

## CFPA-E Training Commission

**Location** Copenhagen, Denmark

**Date** 18-19 April 2013

### Participants

Nation	Name	Company, Address, Telephone, E-Mail	
Belgium	Alain <b>Verhoyen</b>	ANPI Parc scientifique Fleming, Granbonpré 1 BE-1348 Louvain-la-Neuve Tel. +32 10 47 52 63 alain.verhoyen@anpi.be / www.anpi.be	Apologies received
Denmark	Heidi Juel <b>Johansson</b>	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	Present
Finland	Riitta <b>Piironen</b>	Suomen Pelastusalan Keskusjärjestö SPEK Ratamestarinkatu 11, FI-00520 Helsinki Tel. +358 9 4761 1332 riitta.piironen@spek.fi / www.spek.fi	Present
France	Patrick <b>Hebbelynck</b>	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
Germany	Ingeborg <b>Schlosser</b>	VdS Schadenverhütung Pasteurstr. 17a, DE-50735 Köln Tel. +49 221 77 66 472 ischlosser@vds.de / www.vds.de	Present
Italy	Tiziano <b>Zuccaro</b>	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 (2nd day)

Portugal	Ana <b>Ferreira</b>	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	Apologies received deputy for M.J. Conde
Slovenia	Mateja <b>Gris</b>	Slovensko združenje za požarno varstvo Slovenian Fire Protection Association Dunajska cesta 369, SI-1231 Ljubljana-Crnuce Tel. +386 1 514 24 74 info@szpv.si / www.szpv.si	apologies received
Spain	Mirna <b>Rodríguez García</b>	CEPREVEN Sagasta 18, ES-28004 Madrid Tel. +34 91 445 73 81 / 75 66 mrodriguez@cepreven.com / www.cepreven.com	Present
Sweden	Tobias <b>Plantin</b>	Brandskyddsföreningen Årstaängsvägen 21c, SE-11587 Stockholm Tel. +468 588 474 16 tobias.Plantin@svbf.se / <a href="http://www.svbf.se">www.svbf.se</a>	Present
Switzerland	Hans-Heinrich Wolfensberger	Swissi AG Nüscherstrasse 45, CH-8001 Zürich Tel. +41 44 217 43 89 <a href="mailto:hans.wolfensberger@swissi.ch">hans.wolfensberger@swissi.ch</a> / <a href="http://www.swissi.ch">www.swissi.ch</a>	Apologies received
United Kingdom	Howard <b>Passey, Chairman</b>	Fire Protection Association London Road, Moreton in Marsh Gloucestershire GL56 ORH Tel. +44 1608 812509 hpassey@thefpa.co.uk / <a href="http://www.thefpa.co.uk">www.thefpa.co.uk</a>	Apologies received

### 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** Patrick Hebbelynck/Ingeborg Schlosser | **Location** Copenhagen | **Date** 18-19 Apr 2013

Point	Notes	Who	Deadline
1:	<p><b>Welcome &amp; opening of the meeting</b></p> <ul style="list-style-type: none"> <li>▪ Hebbelynck opens the meeting and welcomes all to Copenhagen (Denmark). Thanks passed to Heidi Johansson and DBI for hosting the meeting and making excellent arrangements.</li> <li>▪ Hebbelynck explains that Passey is unfortunately not able to participate and had asked him to chair the meeting.</li> <li>▪ New participant: Hans-Heinrich Wolfensberger is replacing Maria-Luisa Artero from SWISSI at forthcoming meetings.</li> </ul>		
2:	<p><b>Appointment of Deputy Chairman</b></p> <ul style="list-style-type: none"> <li>▪ May be worth leaving this until the next meeting unless there are any volunteers.</li> <li>▪ Proposal of Riita regarding preparation of the minutes: the hosting land can take the notes during the meeting with a local assistant.</li> </ul>		
3:	<p><b>Approval of the agenda</b></p> <ul style="list-style-type: none"> <li>▪ Agenda receives unanimous approval</li> </ul>		
4:	<p><b>Minutes of last meeting</b></p>		
4a:	<p><b>Antwerp – 25-26 October 2012</b></p> <ul style="list-style-type: none"> <li>▪ The minutes are approved unanimously with 2 amendments: <ul style="list-style-type: none"> <li>- correct the name of Riitta</li> <li>- explain "FD &amp; A".</li> </ul> </li> </ul>		
5:	<p><b>Reporting of CFPA Europe</b></p>		
5a:	<p><b>Management Committee</b></p> <ul style="list-style-type: none"> <li>▪ Jesper Ditlev as chair of CFPA Europe plans 3 visits per year to new and existing members.</li> <li>▪ Try to find an organisation in the Netherlands that fits into CFPA-Europe-scheme</li> </ul> <p><b>Website</b></p> <ul style="list-style-type: none"> <li>▪ New website and contents will be ready for end of May at General Assembly</li> <li>▪ Link to the new website: <a href="http://www.pinchaaqui.org/cfpa">http://www.pinchaaqui.org/cfpa</a></li> <li>▪ For taking care of it, each Commission will mandate one person for update of website. For TC there is not yet a nomination. Maybe Howard?</li> </ul>	Chairman	

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> <li>▪ For the website in general Peter Stocker will have the responsibility</li> <li>▪ News from each member: each Marketing department of members should inform of news in country of members and send these news to Peter Stocker</li> <li>▪ It should interesting to have some pictures of organised trainings to feed the website: to send to Mirna.</li> <li>▪ In general the commissions have the responsibility to inform about news and promote their work.</li> </ul> <p><b>Use of CFPA-E logo for Diploma holders</b></p> <ul style="list-style-type: none"> <li>▪ Passey sent a document which describes the permissible uses of the logos to all TC members.</li> <li>▪ Discussion showed that it is a good document reflecting the discussions from our last meeting. Today it was discussed: <ul style="list-style-type: none"> <li>- it should be checked by a specialist in Brandnames and copyright,</li> <li>- has to be more precise how it will be used: signed by student – that is a private person; CFPA is no legal entity – so who signs the contract; is there a problem if someone uses the logo even if he does not do any refreshing courses –is showing the year on the logo enough?</li> <li>- awareness of ownership of the logo,</li> <li>- how do we manage this in each country,</li> <li>- what if we have a legal problem, who will pursuit the person (not a moral person)</li> <li>- how is the definition of the logo with mention of Diploma , technical cycle and year .... ? Does inclusion of the year and titles means that this creates a new logo every time? How to protect this from patent rights point of view?</li> </ul> </li> <li>▪ Spain will not follow completely this project because of risk for misuse</li> <li>▪ <u>If</u> we will provide Diploma holders with a logo <u>then</u> it was agreed that one logo is provided which they can resize to suit the intended use (business cards, website etc), we should only define a minimum size.</li> </ul>	<p>All</p> <p>All</p>	
	<p><b>New strategy</b></p> <p>The following aspects / ideas regarding a new strategy of CFPA Europe have been discussed:</p> <ul style="list-style-type: none"> <li>▪ The websites of all members and CFPA as well as between the members should be linked</li> <li>▪ What about of validity and use of CFPA-diplomas outside of Europe, example Vietnam (DBI) or Tunesia (VdS &amp; CNPP)? Strategy for use and procedure outside Europe is needed.</li> <li>▪ At beginning of CFPA Training, a good video – presentation of CFPA and which are the added values of CFPA would be useful. (Tobias wants to help to prepare such a tool, content is to be defined for about 2 minutes.)</li> <li>▪ Sometimes common discussions between commissions (GC – TC, ...) and planning together of same issues and subjects <u>before</u> the work of the Commissions starts on a project.</li> </ul>	<p>Chairman to Management Committee</p> <p>All</p> <p>Chairman to MC</p>	

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> <li>Follow up of the quality and common understanding of the CFPA courses in each organising country: Do all members (especially new members) understand all courses in the same way? Do we all understand new courses the same way? How can we guarantee that the courses are well organised? See Quality assessment and peer Assessment with the problem of languages. The existing table with scheme of roles in companies and related course could help. We also have to take into account further aspects, e.g. the initial level of students changed over the time.</li> <li>Keywords or topics with the list of related courses &amp; guidelines (expl Museum: 2 guidelines, 1 course) to be published via website. Also the role/function in the company and the recommended courses including refreshment periods could be published – see also our table function/ course.</li> </ul> <p><b>Support to members:</b> not discussed</p> <p><b>Course synopsis:</b> not discussed</p> <p><b>General Assembly:</b></p> <ul style="list-style-type: none"> <li>30-31 of May 2013 in Antwerp (Belgium)</li> <li>22-24 of May 2014 in Copenhagen (note: there is a conference in Helsingborg/Sweden 19-21 of May 2014)</li> </ul>	<p>All</p> <p>All</p>	
5b:	<p><b>Security Commission</b></p> <ul style="list-style-type: none"> <li>No meeting since last TC-meeting</li> <li>Course on museums (1.5 in leaflet) has to be coordinated on content with the new guidelines for museums (Security and fire safety)</li> </ul>		
5c:	<p><b>Guidelines Commission</b></p> <ul style="list-style-type: none"> <li>Status of existing guidelines</li> <li>Existing Guidelines which would support new course(s): review proposals</li> </ul> <p>Minutes of GC meeting distributed to TC members with the agenda for this meeting have been considered with regard to the aspects that we can develop courses to suit new or existing Guidelines or if TC members have any ideas for new Guidelines. Results: see agenda item 6e) for new ideas and also Strategy</p>		
5d:	<p><b>Research Commission</b></p> <ul style="list-style-type: none"> <li>Nothing new to report.</li> </ul>		
6:	<b>Proposals of new courses</b>		
6a:	<p><b>Systems Inspection:</b> <i>review and discuss proposal, not yet received (Patrick Hebbelynck)</i></p> <ul style="list-style-type: none"> <li>This work follows on from the original proposal submitted by Spain (Rodriguez-Garcia) at the previous meeting.</li> <li>Aim of the course: special course medium level, e.g. for further qualification of students who participated already to the basic courses on sprinkler, gas extinguishing and fire detection systems.</li> <li>Ingeborg and Patrick will reformulate the project according to the</li> </ul>	<p>Hebbelynck /Schlosser</p>	<p>Sept 13</p>

Point	Notes	Who	Deadline
	<p>discussions in the meeting and create a flowchart with the other related existing CFPA courses.</p> <ul style="list-style-type: none"> <li>Patrick will also propose a new course for fire protection systems operators (not sprinkler not Gas extinguishing).</li> <li>It was decided to use the word “fire protection installation” and not “fire safety installation” – provided this passes the check with the English of Howard</li> </ul>	Hebbelynck	Sept 13
6b:	<p><b>Ventilation Systems Operator:</b> <i>review and discuss proposal, not yet received (Ingeborg Schlosser)</i></p> <ul style="list-style-type: none"> <li>“Smoke and Heat Exhausts systems operator” in relation with flow chart of point 6.A. Ingeborg will make a proposal for next meeting.</li> </ul>	Schlosser	Sept 13
6c:	<p><b>Trade hazards:</b> <i>agree not to progress (Howard Passey)</i></p> <p>Passey informs that he reviewed this proposal again, against existing CFPA-E syllabuses and he thinks that it will be too similar to Explosions courses so he is suggesting not to continue with this idea. The TC agreed to this proposal.</p>		
6d:	<p><b>Fire Intervention Team Leader:</b> <i>continue discussions (Passey, Plantin, Ferreira, Hebbelynck)</i></p> <ul style="list-style-type: none"> <li>In the existing CFPA-E training program there is a course “Basic fire fighting and prevention”, the proposed new course would be for team leaders of such persons, so it would fit well in the training program.</li> <li>New discussion at the next meeting with support of UK, Portugal and Sweden (proposal from France).</li> </ul>	Plantin, Passey, Ferreira Hebbelynck	Sep 13
6e:	<p><b>Other potential courses for discussion:</b> <i>open discussion of new ideas</i></p> <ul style="list-style-type: none"> <li>Guidelines on natural hazards: maybe basis for courses in the future</li> <li>Solar panels installations and fire risk (guideline in project in GC): Germany and France will prepare a draft of template, Sweden, Spain, Denmark, Italy are interested to run this course later on. There is an existing guideline in Italy published by the Ministry of Interior. Tiziano will send us a copy (maybe in English)</li> <li>Fire Investigation: Spain will run this course at end of year 2013. Italy tries to start this course also this year</li> </ul>	Hebbelynck /Schlosser	Sept 13
7:	<b>Review of existing course delivery</b>		
7a:	<p><b>Course pathways and linkages</b></p> <p>All participants to bring with them for discussion flowcharts (<i>similar to that provided by Passey, UK at last meeting</i>) which describes the pathways and linkages between Fire Safety: Technical Cycle, Principles of Fire Safety at Work, Fire Risk Management courses (and others where appropriate) (<i>All members</i>)</p> <ul style="list-style-type: none"> <li>Spain has distributed the Spanish flowcharts,</li> <li>Sweden is busy to improve their flowchart and will distribute the new ones as soon as they are available</li> <li>Germany explained units, not directly with flow, as complete blocks and there are some overlappings, description will be distributed until next meeting</li> <li>Finland explained last time with units and a complete block with also</li> </ul>	All  Plantin  Schlosser	Sept 13

Point	Notes	Who	Deadline
	<p>a course for leaders in fire safety and after examination they can have the diploma. Spek will translate for next meeting. Almost the same as Sweden, after national course and diploma, after specific examination they can have the CFPA diploma. The market is too small for long weeks of only CFPA courses.</p> <ul style="list-style-type: none"> <li>Italy will try to start the Management Cycle second part of 2013, not organised up to now. Italy will think about Spanish flowchart.</li> <li>France has a flowchart in CNPP catalogue and will communicate file in next weeks after finishing new flowchart for 2014.</li> <li></li> </ul> <p>There was some further discussion of the use of flow charts in general, results:</p> <ul style="list-style-type: none"> <li>Objectives of these flowchart: <ul style="list-style-type: none"> <li>a. to understand the way each member is running the course in their country.</li> <li>b. to have logical flowcharts as view of our CFPA courses for the students so that they can better understand which course(s) is (are) useful and for which function in their company</li> </ul> </li> <li>For next meeting: ideas of flowcharts for <ul style="list-style-type: none"> <li>- operators (sprinkler, detection, gas extinguishing, .. ) – volunteer Ingeborg</li> <li>- BFFP &amp; Evacuation steward and teamleader fire fighting and hot work - volunteer Patrick</li> </ul> </li> </ul>	<p>Piirronen</p> <p>Schlosser</p> <p>Hebbelynck</p>	<p>Sept 13</p> <p>Sept 13</p> <p>Sept 13</p>
8:	<b>Quality</b>		
8a:	<p><b>Consider revised wording to MQS (Hebbelynck)</b></p> <ul style="list-style-type: none"> <li>Patrick will make some proposals of texts focused on the following aspects: subcontractor, assessment, ISO – quality system, examination process. A meeting Howard, Ingeborg, Patrick to plan – maybe a questionnaire who is doing what? - Bring into MC regarding work on statutes.</li> </ul>	<p>Hebbelynck</p> <p>Passey</p>	<p>Sept 13</p>
9:	<b>Collaborative working</b>		
9a:	<p><b>Qualification standards – to discuss if all responses to questionnaires have been received and collated</b></p> <ul style="list-style-type: none"> <li>Passey is still awaiting feedback from some members</li> <li>Germany: the situation is complicated but will do the exercise</li> <li>France: is ready and will be transmitted to Howard</li> <li>Spain, Italy, Sweden, Denmark: will do the exercise</li> <li>TC is asking to Howard to distribute the last version of document and also the answers already received (might be helpful for the others).</li> </ul>	<p>all</p> <p>Passey</p>	<p>Sept 13</p> <p>July 13</p>
9b:	<p><b>The EQF and EUSAFE project: feedback from all members</b></p> <ul style="list-style-type: none"> <li>Members were asked at the last meeting to investigate their countries participation in this project and report back.</li> <li>No real knowledge of what happening in their country: Germany, Finland, Sweden, Spain, Denmark</li> <li>TC doesn't really understand this project. Patrick will send a document he received by EUSAFE, but even for France it is not clear what this project has as outcomes and it is not known in</li> </ul>	<p>Hebbelynck</p>	<p>April 13</p>

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	<p>France.</p> <ul style="list-style-type: none"> <li>Tiziano will ask Giancarlo to speak about the outcomes of this project at next TC meeting in Italy</li> <li>All members are asked to try to find out more about this project</li> </ul>	Zuccaro All	Sept 13 Sept 13
<b>9c:</b>	<p><b>European Institute for Fire Protection</b> <a href="http://www.eifp.eu/english/">http://www.eifp.eu/english/</a> (<i>/ Schlosser &amp; all participants</i>)</p> <p>This institute is not known by any of TC-members. Decision: not make any active contact form CFPA-Europe side, but follow-up what they do, put on the agenda as recurrent point of TC</p>		
<b>10:</b>	<b>E-learning</b>		
<b>10a:</b>	<p><b>Collaboration/mutual benefit and criteria for Diploma, Certificate and Attest</b></p> <ul style="list-style-type: none"> <li>See 10b</li> </ul>		
<b>10b:</b>	<p><b>Participant experience with e-learning and potential for sharing of modules</b></p> <ul style="list-style-type: none"> <li>Sweden, Germany, Spain, UK are still developing modules (details see below); Finland, Italy, France, Denmark are not active until now</li> <li>Sweden: LMS Learning Management System, interactive, open for many languages, in complement of other traditional trainings, partly financed by government, "advanced" powerpoint, easy – made internally graphs and film sequences, tailored made for companies, internet or file. Tobias will send the website so that each member can analyse this tool to think of opportunities to deal with. Sweden has a lot of staff with 4 persons developing modules. Developed material is also used in other courses.</li> <li>Germany: IAS-courses (produced by vfdb, sold by VdS) which are interactive courses, some are for free, see for example: <a href="http://www.vfdb.de/Verbrennen-Loeschen.169.0.html">http://www.vfdb.de/Verbrennen-Loeschen.169.0.html</a>. In addition vfdb is producing powerpoints explaining different kinds of fire protection systems, mainly for people of Fire Brigades. These ppts are for free download on website: <a href="http://www.vfdb.de/Downloads.185.0.html">http://www.vfdb.de/Downloads.185.0.html</a></li> <li>Spain: on website of Cepreven. Very interactive with a lot of graphics. Strategy developed by Cepreven and outsourcing the animation also with tests. Courses as complete E-learning, complementary to the courses offered as traditional trainings. Dedicated to people and customers that will not come to traditional training.</li> <li>Finland: Riitta will send link of hotworks.</li> <li>Every country will analyse and explain next meeting what they have and would like to deal with and exchange.</li> <li>Exchange of existing videos's: every country will prepare a list of existing video's they have and sell: idea is to see what we can deal together. France has its videos which can be read completely on the website <a href="http://www.cnpp.com/fr/Informer/DVD-pedagogiques/Sensibilisation-de-l-ensemble-du-personnel">http://www.cnpp.com/fr/Informer/DVD-pedagogiques/Sensibilisation-de-l-ensemble-du-personnel</a></li> </ul>	Plantin        Piironen  All  All	July 13        July 13  Sept 13  Sept 13
<b>10c:</b>	<p><b>Fire safety on construction sites</b></p> <p>No discussion</p>		



Point	Notes	Who	Deadline
11:	<b>Recurrent items</b>		
11a:	<b>Presentation from new members</b> <ul style="list-style-type: none"> <li>▪ None</li> </ul>		
11b:	<b>Presentation from existing members – Cepreven</b> <ul style="list-style-type: none"> <li>▪ Presentation from Cepreven: Copy of slides were distributed in the meeting.</li> <li>▪ Italy to present at next meeting</li> </ul>	Zuccaro	Oct 13
11c:	<b>Presentation of new Cepreven-website</b> <ul style="list-style-type: none"> <li>▪ Presentation from Cepreven: Copy of slides were distributed in the meeting.</li> <li>▪ Italy to present at next meeting</li> </ul>	Zuccaro	Oct 13
11d:	<b>Activities of members</b> <ul style="list-style-type: none"> <li>▪ Finland: 120 000 only last year in Hotwork &amp; Safety cards – Training OK with 50 courses running in 2012 – Print of cards for students and with CFPA logo if CFPA courses. Printed at SPEK at end of the course, appreciated by the students. SPEK made survey with result of shorter training with practice.</li> <li>▪ Spain: last year good results especially with courses for technicians of installations and 2013 starts good with Technical Cycle. Lots of seminars with sponsors are successful (more than 100 people). More and more e-learning with in home of customers. It becomes the main business. Query for shorter courses.</li> <li>▪ Italy: 4 different courses with 40 students altogether, so less present students in 2012. No other CFPA courses, but a lot of AIAS courses in H&amp;S at work.</li> <li>▪ Denmark: 2012 not a good year, no full sessions and many cancelled sessions. Hope for 2 sessions of Technical Cycle in 2013. Definition of new strategy and marketing focused on need of customers. 2013 is starting better and strategy gives results after marketing improvement.</li> <li>▪ France: Good year 2012, but less students in open sessions. CNPP is now thinking how to improve this. But more and more in international activities (e.g. Maroc). Technical courses are running good and more and more in-company training.</li> <li>▪ Sweden: good year 2012, but sometime less participants, in-company training more and more. More and more seminars, on foam, for example. More and more E-learning.</li> <li>▪ Germany: 2012 was OK, new product was the “fire safety days” (big conferences combined with a fair in two days in Cologne). Plan to do the same in December 2013 again (this time only in German): 4 big conferences (on fire extinguishing systems, fire detection, smoke &amp; heat exhausts, conference for fire protection coordinators and managers) in combination with a trade fair and together with Universities as exhibitors. Good start of technical cycle in 2013: all sessions up to July are full booked (that is half of a total of 19 sessions a year). In addition 2 sessions of the Technical Cycle at the location of the customers as company-trainings (e.g. for German train company). New “experience” in 2013: Ukranian students with</li> </ul>		

Point	Notes	Who	Deadline
	simultaneous translation in a standard training course was ok and good experience. In 2012 "VdS Bildungspass" was introduced – book for the student like a passport to fill in all courses they have followed.		
11:	<b>Any other business</b> <ul style="list-style-type: none"> <li>▪ None</li> </ul>		
12:	<b>Dates and venues of next meetings</b>		
	<p>10-11 October 13 – Como, Italy  10-11 April 2014 – Lisboa, Portugal  March or April 2015 – Finland (maybe together with GC – TBC)  October 2015 – Sweden</p> <p>Hebbelynck passed on his thanks once again on behalf of the TC and CFPA-E to Heidi Johansson and DBI for hosting the meeting and excellent arrangements and Dinner.  TC passed on its thanks to Patrick Hebbelynck for excellent chairing of the meeting on behalf of Howard Passey.</p>		