

# CFPA-E Training Commission

**Location** Stockholm, Sweden

**Date** 14 March 2017

## Participants

Nation	Name	Company, Address, Telephone, E-Mail	
Belgium	Geraldine	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 <b>Smolka</b>	Fire Protection Association (Global Innovation Technologies) AZ-Tower, Prazakova 1008/69, 63900 Brno Tel. +420 602 763 321 Jan.smolka@git-eu.org	Present
Denmark	Pia <b>Mark</b>	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	Heli <b>Hätönen</b>	Suomen Pelastusalan Keskusjärjestö SPEK Ratamestarinkatu 11, FI-00520 Helsinki Tel. +358 9 4761 1332 heli.hatonen@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	Absent
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	Absent
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	Present

---

		tecnico@apsei.org.pt www.apsei.org.pt	
Spain	<b>Mirna 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	<b>Harald Sammer</b>	Brandskyddsföreningen Årstaängsvägen 21c, SE-11587 Stockholm Tel. – Harald.Sammer@brandskyddsforeningen.se	Present
Switzerland	<b>James Bassett Vice Chair</b>	Swissi AG Richtistrasse 15, CH-8304 Wallisellen Tel. +41 44 217 43 20 james.bassett@swissi.ch / www.swissi.ch	Present
United Kingdom	<b>John Briggs Chair</b>	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
SC	Security Commission of CFPA-E
TC	Training Commission of CFPA-E

# Minutes of meeting

## CFPA-E Training Commission

Minutes by James Bassett

Location Stockholm

Date 14 Mar. 2017

Point	Notes	Who	Deadline
1:	<b>Welcome &amp; opening of the meeting</b>		
	<ul style="list-style-type: none"> <li>Briggs opened the meeting and welcomed all the Stockholm.</li> </ul>		
1a:	<b>New participants and apologies for absence</b>		
	<ul style="list-style-type: none"> <li>Briggs welcomes Sue Tyley to the meeting, who will be consulting on the CFPA-E training framework.</li> <li>Briggs also welcomed new members of the training commission: Sammer.</li> </ul>		
1b:	<b>Host Presentation</b>		
	<ul style="list-style-type: none"> <li>Sammer presented the Swedish Fire Protection Association</li> </ul>		
2:	<b>Approval of the agenda</b>		
	<ul style="list-style-type: none"> <li>Agenda receives unanimous approval.</li> </ul>		
3:	<b>Minutes of last meeting</b>		
	<b>Köln – 11th-12th October 2016</b>		
	<ul style="list-style-type: none"> <li>Minutes were approved.</li> </ul>		
4:	<b>Reporting of CFPA Europe</b>		
4a:	<b>General Assembly</b>		
	<ul style="list-style-type: none"> <li></li> </ul>		
4b:	<b>Management Committee</b>		
	<ul style="list-style-type: none"> <li>Briggs presented the feedback/information from the MC: <ul style="list-style-type: none"> <li>Peer review should regularly be conducted and documented so the process is transparent for all parties. Any additional information that should be included in the checklist shall be submitted by the member countries by the next meeting.</li> <li>The CFPA-E Booklet will now only be published electronically.</li> <li>All members should send Attest documentation to CFPA in order to have a more complete overview. It was noted this may be difficult to do for certain attests as there are far more issued per year than certificates/diplomas (e.g. Hot Works has 85,000/year). This will be discussed at the next meeting.</li> <li>All members should check with their local regulations regarding data protection. This way CFPA-E can legally define a strategy in order to bring in more readers.</li> <li>Briggs noted that all courses should be assigned at least one guideline. If there is no appropriate guideline, the topic should be reported to the GC.</li> </ul> </li> </ul>	All	Oct. 17
		All	Oct. 17
		All	Oct. 17

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> <li>All members must go back to their countries and determine whether it is feasible for all courses to first be introduced with the CFPA-E presentation.</li> </ul>		
<b>4c:</b>	<b>Guidelines Commission</b> <ul style="list-style-type: none"> <li>The GC has agreed upon 2 new guidelines, tens and warehouses. There are a number of other guidelines in the pipeline including more on natural hazards.</li> </ul>		
<b>4d:</b>	<b>Security Commission</b> <ul style="list-style-type: none"> <li>The past meeting was spent completing a number of guidelines.</li> <li>A new guideline on cyber security has been proposed and should be completed by the end of the next meeting.</li> <li>It was also noted that VdS and CNPP are looking to offer more courses on cyber security.</li> </ul>		
<b>4e:</b>	<b>Marketing and Information Commission</b> <ul style="list-style-type: none"> <li>The MIC has introduced a new research section on the CFPA-E website. The next sections to be updated are the guideline and training.</li> <li>The newsletter is always looking for topics, so the MIC asks that all members report any relevant events or news so that it can be included.</li> <li>The MIC has been evaluating the possibility of joining trade fairs in order to boost the image of CFPA-E.</li> </ul>		
<b>5:</b>	<b>Quality</b>		
<b>5a:</b>	<b>Peer Review</b> <ul style="list-style-type: none"> <li>Once the Questionnaire has been completed, the Peer Reviews can continue regularly.</li> </ul>		
<b>5b:</b>	<b>Questionnaire</b> <ul style="list-style-type: none"> <li>Briggs to send the matrix to all members for review.</li> </ul>	All	Oct. 17
<b>5c:</b>	<b>EQF</b> <ul style="list-style-type: none"> <li>Tyley led the discussion on the feedback. The following decisions were made: <ul style="list-style-type: none"> <li>Bassett to review Business Continuity Planner, Classification of Explosive Areas and Explosion Protection Manager.</li> <li>Fire Risk Assessment and Management to be placed in the management group.</li> <li>Management of Key/Access and Perimeter Protection to be moved to level 3 and the wording updated.</li> <li>Wording for Museums and Shopping Centres to be standardized.</li> <li>Security Management and Technical Cycle to be moved to level 6 and 5 respectively.</li> <li>The targets for the Fire Safety group are to be updated for all levels to reflect appropriate groups.</li> <li>Thermography of Electrical Installations to be moved to level 3.</li> <li>Maintenance of Portable Fire Extinguishers to be moved to level 3.</li> </ul> </li> <li>Tyley noted there were inconsistencies within the requirements for an Attest/Certificate. The TC decided on the following requirements:</li> </ul>	Bassett	May 17



Point	Notes	Who	Deadline
	<p>report back next meeting. This topic will be discussed every meeting until a solution is agreed upon.</p> <ul style="list-style-type: none"> <li>▪ Hätönen proposed that CFPA-E act as coordination group for Hot Works in order to garner acceptance Europe-wide as opposed to individual countries. Other countries who would be interested should attend the Nordic Hot Works seminars and conferences.</li> </ul>	All	Oct. 17
<b>10</b>	<b>Dates and venues of next meeting</b>		
	<ul style="list-style-type: none"> <li>▪ The next TC meeting will take place in Madrid on the 24<sup>th</sup> and 25<sup>th</sup> of October.</li> </ul>		