

CFPA-E Training Commission

Location Vernon, France

Date 5 April 2016

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	Present
Denmark	Pia Mark	Dansk Brand- og sikringsteknisk Institut Jernholmen 12, DK-2650 Hvidovre Tel. direct +45 36 275 775 06 pma@dbi-net.dk / www.dbi-net.dk	Absent
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
	Thibault Gousset	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 99 60 thibault.gousset@cnpp.com / www.cnpp.com	Present
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 Present 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	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, Chair	Brandskyddsföreningen Årstaängsvägen 21c, SE-11587 Stockholm Tel. +468 588 474 16 tobias.Plantin@svbf.se / www.svbf.se	Present
Switzerland	James Bassett	Swissi AG Richtistrasse 15, CH-8304 Wallisellen Tel. +41 44 217 43 20 james.bassett@swissi.ch/ www.swissi.ch	Present
United Kingdom	John Briggs	Fire Protection Association London Road, Moreton in Marsh Gloucestershire GL56 ORH Tel. +44 1608 812506 jbriggs@thefpa.co.uk / www.thefpa.co.uk	Present

Abbreviations

GC	Guideline Commission of CFPA-E
MC	Management Committee of CFPA-E
MIC	Marketing and Information Commission 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 James Bassett

Location Vernon

Date 05 April 2016

Point	Notes	Who	Deadline
1:	Welcome & opening of the meeting		
	<ul style="list-style-type: none"> Hebbelnyck opens the meeting and welcomes all to Vernon (France). 		
1a:	New participants and apologies for absence		
	<ul style="list-style-type: none"> Hebbelnyck introduces his replacement: Thibault Gousset. Briggs welcomes and introduces the new Chairman of CFPA-E, Tommy Arvidsson who also attended the meeting. Zuccaro introduced two new members from AIAS: Guido Zaccarelli and Massimo Ignesti. 		
1b:	Host Presentation		
	<ul style="list-style-type: none"> The host presentation was completed during the combined meeting between the GC and TC the day before. 		
2:	Approval of the agenda		
	<ul style="list-style-type: none"> Agenda receives unanimous approval after the following changes with the understanding that not all topics may be covered due to time constraints. 		
3:	Minutes of last meeting		
	Como – 12th-13th October 2015		
	<ul style="list-style-type: none"> Ferreira has one correction for the previous minutes that will be sent to Briggs after the meeting. 	Ferreira Briggs	ASAP
4:	Reporting of CFPA Europe		
4a:	General Assembly		
	<ul style="list-style-type: none"> Briggs had the following to report: <ul style="list-style-type: none"> The General Assembly will take place on the 18th and 19th of May in Madrid. The TC will be well represented. Schlösser notes that two new applicants, from Austria and the Czech Republic will be introduced. 		
4b:	Management Committee		
	<ul style="list-style-type: none"> Nothing to report. 		
4c:	Guidelines Commission		
	<ul style="list-style-type: none"> Nothing to report as there was a combined meeting between the groups earlier. 		
4d:	Security Commission		
	<ul style="list-style-type: none"> Schlösser requested that all members make comments on the proposed guidelines by June. 	All	Jun. '16
4e:	Marketing and Information Commission		

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> ▪ Rodriguez-Garcia has the following to report: <ul style="list-style-type: none"> ▪ More traffic is required on the website. ▪ Newsletter was sent to all members in February. ▪ Crime statistics will shortly be available on the website ▪ The draft of the CFPA-E presentation will be approved at the next MIC meeting. ▪ Plantin and Briggs requested that the course descriptions and links between guidelines and courses be made clearer and easier to access. ▪ A discussion will be held within the MIC as to whether registration shall be necessary to access the guidelines. Some members felt this should not be required in order to see the guidelines. 		
5:	Quality		
5a:	Peer Review <ul style="list-style-type: none"> ▪ The peer review between Spain and Portugal will take place in June and have a report by the next meeting. ▪ Briggs suggested that both a schedule and report of the peer review be made available to confirm we upheld the tasks. If any other members have already completed a review, it should be sent to the TC members. ▪ Piironen will send a copy of the Nordic Hot Works review to all TC members. 	Ferreira Rodríguez García Piironen	Oct. '16 Oct. '16
5b:	Questionnaire <ul style="list-style-type: none"> ▪ Briggs will send the questionnaire, as well as the principles and practice assessment, to all TC members. 	Briggs	ASAP
5c:	EQF <ul style="list-style-type: none"> ▪ Gousset informed the group that in France, once an applicant has completed the Technical Cycle and Management Cycle (albeit extended to 16 days) in either Fire Safety or Security, they are recognized as having achieved the equivalent of an EQF level 7 (S1 in French NQF) diploma. It is planned to introduce a number of CNPP course diplomas/certificates into the French NQF in 2016. ▪ Sue Tyley gave a presentation updating the group on the current situation regarding the EQF and what steps should be taken moving forward. It was noted that at some point, contact must be made with the EQF advisory board. ▪ Briggs proposed that four groups be made in order to tackle the placement of various courses in their area of the EQF and report back for the next meeting. The groups are as follows, with the coordinator in bold: <p><u>Risk Management</u> Bassett Briggs Plantin</p> <p><u>Installation (Systems)</u> Verhoyen Schlosser</p>	See Groups	Oct. '16

Point	Notes	Who	Deadline
	<u>Fire Safety</u> Rodríguez García Plantin Gousset Piironen Zuccaro <u>Security</u> Briggs Schlosser Hebbelnyck Brun (Security)		
	<ul style="list-style-type: none"> ▪ Sue Tyley will send out the templates for the framework to all members. ▪ Schlosser will also send out a new template regarding course descriptions in order to ease the classification of courses and allow better understanding of what the courses are intended to provide in terms of learning goals. 	Tyley Schlosser	ASAP ASAP
6:	Course pathways and linkages		
6a:	Flowcharts <ul style="list-style-type: none"> ▪ Tabled for next meeting. 		
7:	Proposals of new courses		
7a:	Project Management: Safety & Security <ul style="list-style-type: none"> ▪ Bassett will present the course proposal at the next meeting 	Bassett	Oct. '16
7b:	Fire Safety Systems – Intermediate Level <ul style="list-style-type: none"> ▪ Briggs and Rodríguez-García will review the content of the course and present in a future meeting. 	Briggs Rodríguez-García	Oct. '16
7c:	Fire Intervention Team Leader <ul style="list-style-type: none"> ▪ Plantin and Briggs supported the proposal from Hebbelnyck, who completed and present the template at the next meeting. 	Hebbelnyck	Oct. '16
7d	Property Risk Management for Risk Engineers <ul style="list-style-type: none"> ▪ Briggs noted this is a work in progress and will be distributed once it is completed. ▪ Spain and Switzerland expressed interest. 	Briggs	Oct. '16
8:	<ul style="list-style-type: none"> ▪ E-Learning Concepts 		
8a:	Free videos on the CFPA-E website <ul style="list-style-type: none"> ▪ All members with freely accessible videos should contact Briggs for use on the CFPA-E website. 	All	ASAP
8b	Image and Video Bank <ul style="list-style-type: none"> ▪ Bassett states that the Swissi AG safety cards have been approved for use. ▪ Briggs suggested that E-Learnings for the same course (and of the 		

Point	Notes	Who	Deadline
	same language) could be used in various countries and consolidated into the CFPA-E website.		
8c	<p>E-Learning as replacement for physical attendance</p> <ul style="list-style-type: none"> ▪ Bassett noted that with the increase of E-Learning, physical attendance of the course may be reduced and should be regulated as there are time requirements in the course descriptions. ▪ Tyley noted that with the new system, this will no longer be the case as there will be a learning-goal oriented point system introduced in the near future, which is how CNPP currently composes their courses. ▪ Schlosser noted that requirements for physical attendance could be introduced into the new course descriptions where needed. ▪ Piironen informed the group that the Hot Works course can be taken 100% online. 		
10:	<ul style="list-style-type: none"> ▪ Recurrent Items 		
10a:	<p>Presentation from existing member</p> <ul style="list-style-type: none"> ▪ Tabled until next meeting 		
11	Other Business		
	<ul style="list-style-type: none"> ▪ Briggs proposed that the TC members meet via webinar/teleconference once a month when possible in order to go through agenda items that were missed. The tentative plan is to meet every first Thursday of the month except for May due to a holiday. ▪ Briggs and Bassett will be responsible for sending out the times and links for the meetings, as well as recording a short summary of what was discussed and decided. ▪ Rodríguez-García will send out the login and password of the website to all members so that all relevant documents can be uploaded and all members have access. 	<p>Bassett Briggs</p> <p>Rodríguez-García</p>	<p>ASAP</p> <p>ASAP</p>
12	Dates and venues of next meeting		
	<ul style="list-style-type: none"> ▪ The next TC meeting will take place in Köln on the 11th and 12th of October. ▪ Briggs recommended that the meeting take place from 10:00 - 18:00 on the 11th, with the 12th from 08:00 - 12:00 only if necessary. This will be discussed during the next teleconference. 		