

CFPA-E Training Commission

Location London

Date 20th March 2019

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	ABSENT
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	ABSENT
Czech Republic	Jan Smolka	Majaczech, z.s. Bile Policany 1 544 52 Bile Policany Tel.: +420 602 763 321 Email : jan.smolka@majaczech.cz	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	Heli Hätönen Vice Chair	Suomen Pelastusalan Keskusjärjestö SPEK Ratamestarinkatu 11, FI-00520 Helsinki Tel. +358 40 484 3822 heli.hatonen@spek.fi / www.spek.fi	PRESENT
France	Jean-luc Cochet	CNPP B.P. 2265, F-27950 Saint-Marcel Tel. +33 (0) 2 32 53 64 13 Mob.: +33 (0) 627 391 361 jeanluc.cochen@cnpp.com www.cnpp.com	PRESENT
Germany	Ingeborg Schlosser	VdS Schadenverhütung Pasteurstr. 17a, DE-50735 Köln Tel. +49 221 77 66 472 Mob.: +49 173 889 448 ischlosser@vds.de / www.vds.de	PRESENT

Greece	Dionysis Kolaitis	National Technical University of Athens School of Mechanical Engineering tel: +30 210 772 40 02 dkol@central.ntua.gr / www.hmcs.mech.ntua.gr	REPRESENTED
	Yiannis Kontoulis	ELIPYKA Knauf Insulation 10 Evripidou str. 176 74 Kallithea, Greece Tel.: +30 211 710 7007 Fax: +30 211 740 9480 Mob.: +30 69 45 85 67 68	by Yiannis Kontoulis
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	ABSENT
Norway	Tom Erik Galambos	Norsk Brannvern Forening, Postboks 6754, Etterstad, N-0609 Oslo teg@brannvernforeningen.no	PRESENT
Portugal	Ana Ferreira	APSEI - Associação Portuguesa de Segurança Rua Cooperativa A Sacavenense nº25, 2685-005 Sacavein Tel. +351 219 527 849 Mob.: +351 966 743 852 ana.ferreira@apsei.org.pt www.apsei.org.pt	PRESENT
Slovenia	Gasper Golob	SZPV Dimiceva ulica 13 SI-1000 Ljubljana Mob.: +386 (0)41 797 930 gsper@szpv.si and info@szpv.si	PRESENT
Spain	Mirna Rodríguez García	CEPREVEN 27 General Peron Avenue – Floor 5 28020 Madrid, Spain Tel. +34 91 445 73 81 / 75 66 Mob.: +34 628 716 777 mrodriguez@cepreven.com / www.cepreven.com	PRESENT

Sweden	Harald Sammer	Brandskyddsföreningen Årstaängsvägen 21c, SE-11587 Stockholm Tel. +468 08-588 474 16 Mob.: +468 076-677 19 90 Harald.Sammer@brandskyddsforenin gen.se www.svbf.se	PRESENT
Switzerland	Katharina Adelberger	Swiss Safety Centre AG Richtistrasse 15 CH-8304 Wallisellen Tel.: +41 442174320 Mob.: +41 798572358 katharina.adelberger@safetycenter.c h	PRESENT
United Kingdom	John Briggs <i>Chair</i>	Fire Protection Association London Road, Moreton in Marsh Gloucestershire GL56 ORH Tel. +44 1608 812506 jbriggs@thefpa.co.uk / www.thefpa.co.uk	PRESENT
	Claire Wright <i>Training Manager</i>	Fire Protection Association London Road, Moreton in Marsh Gloucestershire GL56 ORH cwright@thefpa.co.uk	PRENSENT

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 Jan Smolka

Location London

Date 20 / 3 / 2019

Point	Notes	Who	Deadline
1:	Welcome & opening of the meeting		
	<ul style="list-style-type: none"> Welcome by John and introduction of participants in TC 		
1a:	New participants and apologies for absence <ul style="list-style-type: none"> Introduction of new participants from France Adding and updating information about participants Add mobile phones to Agenda for other members (participants gained business cards to Jan) Change logo for Swiss Association and Czech association on the first page 		
1b:	Host Presentation <ul style="list-style-type: none"> John introduced participants and presented FPA Introducing RISC Authority Presentation will be shared with participants We are very happy for meeting organized on Park Inn in Heathrow, London 😊 		
2:	Approval of the agenda		
	<ul style="list-style-type: none"> Agenda approved 		
3:	Minutes of last meeting		
	<ul style="list-style-type: none"> Improved date (October to March) 		
4	Discussion on new documents sent out in the summer		
4a	CFPA Training centre Handbook <ul style="list-style-type: none"> Accrediting authority – as a first regarding minutes from the last meeting - CFPA-E representing accrediting body of training courses – described in proposed Handbook Information about application of Level system in CFPA-E courses presented and will be submitted by Jan Secret course's graduates will be held under certification number in anonymity Fees for sub-contractors – Licence agreement, annual licence, EQA visit every year, licence fee, fee for certification per person, (FPA experiences), asked by Heli, CNPP model vs Morocco – 3rd party training Fee for certificate were presented Licence contract of cooperation agreement will be shared on members-side of websites (private part) Explained methodology of new courses proposing Proposing to be enlarge keeping records by Greece, discussion about GDPR, handbook describes minimum standards for keeping records, and the keeping of data is independently for 		

Point	Notes	Who	Deadline
	each representative of CFPA, required keeping data for tests, results for 2 years. – Regarding GDPR I can store everything what I will need in future what I could need in conflicts. Keeping of documents will be based on national requirements		
4b	CFPA EQA Audit Forms <ul style="list-style-type: none"> - EQF Project presenting - Arranging EQA visits – schedule of visiting in Schedule Program. Visits 1/ 4 years suppose these visits. In October, Milan – will be presented who did EQA and who did not - Presentation about EQF will be shared with members - CNPP presents 2017/C 189/03 EUR-Lex – European Levels of Education - Sue's presentation with updates of Course's level system will be shared by mail with other members - Jan will share discussed documents to the other participants 		
4c	CFPA IQA Observation pack <ul style="list-style-type: none"> - IQA has to be proceed once per year 		
4d	Templates of courses <ul style="list-style-type: none"> - All courses must have final examination - Difficulty of tests must be dependent on levels (multiple choices and tests, length of tests) <i>Tests</i> <ul style="list-style-type: none"> - Skype exams, testing in local branches, clarifying by talk with sign of manager of exam and other person (notes from record) - Award framework discussion (29 min – 2 cast) - Everyone will have examinations put it in effect in start of 2020 <i>Unification of courses in every participating organization with CPFA-E handbook and templates</i> <ul style="list-style-type: none"> - Timetable, tests, ... will come into effect until end of the year 2019 <p>Until end of the April 2019 can be commented templates than courses templates will be finally accepted and will be placed on members area.</p>		
5	Reporting of CFPA Europe by Commission members		
5a	MIC – Marketing & Information Commission <ul style="list-style-type: none"> ▪ Same password for everybody in commissions ▪ Changes in guidelines section ▪ Technical articles sections – presented importance of publishing articles <ul style="list-style-type: none"> ▪ Name and flag associated with published article ▪ Opinion of the article discussed ▪ Participation in exhibitions <ul style="list-style-type: none"> ▪ New contacts for database ▪ Will be discussed about next steps in MIC and CFPA-E ▪ Open CFPA-E link on LinkedIn – will be discussed with MC ▪ There is necessity of guidelines translation in other languages ▪ Description of members about their work 		

Point	Notes	Who	Deadline
5b	SC – Security Commission <ul style="list-style-type: none"> Finalized guideline Cyber Security for SME - Endorsement page for EU - Press Release Business and Security Guideline – describe generally, all possible measures which could be made, description of 6 security classes and requirements Cyber Security still in preparation Arson document is in preparation 		
5c	GC - Guideline Commission <ul style="list-style-type: none"> Fire Safety Specialists Certification and using of guidelines for certification are in preparation Revision of guidelines older than 5 years are in process Endorsement of guideline Fire Safe Home with CTIF 		
5d	MC - Management Commission <ul style="list-style-type: none"> Swiss Safety Centre – join three association in Switzerland in one Introducing of Greek representative member association 3 applications for memberships – Greece, Albania, Turkey <ul style="list-style-type: none"> Greece – full member Turkey and Albania – engineering consultancy companies, not independent not fulfil requirements full member but became personal member without vote right 		
6	Future dates <i>Next meetings:</i> <ul style="list-style-type: none"> <i>General Assembly:</i> May 22 / 23 2019, Stockholm, Sweden October 14th - 18th, 2019, Milan, Italy March 23th - 27th, 2020, Linz, Austria <i>General Assembly:</i> May or June 2020, London, UK October 19st - 23nd, 2020, Hvidovre / Copenhagen, Denmark March 15th – 19th, 2021, Poland or Greece <i>General Assembly:</i> May or June (tbd) 2021, Slovenia October 18th – 22nd 2021, Greece or Poland 		
7	Quality No current issue		
8:	Proposals of New Courses New template for book of courses <ul style="list-style-type: none"> Outline of course <ul style="list-style-type: none"> Discussion about changing permissible variables from (%) to (hours) - postpone Take learning outcomes to in Page 2 under template, 4 templates per each person until next meetings 		
8.a	Fire-safety system - Medium level - CEPREVEN, FPA <ul style="list-style-type: none"> 32 hours duration Level Organize webinar between CEPREVEN, SZPV and FPA about course proposal <i>Will be sent for revision and acceptance by other members</i>		

8.b	Fire Safety in Care Homes - Brandskyddsföreningen <ul style="list-style-type: none"> Supporters: Norsk Brannvern Forening, Majaczech, SZPV, CEPREVEN Put learning template with outcomes <i>Will be sent for revision and acceptance by other members</i> 		
9:	Other business		
9.a	<i>Periodical discussion about news topics and work of each member for refreshing courses and professional overview</i>		
9.b	Web-meetings Minimal presence of webinars for letting decision has to be defined.		
9.c	Any points for guidelines commission meetings later <ul style="list-style-type: none"> No point 		
	Next meetings		
	<ul style="list-style-type: none"> October 14th - 18th, 2019, Milan, Italy March 23th - 27th, 2020, Linz, Austria October 19st - 23nd, 2020, Hvidovre / Copenhagen, Denmark March 15th – 19th, 2021, Poland or Greece October 18th – 22nd 2021, Greece or Poland 		

The meeting was closed.
