪ All to consider its scope, content and applicability for discussion at next meeting. ▪ The definitions used for identifying the target groups on the flowchart require consideration. All to review; describe from their perspective and bring to the next meeting for discussion. 	Passey All All	Dec 13 Mar 14 Mar 14
7c:	Hot Work Course <ul style="list-style-type: none"> ▪ Information provided by members regarding their delivery of the Hot Work course was distributed and discussed. ▪ Piironen to provide direct web links to their material. ▪ The possibility / opportunity for translation (expensive) of Scandinavian materials or the training of licensed trainers from other EU countries in Finland was also considered. 	Piironen	ASAP
7d:	Course Classification and Groupings <ul style="list-style-type: none"> ▪ Due to the extent of courses now approved by CFPA-E and in order to simplify options and possibilities for prospective students it was agreed to re-order and classify courses in a different way – potentially by type or, maybe more appropriately, subject matter. ▪ Hebbelynck forwarded by e-mail copies of the matrices used by CNPP as examples. ▪ A tabletop exercise was undertaken to start the re-classification of CFPA-E courses at the meeting and the results to be put into hierarchical lists and distributed to members for review and discussion again at next meeting. 	Passey	Jan 14
8:	Collaborative Working		
8a:	Qualification Standards <ul style="list-style-type: none"> ▪ Passey indicated that the majority of responses to the questionnaire had been received but was waiting for information from Sweden. ▪ Passey to pass information to Sue Tyley (FPA) to update currently chart and distribute for discussion and analysis at next meeting. 	Plantin Passey Tyley	ASAP Dec 13 Mar 13
8b:	EQF and EUSAFE Project <ul style="list-style-type: none"> ▪ Zuccaro made a presentation which outlined the work of the EUSAFE project (members had been provided with paper copies in advance of the meeting). 		

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> ▪ Following much discussion it was ascertained that the EUSAFE project had been completed but had yet to be realised or implemented. ▪ Zuccaro explained that the scheme was similar to the EQF but focused on safety related matters. ▪ Passey to speak to UK participant of EUSAFE project to gather more information for sharing at the next meeting. ▪ Implications of the project for CFPA-E to be discussed at the next meeting. 	Passey	Mar 14
9:	Proposals for new courses		
9a:	Systems Inspection: <ul style="list-style-type: none"> ▪ Hebbelynck and Schlosser to discuss updates to Spains proposal for presentation at next meeting. 	Hebbelynck /Schlosser	Mar 14
9b:	Ventilation Systems Operator: <ul style="list-style-type: none"> ▪ “Smoke and Heat Exhaust Ventilation (SHEVs) systems operator” in relation to flow chart at point 6b. Schlosser will make a proposal for next meeting. 	Schlosser	Mar 14
9c:	Fire Intervention Team Leader <ul style="list-style-type: none"> ▪ Expressions of interest in such a course were asked for and UK, France, Italy all agreed they would be. Sweden and Denmark were unable to provide an answer being absent from the meeting. ▪ Hebbelynck therefore requested to develop and present a proposal at the next meeting. 	Hebbelynck	Mar 14
9d:	Natural Hazards and Business Continuity <ul style="list-style-type: none"> ▪ The possibility of the TC developing courses on natural hazards, business continuity and green energy issues was discussed at length and general interest in the idea agreed. It was noted that the GC are already working on Guidelines in these areas. ▪ It was agreed that once the flowchart and course categorisation work had been completed a framework to support this proposal would be developed. ▪ Piironen indicated that Finland are working on wind farm fire safety and Passey offered to share a report written by a Management Cycle student on this subject. 	Passey	ASAP
10:	E-Learning		
10a:	Sweden LMS <ul style="list-style-type: none"> ▪ Plantin was unable to present this item so held over to next meeting. 	Plantin	Mar 14
10b:	Existing modules in each country <ul style="list-style-type: none"> ▪ The use of e-learning and the modules available was discussed. ▪ UK - provided module list; Germany – was listed on minutes of last meeting; Sweden – to e-mail list to Passey; Portugal – do not offer currently; Spain use a video to promote /introduce e-learning; Finland – do not offer but will send a link to the Swedish free e-learning modules. ▪ Passey to collate all information provided and distribute. ▪ Rodriguez Garcia explained the success they have had with e-learning. Have 5 new online courses. Fire Risk Assessment Inspection has had 300 students in 7 months. Cost €120 per student 	Plantin Piironen Passey	Dec 13 ASAP Feb 14

Point	Notes	Who	Deadline
	<p>and is 10 hrs long in total. The development costs were €3000 and done in Flash.</p> <ul style="list-style-type: none"> ▪ Their Fire Safety course costs €350 per student, is 30 hours long and has had 200 students in the last 10-12 months. ▪ Rodriguez Garcia to send Passey the presentation. 	Rodriguez Garcia	ASAP
10c:	<p>Video sharing</p> <ul style="list-style-type: none"> ▪ UK, Germany and Sweden shared information on the films they produce and sell (or give away for free). Passey to collate information and distribute. All asked to send Passey their information by e-mail if he doesn't have it already. 	All Passey	ASAP Feb 14
11:	Recurrent items		
11a:	<p>Presentation from existing member</p> <ul style="list-style-type: none"> ▪ Italy (AIAS) to present at next meeting. 	Zuccaro	Mar 14
12	Any other business		
	<ul style="list-style-type: none"> ▪ Rodriguez Garcia informs that Cepreven continue to run free seminars which have been very successful in 2013. 5 have been run this year with approximately 200 attendees at each even. The seminars are funded by Cepreven members. Events included Fire Safety in Data Centres; Storage and Warehousing; Global Protection Infrastructure against Intrusion Attack (New Law). ▪ Cepreven have also developed a new guide which will be ready for publication in late October which compares NFPA / FM and EN Standards for Sprinkler Systems. It is written in Spanish. ▪ Schlosser informs that VdS have produced new publications – one containing ISO symbols guidance. If members are interested they may be able to buy a licence to reproduce. ▪ Piironen informs that in Finland they have produced new information on Fire Safety at Work which includes a PowerPoint presentation (80 slides) plus a guide book. Written in Swedish – it has been translated into English and she will send link to access / download. The entire package is free as it was funded work. It is used as a marketing tool. 		
13:	Dates and venues of next meetings		
	<p>6-7 March 2014 – Lisbon, Portugal 9-10 October 2014 – Spain (TBC) March or April 2015 – Finland or Sweden (maybe together with GC – TBC)</p> <p>Passey expressed his thanks again and on behalf of the TC and CFPA-E to Zuccaro and AIAS for hosting the meeting and the wonderful arrangements.</p>		