

CFPA-E Training Commission

Location Köln, Germany Date 11 October 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
Czech Republic	Jan Smolka	AZTower Pražákova 1008-1069 Štýřice 639 00 Brno Jan.Smolka23@gmail.com Email: info@git-eu.org	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	Present
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	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	Absent
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 Electrónic 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	ca Present



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Spain	Mirna Rodríguez García	CEPREVEN Sagasta 18, ES-28004 Madrid Tel. +34 91 445 73 81 / 75 66 mrodriguez@cepreven.com / www.cepreven.com	Absent
Sweden	Tobias Plantin	Brandskyddsföreningen Årstaängsvägen 21c, SE-11587 Stockholm Tel. +468 588 474 16 tobias.Plantin@svbf.se / www.svbf.se	Absent
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 Chair	Fire Protection Association London Road, Moreton in Marsh Gloucestershire GL56 ORH Tel. +44 1608 812506 jbriggs@thefpa.co.uk / www.thefpa.co.uk	Present
Norway	Monica Varan	Norsk Brannvern Forening, Postboks 6754, Etterstad, N-0609 Oslo mv@brannvernforeningen.no	Absent
Austria	Gunter Scwabegger	Petzoldstraße 45, Linz 4020 +43 732 76170 bvs-ooe.at g.schwaberrer@bvs-ooe.at	

Abbreviations

GC	Guideline Commission of CFPA-E
MC	Management Committee of CFPA-E

MIC Marketing and Information 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 Köln Date 11 Oct. 2016

Point	Notes	Who	Deadline
1:	Welcome & opening of the meeting		
	 Schlosser opens the meeting and welcomes all to Köln (Germany). 		
1a:	 New participants and apologies for absence Briggs welcomes representatives from the Czech Republic: Jan Smolka, Kamila Kempna. Briggs welcomes Sue Tyley to the meeting, who will be consulting 		
	on the CFPA-E training framework.		
1b:	Host Presentation ■ Schlosser presents VdS.		
2:	Approval of the agenda		
	 Agenda receives unanimous approval with the understanding that not all topics may be covered due to time constraints. 		
3:	Minutes of last meeting		
4:	 Vernon – 4th-5th May 2016 Minutes were approved after grammatical corrections. Briggs noted that the Q&A must be completed at some point. Reporting of CFPA Europe 		
4a:	General Assembly		
- a.	 Representatives from Austria and Czech Republic were officially accepted as members of CFPA-E. The next meeting will take place 14th and 15th June 2017. 		
4b:	 Management Committee Briggs had the following to report: More information regarding course structure and content should be available internally for members looking to offer a given course. 		
4c:	Guidelines Commission		
	 The Fire Safety Engineering Guideline is in the final stages of editing and should be ready to be presented to the GA during the next meeting. 		
4d:	Security Commission		
	 Schlosser reported that 4 new guidelines have been produced and the feedback given will be integrated during the next meeting. Cybersecurity is a hot topic that should be looked into as a possible area to expand for CFPA-E. 		
4e:	Marketing and Information Commission		
	Schlosser had the following to report:		



Point	Notes	Who	Deadline
	 4 newsletters per year is the goal. There will be a CFPA-E stand at the VdS Tagung, as well as having 2 presenters. Members interested in having their company information at the stand should contact Schlosser as soon as possible. 	All	ASAP
5:	Quality		
5a:	Peer Review ■ This was tabled until next meeting. It should be noted that this needs to be completed sooner rather than later.		
5b:	 Questionnaire Briggs will send the questionnaire, as well as the principles and practice assessment, to all TC members. 	Briggs	ASAP
5c:	 Verhoyen noted that the booklet should have clearer information regarding what is required for an attest, certificate and diploma as well as including continuing education and competency requirements. Briggs went through the EQF levels explaining the organisation and 	Briggs	Dec. '16
	 placement of the various CFPA-E courses. Once all courses have been completed, they will be sent to Tyley for review. Tyley also noted the "aims" should be written from the perspective of the teacher, while the "learning outcomes" from the perspective of the student. Ingeborg requested that a "credit" be defined. The TC came to the following conclusion: 1 Credit – 1 Hour – 60 Minutes 1 Day – 6 Credits ½ Day – 3 Credits Briggs will present this proposal to the MC for approval The TC went through numerous courses and discussed the placement as well as descriptors. Due to time constraints it was 	Briggs	Dec. '16
	decided the remaining courses would be completed and sent for review by the following members: Briggs Fire Safety Risk Management Schlosser Fire Protection Systems		'16
	Bassett Security Tyley noted the qualifying body should be contacted before the report is composed in order to gain knowledge of what is expected. It was also noted the EQF body is currently reviewing their internal process, to be completed in 2022.		
6:	Course pathways and linkages		



Point	Notes	Who	Deadline
6a: 7:	 ■ Tyley presented the flow chart and explained the workings thereof. ■ Verhoyen noted that a description level for the Basic → Professional should also be included. ■ Tyley and Briggs both noted that it should be possible for a candidate to further themselves both in depth and breadth of knowledge. For instance a sprinkler specialist can seek further education is specialty sprinkler courses or other areas, such as fire detection. Proposals of new courses 		
7a:	Project Management: Safety & Security		
ru.	Bassett will present the course proposal at the next meeting	Bassett	Mar. '17
7b:	 Fire Safety Audits Ana proposed the Fire Safety Audits course It is designed to teach proper approaches to auditing a building and gives examples of potential pitfalls and is for candidates who already have a working knowledge of fire safety concepts. Briggs will send to the group for comment 	Briggs	Mar. '17
7c:	 Compliance Officer The Compliance Officer course is designed for those wishing to control the quality assurance of installations during construction. Switzerland and Germany showed provisional interest and will report back. 		Mar. '17
7d	 Property Risk Management for Risk Engineers 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:	Recurrent Items		
8a:	Presentation from existing member Tabled until next meeting		
9	Other Business		
	 At the beginning of the booklet there should be a short descriptor regarding continuing education and refresher courses. The dates of the guidelines in the booklet should be removed. At the next meeting, vocational experience and the relevant requirements will be discussed. Piironen will send the Hot Works booklets to Smolka. 		
	Smolka will present their courses at the next meeting.	Piironen	ASAP
	 Smolka will write a brief regarding fire safety in timber buildings and present it to the members. The TC recognizes the need for Fire Detection Planning and Sprinkler Planning as courses, which will be discussed next meeting. 	Smolka	Mar. '17
10	Dates and venues of next meeting		



Point	Notes	Who	Deadline
	The next TC meeting will take place in Stockholm on the 14 th and 15 th of March.		