

# CFPA-E Training Commission

**Location** Köln, Germany

**Date** 11 October 2016

## Participants

Nation	Name	Company, Address, Telephone, E-Mail	
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Portugal	Ana <b>Ferreira</b>	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 <a href="mailto:tecnico@apsei.org.pt">tecnico@apsei.org.pt</a>	Present

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United Kingdom	<b>John Briggs</b> Chair	Fire Protection Association London Road, Moreton in Marsh Gloucestershire GL56 ORH Tel. +44 1608 812506 <a href="mailto:jbriggs@thefpa.co.uk">jbriggs@thefpa.co.uk</a> / <a href="http://www.thefpa.co.uk">www.thefpa.co.uk</a>	Present
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#### 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:	<b>Welcome &amp; opening of the meeting</b>		
	<ul style="list-style-type: none"> <li>Schlosser opens the meeting and welcomes all to Köln (Germany).</li> </ul>		
1a:	<b>New participants and apologies for absence</b>		
	<ul style="list-style-type: none"> <li>Briggs welcomes representatives from the Czech Republic: Jan Smolka, Kamila Kempna.</li> <li>Briggs welcomes Sue Tyley to the meeting, who will be consulting on the CFPA-E training framework.</li> </ul>		
1b:	<b>Host Presentation</b>		
	<ul style="list-style-type: none"> <li>Schlosser presents VdS.</li> </ul>		
2:	<b>Approval of the agenda</b>		
	<ul style="list-style-type: none"> <li>Agenda receives unanimous approval with the understanding that not all topics may be covered due to time constraints.</li> </ul>		
3:	<b>Minutes of last meeting</b>		
	<p><b>Vernon – 4th-5th May 2016</b></p> <ul style="list-style-type: none"> <li>Minutes were approved after grammatical corrections.</li> <li>Briggs noted that the Q&amp;A must be completed at some point.</li> </ul>		
4:	<b>Reporting of CFPA Europe</b>		
4a:	<b>General Assembly</b>		
	<ul style="list-style-type: none"> <li>Representatives from Austria and Czech Republic were officially accepted as members of CFPA-E.</li> <li>The next meeting will take place 14<sup>th</sup> and 15<sup>th</sup> June 2017.</li> </ul>		
4b:	<b>Management Committee</b>		
	<ul style="list-style-type: none"> <li>Briggs had the following to report: <ul style="list-style-type: none"> <li>More information regarding course structure and content should be available internally for members looking to offer a given course.</li> </ul> </li> </ul>		
4c:	<b>Guidelines Commission</b>		
	<ul style="list-style-type: none"> <li>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.</li> </ul>		
4d:	<b>Security Commission</b>		
	<ul style="list-style-type: none"> <li>Schlosser reported that 4 new guidelines have been produced and the feedback given will be integrated during the next meeting.</li> <li>Cybersecurity is a hot topic that should be looked into as a possible area to expand for CFPA-E.</li> </ul>		
4e:	<b>Marketing and Information Commission</b>		
	<ul style="list-style-type: none"> <li>Schlosser had the following to report:</li> </ul>		



Point	Notes	Who	Deadline
6a:	<b>Flowcharts</b> <ul style="list-style-type: none"> <li>▪ Tyley presented the flow chart and explained the workings thereof.</li> <li>▪ Verhoyen noted that a description level for the Basic → Professional should also be included.</li> <li>▪ 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 in specialty sprinkler courses or other areas, such as fire detection.</li> </ul>		
7:	<b>Proposals of new courses</b>		
7a:	<b>Project Management: Safety &amp; Security</b> <ul style="list-style-type: none"> <li>▪ Bassett will present the course proposal at the next meeting</li> </ul>	Bassett	Mar. '17
7b:	<b>Fire Safety Audits</b> <ul style="list-style-type: none"> <li>▪ Ana proposed the Fire Safety Audits course</li> <li>▪ 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.</li> <li>▪ Briggs will send to the group for comment</li> </ul>	Briggs	Mar. '17
7c:	<b>Compliance Officer</b> <ul style="list-style-type: none"> <li>▪ The Compliance Officer course is designed for those wishing to control the quality assurance of installations during construction.</li> <li>▪ Switzerland and Germany showed provisional interest and will report back.</li> </ul>		Mar. '17
7d	<b>Property Risk Management for Risk Engineers</b> <ul style="list-style-type: none"> <li>▪ Briggs noted this is a work in progress and will be distributed once it is completed.</li> <li>▪ Spain and Switzerland expressed interest.</li> </ul>	Briggs	Oct. '16
8:	<ul style="list-style-type: none"> <li>▪ <b>Recurrent Items</b></li> </ul>		
8a:	<b>Presentation from existing member</b> <ul style="list-style-type: none"> <li>▪ Tabled until next meeting</li> </ul>		
9	<b>Other Business</b>		
	<ul style="list-style-type: none"> <li>▪ At the beginning of the booklet there should be a short descriptor regarding continuing education and refresher courses.</li> <li>▪ The dates of the guidelines in the booklet should be removed.</li> <li>▪ At the next meeting, vocational experience and the relevant requirements will be discussed.</li> <li>▪ Piironen will send the Hot Works booklets to Smolka.</li> <li>▪ Smolka will present their courses at the next meeting.</li> <li>▪ Smolka will write a brief regarding fire safety in timber buildings and present it to the members.</li> <li>▪ The TC recognizes the need for Fire Detection Planning and Sprinkler Planning as courses, which will be discussed next meeting.</li> </ul>	Piironen  Smolka	ASAP  Mar. '17
10	<b>Dates and venues of next meeting</b>		

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"><li data-bbox="220 257 1118 324">▪ The next TC meeting will take place in Stockholm on the 14<sup>th</sup> and 15<sup>th</sup> of March.</li></ul>		