

CFPA-E Training Commission

Location Madrid, Spain

Date 24 October 2017

Participants			Present
Nation	Name	Company, Address, Telephone, E-Mail	Absent
Austria	Wolfgang Neumüller	BVS Petzoldstrasse 45-49 Postfach 27 A-4017 Linz Tel. +43 732 7617 327 w.neumueller@bvs-linz.at / www.bvs-ooe.at	Present
PBelgium	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	Absent
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 (1/2)
Finland	Heli Hätönen	Suomen Pelastusalan Keskusjärjestö SPEK Ratamestarinkatu 11, FI-00520 Helsinki Tel. +358 9 4761 1332 heli.hatonen@spek.fi / www.spek.fi	Present
France	Thibault Gousset 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 99 60 thibault.gousset@cnpp.com / www.cnpp.com	Present
Germany	Ingeborg Schlosser	VdS Schadenverhütung Pasteurstr. 17a, DE-50735 Köln	Present

			Tel. +49 221 77 66 472 ischlosser@vds.de / www.vds.de	
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 via teleconference (1/2)	
Portugal	Ana Ferreira	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	Present	
Slovenia	Gasper Golob	SZPV Dunajska cesta 369, 1231 Ljubljana-Crnuce - Slovenia Tel. + 386 41 797 930 piu@szpv.si and info@szpv.si	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	Brandskyddsföreningen Årstaängsvägen 21c, SE-11587 Stockholm Tel. +468 588 474 16 tobias.Plantin@svbf.se / www.svbf.se	Absent	
Switzerland	James Bassett Vice Chair	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	Absent	
Norway	Tom Erik Galambos	Norsk Brannvern Forening, Postboks 6754, Etterstad, N-0609 Oslo teq@brannvernforeningen.no	Present	

Abbreviations

GC	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 Alain Verhoyen

Location Madrid

Date 24 Oct. 2017

Nomination of a vice president : Heli Hätönen

Point	Notes	Who	Deadline
1:	Welcome & opening of the meeting		
	<ul style="list-style-type: none"> Basset opened the meeting and welcomed all. 		
1a:	New participants and apologies for absence		
	<ul style="list-style-type: none"> Presentation of each participant. 		
1b:	Host Presentation (delayed on 25/10/2017)		
	<ul style="list-style-type: none"> Rodriguez Garcia presented Cepreven 		
2:	Approval of the agenda		
	<ul style="list-style-type: none"> Agenda receives unanimous approval. 		
3:	Minutes of last meeting		
	<p>Stockolm – 14-15th of March 2017</p> <ul style="list-style-type: none"> Minutes were approved. 		
4:	Report from Tyley concerning the EQF		
4a:	<p>Presentation of EQF</p> <ul style="list-style-type: none"> Because new participants, Tyley make a short overview and presentation of EQF. Tyley will communicate the presentation to Briggs for distribution to all participants Gousset explains the Level 7 already organised by CNPP. It is a consolidation of 2 levels : Technical cycle and Management cycle. Two Level 7 training are already organised, one for Fire and one for Security Management cycle. Next official EQF level will be applied on Fire extinguisher. Verhoyen asks if the terminology ‘Certificate’ will remain. This can lead to confusion with the Certification process, an higher level than Diploma because Certification requests a periodic training and reevaluation of the skills and knowledge of the certified persons. The terminologies Attest/Certificate/Diploma will not change. The certification will be evaluated in a next step. 	<p>UK, Italy, Sweden</p> <p>UK, Italy, Sweden, Spain</p>	
4b:	<p>Fire Safety Group</p> <ul style="list-style-type: none"> Presentation by Tyley The Specs of the training 1.1, 1.2, 1.9, 1.13, 1.17, 1.19, 1.20, 1.22, 1.23, 1.24 and 1.31 were screened. Italy, Sweden and UK will come back on the comment of Tyley on training 1.22 (proposal for replacing “with knowledge of implementing policies and procedures in order to manage risk and threats”) Italy, Spain, Sweden and UK will come back on the comment of Tyley “Design” or “Organise” 	<p>Italy, Sweden, UK</p>	

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> All the modifications approved by TC will be provide by Tyley to Briggs. 	Italy, Spain, Sweden, UK Tyley	
4c:	<p>Risk Management Group</p> <ul style="list-style-type: none"> Presentation by Tyley / Basset (Level 5) Sweden check if 1.8 may shift to a Level 4 in order to have 1.15 Level 2, 1.16 Level 3 and 1.8 Level 4 The comments/proposals of Tyley and some other modification proposed during the meeting for 1.3, 1.7, 1.11, 1.12 and 1.37 are accepted The comments/proposals of Tyley for 1.4 and 1.12 have still to be submitted by the countries providing those training The countries providing the training 1.26 have to agree on the standards (i.e. ISO 22300, 22301, 22313, BSI 100-4, etc) supporting this course All the modifications approved by TC will be provide by Tyley to Briggs. 	Sweden UK, France, Italy France, Portugal, Spain, Sweden, Switzerland, IK Tyley	
4d:	<p>Security Group</p> <ul style="list-style-type: none"> Presentation by Schlosser Tyley's comments were already discussed in the SG Schlosser make an overview of the changes 1.5, 1.6, 1.32, 1.33, 1.34, 1.35, 1.36, 1.38, 1.39, 1.40 are accepted by TC All the modifications approved by TC will be provide by Tyley to Briggs. 	Tyley	
4e:	<p>Fire Protection Systems Group</p> <ul style="list-style-type: none"> Presentation by Tyley 1.14, 1.18, 1.21, 1.27, 1.28, 1.29, 1.30, 1.41 The comments/proposals of Tyley and some other modification proposed during the meeting for 1.14, 1.18, 1.21, 1.27, 1.28, 1.29, 1.30, and 1.41 are accepted All the modifications approved by TC will be provide by Tyley to Briggs. 	Tyley	
5:	Reporting of CFPA Europe by Commission members		
5a:	<p>General Assembly (Lisbon 14/15th June 2017)</p> <p>Strategy document review:</p> <ul style="list-style-type: none"> Focus on promotion of the activity of CFPA-E (website, contacts in countries) – Best practice for fire & theft prevention Endorsment of CFPA-E by Insurance Europe Tommy Ardivison nominated to do the necessary lobbying New countries (i.e. Austria, Czech Republic in 2016) Importance of the Newsletters to attract the interest of the new countries CFPA-I General Assembly in Beijing (creation task force regarding external cladding for building) 		

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> ▪ 2 contacts/year between CFPA-I and CFPA-E ▪ Next GA 2018 in Helsinki (23-24th of May) (2019 – Stockolm) 		
5b:	<p>Management Committee (Stockholm March 2017)</p> <p>These are some of the things that the MC wants us to consider:</p> <ul style="list-style-type: none"> ▪ Peer Review : exemple will be done in Cepenven this afternoon. Not always easy because langage. When doing the peer review. How to inform when there are changes. Must be easy to do and to handle afterward. ▪ Which courses run in which country and how many students through the course in 1 year: table in leaflets and on the website. Be careful with the European Directive on General Data Protection Regulation. Short brainstorming lead to 3 possibility <ul style="list-style-type: none"> - CFPA-E take advice of a lawyer (strong position of-CFPA-E + publication of the rules on his website, not necessary publication of the lists on CFPA-Europe) - CFPA-E do nothing: Each country have to respect GDPR Directive, and draws the responsibility to publish or not the names. - Principle of the Newsletter (subscription/unsubscription) ▪ Ana was to matching the guidelines to the training courses [template matching] – Being done ▪ The CFPA leaflet with all the courses is now to be electronic. No more paper version. ▪ Volunteers to write news items for the website at this meeting also ABOUT this meeting. Each country should at least send one news/year. Resume of who send news to be presented at the GA (in order to show who don't send ...). Not long texts. ▪ Need for new guidelines - new on the agenda : see agenda of SC and GC ▪ News articles from the actual TC meeting : Idea : Description of a course once a month, New courses. MIC leads this : MIC requests the countries giving the courses to write the news on the 'nominated' course. ▪ On member newsletters, something to say we are members of CFPA and they also do a newsletter if you want to subscribe to this this is the link etc ▪ News items for the website. See here above ▪ Beginning of each course in each country MC wants to show the CFPA video. If too long for the course, must be at least mentioned in the beginning of the course and referred in the leaflet. ▪ Everyone who attends CFPA course - details should be saved and passed to MIC so they can get newsletter and a way to join CFPA as a member. ▪ E-learning and Webinars What is the latest/next trend for training? Who is doing : Germany has integrate a little module of eLearning for one company / Norway do it for hotwork / France starts with webinars / Denmark gives also webinars teasers (20 minutes), ... and then people signs for the courses – will be a fix point at the agenda of the TC to follow the evolution of this topic ▪ Course revisions – Can we have a policy / procedure to review courses – both the template and the summary of background 	<p>Each country/once a year</p> <p>MIC</p> <p>MIC</p> <p>Each country</p>	

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	material. At each meeting 3 courses will be revised according the new EQF system.		
5c:	Guidelines Commission <ul style="list-style-type: none"> ▪ See meeting TC&GL together (afternoon) 		
5d:	Security Commission <ul style="list-style-type: none"> ▪ Guideline on Service Security for small en medium enterprise. ▪ Guideline on Business Intelligence ▪ Revision of the EQF ▪ Guideline on requirements level in function of the type of shop ▪ Guideline Security in schools is published 		
5e:	Marketing and Information Commission <ul style="list-style-type: none"> ▪ Newsletters : very important to all to communicate to MIC ▪ Revised Logo ▪ Leaflet electronic ▪ Improvements of Guidelines forms ▪ New chapter for marketing material ▪ Upgrade marketing material with logo of Estonia ▪ Usage rules for CFPA-E logo ▪ Participation to different Fairs : Sicure, Expoprotection 	All countries	
6:	Quality		
6a:	Peer Review <ul style="list-style-type: none"> ▪ Peer Review Document circulated last meeting. It is important that Peer reviews are carried out during the visits and commission meeting. 		
7:	Proposals of new courses		
7a:	Fire Intervention Team Leader (CNPP) <ul style="list-style-type: none"> ▪ Only France interested 		
7b:	Project Management Safety & Security (Swissi) <ul style="list-style-type: none"> ▪ No development. Summary of previous report : Bassett proposed the diploma of safety and security. The following countries showed interest: United Kingdom, Spain and Sweden. 		
7c:	Fire Safety Systems <ul style="list-style-type: none"> ▪ No development. Summary of previous report : Rodriguez-Garcia presented the updated version of the fire safety systems course. The following countries showed interest: United Kingdom and France. Hebbelnyck will also bring the original documentation to the next meeting. 		
7e	Property Risk Management for Risk Engineers <ul style="list-style-type: none"> ▪ No development. 		
8:	<ul style="list-style-type: none"> ▪ The Erasmus project – Czech Republic EU Funding 		
8a:	<ul style="list-style-type: none"> ▪ No development. Summary previous report : GIT (Kamila & Jan) are now working with and will apply from EC to finance a project. This project is about Continuous Professional Development (CPD) and as you remember we are talking about CPD in our proposal for new strategy 		
9	Other Business		

Point	Notes	Who	Deadline
	<ul style="list-style-type: none"> ▪ Review of tables of activity from all members : completed during the meeting for the countries who didn't answer. Will be put together with the results of the GC and published. ▪ Proposal for Web meetings Webinars in-between formal meetings. To be the Second Thursday in the month [when we have matters to discuss] – 10 O'Clock – Everybody reserved this moment in his agenda ▪ Emails received from Kenya about any CFPA member interested in Conducting Training in Kenya [Also input from CFPA – I] – Basset send the email to Gousset/Hebbelynck ▪ Any points for guidelines commission meetings later [2] Guidelines ready for ratification. No ▪ Time line: Portugal max 2 year to finish a training session. France no limit (French regulation). Recommendation of CFPA-E : 2 years for diploma courses ▪ Topic to follow at the next meeting : cycle for refreshment 	<p>Schlosser</p> <p>All</p>	
10	Dates and venues of next meeting		
	<ul style="list-style-type: none"> ▪ General Assembly in 2018 : Helsinki, 23-24th of May (2019 : Stockolm) ▪ Commissions meeting in 2018 : Prague, 21-22th of March (next in Zurich, October) 		